

Board of Education Regular Meeting
Monday, August 14, 2023 7:00 PM
High School Library
P.O. Box 8400
Ravenna, NE 68869-8400

1. **Members of the Public: Please note the first agenda item will be the "NRCSA Superintendent Transition Meeting," which will begin at 7:00 PM and end by 8:00 PM. Regular board business will commence at 8:00 PM.**
2. Call to Order and Roll Call - Open Meeting Law
3. Excuse Absent Board Members
4. The Pledge of Allegiance
5. Recitation of School Mission Statement: *Preparing Students Today to Succeed Tomorrow: Family-Community-School.*
6. Recitation of Board Mission Statement: *Providing collaborative leadership to prepare students today to succeed tomorrow.*
7. Approval of Agenda
8. Financial Report
9. Consent Agenda
 - 9.1. Discuss, consider, and take all necessary action to minutes
 - 9.2. Discuss, consider, and take all necessary action to bills
 - 9.3. Notice of Meeting Publication: The notice for this board meeting was published in the August 9th edition of the Ravenna News
 - 9.4. Discuss, consider, and take all action to declaring items as surplus for immediate sale or disposal
 - 9.5. Discuss, consider, and take all action necessary in reviewing the RPS 2023-2024 safe return to school plan, considering any and all community input
 - 9.6. Discuss, consider, and take all action necessary to the notice from the Buffalo County Planning & Zoning Commission regarding the "Sears Second Subdivision"

10. Blue Jay Celebration of Success - Mr. Shane Farritor via Zoom @ 8:30 PM
11. Request to Address the Board and Correspondence
12. Information and Action Items
 - 12.1. Discuss, consider, and take all action necessary to making board member appointments to the Committee on American Civics
 - 12.2. Discuss, consider, and take all action necessary to setting the date and time for the second August Board Meeting date for the purpose of approving final bills and for the purpose of the end of the year transfers for the 2022-23 Budget Cycle and for holding the Annual Board Budget Workshop
 - 12.3. Discuss, consider, and take all action necessary to the 2023 - 2024 School District Budget Draft Development Process & the 2023-2024 Property Tax Authority Request
 - 12.4. Discuss, consider, and take all action necessary to the date, time, and board member representative(s) for the 2023 Buffalo County LB644 Meeting
 - 12.5. Discuss, consider, and take all action necessary to set a date and time for the 2023 Budget Hearing
 - 12.6. Discuss, consider, and take all action necessary to the date and time of the 2023 Property Tax Request Hearing
 - 12.7. Discuss, consider, and take all action necessary to closing dormant activity fund accounts to include: FCCLA, Youth Center, Class of 2023, Class of 2022, Class of 2021, Class of 2020, Class of 2019, Class of 2018, Class of 2017 and transferring the proceeds of these funds into the Administrative Activity Account
 - 12.8. Discuss, consider, and take all action necessary to the annual school board policy review as recommended by KSB School Law
 - 12.9. Discuss, consider, and take all action necessary to the 2023-24 Ravenna Public Schools Student Handbook
 - 12.10. Discuss, consider, and take all action necessary to the 2023-24 Ravenna Public Schools Student Activity Handbook
 - 12.11. Discuss, consider, and take all necessary action to hiring of Nutrition Services Manager Trainee (Executive Session)

13. Discussion Items

13.1. Superintendent Transition Meeting @ 7:00 - Guest Facilitator, Mr. Mark Norvell of NRCSA

13.2. Discuss, consider, and take all action necessary to suicide prevention awareness planning and to improve the systems of support for student mental health - Guest Presenter Mr. Michael Jefferies @ 9:00 PM via Zoom

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
July 31st, 2023

Special Building

Last month ending balance	\$	778,310.24
Buffalo Co Taxes	\$	3,428.17
Sherman Co Taxes	\$	587.30
Settlement Checks	\$	-
Interest	\$	870.26
Check(s)	\$	(20,083.28)
Bank Statement Balance	\$	763,112.69
Outstanding Checks		
Flex 9 mo. CD 043	\$	5,000.00
Interest	\$	234.07
Flex 11 mo. CD 286	\$	501,685.51
Interest	\$	4,110.93
Total	\$	1,274,143.20

Depreciation Fund

Last month ending balance	\$	357,483.83
Interest		\$45.54
Boosters Reimb.		\$0.00
Transfer		\$0.00
Check(s)		\$0.00
Bank Statement Balance	\$	357,529.37

Employee Benefit Fund

Last month ending balance	\$	14,796.56
Deposit for Employee Benefits	\$	-
Interest	\$	1.89
Check(s)	\$	-
Bank Statement Balance	\$	14,798.45
Flex 9 mo. CD 094	\$	100,000.00
Interest	\$	1,723.30
Total	\$	116,521.75

Qualified Cap

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

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID 01		Fund Number 01 General		
20508		12 Points Technology	07/25/2023	949.21
01 2580 735 001 000		TECHNOLOGY SOFTWARE		949.21
Total 12 Points Technology				949.21
13181		A-1REFRIGERATION	07/13/2023	111.60
01 2620 431 002 000		Cont/ser Repair Elem		111.60
Total A-1REFRIGERATION				111.60
4727019343		ACCO Brands USA LLC	07/03/2023	208.08
01 1100 610 001 000		Gen Supplies Secon		104.04
01 1100 610 002 000		Gen Supplies Elem		104.04
Total ACCO Brands USA LLC				208.08
0101782		AKRS Equipment	07/31/2023	48.57
01 2710 610 000 000		Tires And Parts		48.57
Total AKRS Equipment				48.57
3707		ALPHA REHABILITATION	07/31/2023	1,125.05
01 2161 320 001 601		PROFESSIONAL ED SERVICES		512.20
01 2151 320 001 602		PROFESSIONAL ED SERVICES		612.85
Total ALPHA REHABILITATION				1,125.05
51410		ANDERSON BROS. Electric, Plumbing & Heating, Inc.	08/03/2023	318.35
01 2620 431 001 000		Con/ser Repair Secon		318.35
Total ANDERSON BROS. Electric, Plumbing & Heating, Inc.				318.35
23839		ASK SUPPLY CO	07/17/2023	127.26
01 2610 610 001 000		Supplies Secon		63.63
01 2610 610 002 000		Supplies Elem		63.63
Total ASK SUPPLY CO				127.26
4905153979. Jun/Jul23		BLACK HILLS ENERGY	07/19/2023	83.30
01 2610 621 001 000		Fuel Secon		41.65
01 2610 621 002 000		Fuel Elem		41.65
Total BLACK HILLS ENERGY				83.30
CBmiles.July23		Blauvelt, Cannon	07/17/2023	387.76
01 2410 580 001 000		Travel Secon		387.76
Total Blauvelt, Cannon				387.76
1041116		BLICK ART MATERIALS	07/05/2023	1,157.39
01 1100 610 001 027		Secon Art Materials		1,157.39
Total BLICK ART MATERIALS				1,157.39
1546857		BUILDERS WAREHOUSE	07/21/2023	38.49
01 2620 610 002 000		GENERAL SUPPLIES		38.49
Total BUILDERS WAREHOUSE				38.49
1987644		Cannon Sports Inc.	07/22/2023	75.78
01 1100 610 002 019		Elem Pe Materials		69.50

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 1100 610 002 000		Gen Supplies Elem		3.14
01 1100 610 001 000		Gen Supplies Secon		3.14
Total Cannon Sports Inc.				75.78
	52211128RI	CAROLINA BIOLOGICAL SUPPLY CO	06/30/2023	756.21
01 1100 610 001 022		Materials		756.21
	52234340 RI	CAROLINA BIOLOGICAL SUPPLY CO	07/25/2023	32.98
01 1100 610 001 022		Materials		32.98
Total CAROLINA BIOLOGICAL SUPPLY CO				789.19
	2505070123	CHARTER COMMUNICATIONS	07/19/2023	22.47
01 1100 382 000 000		INTERNET SERVICES		22.47
	2505080123	CHARTER COMMUNICATIONS	08/01/2023	22.47
01 1100 382 000 000		INTERNET SERVICES		22.47
Total CHARTER COMMUNICATIONS				44.94
	357.July23	CITY OF RAVENNA	07/28/2023	439.00
01 2610 410 001 000		Water Sewer Secon		219.50
01 2610 410 002 000		Water Sewer Elem		219.50
	760.July23	CITY OF RAVENNA	07/27/2023	64.00
01 2610 410 001 000		Water Sewer Secon		32.00
01 2610 410 002 000		Water Sewer Elem		32.00
Total CITY OF RAVENNA				503.00
	1369923	DAS State Accounting - Central Finance	05/10/2023	238.13
01 1100 382 000 000		INTERNET SERVICES		238.13
	1379761	DAS State Accounting - Central Finance	07/13/2023	238.13
01 1100 382 000 000		INTERNET SERVICES		238.13
	1384493	DAS State Accounting - Central Finance	08/10/2023	267.63
01 1100 382 000 000		INTERNET SERVICES		267.63
Total DAS State Accounting - Central Finance				743.89
	8751409-0	EAKES OFFICE PLUS	07/07/2023	394.00
01 2610 610 001 000		Supplies Secon		197.00
01 2610 610 002 000		Supplies Elem		197.00
	8761297-0	EAKES OFFICE PLUS	07/21/2023	838.33
01 2610 610 001 000		Supplies Secon		419.17
01 2610 610 002 000		Supplies Elem		419.16
	INV472127	EAKES OFFICE PLUS	07/15/2023	1,905.64
01 1100 610 001 000		Gen Supplies Secon		952.82
01 1100 610 002 000		Gen Supplies Elem		952.82
Total EAKES OFFICE PLUS				3,137.97
	3198085	ECOLAB PEST ELIM DIV	08/07/2023	75.79
01 2620 431 001 000		Con/ser Repair Secon		37.90
01 2620 431 002 000		Cont/ser Repair Elem		37.89
	9966008	ECOLAB PEST ELIM DIV	07/06/2023	75.79
01 2620 431 001 000		Con/ser Repair Secon		37.90
01 2620 431 002 000		Cont/ser Repair Elem		37.89
Total ECOLAB PEST ELIM DIV				151.58
	INV314653	EDMENTUM	07/20/2023	2,770.00
01 6969 735 001 000		Comp Software Secon		2,770.00
Total EDMENTUM				2,770.00

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		
	180300.July23	ESU #10	08/01/2023	734.37
01 2153 591 002 602		SPEECH (0-2)	734.37	
	180300.June23	ESU #10	06/30/2023	28,984.87
01 2152 591 002 607		AUDIOLOGY SPED 3-5	19.45	
01 2153 591 002 607		AUDIOLOGY SPED 0-2	19.46	
01 2151 591 001 607		Audiology Secon	77.73	
01 2151 591 002 607		Audiology Elem	77.73	
01 2151 591 001 604		ESU SERVICES-Deaf Ed Sec.	502.39	
01 2151 591 002 604		Deaf Ed Sped Elem.	502.39	
01 2142 591 002 606		PSYCH SERVICES SPED 3-5	483.18	
01 2143 591 002 606		PSYC SERVICES SPED 0-2	483.20	
01 2141 591 001 606		SCHOOL PSYCH	1,932.83	
01 2141 591 002 606		Diagnostic Testing (School Psych)	1,932.83	
01 1200 591 000 000		ESU SERVICES	946.00	
01 1291 591 002 603		PRE SPED Supervision (3-5)	379.90	
01 1292 591 002 603		Pre Sped Services (0-2)	379.97	
01 1200 591 001 000		SPED SUPERVISION SEC.	1,657.34	
01 1200 591 002 000		SPED SUPERVISION ELEM.	1,657.34	
01 2153 591 002 602		SPEECH (0-2)	666.49	
01 2152 591 002 602		PRE SCHL SPEECH (3-5)	1,499.61	
01 2151 591 001 602		Speech Therapy	2,999.22	
01 2151 591 002 602		Speech Therapy Elem	11,497.01	
01 2181 591 002 605		VISION	592.63	
01 1200 591 000 608		Vocational	258.17	
01 2212 330 002 000		Purch Prof Ser Elem	135.00	
01 2410 810 002 000		Dues And Fees Elem	95.00	
01 2120 320 001 000		Purch Prof Ser Secon	20.00	
01 2320 810 000 000		Dues And Fees	75.00	
01 2410 810 001 000		Dues And Fees Secon	95.00	
Total ESU #10			29,719.24	
	3101	Family Physical Therapy & Sports Center P.C.	07/17/2023	135.00
01 2163 569 002 000		OT Sped 0-2	75.00	
01 2163 569 002 000		OT Sped 0-2	60.00	
Total Family Physical Therapy & Sports Center P.C.			135.00	
	837326.July23	FARMERS CO-OPERATIVE ASSOC	07/25/2023	2,595.82
01 2710 610 000 000		Tires And Parts	24.80	
01 2710 626 000 000		Gas And Oil	2,571.02	
Total FARMERS CO-OPERATIVE ASSOC			2,595.82	
	10823088	Hamilton	08/01/2023	276.68
01 2510 382 001 000		Telephone Secon	138.34	
01 2510 382 002 000		Telehone Elem	138.34	
	10824694	Hamilton	08/01/2023	35.13
01 2510 382 001 000		Telephone Secon	17.57	
01 2510 382 002 000		Telehone Elem	17.56	
	10825875	Hamilton	08/01/2023	88.48
01 2510 382 001 000		Telephone Secon	44.24	
01 2510 382 002 000		Telehone Elem	44.24	
Total Hamilton			400.29	
	752713115	Home Depot Pro, The	06/28/2023	130.44
01 2620 610 001 000		GENERAL SUPPLIES	65.22	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2620 610 002 000		GENERAL SUPPLIES		65.22
	753331503	Home Depot Pro, The	07/05/2023	289.88
01 2610 610 001 000		Supplies Secon		144.94
01 2610 610 002 000		Supplies Elem		144.94
	755491578	Home Depot Pro, The	07/18/2023	10.72
01 2620 610 001 000		GENERAL SUPPLIES		10.72
	756695466	Home Depot Pro, The	07/25/2023	294.04
01 2610 610 001 000		Supplies Secon		147.02
01 2610 610 002 000		Supplies Elem		147.02
Total	Home Depot Pro, The			725.08
	12795338.Aug23	Hometown Leasing	08/01/2023	671.85
01 1100 443 001 000		LEASED EQUIP		671.85
Total	Hometown Leasing			671.85
	CIN116618	Innovative Office Solutions, LLC	06/13/2023	166.10
01 1100 610 001 026		Instr Materials		166.10
	IN4264466	Innovative Office Solutions, LLC	07/19/2023	418.57
01 1100 610 001 027		Secon Art Materials		97.50
01 1100 610 002 004		Grade 4 Materials		16.80
01 1100 610 002 003		Grade 3 Materials		25.20
01 1100 610 002 002		Grade 2 Materials		30.60
01 1100 610 002 018		Music Materials		13.90
01 1100 610 001 000		Gen Supplies Secon		93.57
01 1100 610 001 022		Materials		43.40
01 1100 610 001 020		Lang Arts Materials		35.00
01 1100 610 001 023		Soc Stud Materials		48.80
01 1100 610 001 032		Foreign Lang Mater		13.80
	INV4246486	Innovative Office Solutions, LLC	07/20/2023	3,070.76
01 1100 610 002 007		Kingrt Materials		88.04
01 1100 610 001 032		Foreign Lang Mater		38.17
01 1100 610 002 004		Grade 4 Materials		46.80
01 1200 610 002 000		Gen Supplies Elem		30.56
01 1100 610 001 025		Instr Materials		40.31
01 1100 610 002 019		Elem Pe Materials		11.78
01 2620 610 001 000		GENERAL SUPPLIES		326.29
01 2620 610 002 000		GENERAL SUPPLIES		326.29
01 1100 610 002 003		Grade 3 Materials		94.33
01 1100 610 002 006		Grade 6 Materials		84.59
01 1100 610 001 020		Lang Arts Materials		168.63
01 1100 610 001 022		Materials		352.30
01 1100 610 002 002		Grade 2 Materials		211.79
01 1190 610 002 000		PreK Supplies		95.82
01 1100 610 002 000		Gen Supplies Elem		40.01
01 1100 610 001 027		Secon Art Materials		333.60
01 1100 610 002 005		Grade 5 Materials		77.77
01 1100 610 001 029		Instr Materials		53.82
01 1100 610 002 018		Music Materials		56.20
01 1100 610 001 026		Instr Materials		9.49
01 1100 610 001 023		Soc Stud Materials		50.74
01 1100 610 001 021		Math Materials		47.21
01 2220 610 001 000		Supplies Secon		18.80
01 2220 610 002 000		Supplies Elem		18.80
01 1100 610 001 000		Gen Supplies Secon		224.31
01 1100 610 002 000		Gen Supplies Elem		224.31

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	Innovative Office Solutions, LLC			3,655.43
	549246	Integrated Life Choices	07/01/2023	3,682.06
01 1200 569 001 000		TUITION-OTHER		3,682.06
	551700	Integrated Life Choices	07/31/2023	2,437.42
01 1200 569 001 000		TUITION-OTHER		2,437.42
Total	Integrated Life Choices			6,119.48
	S469382	IXL Learning	07/14/2023	4,600.00
01 6998 643 001 000		WEB/CLOUD BASED SOFTWARE		2,300.00
01 6998 643 002 000		WEB/CLOUD BASED SOFTWARE		2,300.00
Total	IXL Learning			4,600.00
	115033	Jerry's Sheet Metal Heating & Cooling, Inc.	07/19/2023	38,700.00
01 6998 431 001 000		REPAIRS & MAINT.		19,350.00
01 6998 431 002 000		REPAIRS & MAINT.		19,350.00
Total	Jerry's Sheet Metal Heating & Cooling, Inc.			38,700.00
	10525076	JourneyEd.com, Inc.	07/18/2023	500.00
01 1100 735 001 000		Comp Software Secon		250.00
01 1100 735 002 000		Comp Software Elem		250.00
Total	JourneyEd.com, Inc.			500.00
	2460.June/July23	K & B PARTS	07/31/2023	2,447.75
01 2710 610 000 000		Tires And Parts		2,328.35
01 2610 610 001 000		Supplies Secon		119.40
Total	K & B PARTS			2,447.75
	14540	KSB SCHOOL LAW, PC LLO	08/02/2023	937.50
01 2330 317 000 000		LEGAL SERVICES		937.50
Total	KSB SCHOOL LAW, PC LLO			937.50
	CPS.May23	Live Well Counseling Center	05/15/2023	75.93
01 1100 334 000 000		Mileage for Psyche Services		75.93
Total	Live Well Counseling Center			75.93
	6173	MC AUTOMOTIVE	07/25/2023	881.11
01 2730 431 000 000		REPAIRS & MAINT.		881.11
	6202	MC AUTOMOTIVE	08/07/2023	1,346.92
01 2730 431 000 000		REPAIRS & MAINT.		1,346.92
Total	MC AUTOMOTIVE			2,228.03
	66410	MENARDS	07/03/2023	158.18
01 2620 610 002 000		GENERAL SUPPLIES		158.18
	67084	MENARDS	07/13/2023	301.43
01 2620 610 001 000		GENERAL SUPPLIES		150.72
01 2620 610 002 000		GENERAL SUPPLIES		150.71
	67176	MENARDS	07/14/2023	49.45
01 2620 610 002 000		GENERAL SUPPLIES		49.45
Total	MENARDS			509.06
	56906	MERNARDS - KEARNEY	07/21/2023	382.84
01 2620 610 002 000		GENERAL SUPPLIES		382.84

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	57279	MERNARDS - KEARNEY	07/28/2023	21.96
01 2620 610 001 000		GENERAL SUPPLIES		10.98
01 2620 610 002 000		GENERAL SUPPLIES		10.98
	57612	MERNARDS - KEARNEY	08/04/2023	209.89
01 2620 610 001 000		GENERAL SUPPLIES		104.95
01 2620 610 002 000		GENERAL SUPPLIES		104.94
Total	MERNARDS - KEARNEY			614.69
	0794645-IN	MID-AMERICAN RESEARCH	06/30/2023	529.77
01 2610 610 001 000		Supplies Secon		264.89
01 2610 610 002 000		Supplies Elem		264.88
Total	MID-AMERICAN RESEARCH			529.77
	195	MIDWEST FLOOR SPECIALISTS	07/11/2023	3,070.00
01 2620 431 001 000		Con/ser Repair Secon		3,070.00
Total	MIDWEST FLOOR SPECIALISTS			3,070.00
	1938`	Midwest Technology Specialists LLC.	06/15/2023	2,179.10
01 2620 610 001 000		GENERAL SUPPLIES		1,089.55
01 2620 610 002 000		GENERAL SUPPLIES		1,089.55
Total	Midwest Technology Specialists LLC.			2,179.10
	17784	MIGHTY DUCTS	07/05/2023	575.00
01 2620 431 001 000		Con/ser Repair Secon		575.00
Total	MIGHTY DUCTS			575.00
	29703	National Art & School Supplies, Inc.	07/17/2023	1,943.05
01 1100 610 002 007		Kingrt Materials		22.60
01 1100 610 001 021		Math Materials		207.94
01 1100 610 001 032		Foreign Lang Mater		80.78
01 1200 610 002 000		Gen Supplies Elem		19.92
01 1100 610 002 004		Grade 4 Materials		60.80
01 1100 610 001 025		Instr Materials		13.44
01 1100 610 002 019		Elem Pe Materials		5.70
01 1100 610 002 003		Grade 3 Materials		87.82
01 1100 610 002 005		Grade 5 Materials		158.20
01 1100 610 001 000		Gen Supplies Secon		228.32
01 1100 610 001 020		Lang Arts Materials		183.68
01 1100 610 002 006		Grade 6 Materials		65.79
01 1100 610 001 022		Materials		261.10
01 1100 610 002 002		Grade 2 Materials		56.20
01 1190 610 002 000		PreK Supplies		2.58
01 1100 610 002 000		Gen Supplies Elem		303.56
01 1100 610 001 027		Secon Art Materials		66.08
01 1100 610 002 001		Grade 1 Materials		18.28
01 1100 610 001 029		Instr Materials		9.38
01 1100 610 001 026		Instr Materials		36.80
01 1100 610 001 026		Instr Materials		54.08
Total	National Art & School Supplies, Inc.			1,943.05
	107052	NCS PEARSON INC	06/12/2003	285.00
01 1100 735 002 000		Comp Software Elem		285.00
Total	NCS PEARSON INC			285.00

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	52744.July23	NE PUBLIC POWER DISTRICT	07/31/2023	129.93
01 2610 621 001 000		Fuel Secon		64.97
01 2610 621 002 000		Fuel Elem		64.96
	52749.July23	NE PUBLIC POWER DISTRICT	07/31/2023	47.37
01 2610 621 001 000		Fuel Secon		23.69
01 2610 621 002 000		Fuel Elem		23.68
	52754.July23	NE PUBLIC POWER DISTRICT	07/31/2023	31.58
01 2610 621 001 000		Fuel Secon		15.79
01 2610 621 002 000		Fuel Elem		15.79
	52759.July23	NE PUBLIC POWER DISTRICT	07/31/2023	4,858.52
01 2610 621 001 000		Fuel Secon		2,429.26
01 2610 621 002 000		Fuel Elem		2,429.26
	52765.July23	NE PUBLIC POWER DISTRICT	07/31/2023	64.79
01 2610 621 001 000		Fuel Secon		32.40
01 2610 621 002 000		Fuel Elem		32.39
	52769.Aug23	NE PUBLIC POWER DISTRICT	08/02/2014	106.71
01 2610 621 001 000		Fuel Secon		53.36
01 2610 621 002 000		Fuel Elem		53.35
	52769.July23	NE PUBLIC POWER DISTRICT	07/05/2023	94.02
01 2610 621 001 000		Fuel Secon		47.01
01 2610 621 002 000		Fuel Elem		47.01
Total	NE PUBLIC POWER DISTRICT			5,332.92
	47998	NEBR ASSOC OF SCHOOL BOARDS	07/11/2023	178.00
01 2310 810 000 000		Dues And Fees		89.00
01 2320 810 000 000		Dues And Fees		89.00
Total	NEBR ASSOC OF SCHOOL BOARDS			178.00
	11320	Nebraska Bus & Coach	06/06/2023	1,912.33
01 2730 431 000 000		REPAIRS & MAINT.		1,912.33
	11321	Nebraska Bus & Coach	06/05/2023	1,824.69
01 2730 431 000 000		REPAIRS & MAINT.		1,824.69
	11322	Nebraska Bus & Coach	06/06/2023	2,324.86
01 2730 431 000 000		REPAIRS & MAINT.		2,324.86
	11323	Nebraska Bus & Coach	06/06/2023	1,362.40
01 2730 431 000 000		REPAIRS & MAINT.		1,362.40
	11325	Nebraska Bus & Coach	06/13/2023	199.56
01 2730 431 000 000		REPAIRS & MAINT.		199.56
Total	Nebraska Bus & Coach			7,623.84
	97924	NORTHWEST EVALUATION ASSOCIATION	07/19/2023	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
	2022126941	ONE SOURCE	07/20/2023	52.00
01 2310 340 000 000		SERVICES		52.00
Total	ONE SOURCE			52.00
	18490C	Pine Cove Consulting, LLC	07/17/2023	28,190.00
01 6969 734 001 000		TECHNOLOGY RELATED HARDWARE		2,865.00
01 6969 734 002 000		TECHNOLOGY RELATED HARDWARE		2,865.00
01 1100 734 001 000		Comp Equip Secon		11,230.00
01 1100 734 002 000		Comp Equip Elem		11,230.00

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	Pine Cove Consulting, LLC			28,190.00
	114428	PRAIRIE HILLS WIRELESS, LLC	08/01/2023	60.00
01 1100 382 000 000		INTERNET SERVICES		60.00
Total	PRAIRIE HILLS WIRELESS, LLC			60.00
	144202	Protex Central, Inc.	07/27/2023	48.67
01 2620 431 001 000		Con/ser Repair Secon		24.34
01 2620 431 002 000		Cont/ser Repair Elem		24.33
	144380	Protex Central, Inc.	07/31/2023	192.15
01 2620 431 001 000		Con/ser Repair Secon		96.08
01 2620 431 002 000		Cont/ser Repair Elem		96.07
Total	Protex Central, Inc.			240.82
	33379179	QUILL LLC	07/08/2023	104.51
01 1100 610 002 003		Grade 3 Materials		104.51
	33742776	QUILL LLC	07/28/2023	29.70
01 1100 610 001 000		Gen Supplies Secon		29.70
Total	QUILL LLC			134.21
	CON011295	RASMUSSEN MECHANICAL SERVICES	07/21/2023	982.00
01 2620 431 001 000		Con/ser Repair Secon		491.00
01 2620 431 002 000		Cont/ser Repair Elem		491.00
	SRV104265	RASMUSSEN MECHANICAL SERVICES	08/03/2023	322.51
01 2620 431 001 000		Con/ser Repair Secon		322.51
Total	RASMUSSEN MECHANICAL SERVICES			1,304.51
	news.July23	RAVENNA NEWS	07/31/2023	735.10
01 2310 540 000 000		Advertising & Print		735.10
Total	RAVENNA NEWS			735.10
	trash.Aug23	RAVENNA SANITATION	08/01/2023	981.00
01 2620 420 001 000		CLEANING SERVICES/TRASH		490.50
01 2620 420 002 000		CLEANING SERVICES/TRASH		490.50
Total	RAVENNA SANITATION			981.00
	M7366728	SCHOLASTIC INC	07/25/2023	1,204.22
01 1100 640 002 001		Classroom Periodical		197.67
01 1100 640 002 002		Classroom Periodical		224.03
01 1100 640 001 020		Classroom Periodical		329.67
01 1100 640 002 007		Classroom Periodical		210.85
01 1190 610 002 000		PreK Supplies		242.00
Total	SCHOLASTIC INC			1,204.22
	0956716-IN	School Nurse Supply	07/05/2023	469.53
01 2130 610 000 000		Health Supplies		469.53
Total	School Nurse Supply			469.53
	208132536954	SCHOOL SPECIALTY LLC	07/10/2023	117.45
01 1100 610 002 004		Grade 4 Materials		117.45
	208132708488	SCHOOL SPECIALTY LLC	07/29/2023	91.90
01 1100 610 001 000		Gen Supplies Secon		45.95
01 1100 610 002 000		Gen Supplies Elem		45.95

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	SCHOOL SPECIALTY LLC			209.35
	20230620-109	SOFTWARE UNLIMITED INC	06/25/2023	6,800.00
01 2510 735 000 000		Computer Software		6,800.00
	20230620-249	SOFTWARE UNLIMITED INC	07/19/2023	616.00
01 2510 735 000 000		Computer Software		616.00
Total	SOFTWARE UNLIMITED INC			7,416.00
	3539483640	STAPLES	05/31/2023	29.96
01 1100 610 002 001		Grade 1 Materials		29.96
	3539579421	STAPLES	06/01/2023	(67.20)
01 1100 610 001 020		Lang Arts Materials		(67.20)
	3542166863	STAPLES	07/07/2023	133.58
01 1100 610 002 003		Grade 3 Materials		133.58
	3543495493	STAPLES	07/28/2023	107.69
01 1100 610 001 000		Gen Supplies Secon		107.69
	8070461554	STAPLES	05/31/2023	32.06
01 1100 610 002 001		Grade 1 Materials		32.06
Total	STAPLES			236.09
	478996	STUDIES WEEKLY	07/07/2023	262.35
01 1100 640 002 003		Classroom Periodical		262.35
	479050	STUDIES WEEKLY	07/10/2023	345.38
01 1100 640 002 004		Classroom Periodical		345.38
Total	STUDIES WEEKLY			607.73
	291524	Time Management Systems, Inc.	08/01/2023	2,255.00
01 2510 735 000 000		Computer Software		2,255.00
Total	Time Management Systems, Inc.			2,255.00
	usbank.072523	U.S. Bank	07/25/2023	10,404.99
01 2510 531 000 000		POSTAGE		17.10
01 1100 610 001 022		Materials		791.10
01 1100 610 001 029		Instr Materials		854.14
01 1100 610 002 019		Elem Pe Materials		854.14
01 1200 810 001 000		Registration Secondary		15.00
01 2620 431 001 000		Con/ser Repair Secon		1,633.29
01 1100 610 002 007		Kingrt Materials		526.69
01 1100 610 002 001		Grade 1 Materials		431.52
01 3535 610 000 000		High Abilt Learn Supplies		1,737.16
01 1100 610 002 018		Music Materials		31.94
01 1100 610 001 022		Materials		126.40
01 1100 610 001 032		Foreign Lang Mater		78.34
01 3535 610 000 000		High Abilt Learn Supplies		388.79
01 1200 610 002 000		Gen Supplies Elem		176.01
01 2620 610 001 000		GENERAL SUPPLIES		73.62
01 2620 610 002 000		GENERAL SUPPLIES		73.62
01 1100 735 001 000		Comp Software Secon		637.50
01 1100 735 002 000		Comp Software Elem		637.50
01 1200 610 002 000		Gen Supplies Elem		429.24
01 2120 610 002 000		Supplies Elem		206.73
01 1100 610 002 001		Grade 1 Materials		250.34
01 1100 610 002 007		Kingrt Materials		58.30
01 1100 610 002 005		Grade 5 Materials		109.98

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2620 610 001 000		GENERAL SUPPLIES		124.99
01 1100 610 002 000		Gen Supplies Elem		116.56
01 1100 610 002 004		Grade 4 Materials		24.99
Total U.S. Bank				10,404.99
	INV383042	UNITED LABORATORIES	07/17/2023	1,245.31
01 2610 610 001 000		Supplies Secon		622.66
01 2610 610 002 000		Supplies Elem		622.65
Total UNITED LABORATORIES				1,245.31
	4960080202307	Verizon Business	08/01/2023	32.64
01 2510 382 001 000		Telephone Secon		16.32
01 2510 382 002 000		Telehone Elem		16.32
Total Verizon Business				32.64
	9940545630	VERIZON WIRELESS	07/25/2023	343.47
01 2510 382 001 000		Telephone Secon		171.74
01 2510 382 002 000		Telehone Elem		171.73
Total VERIZON WIRELESS				343.47
	EAP.1stqrt2023	WHOLENESS HEALING EAP	08/01/2023	800.00
01 2310 810 000 000		Dues And Fees		800.00
Total WHOLENESS HEALING EAP				800.00
	2307-314761.June2023	WILKE'S TRUE VALUE	08/01/2023	426.48
01 2620 610 001 000		GENERAL SUPPLIES		213.24
01 2620 610 002 000		GENERAL SUPPLIES		213.24
	2308-315616July2023	WILKE'S TRUE VALUE	07/31/2023	213.88
01 2620 610 001 000		GENERAL SUPPLIES		106.94
01 2620 610 002 000		GENERAL SUPPLIES		106.94
Total WILKE'S TRUE VALUE				640.36
Fund Number 01				187,405.57
Checking Account ID 01				187,405.57

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01	General							
01 1100 111 001 000	SALARIES TEACHERS SECONDARY	1,038,562.00	75,143.17	888,421.52	85.54	150,140.48	0.00	150,140.48
01 1100 111 002 000	SALARIES TEACHERS ELEM.	985,585.00	60,123.49	723,596.80	73.42	261,988.20	0.00	261,988.20
01 1100 112 001 000	AIDES/COACHES	0.00	0.00	6,820.00	0.00	(6,820.00)	0.00	(6,820.00)
01 1100 120 001 000	SUBSTITUTE OR TEMPORARY SALARIES	1,000.00	0.00	2,791.25	279.13	(1,791.25)	0.00	(1,791.25)
01 1100 123 001 000	Sub Salaries Secon	37,000.00	0.00	16,234.18	43.88	20,765.82	0.00	20,765.82
01 1100 123 002 000	Sub Salaries Elem	33,000.00	0.00	24,059.82	72.91	8,940.18	0.00	8,940.18
01 1100 151 001 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	10,413.32	127,529.56	0.00	(127,529.56)	0.00	(127,529.56)
01 1100 151 002 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	3,099.48	37,160.00	0.00	(37,160.00)	0.00	(37,160.00)
01 1100 152 001 000	ADDITIONAL COMP. AIDES	0.00	0.00	2,537.50	0.00	(2,537.50)	0.00	(2,537.50)
01 1100 211 001 000	Health Ins Secon	397,188.00	24,846.94	320,379.57	80.66	76,808.43	0.00	76,808.43
01 1100 211 002 000	Health Ins Elem	398,028.00	22,742.89	276,843.86	69.55	121,184.14	0.00	121,184.14
01 1100 212 001 000	GROUP INSURANCE-AIDES	0.00	0.00	4.54	0.00	(4.54)	0.00	(4.54)
01 1100 213 001 000	GROUP INS.-SUBS	0.00	0.00	921.05	0.00	(921.05)	0.00	(921.05)
01 1100 213 002 000	GROUP INS.-SUBS	7,280.00	0.00	201.77	2.77	7,078.23	0.00	7,078.23
01 1100 220 001 000	FICA-NON INSTRUCTIONAL	0.00	0.00	213.54	0.00	(213.54)	0.00	(213.54)
01 1100 221 001 000	Fica Secon	82,996.00	6,318.31	74,993.58	90.36	8,002.42	0.00	8,002.42
01 1100 221 002 000	Fica Elem	78,687.00	4,549.87	54,736.74	69.56	23,950.26	0.00	23,950.26
01 1100 222 001 000	FICA-COACHES/AIDES	0.00	0.00	715.82	0.00	(715.82)	0.00	(715.82)
01 1100 223 001 000	FICA-SUB SUBS	2,700.00	0.00	1,218.54	45.13	1,481.46	0.00	1,481.46
01 1100 223 002 000	FICA-SUB SUBS	2,500.00	0.00	1,833.72	73.35	666.28	0.00	666.28
01 1100 231 001 000	RETIREMENT TEACHERS/ADMINS	102,686.00	8,374.27	99,431.67	96.83	3,254.33	0.00	3,254.33
01 1100 231 002 000	RETIREMENT TEACHERS/ADMIN	97,355.00	6,245.02	75,145.86	77.19	22,209.14	0.00	22,209.14
01 1100 232 001 000	RETIREMENT-COACHES/AIDES	0.00	0.00	250.65	0.00	(250.65)	0.00	(250.65)
01 1100 233 001 000	RETIREMENT-SUBS	0.00	0.00	139.27	0.00	(139.27)	0.00	(139.27)
01 1100 233 002 000	RETIREMENT-SUBS	0.00	0.00	144.45	0.00	(144.45)	0.00	(144.45)
01 1100 281 001 000	CASH IN LIEU/HSA	8,357.00	1,094.02	13,310.51	159.27	(4,953.51)	0.00	(4,953.51)
01 1100 281 002 000	CASH IN LIEU/HSA	10,000.00	1,625.72	20,208.93	202.09	(10,208.93)	0.00	(10,208.93)
01 1100 283 001 000	UNEMPLOYMENT COMP OR INS	0.00	0.00	46.81	0.00	(46.81)	0.00	(46.81)
01 1100 283 002 000	UNEMPLOYMENT COMP OR INS	0.00	0.00	30.27	0.00	(30.27)	0.00	(30.27)
01 1100 330 001 000	ASSEMBLIES	1,000.00	0.00	6,687.50	668.75	(5,687.50)	0.00	(5,687.50)
01 1100 330 002 000	ASSEMBLIES	1,000.00	0.00	3,687.50	368.75	(2,687.50)	0.00	(2,687.50)
01 1100 334 000 000	Mileage for Psyche Services	2,500.00	75.93	1,183.15	47.33	1,316.85	0.00	1,316.85
01 1100 382 000 000	INTERNET SERVICES	10,000.00	848.83	5,683.16	56.83	4,316.84	0.00	4,316.84
01 1100 382 001 000	Distance Education	7,500.00	0.00	0.00	0.00	7,500.00	0.00	7,500.00
01 1100 431 001 000	REPAIRS & MAINTENANCE - Contracted	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 1100 431 002 000	REPAIRS & MAINTENANCE - Contracted	1,500.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00
01 1100 443 001 000	LEASED EQUIP	9,000.00	671.85	7,054.43	78.38	1,945.57	0.00	1,945.57
01 1100 443 002 000	LEASED EQUIP	8,500.00	0.00	1,007.77	11.86	7,492.23	0.00	7,492.23
01 1100 580 001 000	Travel Secon	2,000.00	0.00	5,429.23	271.46	(3,429.23)	0.00	(3,429.23)
01 1100 580 002 000	Travel Elem	1,500.00	0.00	855.50	57.03	644.50	0.00	644.50
01 1100 610 001 000	Gen Supplies Secon	15,000.00	1,789.54	19,673.85	131.16	(4,673.85)	0.00	(4,673.85)
01 1100 610 002 000	Gen Supplies Elem	15,000.00	1,790.39	12,158.25	81.06	2,841.75	0.00	2,841.75
01 1100 640 001 000	Textbooks Secon	30,000.00	0.00	6,594.70	21.98	23,405.30	0.00	23,405.30
01 1100 640 002 000	Textbooks Elem	30,000.00	0.00	13,219.43	44.06	16,780.57	0.00	16,780.57
01 1100 733 001 000	Equipment Secon	10,000.00	0.00	11,561.52	115.62	(1,561.52)	0.00	(1,561.52)
01 1100 733 002 000	Equipment Elem	7,500.00	0.00	0.00	0.00	7,500.00	0.00	7,500.00
01 1100 734 001 000	Comp Equip Secon	60,000.00	11,230.00	11,230.00	18.72	48,770.00	0.00	48,770.00
01 1100 734 002 000	Comp Equip Elem	2,500.00	11,230.00	11,230.00	449.20	(8,730.00)	0.00	(8,730.00)
01 1100 735 001 000	Comp Software Secon	30,000.00	1,247.50	17,511.94	58.37	12,488.06	0.00	12,488.06
01 1100 735 002 000	Comp Software Elem	20,000.00	1,532.50	12,475.87	62.38	7,524.13	0.00	7,524.13

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1100 810 001 000	FEES	5,500.00	0.00	2,272.68	41.32	3,227.32	0.00	3,227.32
01 1100 810 002 000	FEES	500.00	0.00	1,136.60	227.32	(636.60)	0.00	(636.60)
01 1100 890 001 000	Other Misc Exp Secon	2,500.00	0.00	3,031.15	121.25	(531.15)	0.00	(531.15)
01 1100 890 002 000	Other Misc Exp Elem	2,500.00	0.00	436.09	17.44	2,063.91	0.00	2,063.91
1100 SALARIES		3,563,424.00	254,993.04	2,924,042.10	82.06	639,381.90	0.00	639,381.90
01 1160 111 002 000	SALARIES TEACHERS POVERTY	80,000.00	5,256.25	63,075.00	78.84	16,925.00	0.00	16,925.00
01 1160 211 002 000	Poverty Program Health Ins	12,003.00	1,576.85	18,922.31	157.65	(6,919.31)	0.00	(6,919.31)
01 1160 221 002 000	Poverty Program FICA	3,000.00	380.56	4,566.72	152.22	(1,566.72)	0.00	(1,566.72)
01 1160 231 002 000	Poverty Program Retire	5,000.00	519.21	6,230.41	124.61	(1,230.41)	0.00	(1,230.41)
01 1160 281 002 000	TEACHERS/PRINCIPALS HSA	0.00	286.04	3,432.48	0.00	(3,432.48)	0.00	(3,432.48)
1160 POVERTY		100,003.00	8,018.91	96,226.92	96.22	3,776.08	0.00	3,776.08
01 1190 111 002 000	SALARIES TEACHERS PRE K	46,763.00	3,639.86	18,521.74	39.61	28,241.26	0.00	28,241.26
01 1190 112 002 000	PreK Para	42,900.00	46.65	18,358.11	42.79	24,541.89	0.00	24,541.89
01 1190 123 002 000	PreK Subs	1,500.00	0.00	2,787.58	185.84	(1,287.58)	0.00	(1,287.58)
01 1190 211 002 000	PreK Health	40,673.00	1,639.05	19,988.64	49.14	20,684.36	0.00	20,684.36
01 1190 212 002 000	GROUP INSURANCE-AIDES	0.00	0.00	7,356.60	0.00	(7,356.60)	0.00	(7,356.60)
01 1190 221 002 000	PreK Fica	6,974.00	273.63	1,342.68	19.25	5,631.32	0.00	5,631.32
01 1190 222 002 000	FICA-AIDES	0.00	3.57	1,179.02	0.00	(1,179.02)	0.00	(1,179.02)
01 1190 223 002 000	FICA-SUB SUBS	0.00	0.00	213.24	0.00	(213.24)	0.00	(213.24)
01 1190 231 002 000	PreK Retire	8,857.00	359.54	1,829.25	20.65	7,027.75	0.00	7,027.75
01 1190 232 002 000	RETIREMENT AIDES	0.00	4.60	1,732.48	0.00	(1,732.48)	0.00	(1,732.48)
01 1190 233 002 000	RETIREMENT-SUBS	0.00	0.00	102.73	0.00	(102.73)	0.00	(102.73)
01 1190 610 002 000	PreK Supplies	500.00	340.40	891.94	178.39	(391.94)	0.00	(391.94)
01 1190 890 002 000	PreK Misc Exp	500.00	0.00	0.00	0.00	500.00	0.00	500.00
1190 PREK		148,667.00	6,307.30	74,304.01	49.98	74,362.99	0.00	74,362.99
01 1200 111 001 000	SPED teachers	201,750.00	12,566.74	151,025.00	74.86	50,725.00	0.00	50,725.00
01 1200 111 002 000	SALARIES TEACHERS SPED ELEM.	208,953.00	16,282.31	195,804.07	93.71	13,148.93	0.00	13,148.93
01 1200 112 001 000	SPED Paras	212,289.00	282.10	135,159.71	63.67	77,129.29	0.00	77,129.29
01 1200 112 002 000	Aide Elem	177,912.00	41.53	102,263.98	57.48	75,648.02	0.00	75,648.02
01 1200 116 001 000	Nurse Sp Ed Services	0.00	0.00	622.65	0.00	(622.65)	0.00	(622.65)
01 1200 116 002 000	Nurse Sp Ed Services	0.00	0.00	97.31	0.00	(97.31)	0.00	(97.31)
01 1200 122 001 000	Sub Paras Salary	0.00	0.00	1,338.00	0.00	(1,338.00)	0.00	(1,338.00)
01 1200 123 001 000	Sub Secon	12,000.00	0.00	2,506.68	20.89	9,493.32	0.00	9,493.32
01 1200 123 002 000	Sub Elem	10,000.00	0.00	4,652.72	46.53	5,347.28	0.00	5,347.28
01 1200 132 001 000	OT - AIDES/PARAS	0.00	0.00	1,270.72	0.00	(1,270.72)	0.00	(1,270.72)
01 1200 132 002 000	OT - AIDES/PARAS	0.00	0.00	42.99	0.00	(42.99)	0.00	(42.99)
01 1200 151 001 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	748.34	8,980.08	0.00	(8,980.08)	0.00	(8,980.08)
01 1200 211 001 000	Health Ins	97,156.00	4,010.59	49,931.38	51.39	47,224.62	0.00	47,224.62
01 1200 211 002 000	Health Ins Elem	120,124.00	5,558.27	67,721.73	56.38	52,402.27	0.00	52,402.27
01 1200 212 001 000	GROUP INSURANCE-AIDES	0.00	78.77	15,223.90	0.00	(15,223.90)	0.00	(15,223.90)
01 1200 212 002 000	GROUP INSURANCE-AIDES	0.00	0.00	23,362.66	0.00	(23,362.66)	0.00	(23,362.66)
01 1200 213 002 000	GROUP INS.-SUBS	0.00	0.00	56.57	0.00	(56.57)	0.00	(56.57)
01 1200 216 001 000	Health Ins. NURSE	0.00	0.00	16.04	0.00	(16.04)	0.00	(16.04)
01 1200 216 002 000	Health Ins-NURSE	0.00	0.00	16.05	0.00	(16.05)	0.00	(16.05)
01 1200 221 001 000	Fica Secon	33,857.00	974.15	11,691.26	34.53	22,165.74	0.00	22,165.74
01 1200 221 002 000	Fica Elem	29,810.00	1,198.62	14,410.01	48.34	15,399.99	0.00	15,399.99
01 1200 222 001 000	FICA-AIDES	0.00	16.05	9,397.89	0.00	(9,397.89)	0.00	(9,397.89)
01 1200 222 002 000	FICA-AIDES	0.00	3.17	7,309.11	0.00	(7,309.11)	0.00	(7,309.11)
01 1200 223 001 000	FICA-SUB SUBS	0.00	0.00	191.78	0.00	(191.78)	0.00	(191.78)
01 1200 223 002 000	FICA-SUB SUBS	0.00	0.00	353.99	0.00	(353.99)	0.00	(353.99)
01 1200 226 001 000	Fica-NURSE	0.00	0.00	47.63	0.00	(47.63)	0.00	(47.63)
01 1200 226 002 000	Fica-NURSE	0.00	0.00	7.44	0.00	(7.44)	0.00	(7.44)
01 1200 231 001 000	RETIREMENT TEACHERS/ADMINS	41,610.00	1,241.32	14,917.85	35.85	26,692.15	0.00	26,692.15

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1200 231 002 000	RETIREMENT TEACHERS/ADMINS	37,502.00	1,608.32	19,341.11	51.57	18,160.89	0.00	18,160.89
01 1200 232 001 000	RETIREMENT AIDES	0.00	27.87	12,870.18	0.00	(12,870.18)	0.00	(12,870.18)
01 1200 232 002 000	RETIREMENT AIDES	0.00	4.10	9,947.85	0.00	(9,947.85)	0.00	(9,947.85)
01 1200 233 001 000	RETIREMENT-SUBS	0.00	0.00	147.66	0.00	(147.66)	0.00	(147.66)
01 1200 233 002 000	RETIREMENT-SUBS	0.00	0.00	92.75	0.00	(92.75)	0.00	(92.75)
01 1200 236 001 000	Retire-NURSE	0.00	0.00	61.51	0.00	(61.51)	0.00	(61.51)
01 1200 236 002 000	Retire-NURSE	0.00	0.00	9.62	0.00	(9.62)	0.00	(9.62)
01 1200 281 001 000	CASH IN LIEU/HSA	9,335.00	0.00	0.00	0.00	9,335.00	0.00	9,335.00
01 1200 282 001 000	INSTRUCTIONAL AIDES HSA	0.00	7.14	73.28	0.00	(73.28)	0.00	(73.28)
01 1200 282 002 000	INSTRUCTIONAL AIDES HSA	0.00	0.00	2,411.56	0.00	(2,411.56)	0.00	(2,411.56)
01 1200 283 002 000	INS/HSA Cont.	0.00	0.00	8.48	0.00	(8.48)	0.00	(8.48)
01 1200 286 001 000	NURSE-HSA	0.00	0.00	2.34	0.00	(2.34)	0.00	(2.34)
01 1200 286 002 000	NURSE-HSA	0.00	0.00	2.34	0.00	(2.34)	0.00	(2.34)
01 1200 320 001 000	Purch Prof Ser Secon	11,500.00	0.00	375.00	3.26	11,125.00	0.00	11,125.00
01 1200 320 002 000	Purch Prof Serv Elem	0.00	0.00	340.00	0.00	(340.00)	0.00	(340.00)
01 1200 330 001 000	Contracted Services	250.00	0.00	2,250.00	900.00	(2,000.00)	0.00	(2,000.00)
01 1200 520 001 000	INSURANCE(Property, Liability)	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1200 569 001 000	TUITION-OTHER	150,000.00	6,119.48	12,787.31	8.52	137,212.69	0.00	137,212.69
01 1200 569 002 000	TUITION-OTHER	39,536.00	0.00	0.00	0.00	39,536.00	0.00	39,536.00
01 1200 580 001 000	Travel Secon	150.00	0.00	180.15	120.10	(30.15)	0.00	(30.15)
01 1200 580 002 000	Travel Elem	250.00	0.00	180.15	72.06	69.85	0.00	69.85
01 1200 591 000 000	ESU SERVICES	0.00	946.00	946.00	0.00	(946.00)	0.00	(946.00)
01 1200 591 001 000	SPED SUPERVISION SEC.	0.00	1,657.34	14,846.82	0.00	(14,846.82)	0.00	(14,846.82)
01 1200 591 002 000	SPED SUPERVISION ELEM.	33,888.00	1,657.34	14,846.82	43.81	19,041.18	0.00	19,041.18
01 1200 610 001 000	Gen Supplies	1,100.00	0.00	2,997.37	272.49	(1,897.37)	0.00	(1,897.37)
01 1200 610 002 000	Gen Supplies Elem	2,250.00	655.73	1,555.69	69.14	694.31	0.00	694.31
01 1200 640 001 000	Textbooks	750.00	0.00	0.00	0.00	750.00	0.00	750.00
01 1200 640 002 000	Textbooks Elem	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 1200 641 001 000	Digital Materials	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1200 641 002 000	Digital Mat./EBOOKS	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1200 733 001 000	Equipment Furn Secon	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 1200 733 002 000	Furniture Equip Elem	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1200 734 001 000	Comp Equip Secon	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 1200 734 002 000	Computer Equip Elem	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1200 735 001 000	Comp Software Secon	1,000.00	0.00	137.10	13.71	862.90	0.00	862.90
01 1200 735 002 000	Comp Software Elem	610.00	0.00	140.30	23.00	469.70	0.00	469.70
01 1200 810 001 000	Registration Secondary	250.00	15.00	434.51	173.80	(184.51)	0.00	(184.51)
01 1200 810 002 000	Registration Elem	1,000.00	0.00	308.76	30.88	691.24	0.00	691.24
1200 SPEDICAL ED School Age		1,441,882.00	55,700.28	915,713.86	63.51	526,168.14	0.00	526,168.14
01 1291 610 002 000	PRE Supplies	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 1291 640 002 000	Periodicals (3-5)	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1291 733 000 000	Equipment (3-5)	1,700.00	0.00	0.00	0.00	1,700.00	0.00	1,700.00
1291 SPED AGES 3-5		4,900.00	0.00	0.00	0.00	4,900.00	0.00	4,900.00
01 2120 111 001 000	Counselor Sal Secon	58,064.00	4,742.00	56,903.78	98.00	1,160.22	0.00	1,160.22
01 2120 111 002 000	Counselor Sal Elem	14,516.00	1,185.50	14,225.89	98.00	290.11	0.00	290.11
01 2120 211 001 000	Health Ins. Secon	13,052.00	859.94	11,257.58	86.25	1,794.42	0.00	1,794.42
01 2120 211 002 000	Health Ins. Elem	3,227.00	214.99	2,814.40	87.21	412.60	0.00	412.60
01 2120 221 001 000	Fica Secon	4,442.00	348.02	4,159.96	93.65	282.04	0.00	282.04
01 2120 221 002 000	Fica Elem	1,111.00	87.00	1,040.15	93.62	70.85	0.00	70.85
01 2120 231 001 000	Retirement Secon	5,735.00	468.40	5,620.80	98.01	114.20	0.00	114.20
01 2120 231 002 000	Retirement Elem	1,434.00	117.10	1,405.20	97.99	28.80	0.00	28.80
01 2120 281 001 000	TEACHERS/PRINCIPALS HSA	0.00	154.31	2,020.13	0.00	(2,020.13)	0.00	(2,020.13)
01 2120 281 002 000	TEACHERS/PRINCIPALS HSA	0.00	38.58	505.09	0.00	(505.09)	0.00	(505.09)
01 2120 320 001 000	Purch Prof Ser Secon	1,000.00	20.00	665.00	66.50	335.00	0.00	335.00

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2120 320 002 000	Purch Prof Ser Elem	1,000.00	0.00	90.00	9.00	910.00	0.00	910.00
01 2120 580 001 000	Travel Secon	500.00	0.00	501.19	100.24	(1.19)	0.00	(1.19)
01 2120 580 002 000	Travel Elem	60.00	0.00	317.13	528.55	(257.13)	0.00	(257.13)
01 2120 610 001 000	Supplies Secon	1,000.00	0.00	415.70	41.57	584.30	0.00	584.30
01 2120 610 002 000	Supplies Elem	1,000.00	206.73	206.73	20.67	793.27	0.00	793.27
01 2120 640 001 000	BOOKS & PERIODICALS	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 2120 640 002 000	Resource Texts	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2120 735 001 000	Computer Software	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 2120 810 000 000	REGISTRATION	0.00	0.00	79.00	0.00	(79.00)	0.00	(79.00)
2120 COUNSELOR		108,891.00	8,442.57	102,227.73	93.88	6,663.27	0.00	6,663.27
01 2130 116 000 000	SALARIES -Professional Non-Cert. (Nurse)	36,000.00	102.22	30,330.08	84.25	5,669.92	0.00	5,669.92
01 2130 216 000 000	GROUP INS.-NURSE	4,991.00	0.00	4,706.11	94.29	284.89	0.00	284.89
01 2130 226 000 000	FICA-NURSE	2,754.00	7.82	2,306.91	83.77	447.09	0.00	447.09
01 2130 236 000 000	RETIREMENT-NURSE	3,556.00	10.10	2,995.92	84.25	560.08	0.00	560.08
01 2130 286 000 000	NURSE-HSA	0.00	0.00	751.23	0.00	(751.23)	0.00	(751.23)
01 2130 320 001 000	Purch Prof Ser Secon	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2130 320 002 000	Purch Prof Serv Elem	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2130 580 000 000	Travel	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 2130 610 000 000	Health Supplies	2,500.00	469.53	3,967.61	158.70	(1,467.61)	0.00	(1,467.61)
01 2130 610 001 000	Instruc Mater Secon	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 2130 610 002 000	Instruc Mater Elem	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 2130 733 000 000	Equipment	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 2130 810 000 000	Dues And Fees	150.00	0.00	145.00	96.67	5.00	0.00	5.00
2130 NURSE		50,851.00	589.67	45,202.86	88.89	5,648.14	0.00	5,648.14
01 2131 116 001 000	SALARIES -Professional Non-Cert. (Nurse)	13,500.00	40.16	10,725.31	79.45	2,774.69	0.00	2,774.69
01 2131 116 002 000	SALARIES -Professional Non-Cert. (Nurse)	13,500.00	40.16	10,725.30	79.45	2,774.70	0.00	2,774.70
01 2131 216 001 000	GROUP INS.-NURSE	1,972.00	0.00	1,644.43	83.39	327.57	0.00	327.57
01 2131 216 002 000	GROUP INS.-NURSE	1,972.00	0.00	1,644.47	83.39	327.53	0.00	327.53
01 2131 226 001 000	FICA-NURSE	1,033.00	3.07	815.68	78.96	217.32	0.00	217.32
01 2131 226 002 000	FICA-NURSE	1,033.00	3.08	815.60	78.95	217.40	0.00	217.40
01 2131 236 001 000	RETIREMENT-NURSE	1,334.00	3.97	1,059.43	79.42	274.57	0.00	274.57
01 2131 236 002 000	RETIREMENT-NURSE	1,334.00	3.96	1,059.41	79.42	274.59	0.00	274.59
01 2131 286 001 000	NURSE-HSA	0.00	0.00	265.35	0.00	(265.35)	0.00	(265.35)
01 2131 286 002 000	NURSE-HSA	0.00	0.00	265.30	0.00	(265.30)	0.00	(265.30)
2131 HEALTH SERVICES SPED-NURSE		35,678.00	94.40	29,020.28	81.34	6,657.72	0.00	6,657.72
01 2161 320 001 000	PROFESSIONAL ED SERVICES	0.00	0.00	362.20	0.00	(362.20)	0.00	(362.20)
01 2161 320 002 000	PROFESSIONAL ED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2161 569 001 000	TUITION-OTHER	15,000.00	0.00	3,690.00	24.60	11,310.00	0.00	11,310.00
01 2161 569 002 000	OT Sped School Age	0.00	0.00	13,155.00	0.00	(13,155.00)	0.00	(13,155.00)
2161 OCCUPATIONAL THERAPY-SPED SCHOOL AGE		15,000.00	0.00	17,207.20	114.71	(2,207.20)	0.00	(2,207.20)
01 2162 569 002 000	OT Sped 3-5	0.00	0.00	2,295.00	0.00	(2,295.00)	0.00	(2,295.00)
2162 OCCUPATIONAL THERAPY-SPED 3-5		0.00	0.00	2,295.00	0.00	(2,295.00)	0.00	(2,295.00)
01 2163 569 002 000	OT Sped 0-2	0.00	135.00	135.00	0.00	(135.00)	0.00	(135.00)
2163 OCCUPATIONAL THERAPY-SPED 0-2		0.00	135.00	135.00	0.00	(135.00)	0.00	(135.00)
01 2171 569 001 000	PT Sped School Age	20,000.00	0.00	2,775.00	13.88	17,225.00	0.00	17,225.00
01 2171 569 002 000	PT Sped School Age	0.00	0.00	7,995.00	0.00	(7,995.00)	0.00	(7,995.00)
2171 PHYSICAL THERAPY-SPED SCHOOL AGE		20,000.00	0.00	10,770.00	53.85	9,230.00	0.00	9,230.00
01 2172 569 002 000	PT 3-4 Sped	0.00	0.00	630.00	0.00	(630.00)	0.00	(630.00)
2172 PHYSICAL THERAPY:SPED 3-5		0.00	0.00	630.00	0.00	(630.00)	0.00	(630.00)
01 2190 110 001 000	Act Trans Sal Secon	14,000.00	273.02	16,128.77	115.21	(2,128.77)	0.00	(2,128.77)

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
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	39.64	166.83	0.00	(166.83)	0.00	(166.83)
01 2190 220 001 000	FICA-NON INSTRUCTIONAL	1,071.00	20.65	1,230.97	114.94	(159.97)	0.00	(159.97)
01 2190 220 002 000	FICA-NON INSTRUCTIONAL	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 2190 230 001 000	RETIREMENT- NON INSTRUCTIONAL	1,383.00	24.12	525.61	38.01	857.39	0.00	857.39
01 2190 230 002 000	RETIREMENT- NON INSTRUCTIONAL	115.00	0.00	0.00	0.00	115.00	0.00	115.00
01 2190 340 001 000	Testing	1,000.00	0.00	597.00	59.70	403.00	0.00	403.00
01 2190 580 002 000	Meals/mileage	90.00	0.00	0.00	0.00	90.00	0.00	90.00
2190 ACT TRANS		18,959.00	357.43	18,649.18	98.37	309.82	0.00	309.82
01 2212 111 001 000	SALARIES TEACHERS STAFF. DEV	0.00	1,312.50	1,312.50	0.00	(1,312.50)	0.00	(1,312.50)
01 2212 111 002 000	SALARIES TEACHERS STAFF DEV. ELEM.	2,000.00	1,575.00	1,575.00	78.75	425.00	0.00	425.00
01 2212 123 001 000	Staff Development	3,500.00	0.00	16.00	0.46	3,484.00	0.00	3,484.00
01 2212 123 002 000	Staff Development	2,500.00	0.00	40.00	1.60	2,460.00	0.00	2,460.00
01 2212 211 001 000	HEALTH INSURANCE	0.00	403.78	403.78	0.00	(403.78)	0.00	(403.78)
01 2212 211 002 000	HEALTH INSURANCE	0.00	486.55	486.55	0.00	(486.55)	0.00	(486.55)
01 2212 221 001 000	Staff Dev Fica	268.00	96.99	96.99	36.19	171.01	0.00	171.01
01 2212 221 002 000	Staff Dev Fica	200.00	115.41	115.41	57.71	84.59	0.00	84.59
01 2212 231 001 000	RETIREMENT	0.00	129.65	129.65	0.00	(129.65)	0.00	(129.65)
01 2212 231 002 000	Staff Dev Retire	200.00	155.58	155.58	77.79	44.42	0.00	44.42
01 2212 281 001 000	CASH IN LIEU TEACHERS/HSA	0.00	25.94	25.94	0.00	(25.94)	0.00	(25.94)
01 2212 281 002 000	CASH IN LIEU TEACHERS/HSA	0.00	50.80	50.80	0.00	(50.80)	0.00	(50.80)
01 2212 330 001 000	Purch Prof Ser Secon	2,500.00	0.00	1,416.00	56.64	1,084.00	0.00	1,084.00
01 2212 330 002 000	Purch Prof Ser Elem	2,000.00	135.00	881.00	44.05	1,119.00	0.00	1,119.00
01 2212 580 001 000	Travel Secon	500.00	0.00	2,741.13	548.23	(2,241.13)	0.00	(2,241.13)
01 2212 580 002 000	Travel Elem	1,500.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00
01 2212 610 001 000	Supplies Secon	1,500.00	0.00	265.00	17.67	1,235.00	0.00	1,235.00
01 2212 610 002 000	Supplies Elem	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2212 810 001 000	Dues And Fees Secon	7,000.00	0.00	568.50	8.12	6,431.50	0.00	6,431.50
01 2212 810 002 000	Dues And Fees Elem	500.00	0.00	703.50	140.70	(203.50)	0.00	(203.50)
2212 STAFF		24,668.00	4,487.20	10,983.33	44.52	13,684.67	0.00	13,684.67
01 2214 111 000 000	SALARIES TEACHERS/PROFESSIONAL STAFF	5,100.00	0.00	0.00	0.00	5,100.00	0.00	5,100.00
01 2214 221 000 000	FICA TEACHERS/ADMIN	650.00	0.00	0.00	0.00	650.00	0.00	650.00
01 2214 231 000 000	RETIREMENT TEACHERS/ADMINS	650.00	0.00	0.00	0.00	650.00	0.00	650.00
01 2214 580 001 000	TRAVEL	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2214 580 002 000	TRAVEL	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2214 610 001 000	GENERAL SUPPLIES	375.00	0.00	0.00	0.00	375.00	0.00	375.00
01 2214 610 002 000	GENERAL SUPPLIES	375.00	0.00	0.00	0.00	375.00	0.00	375.00
01 2214 810 001 000	DUES AND FEES	1,425.00	0.00	0.00	0.00	1,425.00	0.00	1,425.00
01 2214 810 002 000	DUES AND FEES	1,425.00	0.00	0.00	0.00	1,425.00	0.00	1,425.00
2214 IMPLEMENTATION OF STANDARDS		10,300.00	0.00	0.00	0.00	10,300.00	0.00	10,300.00
01 2220 111 001 000	SALARIES TEACHERS LIBRARIAN SECOND.	30,113.00	2,446.87	29,362.44	97.51	750.56	0.00	750.56
01 2220 111 002 000	SALARIES TEACHERS LIBRARIAN ELEM.	30,113.00	2,673.47	28,781.64	95.58	1,331.36	0.00	1,331.36
01 2220 211 001 000	Health Ins Secon	12,887.00	0.00	0.00	0.00	12,887.00	0.00	12,887.00
01 2220 211 002 000	Health Ins Elem	12,887.00	0.00	0.00	0.00	12,887.00	0.00	12,887.00
01 2220 221 001 000	Fica Secon	2,304.00	187.18	2,246.26	97.49	57.74	0.00	57.74
01 2220 221 002 000	Fica Elem	2,304.00	204.53	2,201.79	95.56	102.21	0.00	102.21
01 2220 231 001 000	Retire Secon	2,975.00	241.70	2,900.40	97.49	74.60	0.00	74.60
01 2220 231 002 000	Retire Elem	2,975.00	264.07	2,843.02	95.56	131.98	0.00	131.98

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2220 320 001 000	Purchased Ser Secon	700.00	0.00	20.00	2.86	680.00	0.00	680.00
01 2220 320 002 000	Purchased Ser Elem	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2220 431 001 000	Repair Secon	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2220 431 002 000	Repair Elem	350.00	0.00	0.00	0.00	350.00	0.00	350.00
01 2220 610 001 000	Supplies Secon	500.00	18.80	190.16	38.03	309.84	0.00	309.84
01 2220 610 002 000	Supplies Elem	568.00	18.80	321.02	56.52	246.98	0.00	246.98
01 2220 640 001 000	Library Books Secon	4,700.00	0.00	1,820.36	38.73	2,879.64	0.00	2,879.64
01 2220 640 002 000	Library Books Elem	2,250.00	0.00	1,830.84	81.37	419.16	0.00	419.16
01 2220 641 000 000	EBOOKS	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2220 641 001 000	Digital Mat./EBOOKS	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 2220 641 002 000	Digital Mat./EBOOKS	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 2220 643 001 000	WEB/CLOUD BASED SOFTWARE	0.00	0.00	295.00	0.00	(295.00)	0.00	(295.00)
01 2220 733 001 000	Equipment Secon	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 2220 733 002 000	Equipment Elem	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 2220 735 001 000	Computer Software	3,800.00	0.00	592.50	15.59	3,207.50	0.00	3,207.50
01 2220 735 002 000	Elem Software	2,500.00	0.00	592.50	23.70	1,907.50	0.00	1,907.50
01 2220 890 001 000	Other Mis Exp Secon	40.00	0.00	0.00	0.00	40.00	0.00	40.00
01 2220 890 002 000	Other Misc Exp Elem	100.00	0.00	0.00	0.00	100.00	0.00	100.00
2220 LIBRARY/MEDIA SERVICES		114,466.00	6,055.42	73,997.93	64.65	40,468.07	0.00	40,468.07
01 2310 340 000 000	SERVICES	750.00	52.00	1,867.05	248.94	(1,117.05)	0.00	(1,117.05)
01 2310 520 000 000	INSURANCE(Property, Liability)	15,500.00	0.00	0.00	0.00	15,500.00	0.00	15,500.00
01 2310 540 000 000	Advertising & Print	7,500.00	735.10	7,392.76	98.57	107.24	0.00	107.24
01 2310 580 000 000	Board Travel	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2310 610 000 000	Supplies	3,500.00	0.00	2,840.86	81.17	659.14	0.00	659.14
01 2310 735 000 000	Software (E-Meetings)	2,000.00	0.00	2,600.00	130.00	(600.00)	0.00	(600.00)
01 2310 810 000 000	Dues And Fees	12,500.00	889.00	14,825.74	118.61	(2,325.74)	0.00	(2,325.74)
01 2310 890 000 000	Other Misc Exp	2,000.00	0.00	598.15	29.91	1,401.85	0.00	1,401.85
2310 BOARD OF EDUCATION		45,750.00	1,676.10	30,124.56	65.85	15,625.44	0.00	15,625.44
01 2320 105 000 000	SUPERINTENDENT SALARY	132,000.00	12,204.39	134,749.78	102.08	(2,749.78)	0.00	(2,749.78)
01 2320 110 000 000	Clerical	22,000.00	1,723.46	20,258.50	92.08	1,741.50	0.00	1,741.50
01 2320 130 000 000	OT-NON INSTRUCTIONAL	0.00	0.46	723.76	0.00	(723.76)	0.00	(723.76)
01 2320 210 000 000	GROUP INSURANCE-NON INSTRUCTIONAL	10,000.00	519.43	6,191.56	61.92	3,808.44	0.00	3,808.44
01 2320 215 000 000	Health Ins	1,137.00	2,203.44	5,052.98	444.41	(3,915.98)	0.00	(3,915.98)
01 2320 220 000 000	FICA-NON INSTRUCTIONAL	1,683.00	127.85	1,563.23	92.88	119.77	0.00	119.77
01 2320 225 000 000	Fica	10,175.00	933.63	10,066.36	98.93	108.64	0.00	108.64
01 2320 230 000 000	RETIREMENT- NON INSTRUCTIONAL	2,152.00	170.28	2,162.82	100.50	(10.82)	0.00	(10.82)
01 2320 235 000 000	RETIREMENT SUPT.	13,960.00	1,201.80	13,269.20	95.05	690.80	0.00	690.80
01 2320 280 000 000	NON INSTRUCTIONAL HSA	0.00	94.43	1,125.62	0.00	(1,125.62)	0.00	(1,125.62)
01 2320 580 000 000	Travel	4,000.00	0.00	2,807.50	70.19	1,192.50	0.00	1,192.50
01 2320 610 000 000	Supplies	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2320 735 000 000	Software-North Star	2,500.00	0.00	1,716.00	68.64	784.00	0.00	784.00
01 2320 810 000 000	Dues And Fees	2,500.00	164.00	848.00	33.92	1,652.00	0.00	1,652.00
01 2320 890 000 000	Other Misc Exp	1,500.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00
2320 EXECUTIVE ADMINISTRATION-SUPT		204,107.00	19,343.17	200,535.31	98.25	3,571.69	0.00	3,571.69
01 2330 317 000 000	LEGAL SERVICES	23,976.48	937.50	8,605.50	35.89	15,370.98	0.00	15,370.98
2330 DISTRICT LEGAL SERVICES		23,976.48	937.50	8,605.50	35.89	15,370.98	0.00	15,370.98
01 2410 110 001 000	Clerical Sal Secon	53,000.00	4,295.15	53,787.49	101.49	(787.49)	0.00	(787.49)
01 2410 110 002 000	Clerical Sal Elem	46,000.00	323.57	39,622.65	86.14	6,377.35	0.00	6,377.35
01 2410 111 001 000	Princ Sal Secon	88,913.00	7,624.54	88,463.08	99.49	449.92	0.00	449.92
01 2410 111 002 000	Prin Sal Elem	103,490.00	8,917.83	103,468.33	99.98	21.67	0.00	21.67
01 2410 120 001 000	SUBSTITUTE OR TEMPORARY SALARIES	0.00	0.00	200.07	0.00	(200.07)	0.00	(200.07)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2410 122 001 000	STUDENT AIDE	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 2410 130 001 000	OT-NON INSTRUCTIONAL	0.00	1.08	1,688.75	0.00	(1,688.75)	0.00	(1,688.75)
01 2410 130 002 000	OT-NON INSTRUCTIONAL	0.00	0.00	1,351.50	0.00	(1,351.50)	0.00	(1,351.50)
01 2410 151 001 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	60.83	725.41	0.00	(725.41)	0.00	(725.41)
01 2410 151 002 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	25,677.00	0.00	0.00	0.00	25,677.00	0.00	25,677.00
01 2410 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	1,294.49	15,793.72	0.00	(15,793.72)	0.00	(15,793.72)
01 2410 210 002 000	GROUP INSURANCE-NON INSTRUCTIONAL	25,676.00	1,813.92	21,767.04	84.78	3,908.96	0.00	3,908.96
01 2410 211 001 000	Health Ins Secon	25,833.00	2,149.69	25,796.28	99.86	36.72	0.00	36.72
01 2410 211 002 000	Health Ins Elem	170.00	10.00	120.00	70.59	50.00	0.00	50.00
01 2410 220 001 000	FICA-NON INSTRUCTIONAL	4,284.00	318.54	4,132.68	96.47	151.32	0.00	151.32
01 2410 220 002 000	FICA-NON INSTRUCTIONAL	3,519.00	18.89	2,917.31	82.90	601.69	0.00	601.69
01 2410 221 001 000	Fica Secon	6,802.00	561.84	6,509.86	95.71	292.14	0.00	292.14
01 2410 221 002 000	Fica Elem	13,630.00	845.31	9,744.75	71.49	3,885.25	0.00	3,885.25
01 2410 230 001 000	RETIREMENT- NON INSTRUCTIONAL	5,477.00	424.38	5,293.91	96.66	183.09	0.00	183.09
01 2410 230 002 000	RETIREMENT- NON INSTRUCTIONAL	4,499.00	31.96	4,047.34	89.96	451.66	0.00	451.66
01 2410 231 001 000	RETIREMENT ADMINS SEC.	8,837.00	759.15	8,809.83	99.69	27.17	0.00	27.17
01 2410 231 002 000	RETIREMENT ADMIN ELEM.	10,563.67	880.89	10,220.44	96.75	343.23	0.00	343.23
01 2410 280 001 000	NON INSTRUCTIONAL HSA	25,677.00	235.34	2,868.37	11.17	22,808.63	0.00	22,808.63
01 2410 280 002 000	NON INSTRUCTIONAL HSA	0.00	329.77	3,957.24	0.00	(3,957.24)	0.00	(3,957.24)
01 2410 281 002 000	CASH IN LIEU/HSA	0.00	2,262.08	25,473.73	0.00	(25,473.73)	0.00	(25,473.73)
01 2410 580 001 000	Travel Secon	500.00	387.76	862.13	172.43	(362.13)	0.00	(362.13)
01 2410 580 002 000	Travel Elem	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2410 610 001 000	Supplies Secon	1,150.00	0.00	4,193.92	364.69	(3,043.92)	0.00	(3,043.92)
01 2410 610 002 000	Supplies Elem	1,000.00	0.00	162.61	16.26	837.39	0.00	837.39
01 2410 733 001 000	Equipment Secon	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2410 733 002 000	Equipment Elem	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2410 810 001 000	Dues And Fees Secon	500.00	95.00	1,735.00	347.00	(1,235.00)	0.00	(1,235.00)
01 2410 810 002 000	Dues And Fees Elem	500.00	95.00	1,254.00	250.80	(754.00)	0.00	(754.00)
01 2410 890 001 000	Other Misc Exp Secon	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2410 890 002 000	Other Misc Exp Elem	500.00	0.00	0.00	0.00	500.00	0.00	500.00
2410 OFFICE OF THE PRINCIPAL		462,297.67	33,737.01	444,967.44	96.25	17,330.23	0.00	17,330.23
01 2510 110 000 000	Clerical Salary	76,000.00	5,919.78	71,566.51	94.17	4,433.49	0.00	4,433.49
01 2510 130 000 000	OT-NON INSTRUCTIONAL	0.00	0.00	433.37	0.00	(433.37)	0.00	(433.37)
01 2510 150 000 000	ADDITIONAL COMP. NON INSTRUCTIONAL STAFF	0.00	777.88	9,334.56	0.00	(9,334.56)	0.00	(9,334.56)
01 2510 210 000 000	Health Ins	2,993.00	235.66	3,651.03	121.99	(658.03)	0.00	(658.03)
01 2510 220 000 000	Fica	6,528.00	481.22	5,811.79	89.03	716.21	0.00	716.21
01 2510 230 000 000	Retirement	7,508.00	584.74	7,112.01	94.73	395.99	0.00	395.99
01 2510 280 000 000	CASH IN LIEU/HSA	9,334.56	0.00	0.00	0.00	9,334.56	0.00	9,334.56
01 2510 293 000 000	Workman's Comp	0.00	0.00	36,134.00	0.00	(36,134.00)	0.00	(36,134.00)
01 2510 315 000 000	ACCOUNTING & AUDITING SERVICES	6,500.00	0.00	10,600.00	163.08	(4,100.00)	0.00	(4,100.00)
01 2510 382 001 000	Telephone Secon	6,000.00	388.21	4,437.24	73.95	1,562.76	0.00	1,562.76
01 2510 382 002 000	Telephone Elem	6,000.00	388.19	4,437.09	73.95	1,562.91	0.00	1,562.91
01 2510 431 000 000	Repair Maint Service	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2510 443 000 000	Rental And Leases	1,500.00	0.00	1,480.00	98.67	20.00	0.00	20.00
01 2510 520 000 000	INSURANCE-WORKMAN'S COMP	30,000.00	0.00	0.00	0.00	30,000.00	0.00	30,000.00
01 2510 531 000 000	POSTAGE	6,000.00	17.10	4,310.73	71.85	1,689.27	0.00	1,689.27
01 2510 580 000 000	Travel	547.00	0.00	40.00	7.31	507.00	0.00	507.00
01 2510 610 000 000	Supplies	2,034.00	0.00	1,991.91	97.93	42.09	0.00	42.09
01 2510 733 000 000	Equipment	1,141.00	0.00	0.00	0.00	1,141.00	0.00	1,141.00

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 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	9,671.00	9,671.00	148.78	(3,171.00)	0.00	(3,171.00)
01 2510 810 000 000	REGISTRATION	0.00	0.00	87.00	0.00	(87.00)	0.00	(87.00)
01 2510 890 000 000	Other Misc Exp	429.00	0.00	0.00	0.00	429.00	0.00	429.00
2510 CLERICAL		171,014.56	18,463.78	171,098.24	100.05	(83.68)	0.00	(83.68)
01 2580 112 000 000	Tech Support Aides	3,000.00	1,113.66	2,734.60	91.15	265.40	0.00	265.40
01 2580 114 000 000	Tech Support Salary	70,000.00	5,833.37	73,790.80	105.42	(3,790.80)	0.00	(3,790.80)
01 2580 214 000 000	Tech Support Health Ins	25,772.00	37.54	450.48	1.75	25,321.52	0.00	25,321.52
01 2580 224 000 000	Tech Support Fica	5,585.00	427.93	5,425.19	97.14	159.81	0.00	159.81
01 2580 234 000 000	RETIREMENT-TECH	7,211.00	576.21	6,914.48	95.89	296.52	0.00	296.52
01 2580 432 000 000	TECH REPAIRS/MAINT.	2,500.00	0.00	2,641.82	105.67	(141.82)	0.00	(141.82)
01 2580 432 001 000	TECH REPAIRS & MAINTENANCE	2,000.00	0.00	727.48	36.37	1,272.52	0.00	1,272.52
01 2580 432 002 000	TECH REPAIRS & MAINTENANCE	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2580 580 000 000	Tech Support Travel	500.00	0.00	443.84	88.77	56.16	0.00	56.16
01 2580 650 001 000	Computer Supplies	5,000.00	0.00	3,505.77	70.12	1,494.23	0.00	1,494.23
01 2580 650 002 000	Computer Supplies	5,000.00	0.00	2,438.19	48.76	2,561.81	0.00	2,561.81
01 2580 735 001 000	TECHNOLOGY SOFTWARE	0.00	949.21	11,680.00	0.00	(11,680.00)	0.00	(11,680.00)
01 2580 810 000 000	REGISTRATION	500.00	0.00	388.00	77.60	112.00	0.00	112.00
2580 Administrative Tech Services		129,068.00	8,937.92	111,140.65	86.11	17,927.35	0.00	17,927.35
01 2610 110 001 000	Cust Sal Secon	102,344.00	6,886.48	94,641.64	92.47	7,702.36	0.00	7,702.36
01 2610 110 002 000	Cust Sal Elem	53,450.00	8,958.83	69,318.47	129.69	(15,868.47)	0.00	(15,868.47)
01 2610 123 001 000	Sub/Summer Sal Secon	17,400.00	1,375.14	5,176.49	29.75	12,223.51	0.00	12,223.51
01 2610 123 002 000	Sub/Summer Sal Elem	18,500.00	1,271.13	5,072.41	27.42	13,427.59	0.00	13,427.59
01 2610 130 001 000	OT-NON INSTRUCTIONAL	0.00	0.00	1,178.39	0.00	(1,178.39)	0.00	(1,178.39)
01 2610 130 002 000	OT-NON INSTRUCTIONAL	0.00	0.00	1,374.31	0.00	(1,374.31)	0.00	(1,374.31)
01 2610 210 001 000	Health Ins Secon	41,405.00	1,879.75	26,574.16	64.18	14,830.84	0.00	14,830.84
01 2610 210 002 000	Health Ins Elem	32,080.00	3,234.69	29,220.44	91.09	2,859.56	0.00	2,859.56
01 2610 220 001 000	Fica Secon	7,830.00	523.60	7,226.16	92.29	603.84	0.00	603.84
01 2610 220 002 000	Fica Elem	4,224.00	573.76	4,969.02	117.64	(745.02)	0.00	(745.02)
01 2610 223 001 000	FICA-SUB SUBS	1,331.00	63.06	340.31	25.57	990.69	0.00	990.69
01 2610 223 002 000	FICA-SUB SUBS	1,280.00	55.14	332.39	25.97	947.61	0.00	947.61
01 2610 230 001 000	Retirement Secon	11,828.00	680.24	9,464.95	80.02	2,363.05	0.00	2,363.05
01 2610 230 002 000	Retirement Elem	7,108.00	884.92	6,972.58	98.09	135.42	0.00	135.42
01 2610 280 002 000	CASH IN LIEU NON INSTR/HSA	0.00	355.41	3,743.73	0.00	(3,743.73)	0.00	(3,743.73)
01 2610 410 001 000	Water Sewer Secon	3,500.00	251.50	3,439.34	98.27	60.66	0.00	60.66
01 2610 410 002 000	Water Sewer Elem	4,500.00	251.50	3,439.23	76.43	1,060.77	0.00	1,060.77
01 2610 520 001 000	INSURANCE(Property, Liability)	0.00	0.00	28,604.95	0.00	(28,604.95)	0.00	(28,604.95)
01 2610 520 002 000	INSURANCE(Property, Liability)	0.00	0.00	28,604.95	0.00	(28,604.95)	0.00	(28,604.95)
01 2610 610 001 000	Supplies Secon	10,000.00	1,978.71	18,149.88	181.50	(8,149.88)	0.00	(8,149.88)
01 2610 610 002 000	Supplies Elem	15,055.00	1,859.28	17,677.99	117.42	(2,622.99)	0.00	(2,622.99)
01 2610 621 001 000	Fuel Secon	55,000.00	2,708.13	48,436.44	88.07	6,563.56	0.00	6,563.56
01 2610 621 002 000	Fuel Elem	55,000.00	2,708.09	48,228.52	87.69	6,771.48	0.00	6,771.48
2610 CUSTODIAL		441,835.00	36,499.36	462,186.75	104.61	(20,351.75)	0.00	(20,351.75)
01 2620 110 000 000	Maintenance Sal	50,407.00	2,810.02	36,977.40	73.36	13,429.60	0.00	13,429.60
01 2620 210 000 000	Health Ins	5,175.00	2.40	420.59	8.13	4,754.41	0.00	4,754.41
01 2620 220 000 000	Fica	3,856.00	214.69	2,824.71	73.25	1,031.29	0.00	1,031.29
01 2620 230 000 000	Retirement	4,980.00	277.57	3,330.84	66.88	1,649.16	0.00	1,649.16
01 2620 420 001 000	CLEANING SERVICES/TRASH	0.00	490.50	5,886.00	0.00	(5,886.00)	0.00	(5,886.00)
01 2620 420 002 000	CLEANING SERVICES/TRASH	0.00	490.50	5,886.00	0.00	(5,886.00)	0.00	(5,886.00)
01 2620 431 001 000	Con/ser Repair Secon	35,000.00	6,606.37	43,229.11	123.51	(8,229.11)	0.00	(8,229.11)
01 2620 431 002 000	Cont/ser Repair Elem	20,000.00	798.78	56,227.04	281.14	(36,227.04)	0.00	(36,227.04)
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	2,277.22	22,706.45	151.38	(7,706.45)	0.00	(7,706.45)

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Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2620 610 002 000	GENERAL SUPPLIES	10,694.00	2,770.45	18,810.61	175.90	(8,116.61)	0.00	(8,116.61)
01 2620 720 001 000	BUILDINGS IMPROVEMENT	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 2620 720 002 000	BUILDINGS IMPROVEMENT	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 2620 733 001 000	Equipment Secon	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2620 733 002 000	Equipment Elem	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2620 890 001 000	Other Exp Secon	288.00	0.00	0.00	0.00	288.00	0.00	288.00
01 2620 890 002 000	Other Exp Elem	1,950.00	0.00	0.00	0.00	1,950.00	0.00	1,950.00
2620 MAINTENANCE		201,350.00	16,738.50	196,298.75	97.49	5,051.25	0.00	5,051.25
01 2710 110 000 000	Transp Salaries	141,482.00	9,329.35	142,779.67	100.92	(1,297.67)	0.00	(1,297.67)
01 2710 123 000 000	SUB SALARIES	20,000.00	0.00	3,128.74	15.64	16,871.26	0.00	16,871.26
01 2710 210 000 000	Health Ins	4,733.00	351.13	6,208.94	131.18	(1,475.94)	0.00	(1,475.94)
01 2710 220 000 000	Fica	10,824.00	704.01	10,803.95	99.81	20.05	0.00	20.05
01 2710 223 000 000	FICA-SUB SUBS	1,530.00	0.00	239.29	15.64	1,290.71	0.00	1,290.71
01 2710 230 000 000	Retirement	5,786.00	498.94	8,423.50	145.58	(2,637.50)	0.00	(2,637.50)
01 2710 233 000 000	RETIREMENT-SUBS	0.00	0.00	139.39	0.00	(139.39)	0.00	(139.39)
01 2710 330 000 000	TESTING	500.00	0.00	1,300.00	260.00	(800.00)	0.00	(800.00)
01 2710 334 000 000	MILEAGE PAID-CONTRACTED	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2710 340 000 000	Purch Ser(physicals)	4,000.00	0.00	977.76	24.44	3,022.24	0.00	3,022.24
01 2710 431 000 000	REPAIRS & MAINT.	25,000.00	0.00	2,664.09	10.66	22,335.91	0.00	22,335.91
01 2710 520 000 000	INSURANCE(Property, Liability)	0.00	0.00	16,151.10	0.00	(16,151.10)	0.00	(16,151.10)
01 2710 610 000 000	Tires And Parts	25,000.00	2,401.72	19,693.65	78.77	5,306.35	0.00	5,306.35
01 2710 626 000 000	Gas And Oil	40,000.00	2,571.02	58,409.33	146.02	(18,409.33)	0.00	(18,409.33)
01 2710 733 000 000	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2710 890 000 000	Other Exp	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
2710 Vehicle Operation-Reg. Ed		282,355.00	15,856.17	270,919.41	95.95	11,435.59	0.00	11,435.59
01 2712 110 001 000	NON-INSTRUCTIONAL	0.00	1,165.34	20,022.66	0.00	(20,022.66)	0.00	(20,022.66)
01 2712 110 002 000	SPED Transp Salary	20,000.00	0.00	0.00	0.00	20,000.00	0.00	20,000.00
01 2712 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	256.35	3,806.51	0.00	(3,806.51)	0.00	(3,806.51)
01 2712 210 002 000	SPED Transp Health	4,692.00	0.00	0.00	0.00	4,692.00	0.00	4,692.00
01 2712 220 001 000	FICA-NON INSTRUCTIONAL	0.00	82.16	1,429.75	0.00	(1,429.75)	0.00	(1,429.75)
01 2712 220 002 000	SPED Transp FICA	1,530.00	0.00	0.00	0.00	1,530.00	0.00	1,530.00
01 2712 230 001 000	RETIREMENT- NON INSTRUCTIONAL	0.00	115.10	1,977.82	0.00	(1,977.82)	0.00	(1,977.82)
01 2712 230 002 000	SPED Transp Retire	1,976.00	0.00	0.00	0.00	1,976.00	0.00	1,976.00
01 2712 332 001 000	Mileage/parent Secon	4,500.00	0.00	0.00	0.00	4,500.00	0.00	4,500.00
01 2712 332 002 000	Mileage/parents Elem	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 2712 519 001 000	Contracted Transpor	7,500.00	0.00	0.00	0.00	7,500.00	0.00	7,500.00
01 2712 519 002 000	Contracted Elem	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2712 520 000 000	INSURANCE(Property, Liability)	1,300.00	0.00	0.00	0.00	1,300.00	0.00	1,300.00
01 2712 626 001 000	Gas & Oil	500.00	0.00	0.00	0.00	500.00	0.00	500.00
2712 Vehicle Operation-School Age SPED		46,998.00	1,618.95	27,236.74	57.95	19,761.26	0.00	19,761.26
01 2730 431 000 000	REPAIRS & MAINT.	0.00	9,851.87	38,464.44	0.00	(38,464.44)	0.00	(38,464.44)
2730 Vehicle Service/Maint. Reg Ed.		0.00	9,851.87	38,464.44	0.00	(38,464.44)	0.00	(38,464.44)
01 3300 120 000 000	Youth Center Wages	16,500.00	0.00	0.00	0.00	16,500.00	0.00	16,500.00
01 3300 220 000 000	Fica	1,262.00	0.00	0.00	0.00	1,262.00	0.00	1,262.00
01 3300 230 000 000	Retirement	900.00	0.00	0.00	0.00	900.00	0.00	900.00
3300 YOUTH CENTER		18,662.00	0.00	0.00	0.00	18,662.00	0.00	18,662.00
01 3512 734 001 000	TECHNOLOGY RELATED HARDWARE	18,039.00	0.00	0.00	0.00	18,039.00	0.00	18,039.00
3512 DIST ED INCENTIVE		18,039.00	0.00	0.00	0.00	18,039.00	0.00	18,039.00
01 3516 734 000 000	DIST LEARN EQUIP	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
3516 DIST LEARN EQUIP		1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 3535 111 000 000	SALARIES TEACHERS/PROFESSIONAL STAFF	3,000.00	300.85	3,610.20	120.34	(610.20)	0.00	(610.20)
01 3535 211 000 000	High Ability Health	1,208.00	107.66	1,309.10	108.37	(101.10)	0.00	(101.10)
01 3535 221 000 000	High Ability Fica	230.00	22.49	269.77	117.29	(39.77)	0.00	(39.77)
01 3535 231 000 000	High Ability Retirement	297.00	29.71	356.52	120.04	(59.52)	0.00	(59.52)
01 3535 580 000 000	High Abilt Learn Mileage	320.00	0.00	0.00	0.00	320.00	0.00	320.00
01 3535 591 000 000	ESU SERVICES	0.00	0.00	1,000.00	0.00	(1,000.00)	0.00	(1,000.00)
01 3535 610 000 000	High Abilt Learn Supplies	2,820.00	2,125.95	7,852.76	278.47	(5,032.76)	0.00	(5,032.76)
01 3535 733 000 000	High Abilt Learn Equip	4,644.00	0.00	0.00	0.00	4,644.00	0.00	4,644.00
01 3535 735 000 000	HIGH ABIL SOFTWARE	520.00	0.00	0.00	0.00	520.00	0.00	520.00
01 3535 810 000 000	High Abilt Learn Registration	4,000.00	0.00	3,826.58	95.66	173.42	0.00	173.42
3535 HIGH ABILITY LEARNERS		17,039.00	2,586.66	18,224.93	106.96	(1,185.93)	0.00	(1,185.93)
01 6200 111 000 000	REGULAR SALARIES	47,000.00	5,618.75	67,425.00	143.46	(20,425.00)	0.00	(20,425.00)
01 6200 211 000 000	HEALTH INSURANCE	7,072.00	1,616.79	20,784.57	293.90	(13,712.57)	0.00	(13,712.57)
01 6200 221 000 000	FICA	5,000.00	409.04	4,890.77	97.82	109.23	0.00	109.23
01 6200 231 000 000	RETIREMENT	3,500.00	555.01	6,660.12	190.29	(3,160.12)	0.00	(3,160.12)
01 6200 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	293.29	3,770.31	0.00	(3,770.31)	0.00	(3,770.31)
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	8,492.88	103,530.77	164.49	(40,588.77)	0.00	(40,588.77)
01 6210 610 000 000	SUPPLIES	8,151.00	0.00	0.00	0.00	8,151.00	0.00	8,151.00
6210 TITLE 1 ACCOUNTABILITY		8,151.00	0.00	0.00	0.00	8,151.00	0.00	8,151.00
01 6310 111 000 000	TEACHERS SALARIES	28,800.00	2,610.19	31,322.28	108.76	(2,522.28)	0.00	(2,522.28)
01 6310 211 000 000	TITLE IIA Health	11,553.00	908.16	11,153.11	96.54	399.89	0.00	399.89
01 6310 221 000 000	TITLE IIA Fica	1,900.00	186.98	2,240.25	117.91	(340.25)	0.00	(340.25)
01 6310 231 000 000	TITLE IIA Retirement	2,850.00	257.83	3,093.96	108.56	(243.96)	0.00	(243.96)
01 6310 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	164.74	2,023.20	0.00	(2,023.20)	0.00	(2,023.20)
6310 TITLE IIA		45,103.00	4,127.90	49,832.80	110.49	(4,729.80)	0.00	(4,729.80)
01 6315 810 000 000	DUES AND FEES TITLE 2B	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
6315 TITLE II, PART B		2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 6330 111 000 000	SALARIES-REAP	33,009.00	0.00	0.00	0.00	33,009.00	0.00	33,009.00
01 6330 211 000 000	GROUP INSURANCE REAP	16,785.00	0.00	0.00	0.00	16,785.00	0.00	16,785.00
01 6330 221 000 000	FICA REAP	5,750.00	0.00	0.00	0.00	5,750.00	0.00	5,750.00
01 6330 231 000 000	RETIREMENT REAP	5,100.00	0.00	0.00	0.00	5,100.00	0.00	5,100.00
6330 TITLE VI, PART B REAP		60,644.00	0.00	0.00	0.00	60,644.00	0.00	60,644.00
01 6403 591 000 000	IDEA Vocational/Vision	7,469.00	0.00	0.00	0.00	7,469.00	0.00	7,469.00
6403 IDEA PART B-SCHOOL AGE		7,469.00	0.00	0.00	0.00	7,469.00	0.00	7,469.00
01 6404 111 000 000	SALARIES TEACHERS/PROFESSIONAL STAFF	25,253.00	0.00	0.00	0.00	25,253.00	0.00	25,253.00
01 6404 112 000 000	SALARIES INSTRUCTIONAL AIDES	14,855.00	0.00	0.00	0.00	14,855.00	0.00	14,855.00
01 6404 211 000 000	GROUP INSURANCE TEACHERS/ADMINS	15,588.00	0.00	0.00	0.00	15,588.00	0.00	15,588.00
01 6404 221 000 000	FICA TEACHERS/ADMIN	2,363.00	0.00	0.00	0.00	2,363.00	0.00	2,363.00
01 6404 231 000 000	RETIREMENT TEACHERS/ADMINS	3,962.00	0.00	0.00	0.00	3,962.00	0.00	3,962.00
6404 IDEA PART B: 0-4		62,021.00	0.00	0.00	0.00	62,021.00	0.00	62,021.00
01 6406 111 000 000	BASE 3-4 SPED INSTR	2,464.00	0.00	0.00	0.00	2,464.00	0.00	2,464.00
01 6406 211 000 000	BASE 3-4 SPED HEALTH	1,051.00	0.00	0.00	0.00	1,051.00	0.00	1,051.00
01 6406 221 000 000	BASE 3-4 SPED FICA	188.00	0.00	0.00	0.00	188.00	0.00	188.00
01 6406 231 000 000	BASE 3-4 SPED RETIR	244.00	0.00	0.00	0.00	244.00	0.00	244.00
01 6406 320 000 000	PROFESSIONAL ED SERVICES	2,529.00	0.00	0.00	0.00	2,529.00	0.00	2,529.00
01 6406 591 000 000	ESU SERVICES	0.00	0.00	2,623.00	0.00	(2,623.00)	0.00	(2,623.00)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
6406	IDEA PRESCHOOL: 3-4	6,476.00	0.00	2,623.00	40.50	3,853.00	0.00	3,853.00
01 6408 111 002 000	SALARIES TEACHERS/PROFESSIONAL STAFF	25,353.00	0.00	26,956.00	106.32	(1,603.00)	0.00	(1,603.00)
01 6408 112 000 000	SALARIES INSTRUCTIONAL AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6408 112 002 000	SALARIES INSTRUCTIONAL AIDES	13,245.00	0.00	16,854.28	127.25	(3,609.28)	0.00	(3,609.28)
01 6408 211 002 000	GROUP INSURANCE TEACHERS/ADMINS	14,221.00	0.00	5,275.00	37.09	8,946.00	0.00	8,946.00
01 6408 212 000 000	GROUP INSURANCE-AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6408 212 002 000	GROUP INSURANCE-AIDES	105.00	0.00	48.00	45.71	57.00	0.00	57.00
01 6408 221 002 000	FICA TEACHERS/ADMIN	3,552.00	0.00	2,062.00	58.05	1,490.00	0.00	1,490.00
01 6408 222 000 000	FICA-AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6408 222 002 000	FICA-AIDES	0.00	0.00	1,352.00	0.00	(1,352.00)	0.00	(1,352.00)
01 6408 231 002 000	RETIREMENT TEACHERS/ADMINS	3,525.00	0.00	2,663.00	75.55	862.00	0.00	862.00
01 6408 232 000 000	RETIREMENT AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6408 232 002 000	RETIREMENT AIDES	0.00	0.00	1,745.72	0.00	(1,745.72)	0.00	(1,745.72)
01 6408 282 000 000	INSTRUCTIONAL AIDES HSA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6408 569 000 000	TUITION-OTHER	0.00	0.00	45,349.00	0.00	(45,349.00)	0.00	(45,349.00)
6408	IDEA Part B (611) Base & EP 0-21	60,001.00	0.00	102,305.00	170.51	(42,304.00)	0.00	(42,304.00)
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 6421 591 002 000	ESU SERVICES	0.00	0.00	16,638.00	0.00	(16,638.00)	0.00	(16,638.00)
6421	IDEA Part B(611) ARP	0.00	0.00	16,638.00	0.00	(16,638.00)	0.00	(16,638.00)
01 6422 591 000 000	ESU SERVICES	60,644.00	0.00	0.00	0.00	60,644.00	0.00	60,644.00
6422	IDEA Preschool 619	60,644.00	0.00	0.00	0.00	60,644.00	0.00	60,644.00
01 6700 111 000 000	Vocational Wages	2,400.00	300.00	300.00	12.50	2,100.00	0.00	2,100.00
01 6700 211 000 000	Vocational Health	303.00	54.38	54.38	17.95	248.62	0.00	248.62
01 6700 221 000 000	Vocational FICA	183.00	22.04	22.04	12.04	160.96	0.00	160.96
01 6700 231 000 000	Vocational Retire	238.00	29.63	29.63	12.45	208.37	0.00	208.37
01 6700 281 000 000	CASH IN LIEU TEACHERS/HSA	0.00	9.77	9.77	0.00	(9.77)	0.00	(9.77)
6700	VOCATIONAL	3,124.00	415.82	415.82	13.31	2,708.18	0.00	2,708.18
01 6969 610 001 000	GENERAL SUPPLIES	0.00	0.00	766.14	0.00	(766.14)	0.00	(766.14)
01 6969 610 002 000	GENERAL SUPPLIES	0.00	0.00	766.14	0.00	(766.14)	0.00	(766.14)
01 6969 734 001 000	TECHNOLOGY RELATED HARDWARE	0.00	2,865.00	2,865.00	0.00	(2,865.00)	0.00	(2,865.00)
01 6969 734 002 000	TECHNOLOGY RELATED HARDWARE	0.00	2,865.00	2,865.00	0.00	(2,865.00)	0.00	(2,865.00)
01 6969 735 001 000	TECHNOLOGY SOFTWARE	0.00	2,770.00	2,770.00	0.00	(2,770.00)	0.00	(2,770.00)
6969	Title IV Part A ESEA/ESSA	0.00	8,500.00	10,032.28	0.00	(10,032.28)	0.00	(10,032.28)
01 6990 734 000 000	TECHNOLOGY RELATED HARDWARE	0.00	0.00	148.75	0.00	(148.75)	0.00	(148.75)
6990	Other Fed Programs (GEER)	0.00	0.00	148.75	0.00	(148.75)	0.00	(148.75)
01 6992 111 000 000	REAP Salary	0.00	2,327.09	27,925.08	0.00	(27,925.08)	0.00	(27,925.08)
01 6992 211 000 000	REAP Health	0.00	809.66	9,943.64	0.00	(9,943.64)	0.00	(9,943.64)
01 6992 221 000 000	REAP Fica	0.00	166.70	1,997.17	0.00	(1,997.17)	0.00	(1,997.17)
01 6992 231 000 000	REAP Retirement	0.00	229.87	2,758.44	0.00	(2,758.44)	0.00	(2,758.44)
01 6992 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	146.87	1,803.72	0.00	(1,803.72)	0.00	(1,803.72)
6992	REAP	0.00	3,680.19	44,428.05	0.00	(44,428.05)	0.00	(44,428.05)
01 6997 113 001 000	SALARIES SUBSTITUTE TEACHERS	17,423.00	0.00	0.00	0.00	17,423.00	0.00	17,423.00
01 6997 113 002 000	SALARIES SUBSTITUTE TEACHERS	17,423.00	0.00	0.00	0.00	17,423.00	0.00	17,423.00
6997	ESSER II	34,846.00	0.00	0.00	0.00	34,846.00	0.00	34,846.00

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 6998 111 001 000	SALARIES TEACHERS/PROFESSIONAL STAFF	5,000.00	0.00	3,019.10	60.38	1,980.90	0.00	1,980.90
01 6998 111 002 000	SALARIES TEACHERS/PROFESSIONAL STAFF	5,000.00	3,615.21	12,525.80	250.52	(7,525.80)	0.00	(7,525.80)
01 6998 113 001 000	SALARIES SUBSTITUTE TEACHERS	20,000.00	0.00	17,945.00	89.73	2,055.00	0.00	2,055.00
01 6998 113 002 000	SALARIES SUBSTITUTE TEACHERS	20,000.00	0.00	9,620.00	48.10	10,380.00	0.00	10,380.00
01 6998 211 001 000	GROUP INSURANCE TEACHERS/ADMINS	0.00	0.00	850.86	0.00	(850.86)	0.00	(850.86)
01 6998 211 002 000	GROUP INSURANCE TEACHERS/ADMINS	0.00	961.49	2,533.72	0.00	(2,533.72)	0.00	(2,533.72)
01 6998 213 001 000	GROUP INS.-SUBS	0.00	0.00	3,009.23	0.00	(3,009.23)	0.00	(3,009.23)
01 6998 213 002 000	GROUP INS.-SUBS	0.00	0.00	1,863.17	0.00	(1,863.17)	0.00	(1,863.17)
01 6998 221 001 000	FICA TEACHERS/ADMIN	0.00	0.00	228.30	0.00	(228.30)	0.00	(228.30)
01 6998 221 002 000	FICA TEACHERS/ADMIN	0.00	270.10	931.17	0.00	(931.17)	0.00	(931.17)
01 6998 223 001 000	FICA-SUB SUBS	0.00	0.00	1,308.79	0.00	(1,308.79)	0.00	(1,308.79)
01 6998 223 002 000	FICA-SUB SUBS	0.00	0.00	696.58	0.00	(696.58)	0.00	(696.58)
01 6998 231 001 000	RETIREMENT TEACHERS/ADMINS	0.00	0.00	298.22	0.00	(298.22)	0.00	(298.22)
01 6998 231 002 000	RETIREMENT TEACHERS/ADMINS	0.00	357.12	1,237.29	0.00	(1,237.29)	0.00	(1,237.29)
01 6998 233 001 000	RETIREMENT-SUBS	0.00	0.00	1,772.42	0.00	(1,772.42)	0.00	(1,772.42)
01 6998 233 002 000	RETIREMENT-SUBS	0.00	0.00	950.38	0.00	(950.38)	0.00	(950.38)
01 6998 281 002 000	CASH IN LIEU TEACHERS/HSA	0.00	74.24	74.24	0.00	(74.24)	0.00	(74.24)
01 6998 431 001 000	REPAIRS & MAINT.	0.00	19,350.00	19,350.00	0.00	(19,350.00)	0.00	(19,350.00)
01 6998 431 002 000	REPAIRS & MAINT.	0.00	19,350.00	19,350.00	0.00	(19,350.00)	0.00	(19,350.00)
01 6998 640 001 000	BOOKS & PERIODICALS	50,000.00	0.00	15,792.00	31.58	34,208.00	0.00	34,208.00
01 6998 640 002 000	BOOKS & PERIODICALS	0.00	0.00	4,590.00	0.00	(4,590.00)	0.00	(4,590.00)
01 6998 643 001 000	WEB/CLOUD BASED SOFTWARE	10,000.00	2,300.00	3,542.63	35.43	6,457.37	0.00	6,457.37
01 6998 643 002 000	WEB/CLOUD BASED SOFTWARE	0.00	2,300.00	8,837.62	0.00	(8,837.62)	0.00	(8,837.62)
01 6998 720 000 000	BUILDINGS	304,027.00	0.00	0.00	0.00	304,027.00	0.00	304,027.00
6998 ESSER III		414,027.00	48,578.16	130,326.52	31.48	283,700.48	0.00	283,700.48
01 8000 913 001 000	Activity Transfer	50,000.00	0.00	0.00	0.00	50,000.00	0.00	50,000.00
01 8000 915 000 000	Depreciation Fund	200,000.00	0.00	0.00	0.00	200,000.00	0.00	200,000.00
8000 TRANSFERS (OUTGOING)		250,000.00	0.00	0.00	0.00	250,000.00	0.00	250,000.00
000 DISTRICT WIDE		8,802,121.71	585,223.16	6,761,489.11	76.82	2,040,632.60	0.00	2,040,632.60
01 1100 610 002 001	Grade 1 Materials	400.00	762.16	1,257.51	314.38	(857.51)	0.00	(857.51)
01 1100 640 002 001	Classroom Periodical	1,800.00	197.67	197.67	10.98	1,602.33	0.00	1,602.33
1100 SALARIES		2,200.00	959.83	1,455.18	66.14	744.82	0.00	744.82
001 FIRST GRADE		2,200.00	959.83	1,455.18	66.14	744.82	0.00	744.82
01 1100 610 002 002	Grade 2 Materials	400.00	298.59	1,184.20	296.05	(784.20)	0.00	(784.20)
01 1100 640 002 002	Classroom Periodical	1,750.00	224.03	224.03	12.80	1,525.97	0.00	1,525.97
1100 SALARIES		2,150.00	522.62	1,408.23	65.50	741.77	0.00	741.77
002 SECOND GRADE		2,150.00	522.62	1,408.23	65.50	741.77	0.00	741.77
01 1100 610 002 003	Grade 3 Materials	400.00	445.44	544.12	136.03	(144.12)	0.00	(144.12)
01 1100 640 002 003	Classroom Periodical	1,550.00	262.35	484.75	31.27	1,065.25	0.00	1,065.25
1100 SALARIES		1,950.00	707.79	1,028.87	52.76	921.13	0.00	921.13
003 THIRD GRADE		1,950.00	707.79	1,028.87	52.76	921.13	0.00	921.13
01 1100 610 002 004	Grade 4 Materials	400.00	266.84	473.50	118.38	(73.50)	0.00	(73.50)
01 1100 640 002 004	Classroom Periodical	650.00	345.38	589.88	90.75	60.12	0.00	60.12
1100 SALARIES		1,050.00	612.22	1,063.38	101.27	(13.38)	0.00	(13.38)
004 FOURTH GRADE		1,050.00	612.22	1,063.38	101.27	(13.38)	0.00	(13.38)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1100 610 002 005	Grade 5 Materials	400.00	345.95	750.12	187.53	(350.12)	0.00	(350.12)
01 1100 640 002 005	Classroom Periodical	550.00	0.00	286.88	52.16	263.12	0.00	263.12
1100 SALARIES		950.00	345.95	1,037.00	109.16	(87.00)	0.00	(87.00)
005 FIFTH GRADE		950.00	345.95	1,037.00	109.16	(87.00)	0.00	(87.00)
01 1100 610 002 006	Grade 6 Materials	400.00	150.38	363.08	90.77	36.92	0.00	36.92
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	150.38	363.08	51.87	336.92	0.00	336.92
006 SIXTH GRADE		700.00	150.38	363.08	51.87	336.92	0.00	336.92
01 1100 610 002 007	Kingrt Materials	300.00	695.63	737.99	246.00	(437.99)	0.00	(437.99)
01 1100 640 002 007	Classroom Periodical	800.00	210.85	210.85	26.36	589.15	0.00	589.15
1100 SALARIES		1,100.00	906.48	948.84	86.26	151.16	0.00	151.16
007 Kindergarten		1,100.00	906.48	948.84	86.26	151.16	0.00	151.16
01 1100 610 002 017	Elem Art Materials	501.00	0.00	0.00	0.00	501.00	0.00	501.00
1100 SALARIES		501.00	0.00	0.00	0.00	501.00	0.00	501.00
017 ELEM. ART		501.00	0.00	0.00	0.00	501.00	0.00	501.00
01 1100 610 001 018	Music Materials	1,000.00	0.00	1,123.13	112.31	(123.13)	0.00	(123.13)
01 1100 610 002 018	Music Materials	727.00	102.04	483.07	66.45	243.93	0.00	243.93
01 1100 733 001 018	Music Equipment	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 733 002 018	Music Equipment	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 810 001 018	FEES	831.00	0.00	2,060.00	247.89	(1,229.00)	0.00	(1,229.00)
1100 SALARIES		3,558.00	102.04	3,666.20	103.04	(108.20)	0.00	(108.20)
018 MUSIC		3,558.00	102.04	3,666.20	103.04	(108.20)	0.00	(108.20)
01 1100 610 002 019	Elem Pe Materials	200.00	941.12	1,254.65	627.33	(1,054.65)	0.00	(1,054.65)
01 1100 733 002 019	Equipment	300.00	0.00	0.00	0.00	300.00	0.00	300.00
1100 SALARIES		500.00	941.12	1,254.65	250.93	(754.65)	0.00	(754.65)
019 ELEM. PE		500.00	941.12	1,254.65	250.93	(754.65)	0.00	(754.65)
01 1100 610 001 020	Lang Arts Materials	500.00	320.11	1,460.32	292.06	(960.32)	0.00	(960.32)
01 1100 640 001 020	Classroom Periodical	600.00	329.67	329.67	54.95	270.33	0.00	270.33
01 1100 735 001 020	Computer Software	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1100 810 001 020	Student Registration	900.00	0.00	0.00	0.00	900.00	0.00	900.00
1100 SALARIES		2,200.00	649.78	1,789.99	81.36	410.01	0.00	410.01
020 LANGUAGE ARTS		2,200.00	649.78	1,789.99	81.36	410.01	0.00	410.01
01 1100 610 001 021	Math Materials	200.00	255.15	369.87	184.94	(169.87)	0.00	(169.87)
1100 SALARIES		200.00	255.15	369.87	184.94	(169.87)	0.00	(169.87)
021 MATH		200.00	255.15	369.87	184.94	(169.87)	0.00	(169.87)
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	2,363.49	2,953.94	59.08	2,046.06	0.00	2,046.06
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	2,363.49	2,953.94	31.59	6,396.06	0.00	6,396.06
022 SCIENCE		9,350.00	2,363.49	2,953.94	31.59	6,396.06	0.00	6,396.06
01 1100 610 001 023	Soc Stud Materials	150.00	99.54	146.54	97.69	3.46	0.00	3.46
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	99.54	146.54	31.18	323.46	0.00	323.46
023 SOCIAL STUDIES		470.00	99.54	146.54	31.18	323.46	0.00	323.46

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1100 431 001 025	REPAIRS & MAINTENANCE - Contracted	1,600.00	0.00	0.00	0.00	1,600.00	0.00	1,600.00
01 1100 580 001 025	Instructor Travel	1,700.00	0.00	0.00	0.00	1,700.00	0.00	1,700.00
01 1100 610 001 025	Instr Materials	4,000.00	53.75	2,688.30	67.21	1,311.70	0.00	1,311.70
01 1100 640 001 025	Expendable Wrbk	65.00	0.00	0.00	0.00	65.00	0.00	65.00
01 1100 733 001 025	Equipment Secon	125.00	0.00	0.00	0.00	125.00	0.00	125.00
01 1100 735 001 025	Comp Software Secon	500.00	0.00	535.00	107.00	(35.00)	0.00	(35.00)
01 1100 810 001 025	FEES	950.00	0.00	0.00	0.00	950.00	0.00	950.00
1100 SALARIES		8,940.00	53.75	3,223.30	36.05	5,716.70	0.00	5,716.70
025 AGRICULTURE		8,940.00	53.75	3,223.30	36.05	5,716.70	0.00	5,716.70
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	266.47	277.33	27.73	722.67	0.00	722.67
01 1100 640 001 026	Expendable Wrbk	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 733 001 026	Equipment	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1100 735 001 026	Comp Software	1,000.00	0.00	799.00	79.90	201.00	0.00	201.00
01 1100 810 001 026	FEES	1,400.00	0.00	100.00	7.14	1,300.00	0.00	1,300.00
1100 SALARIES		5,000.00	266.47	1,176.33	23.53	3,823.67	0.00	3,823.67
026 BUSINESS		5,000.00	266.47	1,176.33	23.53	3,823.67	0.00	3,823.67
01 1100 610 001 027	Secon Art Materials	1,800.00	1,654.57	3,769.17	209.40	(1,969.17)	0.00	(1,969.17)
1100 SALARIES		1,800.00	1,654.57	3,769.17	209.40	(1,969.17)	0.00	(1,969.17)
027 SECONDARY ART		1,800.00	1,654.57	3,769.17	209.40	(1,969.17)	0.00	(1,969.17)
01 1100 350 001 028	Other Purchased Services	0.00	0.00	786.45	0.00	(786.45)	0.00	(786.45)
01 1100 431 001 028	REPAIRS & MAINTENANCE - Contracted	2,500.00	0.00	532.25	21.29	1,967.75	0.00	1,967.75
01 1100 431 002 028	REPAIRS & MAINTENANCE - Contracted	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 610 001 028	Instr Materials	1,000.00	0.00	1,253.43	125.34	(253.43)	0.00	(253.43)
01 1100 610 002 028	Instrument Materials	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 733 001 028	Equipment	3,000.00	0.00	4,945.00	164.83	(1,945.00)	0.00	(1,945.00)
01 1100 733 002 028	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 810 001 028	Registration	500.00	0.00	230.00	46.00	270.00	0.00	270.00
01 1100 810 002 028	Student Registration	500.00	0.00	125.00	25.00	375.00	0.00	375.00
1100 SALARIES		10,000.00	0.00	7,872.13	78.72	2,127.87	0.00	2,127.87
028 BAND		10,000.00	0.00	7,872.13	78.72	2,127.87	0.00	2,127.87
01 1100 431 001 029	REPAIRS & MAINTENANCE - Contracted	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 440 001 029	Secon Pe Rental	6,500.00	0.00	0.00	0.00	6,500.00	0.00	6,500.00
01 1100 610 001 029	Instr Materials	800.00	917.34	952.33	119.04	(152.33)	0.00	(152.33)
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	917.34	952.33	10.82	7,847.67	0.00	7,847.67
029 SECONDARY PE		8,800.00	917.34	952.33	10.82	7,847.67	0.00	7,847.67
01 1100 610 001 030	FCS Instr Materials	500.00	0.00	0.00	0.00	500.00	0.00	500.00
1100 SALARIES		500.00	0.00	0.00	0.00	500.00	0.00	500.00
030 FCS		500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 431 001 031	REPAIRS & MAINTENANCE - Contracted	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1100 580 001 031	Instructor Travel	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 1100 610 001 031	Instruc Materials	2,000.00	0.00	2,434.03	121.70	(434.03)	0.00	(434.03)
01 1100 733 001 031	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 735 001 031	Comp Software	300.00	0.00	0.00	0.00	300.00	0.00	300.00

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1100 810 001 031	Instru Registration	1,080.00	0.00	0.00	0.00	1,080.00	0.00	1,080.00
1100 SALARIES		4,930.00	0.00	2,434.03	49.37	2,495.97	0.00	2,495.97
031 INDUSTRIAL ARTS		4,930.00	0.00	2,434.03	49.37	2,495.97	0.00	2,495.97
01 1100 610 001 032	Foreign Lang Mater	200.00	211.09	786.51	393.26	(586.51)	0.00	(586.51)
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	211.09	786.51	196.63	(386.51)	0.00	(386.51)
032 FOREIGN LANGUAGE		400.00	211.09	786.51	196.63	(386.51)	0.00	(386.51)
01 1100 610 001 033	Journalism Materials	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1100 733 001 033	Journalism Equip	300.00	0.00	0.00	0.00	300.00	0.00	300.00
1100 SALARIES		600.00	0.00	0.00	0.00	600.00	0.00	600.00
033 JOURNALISM		600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 2171 591 002 600	PT Therapy	12,070.00	0.00	0.00	0.00	12,070.00	0.00	12,070.00
2171 PHYSICAL THERAPY-SPED SCHOOL AGE		12,070.00	0.00	0.00	0.00	12,070.00	0.00	12,070.00
01 2172 591 002 600	PT SPED 3-5	5,800.00	0.00	0.00	0.00	5,800.00	0.00	5,800.00
2172 PHYSICAL THERAPY:SPED 3-5		5,800.00	0.00	0.00	0.00	5,800.00	0.00	5,800.00
01 2173 591 002 600	PT SPED 0-2	2,200.00	0.00	0.00	0.00	2,200.00	0.00	2,200.00
2173 PHYSICAL THERAPY:SPED 0-2		2,200.00	0.00	0.00	0.00	2,200.00	0.00	2,200.00
01 6408 591 002 600	ESU SERVICES-PT	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
6408 IDEA Part B (611) Base & EP 0-21		2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
600 PT Services		22,070.00	0.00	0.00	0.00	22,070.00	0.00	22,070.00
01 2161 320 001 601	PROFESSIONAL ED SERVICES	0.00	512.20	3,980.03	0.00	(3,980.03)	0.00	(3,980.03)
01 2161 591 002 601	OT THERAPY-SPED School Age	25,387.00	0.00	0.00	0.00	25,387.00	0.00	25,387.00
2161 OCCUPATIONAL THERAPY-SPED SCHOOL AGE		25,387.00	512.20	3,980.03	15.68	21,406.97	0.00	21,406.97
01 2162 591 002 601	OT SPED 3-5	7,000.00	0.00	0.00	0.00	7,000.00	0.00	7,000.00
2162 OCCUPATIONAL THERAPY-SPED 3-5		7,000.00	0.00	0.00	0.00	7,000.00	0.00	7,000.00
01 2163 591 002 601	OT SPED 0-2	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
2163 OCCUPATIONAL THERAPY-SPED 0-2		2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 6408 591 002 601	ESU SERVICES-OT	4,000.00	0.00	0.00	0.00	4,000.00	0.00	4,000.00
6408 IDEA Part B (611) Base & EP 0-21		4,000.00	0.00	0.00	0.00	4,000.00	0.00	4,000.00
601 OT Services		38,887.00	512.20	3,980.03	10.23	34,906.97	0.00	34,906.97
01 2151 320 001 602	PROFESSIONAL ED SERVICES	0.00	612.85	6,081.31	0.00	(6,081.31)	0.00	(6,081.31)
01 2151 591 001 602	Speech Therapy	0.00	2,999.22	33,778.09	0.00	(33,778.09)	0.00	(33,778.09)
01 2151 591 002 602	Speech Therapy Elem	163,618.00	11,497.01	125,553.89	76.74	38,064.11	0.00	38,064.11
2151 SPEECH PATH/AUDIOLOGY-SPED School Age		163,618.00	15,109.08	165,413.29	101.10	(1,795.29)	0.00	(1,795.29)
01 2152 591 002 602	PRE SCHL SPEECH (3-5)	14,000.00	1,499.61	1,544.71	11.03	12,455.29	0.00	12,455.29
2152 SPEECH PATH/AUDIOLOGY-SPED Ages 3-5		14,000.00	1,499.61	1,544.71	11.03	12,455.29	0.00	12,455.29
01 2153 591 002 602	SPEECH (0-2)	12,000.00	1,400.86	5,999.62	50.00	6,000.38	0.00	6,000.38
2153 SPEECH PATH/AUDIOLOGY-SPED Ages 0-2		12,000.00	1,400.86	5,999.62	50.00	6,000.38	0.00	6,000.38
01 6408 591 002 602	ESU SERVICES-Speech	22,000.00	0.00	0.00	0.00	22,000.00	0.00	22,000.00
6408 IDEA Part B (611) Base & EP 0-21		22,000.00	0.00	0.00	0.00	22,000.00	0.00	22,000.00
602 Speech		211,618.00	18,009.55	172,957.62	81.73	38,660.38	0.00	38,660.38
01 1291 591 002 603	PRE SPED Supervision (3-5)	6,695.00	379.90	3,388.31	50.61	3,306.69	0.00	3,306.69
1291 SPED AGES 3-5		6,695.00	379.90	3,388.31	50.61	3,306.69	0.00	3,306.69
01 1292 591 002 603	Pre Sped Services (0-2)	5,000.00	379.97	3,388.35	67.77	1,611.65	0.00	1,611.65
1292 SPED AGES 0-2		5,000.00	379.97	3,388.35	67.77	1,611.65	0.00	1,611.65

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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	759.87	6,776.66	40.59	9,918.34	0.00	9,918.34
01 1200 591 001 604	Deaf Ed	862.00	0.00	0.00	0.00	862.00	0.00	862.00
1200	SPEDICAL ED School Age	862.00	0.00	0.00	0.00	862.00	0.00	862.00
01 1291 591 002 604	PRE Deaf Ed Services (3-5)	862.00	0.00	0.00	0.00	862.00	0.00	862.00
1291	SPED AGES 3-5	862.00	0.00	0.00	0.00	862.00	0.00	862.00
01 2151 591 001 604	ESU SERVICES-Deaf Ed Sec.	0.00	502.39	4,641.08	0.00	(4,641.08)	0.00	(4,641.08)
01 2151 591 002 604	Deaf Ed Sped Elem.	0.00	502.39	5,497.60	0.00	(5,497.60)	0.00	(5,497.60)
2151	SPEECH PATH/AUDIOLOGY-SPED School Age	0.00	1,004.78	10,138.68	0.00	(10,138.68)	0.00	(10,138.68)
01 2153 591 002 604	Pre Deaf Ed Services (0-2)	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
2153	SPEECH PATH/AUDIOLOGY-SPED Ages 0-2	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
604	Deaf Ed	2,724.00	1,004.78	10,138.68	372.20	(7,414.68)	0.00	(7,414.68)
01 2181 591 001 605	Vision	3,568.00	0.00	360.00	10.09	3,208.00	0.00	3,208.00
01 2181 591 002 605	VISION	0.00	592.63	3,968.97	0.00	(3,968.97)	0.00	(3,968.97)
2181	VISUALLY IMPAIRED:SPED SCHOOL AGE	3,568.00	592.63	4,328.97	121.33	(760.97)	0.00	(760.97)
605	Vision	3,568.00	592.63	4,328.97	121.33	(760.97)	0.00	(760.97)
01 2141 591 001 606	SCHOOL PSYCH	0.00	1,932.83	17,640.78	0.00	(17,640.78)	0.00	(17,640.78)
01 2141 591 002 606	Diagnostic Testing (School Psych)	46,700.00	1,932.83	17,640.78	37.77	29,059.22	0.00	29,059.22
2141	PSYCHOLOGICAL SERVICES: SPED SCHOOL AGE	46,700.00	3,865.66	35,281.56	75.55	11,418.44	0.00	11,418.44
01 2142 591 002 606	PSYCH SERVICES SPED 3-5	8,500.00	483.18	4,410.19	51.88	4,089.81	0.00	4,089.81
2142	PSYCHOLOGICAL SERVICES: SPED 3-5	8,500.00	483.18	4,410.19	51.88	4,089.81	0.00	4,089.81
01 2143 591 002 606	PSYC SERVICES SPED 0-2	6,000.00	483.20	4,410.20	73.50	1,589.80	0.00	1,589.80
2143	PSYCHOLOGICAL SERVICES: SPED 0-2	6,000.00	483.20	4,410.20	73.50	1,589.80	0.00	1,589.80
01 6408 591 002 606	ESU SERVICES-Psych	5,500.00	0.00	0.00	0.00	5,500.00	0.00	5,500.00
6408	IDEA Part B (611) Base & EP 0-21	5,500.00	0.00	0.00	0.00	5,500.00	0.00	5,500.00
606	D/E Psychological	66,700.00	4,832.04	44,101.95	66.12	22,598.05	0.00	22,598.05
01 2151 591 001 607	Audiology Secon	0.00	77.73	3,734.32	0.00	(3,734.32)	0.00	(3,734.32)
01 2151 591 002 607	Audiology Elem	1,614.00	77.73	12,630.22	782.54	(11,016.22)	0.00	(11,016.22)
2151	SPEECH PATH/AUDIOLOGY-SPED School Age	1,614.00	155.46	16,364.54	1,013.91	(14,750.54)	0.00	(14,750.54)
01 2152 591 002 607	AUDIOLOGY SPED 3-5	902.00	19.45	2,127.47	235.86	(1,225.47)	0.00	(1,225.47)
2152	SPEECH PATH/AUDIOLOGY-SPED Ages 3-5	902.00	19.45	2,127.47	235.86	(1,225.47)	0.00	(1,225.47)
01 2153 591 002 607	AUDIOLOGY SPED 0-2	601.00	19.46	442.95	73.70	158.05	0.00	158.05
2153	SPEECH PATH/AUDIOLOGY-SPED Ages 0-2	601.00	19.46	442.95	73.70	158.05	0.00	158.05
01 6404 591 002 607	SPED IDEA SUPERVISION	7,514.00	0.00	0.00	0.00	7,514.00	0.00	7,514.00
6404	IDEA PART B: 0-4	7,514.00	0.00	0.00	0.00	7,514.00	0.00	7,514.00
01 6408 591 002 607	ESU SERVICES-D/E Audiology	250.00	0.00	0.00	0.00	250.00	0.00	250.00
6408	IDEA Part B (611) Base & EP 0-21	250.00	0.00	0.00	0.00	250.00	0.00	250.00
607	Audiology	10,881.00	194.37	18,934.96	174.02	(8,053.96)	0.00	(8,053.96)
01 1200 591 000 608	Vocational	5,343.00	258.17	2,435.57	45.58	2,907.43	0.00	2,907.43
1200	SPEDICAL ED School Age	5,343.00	258.17	2,435.57	45.58	2,907.43	0.00	2,907.43
608	VOCATIONAL	5,343.00	258.17	2,435.57	45.58	2,907.43	0.00	2,907.43
01	General	9,248,456.71	623,106.38	7,062,843.12	76.37	2,185,613.59	0.00	2,185,613.59

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
Grand Total:		9,248,456.71	623,106.38	7,062,843.12	76.37	2,185,613.59	0.00	2,185,613.59

Ravenna Public Schools
GENERAL FUND
Ending July 31st, 2023

Beginning Balance: **\$1,326,185.24**

Receipts:

Tax Collection (Buffalo)	\$40,739.55
Tax Collection (Sherman)	\$8,411.95
State of NE Sped	\$0.00
State of NE Sped Transp.	
IDEA	
Village of Hazard	\$350.00
ESSERS III	
Distance Learning	
ESU 10	\$600.00
Sale of Prop/Equip.	
Medicaid (MAC)	
State Aid	
State of NE (MIPS)	
Insurance	
Other	\$271.34
Interest	\$155.15

Total Receipts: **\$50,527.99**

Disbursements:

Board Bills (July)	\$521,352.32
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\$521,352.32

Ending Balance: **\$855,360.91**

Cash on Hand: **\$855,360.91**

Outstanding checks	\$75,345.03
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Bank Balance: **\$930,705.94**

Investments: **\$2,207,022.47**

Accounted for as Follows:

General Fund

General Fund Checking	\$855,360.91
CD #xxx311	\$2,044,547.63
CD # 70099 (9 mo)	\$162,474.84

Total Available: **\$3,062,383.38** **\$3,062,383.38**

Account Number	Account Description	Budget	Month to Date	Year to Date
8	Revenue			
01 1100 1000	District Taxes - Buffalo	3,930,995.00	15,641.15	3,506,776.07
01 1100 1100	District Taxes - Sherman	1,204,625.00	2,829.37	974,389.41
01 1115 1000	Carline-Bufferlo	10,000.00	0.00	7,382.78
01 1115 1100	Carline - Sherman	4,798.00	0.00	2,122.28
01 1120 1000	Public Power Tax - Buffalo	100,000.00	0.00	161,188.42
01 1120 1100	Public Power Tax - Sherman	80,000.00	0.00	1,356.28
01 1125 1000	Motor Vehicle Taxes - Buffalo	160,000.00	14,025.55	185,202.64
01 1125 1100	Motor Vehicle Taxes - Sherman	71,000.00	3,599.04	35,452.64
01 1311	Tuition Individual	0.00	0.00	0.00
01 1313	Tuit Sp Ed Individ.	0.00	0.00	0.00
01 1315	DISTANCE LEARNING	0.00	0.00	11,100.00
01 1323	Tuit Sp Ed Oth Dist.	0.00	0.00	0.00
01 1410	Trans. Individual	0.00	0.00	0.00
01 1411	Trans Sp Ed Individ.	0.00	0.00	0.00
01 1421	Trans. Other Dist.	0.00	0.00	0.00
01 1423	Trans Sp Ed Oth Dist	0.00	0.00	0.00
01 1510	Interest On Invest.	6,500.00	155.15	2,877.47
01 1701	Bond Fund Transfer	0.00	0.00	0.00
01 1740	Fees	0.00	0.00	0.00
01 1742	PostSecondary Fees	0.00	0.00	0.00
01 1790	Driver's Ed	0.00	0.00	0.00
01 1800	KEARNEY FOUND YC	0.00	0.00	0.00
01 1900	AUTISM ACTION PARTNERSHIP	0.00	0.00	0.00
01 1910	RENTAL OF SCHOOL EQUIPMENT & FACILITIES	0.00	0.00	1,000.00
01 1911	Local License Fees	1,500.00	400.00	1,760.00
01 1920	CONTRIBUTIONS & DONATIONS	0.00	0.00	0.00
01 1921	Police Court Fines	0.00	0.00	0.00
01 1925	Tobacco Grant	0.00	0.00	0.00
01 2110 1000	Buffalo Co Fines-lic	15,000.00	0.00	21,926.81
01 2110 1100	Sherm Fines-license	10,000.00	222.47	1,760.59
01 2130 1000	Other County Receipt - Buffalo	0.00	0.00	0.00
01 2130 1100	Other County Receipts- Sherman	0.00	0.00	0.00
01 2140	Non-resident Tuition	0.00	0.00	0.00
01 2210	ESU Receipts	4,690.00	600.00	4,215.77
01 3110	State Aid	38,332.00	0.00	38,332.00
01 3120	Spec. Ed Programs	565,000.00	0.00	497,539.00
01 3125	Special Ed Transpor.	4,000.00	0.00	10,530.00
01 3130 1000	Homestead Exemption - Buffalo	0.00	11,022.85	55,114.25
01 3130 1100	Sherm Homestead Ex	0.00	1,181.51	5,907.55
01 3131	PROPERTY TAX CREDIT	0.00	0.00	349,377.99
01 3132	PERSONAL PROPERTY TAX CREDIT	0.00	0.00	78,732.07
01 3134	PERSONAL PROPERTY TAX CREDIT-RR & PSE	0.00	0.00	0.00
01 3170	State Vocational	0.00	0.00	0.00
01 3180 1000	Pro-rata Motor Veh.Buffalo	8,000.00	0.00	8,244.16
01 3180 1100	Sher Pro Rat Moto V	2,845.00	579.56	1,194.33
01 3400	State Apportionment	49,000.00	0.00	65,510.03
01 3500	Other State Categorical Programs	0.00	0.00	0.00

Account Number		Account Description	Budget	Month to Date	Year to Date
01 3512		DIST ED INCENTIVE	20,000.00	0.00	4,307.40
01 3535		High Abilt Learners	4,000.00	0.00	4,743.00
01 3550		School Tech Fund	0.00	0.00	0.00
01 3570		Teacher Evaluation	0.00	0.00	0.00
01 3990		Other State Funds	0.00	0.00	0.00
01 4100		Title 1 Carry Over	0.00	0.00	0.00
01 4105		UNIVERSAL SERVICE FUND (E-RATE)	0.00	0.00	0.00
01 4311		Title VI Past Year	0.00	0.00	0.00
01 4312		Title VI Current	0.00	0.00	0.00
01 4315		Title V	0.00	0.00	0.00
01 4325		Title IIA Class Size Reduction	0.00	0.00	0.00
01 4401		IDEA PRESCHOOL	0.00	0.00	0.00
01 4402		Preschool Travel	0.00	0.00	0.00
01 4403		Spec Ed Medicaid	0.00	0.00	0.00
01 4422		IDEA Preschool ARP-Base 0-21	0.00	0.00	1,376.00
01 4505		Title 1 Current	55,000.00	0.00	57,382.00
01 4506		Title 1 NCLB	0.00	0.00	0.00
01 4509		TITLE II, PART A NCLB TCHR QULTY GRANTS	20,000.00	0.00	24,399.00
01 4511		REAP GRANT	0.00	0.00	0.00
01 4512		IDEA Base	105,000.00	0.00	0.00
01 4516		IDEA Pre-school Handicapp	0.00	0.00	2,579.00
01 4518		IDEA Part B (611) Base & EP	0.00	0.00	99,925.00
01 4519		IDEA E-P	0.00	0.00	0.00
01 4524		OTHER FEDERAL NON-CATEGORICAL RECEIPTS	0.00	0.00	6,841.71
01 4525		Fed. Vocational	0.00	0.00	0.00
01 4530		Other Federal Categ. Receipts	0.00	0.00	24,000.00
01 4580		EDUCATION JOB MONEY	0.00	0.00	0.00
01 4599		ARRA STATE AID	0.00	0.00	0.00
01 4708		Medicaid in Public School (MIPS)	10,813.00	0.00	6,731.14
01 4709		Medicaid Administrative Activities	10,000.00	0.00	9,070.49
01 4900		Other Fed. Non-cat	0.00	0.00	23,594.83
01 4969		Title IV, Part A	0.00	0.00	0.00
01 4996		CARES Act	0.00	0.00	0.00
01 4997		ESSER II	100,000.00	0.00	34,846.00
01 4998		ESSER III	412,580.00	0.00	72,950.00
01 5200		From Other Funds	0.00	0.00	0.00
01 5300		Sale Of Prop & Equip	0.00	0.00	274.00
01 5301		Insurance Adjustment	0.00	0.00	69,662.28
01 5690		Other Non-revenue	0.00	271.34	8,601.23
01 9000		Non-program Receipts	15,000.00	0.00	12,558.76
01 9004		Interfund from QCPUF	0.00	0.00	0.00
01 9100		NE ST REVENUE	0.00	0.00	0.00
01 9200		Interlocal Agreement	0.00	0.00	0.00
01	General		7,018,678.00	50,527.99	6,492,834.38
8	Revenue		7,018,678.00	50,527.99	6,492,834.38

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number	Detail Description		Amount	
Checking Account ID 06	Fund Number 06	Lunch		
	54333790002216	Bimbo Bakeries USA	01/16/2023	181.60
06 3100 110 000 000		Salary		181.60
	54333790003079	Bimbo Bakeries USA	05/02/2023	220.60
06 3100 630 000		FOOD		220.60
Total Bimbo Bakeries USA				402.20
Fund Number 06				402.20
Checking Account ID 06				402.20

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
06	Lunch							
06 3100 610 000	GENERAL SUPPLIES	9,620.00	0.00	8,394.21	87.26	1,225.79	0.00	1,225.79
06 3100 630 000	FOOD	180,500.00	220.60	153,736.62	85.17	26,763.38	0.00	26,763.38
3100	FOOD SERVICES	190,120.00	220.60	162,130.83	85.28	27,989.17	0.00	27,989.17
		190,120.00	220.60	162,130.83	85.28	27,989.17	0.00	27,989.17
06 3100 110 000 000	Salary	120,000.00	3,245.56	107,865.82	89.89	12,134.18	0.00	12,134.18
06 3100 120 000 000	Sub Salaries	5,000.00	0.00	4,292.74	85.85	707.26	0.00	707.26
06 3100 130 000 000	Overtime Salaries	0.00	0.00	276.69	0.00	(276.69)	0.00	(276.69)
06 3100 210 000 000	Health Insurance	35,000.00	781.88	34,626.10	98.93	373.90	0.00	373.90
06 3100 220 000 000	Fica	6,538.00	233.74	7,765.42	118.77	(1,227.42)	0.00	(1,227.42)
06 3100 230 000 000	Retirement	7,000.00	302.65	8,992.56	128.47	(1,992.56)	0.00	(1,992.56)
06 3100 431 000 000	Repair	300.00	0.00	682.55	227.52	(382.55)	0.00	(382.55)
06 3100 810 000 000	Registration	320.00	0.00	0.00	0.00	320.00	0.00	320.00
06 3100 890 000 000	Other Supplies/Misc	0.00	0.00	290.10	0.00	(290.10)	0.00	(290.10)
3100	FOOD SERVICES	174,158.00	4,563.83	164,791.98	94.62	9,366.02	0.00	9,366.02
000	DISTRICT WIDE	174,158.00	4,563.83	164,791.98	94.62	9,366.02	0.00	9,366.02
06	Lunch	364,278.00	4,784.43	326,922.81	89.75	37,355.19	0.00	37,355.19

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
Grand Total:		364,278.00	4,784.43	326,922.81	89.75	37,355.19	0.00	37,355.19

**Ravenna Public School
Lunch Fund Report
July 31st, 2023**

Beginning Balance: \$ 55,672.16

RECEIPTS:

Deposit \$ 63.57

Interest \$ 6.55

Total Receipts: \$ 70.12

DISBURSEMENTS:

Lunch Bills \$ 8,949.74

Outstanding Checks \$ 807.73

Total Disbursements: \$ 9,757.47

Bank Balance: \$ 45,984.81

Book Balance: \$ 45,177.08

Revenue Detail

Account Number		Account Description	Budget	Month to Date	Year to Date
8	Revenue				
06 1510		Interest	24.00	6.55	72.39
06 1611		Student Lunches	104,244.00	20.00	96,692.64
06 1612		Daily Sales-Breakfast	40,000.00	0.00	0.00
06 1613		Special Milk	0.00	0.00	0.00
06 1620		Daily Sales-Adult/A la Carte	0.00	0.00	23,814.55
06 1650		Daily Sales-Summer Food Programs	0.00	0.00	0.00
06 2100		State Reimbursement	0.00	0.00	0.00
06 2200		Breakfast	0.00	0.00	0.00
06 3150		STATE REIMBURSEMENT	1,401.00	0.00	1,801.83
06 4210		FEDERAL REIMB. NSLP	140,210.00	0.00	158,462.24
06 5000		Trans From Savings	0.00	0.00	0.00
06 5200		School Dist Contrib.	0.00	0.00	0.00
06 5690		Other Income	457.00	43.57	21,157.88
06 9000		Non Program Receipts	0.00	0.00	0.00
06 9005		Interfund loan from GF to LF	0.00	0.00	0.00
06	Lunch		286,336.00	70.12	302,001.53
8	Revenue		286,336.00	70.12	302,001.53

BIMBO Bakeries USA, INC.
PO BOX 412678
BOSTON , MA 02241-2678

DELIVERY DATE : 5/02/23

MARKET ID: DA

CONTRACT DSD:

MAN INVOICE#:

INVOICE#: 54333790003079

ROUTE: 3337

DOCUMENT#: 00000000

A/R ACCOUNT: 000001438

Ticket Time: 4:59

Sign:

NAME: RAVENNA PUBLIC SCHOO

CUST#: 000001438

41750 CARTAGE RD

STORE NO: 000000

RAVENNA, NE 68869

PAY TERM: NET 7 DAYS

CUST VENDOR:

SURCHARGE :

* * D E L I V E R I E S * *

UPC	ITEM NO.	DESCRIPTION	QTY	WHOLESALE	
				PRICE	AMOUNT
72945-60134	002773	SL 100%WW RT 20Z	30	3.100	93.00
78700-80021	003447	R&I WGW HAMS 12P	30	3.360	100.80
78700-80078	006055	R&I WGW STK 24P	4	6.700	26.80

DELIVERY TOTALS			64	220.60	

TICKET TOTALS			64	220.60	

06 3100 630 00

Keith E. Schaefer

7-31-23

BIMBO BAKERIES USA, INC.
PO BOX 412678
BOSTON , MA 02241-2678

DELIVERY DATE : 1/16/23

MARKET ID: DA

CONTRACT DSD:

MAN INVOICE#:

INVOICE#: 54333790002216

ROUTE: 3337

DOCUMENT#: 00000000

A/R ACCOUNT: 000001438

Ticket Time: 5:03

Sign:

NAME: RAVENNA PUBLIC SCHOO

CUST#: 000001438

41750 CARTAGE RD

STORE NO: 000000

RAVENNA, NE 68869

PAY TERM: NET 7 DAYS

CUST VENDOR:

SURCHARGE :

* * D E L I V E R I E S * *

UPC	ITEM NO.	DESCRIPTION	QTY	WHOLESALE	
				PRICE	AMOUNT
72945-60134	002773	SL 100%WW RT 20Z	25	3.100	77.50
78700-80021	003447	R&I WGW HAMS 12P	25	3.360	84.00
78700-80078	006055	R&I WGW STK 24P	3	6.700	20.10

DELIVERY TOTALS			53	181.60	

TICKET TOTALS			53	181.60	

06 3100 630 000

Kimberly E. Schaefer

7-31-23



U.S. BANK
P. O. Box 6343
Fargo, ND 58125-6343



ACCOUNT NUMBER 4485-5910-0304-1096

AMOUNT DUE \$0.00



000031370 01 SP 106481795432399 S
RAVENNA 2
RAVENNA PUBLIC SCHOOL
P O BOX 8400
RAVENNA NE 68869-8400

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

MESSAGES:

TRAN DATE	POST DATE	MCC CODE	TRANSACTION DESCRIPTION	REFERENCE #	AMOUNT
07-01	07-03	8398	KEARNEY FAMILY YMCA 308-237-9622 NE	24055223182083013515653	7.50
07-01	07-03	8398	KEARNEY FAMILY YMCA 308-237-9622 NE	24055223182083029494547	7.50
06-30	07-03	5941	GOPHER FAMILY BRANDS 877-699-7927 MN	24493983181700498743688	1,708.28
07-03	07-04	5261	CROPKING, INC. 330-3024203 OH	24639233184900013230375	1,633.29
07-17	07-18	5713	JACOBI'S CARPET ONE (HA 402-4633811 NE	24269753198900011000026	4,715.16

PE request on HS/EI
Special Building

01 1100 610 001 029 - 854.14
01 1100 610 002 019 - 854.14
01 1200 810 001 000 - 15
08 2620 610 002 000 - 4715.16
01 2620 431 001 000 - 1633.29

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER 4485-5910-0304-1096	ACCOUNT SUMMARY	
	STATEMENT DATE 07/25/23	PURCHASES, FEES & ADJUSTMENTS	\$8,071.73
MANAGING ACCOUNT NUMBER 4485-5945-5559-2680 CONTACT AND ADDRESS RAVENNA PUBLIC SCHOOL ACCOUNTS PAYABLE PO BOX 8400 RAVENNA, NE 68869		CHECKS/CASH ADVANCES	\$0.00
		DISPUTE AMOUNT	\$0.00
		CREDITS	\$0.00
		STATEMENT TOTAL	\$8,071.73

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

Page 1

CG302064

INVOICE

Sold To

RAVENNA PUBLIC SCHOOL
41750 CARTHAGE RD
RAVENNA, NE 68869

Ship To

RAVENNA PUBLIC SCHOOL
41750 CARTHAGE RD
RAVENNA, NE 68869

Order Date	Tele #1	PO Number	Order Number		
04/11/23	308-440-8357		CG302064		
Inventory	Style/Item	Color/Description	Quantity Units	Price	Extension
7043T/2213	REVIVAL	STIMULUS 24" X 24" 72 S/F CTN.	3,024.00 SF	2.39	7,227.36
AI334	PREMIUM ADHESIVE	4 GAL	4.00 EA	323.85	1,295.40
KCPTI	CARPET TILE INSTALLATION		3,024.00 EA	1.50	4,536.00
CTA 40 A	CARPET TO VCT	TRANSITION	60.00 LF	4.00	240.00
7043T/2213	REVIVAL	STIMULUS 24" X 24" 72 S/F CTN.	288.00 SF	2.39	688.32
SHXSL-10	FLOOR PATCH SCHONOX SL 10 LB	10 LB.	1.00 EA	29.16	29.16
KFP	KEARNEY FLOOR PREP		3.00 EA	50.00	150.00

#2
Special
Bldg

08 2020 610 02 000

— 06/20/23 —

12:06PM —

Sales Representative(s):
RICH CHANDLER

Material: 9,480.24
Service: 4,686.00
Misc. Charges: 0.00
Sales Tax: 0.00
Misc. Tax: 0.00

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

INVOICE TOTAL: \$14,166.24
Less Payment(s): 9,451.08
BALANCE DUE: \$4,715.16

SALE

APPROVED

CUSTOMER COPY

JACOBI'S CARPET ONE FLOOR & HOME

005684

Customer's Order No. CG 302064		Date 7-17		2023				
Name Ravenna Public Schools								
Address 41750 Carthage Rd.								
Email								
SOLD BY		CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RETD.	PAID OUT	LAYAWAY
QUAN		DESCRIPTION				PRICE	AMOUNT	
1		ROA Card					4715.16	
All claims and returned goods MUST be accompanied by this bill.							TAX	
Received By NW							TOTAL	4715.16

GSCC-652-2
PRINTED IN U.S.A.

Thank You

Board of Education Regular Meeting

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

Monday, July 10, 2023 8:00 PM

Misti Fiddelke: Present
Ryan Osten: Present
Tara Schirmer: Absent
Dawn Standage: Present
Marc Vacek: Present
Mike Voelker: Present

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

2. Excuse Absent Board Members

Motion to excuse absent board member Schirmer passed with a motion by Mike Voelker and a second by Ryan Osten.

Misti Fiddelke: Yea, Ryan Osten: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker: Yea

Yea: 5, Nay: 0

3. The Pledge of Allegiance

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

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

6. Approval of Agenda

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

Misti Fiddelke: Yea, Ryan Osten: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker: Yea

Yea: 5, Nay: 0

7. Financial Report

8. Consent Agenda

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

Misti Fiddelke: Yea, Ryan Osten: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker:
Yea
Yea: 5, Nay: 0

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

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

8.3. Notice of Meeting Publication: The notice for this board meeting was published in the July 5th edition of the Ravenna News

8.4. Discuss, consider and take all action necessary to the banking resolution with Town & Country Bank

8.5. Discuss, consider, and take all necessary action to accept the resignation of Joana Velez-Bermudez

8.6. Discuss, consider, and take all action necessary to declare items as surplus inventory for immediate sale or disposal

8.7. Discuss, consider, and take all action necessary in reviewing the RPS 2023-2024 safe return/stay in school plan, considering any and all community input

9. Request to Address the Board and Correspondence

10. Information and Action Items

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

Motion to adopt policy #5018 passed with a motion by Ryan Osten and a second by Mike Voelker.

Misti Fiddelke: Yea, Ryan Osten: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker:
Yea
Yea: 5, Nay: 0

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

Motion to adopt policy #5057 passed with a motion by Mike Voelker and a second by Ryan Osten.

Misti Fiddelke: Yea, Ryan Osten: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker:
Yea
Yea: 5, Nay: 0

10.3. Annual Student Fees Policy Hearing (#5045)

Motion to adopt Student Fees Policy (#5045) passed with a motion by Marc Vacek and a second by Ryan Osten.

Misti Fiddelke: Yea, Ryan Osten: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker:
Yea
Yea: 5, Nay: 0

10.4. Annual Bullying Policy Review (#5054)

Motion to adopted revised policy #5054 passed with a motion by Mike Voelker and a second by Ryan Osten.

Misti Fiddelke: Yea, Ryan Osten: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker:
Yea
Yea: 5, Nay: 0

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

Motion to approve Policy #5001 passed with a motion by Ryan Osten and a second by Marc Vacek.

Misti Fiddelke: Yea, Ryan Osten: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker:
Yea
Yea: 5, Nay: 0

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

Motion to set the meal prices as recommended for the 2023-24 school year passed with a motion by Ryan Osten and a second by Mike Voelker.

Misti Fiddelke: Yea, Ryan Osten: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker:
Yea
Yea: 5, Nay: 0

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

Motion to amend the calendar as recommended passed with a motion by Dawn Standage and a second by Mike Voelker.

Misti Fiddelke: Yea, Ryan Osten: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker:
Yea
Yea: 5, Nay: 0

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

Motion to approve the 2023-24 Student Handbook as presented passed with a motion by Mike Voelker and a second by Ryan Osten.

Misti Fiddelke: Yea, Ryan Osten: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker:
Yea
Yea: 5, Nay: 0

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

Motion to approve the 2023-24 Student Activity Handbook as presented passed with a motion by Marc Vacek and a second by Ryan Osten.

Misti Fiddelke: Yea, Ryan Osten: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker:
Yea
Yea: 5, Nay: 0

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

Motion to approve the 2023-24 Staff Handbook as presented passed with a motion by Mike Voelker and a second by Marc Vacek.

Misti Fiddelke: Yea, Ryan Osten: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker:
Yea

Yea: 5, Nay: 0

11. Discussion Items

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

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

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

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

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

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

11.7. Discuss, consider, and take all action necessary to real estate proposal (Executive Session) Motion to convene to executive session for the purpose of discussing a proposed real estate transaction to protect the public's interest at 8:58 PM passed with a motion by Ryan Osten and a second by Marc Vacek. President Fiddelke repeated the reason for going into executive session, prior to the board entering executive session. Motion to come out of executive session at 9:15 PM passed with a motion by Ryan Osten and a second by Marc Vacek.

Misti Fiddelke: Yea, Ryan Osten: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker: Yea

Yea: 5, Nay: 0

11.8. Discuss, consider, and take all action necessary to personnel matters (Executive Session) Motion to convene to executive session at 9:16 PM for the purpose of discussing personnel matters to protect needless injury to the reputation of those being discussed passed with a motion by Marc Vacek and a second by Ryan Osten. President Fiddelke repeated the purpose for entering executive session prior to the board going into executive session. Motion for the board to come out of executive session at 10:07 PM passed with a motion by Marc Vacek and a second by Ryan Osten.

Misti Fiddelke: Yea, Ryan Osten: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker: Yea

Yea: 5, Nay: 0

12. Superintendent's Report

13. Positive Comments

We're glad to have Dr. Schroeder back on staff at Ravenna Public Schools. Welcome back! - Board President Fiddelke

14. Adjournment

Motion to adjourn at 10:08 PM passed with a motion by Marc Vacek and a second by Ryan Osten.

Misti Fiddelke: Yea, Ryan Osten: Yea, Dawn Standage: Yea, Marc Vacek: Yea, Mike Voelker: Yea

Yea: 5, Nay: 0

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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.

KAREN A. HAASE ^{NE, SD, IA, WY}
STEVE WILLIAMS ^{NE, SD}
BOBBY TRUHE ^{NE, SD}
COADY H. PRUETT ^{NE, SD, CO}



JORDAN JOHNSON ^{NE, WY}
TYLER COVERDALE ^{SD}
SARA HENTO ^{SD, NE}
SHARI RUSSELL, Paralegal

MEMORANDUM

To: Dr. Ken Schroeder, Superintendent of Schools

FROM: Coady H. Pruett

DATE: August 4, 2023

RE: Board Vote to Increase Base Growth Percentage Used to Determine Property Tax Request Authority

I. INTRODUCTION

I am following up on your request for information and materials regarding the board of education's ability to increase the base growth percentage used to determine the school district's property tax request authority. We prepared this memorandum summarizing the steps that a school district must follow to carry out such an increase, together with the attached documents that will help your district do so.

II. DISCUSSION

A. Background

As you know, Nebraska recently enacted the *School District Property Tax Limitation Act* (the "Act"), which was part of LB 243 (2023) and is now codified at NEB. REV. STAT. §§ 79-3401 to 79-3408. The Act's default rule is that the magnitude of a school district's property tax request (irrespective of either the \$1.05 levy limit, or otherwise permissible budget growth) is limited to a statutorily-defined **property tax request authority**. The Act generally requires the Nebraska Department of Education (the "Department") to calculate each district's property tax request authority as follows:

301 SOUTH 13TH STREET, SUITE 210
LINCOLN, NEBRASKA 68508

KSB SCHOOL LAW, PC, LLO
KSBSCHOOLLAW.COM
(402) 804-8000
ATTORNEYS LICENSED IN STATES INDICATED

141 NORTH MAIN AVENUE, SUITE 504
SIOUX FALLS, SOUTH DAKOTA 57104

Step One: "The school district's property tax request¹ from the prior year shall be added to the non-property-tax revenue² from the prior year minus any investment income from special building funds from the prior year, and the total shall be increased by the school district's **base growth percentage**."³ *Id.* § 79-3403(2)(a).

Step Two: The amount calculated in Step One is then "decreased by the amount of total non-property-tax revenue for the current year and adjusted for any known or documented errors in

¹ "Property tax request means the total amount of property taxes for the general and special building funds requested to be raised for a school district through the levy imposed pursuant to section 77-1601." NEB. REV. STAT. § 79-3402(6).

² "Non-property-tax revenue means revenue of a school district from all state and local sources other than real and personal property taxes. Non-property-tax revenue does not include grants, donations, bonds, all revenue from a school district that has been merged into another school district or dissolved, activity funds, bond funds, cooperative funds, depreciation funds, employee benefit funds, nutrition funds, qualified capital purpose undertaking funds, or student fee funds, insurance proceeds, proceeds from the sale of property including land, buildings, or capital assets in special building funds, or proceeds of financing." *Id.* § 79-3402(5).

³ The Act defines "base growth percentage" as follows:

Base growth percentage means the sum of:

(a) Three percent;

(b) The annual percentage increase in the student enrollment of the school district multiplied by:

(i) One if the school district's student enrollment has grown by an average of at least three percent and by at least one hundred fifty students over the preceding three years;

(ii) Seven-tenths if the school district's student enrollment has grown by an average of at least three percent over the preceding three years; or

(iii) Four-tenths if subdivisions (3)(b)(i) and (3)(b)(ii) of this section do not apply;

(c) The percentage obtained by first dividing the annual increase in the total number of limited English proficiency students in the school district by the student enrollment of the school district and then multiplying the quotient by fifteen hundredths; and

(d) The percentage obtained by first dividing the annual increase in the total number of poverty students in the school district by the student enrollment of the school district and then multiplying the quotient by fifteen hundredths."

Id. § 79-3402(3).

documentation received by the department from the school district.” *Id.* § 79-3403(2)(b).

The Department then certifies the amount calculated by this method to each school board as the district’s property tax request authority.

The Act lays out two methods by which your district can exceed this default rule for calculating the magnitude of the district’s property tax request. First, the school district’s property tax request may exceed its property tax request authority by a specific amount when such increase is “approved by a sixty percent majority of legal voters voting on the issue at a special election called for such purpose.” *Id.* § 79-3405(1). You have not asked about this method and this memo does not address the special election method of increasing your permissible property tax request. The second method is discussed in more detail below.

B. Board Vote to Increase Base Growth Percentage

Unlike the special election method of increasing the actual property tax request by a certain amount, this method allows the board to vote to increase *the base growth percentage*. This should have the effect of increasing the property tax request authority for the current year, but of course the absolute amount of the property tax request authority (in dollars) will depend upon the changes in the non-property-tax revenue for the current year.

The proposed increase in the base growth percentage must be approved by at least 70% of the school board members. Please note that this is not 70% of a quorum, but rather 70% of the entire board—irrespective of the number of board members present for the meeting. So, as an example, for a six-member board, at least five board members must vote in favor of the proposed increase even if only five board members are present.

The maximum base growth percentage increase that a school district can adopt by a board vote **depends on the size of the school district’s average daily membership** (“ADM”). In our conversations with the Department, they plan to use the “most recent” ADM numbers for each school district, which (for now) shows the numbers for the 2021–2022 school year. The following table shows the maximum increases that correspond to the size of the school’s ADM.

Average Daily Membership	Maximum Increase in Base Growth %
Up to 471 students	7%
472 to 3,044 students	6%
3,045 to 10,000 students	5%
More than 10,000 students	4%

Prior to voting to increase your district's base growth percentage by board vote, the school board must "publish notice of the upcoming vote in a newspaper of general circulation in the school district." *Id.* § 79-3405(2)(b). This publication must "occur **at least one week prior** to the public meeting at which the vote will be taken." *Id.* As you most likely already know, just as for the date of publication for purposes of a regular board meeting, the time is measured from **when the notice actually appears in the newspaper,** and not when you submit it for publication.

We have prepared a sample meeting notice, together with a sample agenda item in the attached documents.

We recommend that the board's vote on the proposed increase take the form of a written resolution. Although a written resolution is not legally required (a simple board motion should suffice), we believe that the resolution will help organize the board's discussion and serve as good evidence of the specific vote that was taken if such a vote is later scrutinized. We prepared the attached resolution for your use. As you can see, there are placeholders for both the actual percentage growth that is approved as well as the vote tally (which must be at least 70% of the board members).

If the board approves the proposed increase, you can submit documentation of that approval (e.g., the enclosed resolution) to the Department when you submit your budget documents.

III. CONCLUSION

We hope that you find this information and the attached resources helpful. If you have any additional questions or if there is anything that you would like to discuss, please do not hesitate to reach out to me at coady@ksbschoollaw.com or (402) 817-8879. We are happy to help you navigate this process.

NOTICE OF BOARD MEETING
NOTICE OF VOTE TO INCREASE BASE GROWTH PERCENTAGE USED
TO DETERMINE PROPERTY TAX REQUEST AUTHORITY

The Ravenna Public Schools Board of Education will meet on _____, 2023, at _____ p.m. at _____ for a board meeting. Among other topics to be discussed, pursuant to NEB. REV. STAT. § 79-3405, the Board will vote on whether to increase the school district's base growth percentage by up to ____%. A copy of the agenda, kept continuously current, is available for public inspection in the superintendent's office during normal business hours.

AGENDA ITEM TO INCREASE BASE GROWTH PERCENTAGE

Discuss, consider, and take all necessary action to adopt resolution increasing the school district's base growth percentage used to determine the school district's property tax request authority by up to ____%.

**RESOLUTION OF THE BOARD OF EDUCATION TO
INCREASE BASE GROWTH PERCENTAGE TO
DETERMINE ITS PROPERTY TAX REQUEST AUTHORITY**

WHEREAS, the Board of Education ("Board") for **Buffalo County School District 10-0069**, commonly known as **Ravenna Public Schools** (the "School District"), is planning the School District's annual budget for the 2023-2024 school year; and

WHEREAS, the funding needed for the School District to meet its obligations to its students will require an increase in the base growth percentage used to determine the School District's property tax request authority under NEB. REV. STAT. § 79-3403; and

WHEREAS, Nebraska law authorizes the Board, upon an affirmative vote of at least seventy percent (70%) of the Board, to increase such base growth percentage by up to %.

[NOTE TO BE DELETED: The maximum increase to the base growth that may be approved in this manner is as follows:

Average Daily Membership	Maximum Increase to Base Growth Percentage
Up to 471 students	7%
472 to 3,044 students	6%
3,045 to 10,000 students	5%
More than 10,000 students	4%

PLEASE DELETE THIS NOTE AND TABLE BEFORE FINALIZING AND APPROVING]

BE IT THEREFORE RESOLVED that, pursuant to NEB. REV. STAT. § 79-3405(2), the Board hereby increases the base growth percentage used to determine its property tax request authority for the 2023-2024 budget in an amount of %.

Said Resolution was adopted by the Board of Education by a vote of ____ to ____ on the ____ day of _____, 2023.

President of the Board of Education

ATTEST:

Secretary of the Board of Education

		Section A			Section D	Section E	Section F	Section G	Section H
AgencyID	District	Gen Fund Tax Asking (Budget Doc from LC-2)	SBF Tax Asking (Budget Doc from LC-2)	2022/23 Property Tax Request GF/SBF ONLY (Budget Doc from LC-2)	2023-24 PROPERTY TAX REQUEST AUTHORITY	Change Year to Year	Additional Base Growth Percentage if 70% Board Approval	Amount of Additional Property Tax Authority if Approved	2023-24 Property Tax Request Authority including Board Approved Amount
10-0069-000	RAVENNA PUBLIC SCHOOLS	5,186,221	666,792	5,853,013	5,655,602	(197,411)	7%	487,129	6,142,731

GENERAL FUND LINE ITEM BUDGET

		2022-2023	2023-24
01 1100 111 001 000	SALARIES TEACHERS-SECONDARY	1,038,562.00	921,205.00
01 1100 111 002 000	SALARIES TEACHERS ELEM.	985,585.00	750,000.00
01 1100 112 001 000	AIDES/COACHES	0.00	7,000.00
01 1100 120 001 000	SUBSTITUTE OR TEMPORARY SALARIES	1,000.00	3,500.00
01 1100 123 001 000	Sub Salaries Secon	37,000.00	25,000.00
01 1100 123 002 000	Sub Salaries Elem	33,000.00	25,000.00
01 1100 151 001 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	120,000.00
01 1100 151 002 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	35,000.00
01 1100 152 001 000	ADDITIONAL COMP. AIDES	0.00	3,000.00
01 1100 211 001 000	Health Ins Secon	397,188.00	350,000.00
01 1100 211 002 000	Health Ins Elem	398,028.00	300,000.00
01 1100 212 001 000	GROUP INSURANCE-AIDES	0.00	25.00
01 1100 213 001 000	GROUP INS.-SUBS	0.00	1,000.00
01 1100 213 002 000	GROUP INS.-SUBS	7,280.00	7,500.00
01 1100 220 001 000	FICA-NON INSTRUCTIONAL	0.00	250.00
01 1100 221 001 000	Fica Secon	82,996.00	80,000.00
01 1100 221 002 000	Fica Elem	78,687.00	65,000.00
01 1100 222 001 000	FICA-COACHES/AIDES	0.00	1,000.00
01 1100 223 001 000	FICA-SUB SUBS	2,700.00	2,000.00
01 1100 223 002 000	FICA-SUB SUBS	2,500.00	2,000.00
01 1100 231 001 000	RETIREMENT TEACHERS/ADMINS	102,686.00	105,000.00
01 1100 231 002 000	RETIREMENT TEACHERS/ADMIN	97,355.00	85,000.00
01 1100 232 001 000	RETIREMENT-COACHES/AIDES	0.00	400.00
01 1100 233 001 000	RETIREMENT-SUBS	0.00	200.00
01 1100 233 002 000	RETIREMENT-SUBS	0.00	200.00
01 1100 281 001 000	CASH IN LIEU/HSA	8,357.00	15,000.00
01 1100 281 002 000	CASH IN LIEU/HSA	10,000.00	25,000.00
01 1100 283 001 000	UNEMPLOYMENT COMP OR INS	0.00	100.00
01 1100 283 002 000	UNEMPLOYMENT COMP OR INS	0.00	100.00
01 1100 330 001 000	ASSEMBLIES	1,000.00	5,000.00
01 1100 330 002 000	ASSEMBLIES	1,000.00	5,000.00
01 1100 334 000 000	Mileage for Psyche Services	2,500.00	2,500.00
01 1100 382 000 000	INTERNET SERVICES	10,000.00	7,500.00
01 1100 382 001 000	Distance Education	7,500.00	0.00
01 1100 431 001 000	REPAIRS & MAINTENANCE - CONTRACTED	5,000.00	0.00
01 1100 431 002 000	REPAIRS & MAINTENANCE - CONTRACTED	1,500.00	0.00
01 1100 443 001 000	LEASED EQUIP	9,000.00	8,000.00
01 1100 443 002 000	LEASED EQUIP	8,500.00	2,500.00
01 1100 580 001 000	Travel Secon	2,000.00	5,000.00
01 1100 580 002 000	Travel Elem	1,500.00	2,000.00

01 1100 591 001 000	Purchased Services from ESU - School Psychologist- High School	0.00	15,000.00
01 1100 591 001 000	Purchased Services from ESU - School Psychologist- Elementary	0.00	15,000.00
01 1100 610 001 000	Gen Supplies Secon	15,000.00	15,000.00
01 1100 610 002 000	Gen Supplies Elem	15,000.00	15,000.00
01 1100 640 001 000	Textbooks Secon	30,000.00	30,000.00
01 1100 640 002 000	Textbooks Elem	30,000.00	30,000.00
01 1100 733 001 000	Equipment Secon	10,000.00	10,000.00
01 1100 733 002 000	Equipment Elem	7,500.00	7,500.00
01 1100 734 001 000	Comp Equip Secon	60,000.00	60,000.00
01 1100 734 002 000	Comp Equip Elem	2,500.00	2,500.00
01 1100 735 001 000	Comp Software Secon	30,000.00	30,000.00
01 1100 735 002 000	Comp Software Elem	20,000.00	15,000.00
01 1100 810 001 000	FEES	5,500.00	2,500.00
01 1100 810 002 000	FEES	500.00	1,000.00
01 1100 890 001 000	Other Misc Exp Secon	2,500.00	3,000.00
01 1100 890 002 000	Other Misc Exp Elem	2,500.00	1,000.00
1100 SALARIES		3,563,424.00	3,219,480.00
01 1160 111 002 000	SALARIES TEACHERS POVERTY	80,000.00	80,000.00
01 1160 211 002 000	Poverty Program Health Ins	12,003.00	12,000.00
01 1160 221 002 000	Poverty Program FICA	3,000.00	3,000.00
01 1160 231 002 000	Poverty Program Retire	5,000.00	5,000.00
01 1160 281 002 000	TEACHERS/PRINCIPALS HSA	0.00	0.00
1160 POVERTY		100,003.00	100,000.00
01 1190 111 002 000	SALARIES TEACHERS PRE K	46,763.00	5,115.00
01 1190 112 002 000	PreK Para	42,900.00	20,000.00
01 1190 123 002 000	PreK Subs	1,500.00	1,500.00
01 1190 211 002 000	PreK Health	40,673.00	27,000.00
01 1190 212 002 000	GROUP INSURANCE-AIDES	0.00	8,000.00
01 1190 221 002 000	PreK Fica	6,974.00	6,974.00
01 1190 222 002 000	FICA-AIDES	0.00	1,500.00
01 1190 223 002 000	FICA-SUB SUBS	0.00	300.00
01 1190 231 002 000	PreK Retire	8,857.00	5,000.00
01 1190 232 002 000	RETIREMENT AIDES	0.00	2,000.00
01 1190 233 002 000	RETIREMENT-SUBS	0.00	150.00
01 1190 610 002 000	PreK Supplies	500.00	500.00
01 1190 890 002 000	PreK Misc Exp	500.00	500.00
1190 PREK		148,667.00	78,539.00

01 1200 111 001 000	SPED teachers	201,750.00	160,000.00
01 1200 111 002 000	SALARIES TEACHERS SPED ELEMENTARY	208,953.00	210,000.00
01 1200 112 001 000	SPED Paras	212,289.00	150,000.00
01 1200 112 002 000	Aide Elem	177,912.00	125,000.00
01 1200 116 001 000	Nurse Sp Ed Services	0.00	750.00
01 1200 116 002 000	Nurse Sp Ed Services	0.00	250.00
01 1200 122 001 000	Sub Paras Salary	0.00	1,500.00
01 1200 123 001 000	Sub Secon	12,000.00	5,000.00
01 1200 123 002 000	Sub Elem	10,000.00	7,500.00
01 1200 132 001 000	OT - AIDES/PARAS	0.00	1,500.00
01 1200 132 002 000	OT - AIDES/PARAS	0.00	100.00
01 1200 151 001 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	1,000.00
01 1200 211 001 000	Health Ins	97,156.00	75,000.00
01 1200 211 002 000	Health Ins Elem	120,124.00	75,000.00
01 1200 212 001 000	GROUP INSURANCE-AIDES	0.00	2,000.00
01 1200 212 002 000	GROUP INSURANCE-AIDES	0.00	25,000.00
01 1200 213 002 000	GROUP INS.-SUBS	0.00	100.00
01 1200 216 001 000	Health Ins. NURSE	0.00	100.00
01 1200 216 002 000	Health Ins-NURSE	0.00	100.00
01 1200 221 001 000	Fica Secon	33,857.00	20,000.00
01 1200 221 002 000	Fica Elem	29,810.00	20,000.00
01 1200 222 001 000	FICA-AIDES	0.00	10,000.00
01 1200 222 002 000	FICA-AIDES	0.00	7,500.00
01 1200 223 001 000	FICA-SUB SUBS	0.00	250.00
01 1200 223 002 000	FICA-SUB SUBS	0.00	500.00
01 1200 226 001 000	Fica-NURSE	0.00	100.00
01 1200 226 002 000	Fica-NURSE	0.00	50.00
01 1200 231 001 000	RETIREMENT TEACHERS/ADMINS	41,610.00	30,000.00
01 1200 231 002 000	RETIREMENT TEACHERS/ADMINS	37,502.00	30,000.00
01 1200 232 001 000	RETIREMENT AIDES	0.00	15,000.00
01 1200 232 002 000	RETIREMENT AIDES	0.00	10,000.00
01 1200 233 001 000	RETIREMENT-SUBS	0.00	250.00
01 1200 233 002 000	RETIREMENT-SUBS	0.00	100.00
01 1200 236 001 000	Retire-NURSE	0.00	100.00
01 1200 236 002 000	Retire-NURSE	0.00	50.00
01 1200 281 001 000	CASH IN LIEU/HSA	9,335.00	5,000.00
01 1200 282 001 000	INSTRUCTIONAL AIDES HSA	0.00	100.00
01 1200 282 002 000	INSTRUCTIONAL AIDES HSA	0.00	2,500.00
01 1200 283 002 000	INS/HSA Cont.	0.00	50.00
01 1200 286 001 000	NURSE-HSA	0.00	25.00
01 1200 286 002 000	NURSE-HSA	0.00	25.00
01 1200 320 001 000	Purch Prof Ser Secon	11,500.00	10,000.00
01 1200 320 002 000	Purch Prof Serv Elem	0.00	500.00
01 1200 330 001 000	Contracted Services	250.00	2,500.00
01 1200 520 001 000	INSURANCE(Property, Liability)	150.00	100.00
01 1200 569 001 000	TUITION-OTHER	150,000.00	100,000.00

01 1200 569 002 000	TUITION-OTHER	39,536.00	50,000.00
01 1200 580 001 000	Travel Secon	150.00	250.00
01 1200 580 002 000	Travel Elem	250.00	250.00
01 1200 591 001 000	SPED SUPERVISION SEC.	0.00	15,000.00
01 1200 591 002 000	SPED SUPERVISION ELEM.	33,888.00	35,000.00
01 1200 610 001 000	Gen Supplies	1,100.00	5,000.00
01 1200 610 002 000	Gen Supplies Elem	2,250.00	2,500.00
01 1200 640 001 000	Textbooks	750.00	750.00
01 1200 640 002 000	Textbooks Elem	600.00	600.00
01 1200 641 001 000	Digital Materials	200.00	200.00
01 1200 641 002 000	Digital Mat./EBOOKS	100.00	100.00
01 1200 733 001 000	Equipment Furn Secon	2,000.00	2,000.00
01 1200 733 002 000	Furniture Equip Elem	1,000.00	1,000.00
01 1200 734 001 000	Comp Equip Secon	2,000.00	2,000.00
01 1200 734 002 000	Computer Equip Elem	1,000.00	1,000.00
01 1200 735 001 000	Comp Software Secon	1,000.00	1,000.00
01 1200 735 002 000	Comp Software Elem	610.00	610.00
01 1200 810 001 000	Registration Secondary	250.00	100.00
01 1200 810 002 000	Registration Elem	1,000.00	1,000.00
1200 SPEDICAL ED School Age		1,441,882.00	1,222,960.00

01 1291 610 002 000	PRE Supplies	3,000.00	3,000.00
01 1291 640 002 000	Periodicals (3-5)	200.00	200.00
01 1291 733 000 000	Equipment (3-5)	1,700.00	1,700.00
1291 SPED AGES 3-5		4,900.00	4,900.00

01 2120 111 001 000	Counselor Sal Secon	58,064.00	58,500.00
01 2120 111 002 000	Counselor Sal Elem	14,516.00	14,650.00
01 2120 211 001 000	Health Ins. Secon	13,052.00	14,750.00
01 2120 211 002 000	Health Ins. Elem	3,227.00	3,650.00
01 2120 221 001 000	Fica Secon	4,442.00	4,442.00
01 2120 221 002 000	Fica Elem	1,111.00	1,111.00
01 2120 231 001 000	Retirement Secon	5,735.00	6,000.00
01 2120 231 002 000	Retirement Elem	1,434.00	1,500.00
01 2120 281 001 000	TEACHERS/PRINCIPALS HSA	0.00	2,500.00
01 2120 281 002 000	TEACHERS/PRINCIPALS HSA	0.00	750.00
01 2120 320 001 000	Purch Prof Ser Secon	1,000.00	1,000.00
01 2120 320 002 000	Purch Prof Ser Elem	1,000.00	1,000.00
01 2120 580 001 000	Travel Secon	500.00	500.00
01 2120 580 002 000	Travel Elem	60.00	60.00
01 2120 610 001 000	Supplies Secon	1,000.00	1,000.00
01 2120 610 002 000	Supplies Elem	1,000.00	1,000.00

01 2120 640 001 000	BOOKS & PERIODICALS	2,500.00	2,500.00
01 2120 640 002 000	Resource Texts	150.00	150.00
01 2120 735 001 000	Computer Software	100.00	100.00
01 2120 810 000 000	REGISTRATION	0.00	0.00
2120 COUNSELOR		108,891.00	115,163.00
01 2130 116 000 000	SALARIES -Professional Non-Cert. - NURSE	36,000.00	36,500.00
01 2130 216 000 000	GROUP INS.-NURSE	4,991.00	5,750.00
01 2130 226 000 000	FICA-NURSE	2,754.00	3,000.00
01 2130 236 000 000	RETIREMENT-NURSE	3,556.00	3,750.00
01 2130 286 000 000	NURSE-HSA	0.00	1,000.00
01 2130 320 001 000	Purch Prof Ser Secon	50.00	50.00
01 2130 320 002 000	Purch Prof Serv Elem	50.00	50.00
01 2130 580 000 000	Travel	200.00	200.00
01 2130 610 000 000	Health Supplies	2,500.00	5,000.00
01 2130 610 001 000	Instruc Mater Secon	100.00	100.00
01 2130 610 002 000	Instruc Mater Elem	200.00	200.00
01 2130 733 000 000	Equipment	300.00	300.00
01 2130 810 000 000	Dues And Fees	150.00	150.00
2130 NURSE		50,851.00	56,050.00
01 2131 116 001 000	SALARIES -Professional Non-Cert. - NURSE	13,500.00	15,000.00
01 2131 116 002 000	SALARIES -Professional Non-Cert. -NURSE	13,500.00	15,000.00
01 2131 216 001 000	GROUP INS.-NURSE	1,972.00	2,250.00
01 2131 216 002 000	GROUP INS.-NURSE	1,972.00	2,250.00
01 2131 226 001 000	FICA-NURSE	1,033.00	1,250.00
01 2131 226 002 000	FICA-NURSE	1,033.00	1,250.00
01 2131 236 001 000	RETIREMENT-NURSE	1,334.00	1,500.00
01 2131 236 002 000	RETIREMENT-NURSE	1,334.00	1,500.00
01 2131 286 001 000	NURSE-HSA	0.00	0.00
01 2131 286 002 000	NURSE-HSA	0.00	0.00
2131 HEALTH SERVICES SPED-NURSE		35,678.00	40,000.00
01 2161 320 001 000	PROFESSIONAL ED SERVICES	0.00	500.00
01 2161 320 002 000	PROFESSIONAL ED SERVICES	0.00	500.00
01 2161 569 001 000	TUITION-OTHER	15,000.00	4,000.00
01 2161 569 002 000	OT Sped School Age	0.00	20,000.00
2161 OCCUPATIONAL THERAPY-SPED SCHOOL AGE		15,000.00	25,000.00

01 2162 569 002 000	OT Sped 3-5	0.00	5,000.00
2162	OCCUPATIONAL THERAPY-SPED 3-5	0.00	5,000.00
01 2171 569 001 000	PT Sped School Age	20,000.00	10,000.00
01 2171 569 002 000	PT Sped School Age	0.00	10,000.00
2171	PHYSICAL THERAPY-SPED SCHOOL AGE	20,000.00	20,000.00
01 2172 569 002 000	PT 3-4 Sped	0.00	5,000.00
2172	PHYSICAL THERAPY:SPED 3-5	0.00	5,000.00
01 2190 110 001 000	Act Trans Sal Secon	14,000.00	15,000.00
01 2190 110 002 000	Act Trans Sal Elem	1,200.00	1,000.00
01 2190 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	200.00
01 2190 220 001 000	FICA-NON INSTRUCTIONAL	1,071.00	1,500.00
01 2190 220 002 000	FICA-NON INSTRUCTIONAL	100.00	100.00
01 2190 230 001 000	RETIREMENT- NON INSTRUCTIONAL	1,383.00	1,000.00
01 2190 230 002 000	RETIREMENT- NON INSTRUCTIONAL	115.00	115.00
01 2190 340 001 000	Testing	1,000.00	1,000.00
01 2190 580 002 000	Meals/mileage	90.00	100.00
2190	ACT TRANS	18,959.00	20,015.00
01 2212 111 002 000	SALARIES TEACHERS STAFF DEV. ELEMENTARY	2,000.00	2,000.00
01 2212 123 001 000	Staff Development	3,500.00	3,500.00
01 2212 123 002 000	Staff Development	2,500.00	2,500.00
01 2212 221 001 000	Staff Dev Fica	268.00	300.00
01 2212 221 002 000	Staff Dev Fica	200.00	200.00
01 2212 231 002 000	Staff Dev Retire	200.00	200.00
01 2212 330 001 000	Purch Prof Ser Secon	2,500.00	2,500.00
01 2212 330 002 000	Purch Prof Ser Elem	2,000.00	2,000.00
01 2212 580 001 000	Travel Secon	500.00	500.00
01 2212 580 002 000	Travel Elem	1,500.00	1,500.00
01 2212 610 001 000	Supplies Secon	1,500.00	1,500.00
01 2212 610 002 000	Supplies Elem	500.00	500.00
01 2212 810 001 000	Dues And Fees Secon	7,000.00	7,000.00
01 2212 810 002 000	Dues And Fees Elem	500.00	500.00
2212	STAFF	24,668.00	24,700.00

01 2214 111 000 000	SALARIES TEACHERS/PROFESSIONAL STAFF	5,100.00	5,100.00
01 2214 221 000 000	FICA TEACHERS/ADMIN	650.00	650.00
01 2214 231 000 000	RETIREMENT TEACHERS/ADMINS	650.00	650.00
01 2214 580 001 000	TRAVEL	150.00	150.00
01 2214 580 002 000	TRAVEL	150.00	150.00
01 2214 610 001 000	GENERAL SUPPLIES	375.00	375.00
01 2214 610 002 000	GENERAL SUPPLIES	375.00	375.00
01 2214 810 001 000	DUES AND FEES	1,425.00	1,425.00
01 2214 810 002 000	DUES AND FEES	1,425.00	1,425.00
2214 IMPLEMENTATION OF STANDARDS		10,300.00	10,300.00

01 2220 111 001 000	SALARIES TEACHERS LIBRARIAN SECONDARY	30,113.00	30,500.00
01 2220 111 002 000	SALARIES TEACHERS LIBRARIAN ELEMENTARY	30,113.00	30,500.00
01 2220 211 001 000	Health Ins Secon	12,887.00	14,000.00
01 2220 211 002 000	Health Ins Elem	12,887.00	14,000.00
01 2220 221 001 000	Fica Secon	2,304.00	2,500.00
01 2220 221 002 000	Fica Elem	2,304.00	2,500.00
01 2220 231 001 000	Retire Secon	2,975.00	3,250.00
01 2220 231 002 000	Retire Elem	2,975.00	3,250.00
01 2220 320 001 000	Purchased Ser Secon	700.00	500.00
01 2220 320 002 000	Purchased Ser Elem	50.00	500.00
01 2220 431 001 000	Repair Secon	150.00	150.00
01 2220 431 002 000	Repair Elem	350.00	350.00
01 2220 610 001 000	Supplies Secon	500.00	500.00
01 2220 610 002 000	Supplies Elem	568.00	600.00
01 2220 640 001 000	Library Books Secon	4,700.00	4,700.00
01 2220 640 002 000	Library Books Elem	2,250.00	2,250.00
01 2220 641 000 000	EBOOKS	500.00	500.00
01 2220 641 001 000	Digital Mat./EBOOKS	250.00	250.00
01 2220 641 002 000	Digital Mat./EBOOKS	250.00	250.00
01 2220 643 001 000	WEB/CLOUD BASED SOFTWARE	0.00	0.00
01 2220 733 001 000	Equipment Secon	600.00	600.00
01 2220 733 002 000	Equipment Elem	600.00	600.00
01 2220 735 001 000	Computer Software	3,800.00	3,800.00
01 2220 735 002 000	Elem Software	2,500.00	2,500.00
01 2220 890 001 000	Other Mis Exp Secon	40.00	40.00
01 2220 890 002 000	Other Misc Exp Elem	100.00	100.00
2220 LIBRARY/MEDIA SERVICES		114,466.00	118,690.00

01 2310 340 000 000	SERVICES	750.00	750.00
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01 2310 520 000 000	INSURANCE(Property, Liability)	15,500.00	15,500.00
01 2310 540 000 000	Advertising & Print	7,500.00	7,500.00
01 2310 580 000 000	Board Travel	2,000.00	2,000.00
01 2310 610 000 000	Supplies	3,500.00	3,500.00
01 2310 735 000 000	Software (E-Meetings)	2,000.00	2,000.00
01 2310 810 000 000	Dues And Fees	12,500.00	12,500.00
01 2310 890 000 000	Other Misc Exp	2,000.00	2,000.00
2310 BOARD OF EDUCATION		45,750.00	45,750.00

01 2320 105 000 000	SUPERINTENDENT SALARY	132,000.00	148,000.00
01 2320 110 000 000	Clerical	22,000.00	24,000.00
01 2320 130 000 000	OT-NON INSTRUCTIONAL	0.00	0.00
01 2320 210 000 000	GROUP INSURANCE-NON INSTRUCTIONAL	10,000.00	8,750.00
01 2320 215 000 000	Health Ins	1,137.00	27,500.00
01 2320 220 000 000	FICA-NON INSTRUCTIONAL	1,683.00	1,800.00
01 2320 225 000 000	Fica	10,175.00	11,500.00
01 2320 230 000 000	RETIREMENT- NON INSTRUCTIONAL	2,152.00	2,500.00
01 2320 235 000 000	RETIREMENT SUPT.	13,960.00	14,500.00
01 2320 280 000 000	NON INSTRUCTIONAL HSA	0.00	0.00
01 2320 580 000 000	Travel	4,000.00	2,500.00
01 2320 610 000 000	Supplies	500.00	500.00
01 2320 735 000 000	Software-North Star	2,500.00	2,500.00
01 2320 810 000 000	Dues And Fees	2,500.00	1,500.00
01 2320 890 000 000	Other Misc Exp	1,500.00	1,000.00
2320 EXECUTIVE ADMINISTRATION-SUPT		204,107.00	246,550.00

01 2330 317 000 000	LEGAL SERVICES	23,976.48	25,000.00
2330 DISTRICT LEGAL SERVICES		23,976.48	25,000.00

01 2410 110 001 000	Clerical Sal Secon	53,000.00	54,000.00
01 2410 110 002 000	Clerical Sal Elem	46,000.00	50,000.00
01 2410 111 001 000	Princ Sal Secon	88,913.00	92,225.00
01 2410 111 002 000	Prin Sal Elem	103,490.00	107,364.00
01 2410 120 001 000	SUBSTITUTE OR TEMPORARY SALARIES	0.00	0.00
01 2410 122 001 000	STUDENT AIDE	5,000.00	5,000.00
01 2410 130 001 000	OT-NON INSTRUCTIONAL	0.00	0.00
01 2410 130 002 000	OT-NON INSTRUCTIONAL	0.00	0.00
01 2410 151 001 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	0.00
01 2410 151 002 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	25,677.00	27,500.00
01 2410 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	0.00

01 2410 210 002 000	GROUP INSURANCE-NON INSTRUCTIONAL	25,676.00	27,500.00
01 2410 211 001 000	Health Ins Secon	25,833.00	27,500.00
01 2410 211 002 000	Health Ins Elem	170.00	200.00
01 2410 220 001 000	FICA-NON INSTRUCTIONAL	4,284.00	5,000.00
01 2410 220 002 000	FICA-NON INSTRUCTIONAL	3,519.00	4,250.00
01 2410 221 001 000	Fica Secon	6,802.00	7,250.00
01 2410 221 002 000	Fica Elem	13,630.00	13,500.00
01 2410 230 001 000	RETIREMENT- NON INSTRUCTIONAL	5,477.00	5,500.00
01 2410 230 002 000	RETIREMENT- NON INSTRUCTIONAL	4,499.00	5,000.00
01 2410 231 001 000	RETIREMENT ADMINS SEC.	8,837.00	9,200.00
01 2410 231 002 000	RETIREMENT ADMIN ELEM.	10,563.67	10,750.00
01 2410 280 001 000	NON INSTRUCTIONAL HSA	25,677.00	27,500.00
01 2410 280 002 000	NON INSTRUCTIONAL HSA	0.00	0.00
01 2410 281 002 000	CASH IN LIEU/HSA	0.00	0.00
01 2410 580 001 000	Travel Secon	500.00	500.00
01 2410 580 002 000	Travel Elem	500.00	500.00
01 2410 610 001 000	Supplies Secon	1,150.00	1,150.00
01 2410 610 002 000	Supplies Elem	1,000.00	1,000.00
01 2410 733 001 000	Equipment Secon	50.00	50.00
01 2410 733 002 000	Equipment Elem	50.00	50.00
01 2410 810 001 000	Dues And Fees Secon	500.00	500.00
01 2410 810 002 000	Dues And Fees Elem	500.00	500.00
01 2410 890 001 000	Other Misc Exp Secon	500.00	500.00
01 2410 890 002 000	Other Misc Exp Elem	500.00	500.00
2410 OFFICE OF THE PRINCIPAL		462,297.67	484,489.00

01 2510 110 000 000	Clerical Salary	76,000.00	78,000.00
01 2510 130 000 000	OT-NON INSTRUCTIONAL	0.00	500.00
01 2510 150 000 000	ADDITIONAL COMP. NON INSTRUCTIONAL STAFF	0.00	10,000.00
01 2510 210 000 000	Health Ins	2,993.00	4,000.00
01 2510 220 000 000	Fica	6,528.00	6,750.00
01 2510 230 000 000	Retirement	7,508.00	7,750.00
01 2510 280 000 000	CASH IN LIEU/HSA	9,334.56	10,000.00
01 2510 293 000 000	Workman's Comp	0.00	30,000.00
01 2510 315 000 000	ACCOUNTING & AUDITING SERVICES	6,500.00	12,500.00
01 2510 382 001 000	Telephone Secon	6,000.00	6,000.00
01 2510 382 002 000	Telehone Elem	6,000.00	6,000.00
01 2510 431 000 000	Repair Maint Service	1,000.00	1,000.00
01 2510 443 000 000	Rental And Leases	1,500.00	1,500.00
01 2510 520 000 000	INSURANCE-WORKMAN'S COMP	30,000.00	0.00
01 2510 531 000 000	POSTAGE	6,000.00	6,000.00
01 2510 580 000 000	Travel	547.00	550.00
01 2510 610 000 000	Supplies	2,034.00	2,000.00
01 2510 733 000 000	Equipment	1,141.00	1,000.00

01 2510 734 000 000	Computer Hardware	1,000.00	1,000.00
01 2510 735 000 000	Computer Software	6,500.00	1,000.00
01 2510 810 000 000	REGISTRATION	0.00	250.00
01 2510 890 000 000	Other Misc Exp	429.00	250.00
2510 CLERICAL		171,014.56	186,050.00

01 2580 112 000 000	Tech Support Aides	3,000.00	3,000.00
01 2580 114 000 000	Tech Support Salary	70,000.00	75,000.00
01 2580 214 000 000	Tech Support Health Ins	25,772.00	26,000.00
01 2580 224 000 000	Tech Support Fica	5,585.00	6,000.00
01 2580 234 000 000	RETIREMENT-TECH	7,211.00	7,250.00
01 2580 432 000 000	TECH REPAIRS/MAINT.	2,500.00	2,500.00
01 2580 432 001 000	TECH REPAIRS & MAINTENANCE	2,000.00	1,000.00
01 2580 432 002 000	TECH REPAIRS & MAINTENANCE	2,000.00	1,000.00
01 2580 580 000 000	Tech Support Travel	500.00	500.00
01 2580 650 001 000	Computer Supplies	5,000.00	5,000.00
01 2580 650 002 000	Computer Supplies	5,000.00	5,000.00
01 2580 735 001 000	TECHNOLOGY SOFTWARE	0.00	10,000.00
01 2580 810 000 000	REGISTRATION	500.00	500.00
2580 Administrative Tech Services		129,068.00	142,750.00

01 2610 110 001 000	Cust Sal Secon	102,344.00	106,000.00
01 2610 110 002 000	Cust Sal Elem	53,450.00	55,000.00
01 2610 123 001 000	Sub/Summer Sal Secon	17,400.00	20,500.00
01 2610 123 002 000	Sub/Summer Sal Elem	18,500.00	19,500.00
01 2610 130 001 000	OT-NON INSTRUCTIONAL	0.00	1,500.00
01 2610 130 002 000	OT-NON INSTRUCTIONAL	0.00	1,500.00
01 2610 210 001 000	Health Ins Secon	41,405.00	47,500.00
01 2610 210 002 000	Health Ins Elem	32,080.00	32,000.00
01 2610 220 001 000	Fica Secon	7,830.00	9,750.00
01 2610 220 002 000	Fica Elem	4,224.00	5,750.00
01 2610 223 001 000	FICA-SUB SUBS	1,331.00	1,500.00
01 2610 223 002 000	FICA-SUB SUBS	1,280.00	1,250.00
01 2610 230 001 000	Retirement Secon	11,828.00	12,500.00
01 2610 230 002 000	Retirement Elem	7,108.00	7,500.00
01 2610 280 002 000	CASH IN LIEU NON INSTR/HSA	0.00	5,000.00
01 2610 410 001 000	Water Sewer Secon	3,500.00	4,000.00
01 2610 410 002 000	Water Sewer Elem	4,500.00	4,000.00
01 2610 520 001 000	INSURANCE(Property, Liability)	0.00	30,000.00
01 2610 520 002 000	INSURANCE(Property, Liability)	0.00	30,000.00
01 2610 610 001 000	Supplies Secon	10,000.00	17,500.00
01 2610 610 002 000	Supplies Elem	15,055.00	17,500.00

01 2610 621 001 000	Fuel Secon	55,000.00	55,000.00
01 2610 621 002 000	Fuel Elem	55,000.00	55,000.00
2610 CUSTODIAL		441,835.00	539,750.00
01 2620 110 000 000	Maintenance Sal	50,407.00	52,250.00
01 2620 210 000 000	Health Ins	5,175.00	5,500.00
01 2620 220 000 000	Fica	3,856.00	4,000.00
01 2620 230 000 000	Retirement	4,980.00	5,250.00
01 2620 420 001 000	CLEANING SERVICES/TRASH	0.00	6,000.00
01 2620 420 002 000	CLEANING SERVICES/TRASH	0.00	6,000.00
01 2620 431 001 000	Con/ser Repair Secon	35,000.00	35,000.00
01 2620 431 002 000	Cont/ser Repair Elem	20,000.00	35,000.00
01 2620 520 001 000	PROPERTY INS.	20,000.00	0.00
01 2620 520 002 000	PROPERTY INS.	20,000.00	0.00
01 2620 610 001 000	GENERAL SUPPLIES	15,000.00	20,000.00
01 2620 610 002 000	GENERAL SUPPLIES	10,694.00	20,000.00
01 2620 720 001 000	BUILDINGS IMPROVEMENT	5,000.00	0.00
01 2620 720 002 000	BUILDINGS IMPROVEMENT	5,000.00	0.00
01 2620 733 001 000	Equipment Secon	2,000.00	2,000.00
01 2620 733 002 000	Equipment Elem	2,000.00	2,000.00
01 2620 890 001 000	Other Exp Secon	288.00	200.00
01 2620 890 002 000	Other Exp Elem	1,950.00	200.00
2620 MAINTENANCE		201,350.00	193,400.00
01 2710 110 000 000	Transp Salaries	141,482.00	146,000.00
01 2710 123 000 000	SUB SALARIES	20,000.00	20,000.00
01 2710 210 000 000	Health Ins	4,733.00	8,000.00
01 2710 220 000 000	Fica	10,824.00	12,750.00
01 2710 223 000 000	FICA-SUB SUBS	1,530.00	1,550.00
01 2710 230 000 000	Retirement	5,786.00	6,250.00
01 2710 233 000 000	RETIREMENT-SUBS	0.00	200.00
01 2710 330 000 000	TESTING	500.00	1,500.00
01 2710 334 000 000	MILEAGE PAID-CONTRACTED	500.00	500.00
01 2710 340 000 000	Purch Ser(physicals)	4,000.00	2,000.00
01 2710 431 000 000	REPAIRS & MAINT.	25,000.00	25,000.00
01 2710 520 000 000	INSURANCE(Property, Liability)	0.00	20,000.00
01 2710 610 000 000	Tires And Parts	25,000.00	18,000.00
01 2710 626 000 000	Gas And Oil	40,000.00	60,000.00
01 2710 733 000 000	Equipment	1,000.00	1,000.00
01 2710 890 000 000	Other Exp	2,000.00	1,000.00
2710 Vehicle Operation-Reg. Ed		282,355.00	323,750.00

01 2712 110 001 000	NON-INSTRUCTIONAL	0.00	20,000.00
01 2712 110 002 000	SPED Transp Salary	20,000.00	0.00
01 2712 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	4,000.00
01 2712 210 002 000	SPED Transp Health	4,692.00	0.00
01 2712 220 001 000	FICA-NON INSTRUCTIONAL	0.00	1,500.00
01 2712 220 002 000	SPED Transp FICA	1,530.00	0.00
01 2712 230 001 000	RETIREMENT- NON INSTRUCTIONAL	0.00	2,000.00
01 2712 230 002 000	SPED Transp Retire	1,976.00	1,000.00
01 2712 332 001 000	Mileage/parent Secon	4,500.00	3,000.00
01 2712 332 002 000	Mileage/parents Elem	3,000.00	3,000.00
01 2712 519 001 000	Contracted Transpor	7,500.00	7,500.00
01 2712 519 002 000	Contracted Elem	2,000.00	2,000.00
01 2712 520 000 000	INSURANCE(Property, Liability)	1,300.00	0.00
01 2712 626 001 000	Gas & Oil	500.00	500.00
2712 Vehicle Operation-School Age SPED		46,998.00	44,500.00
01 2730 431 000 000	REPAIRS & MAINT.	0.00	0.00
2730 Vehicle Service/Maint. Reg Ed.		0.00	0.00
01 3300 120 000 000	Youth Center Wages	16,500.00	0.00
01 3300 220 000 000	Fica	1,262.00	0.00
01 3300 230 000 000	Retirement	900.00	0.00
3300 YOUTH CENTER		18,662.00	0.00
01 3512 734 001 000	TECHNOLOGY RELATED HARDWARE	18,039.00	0.00
3512 DIST ED INCENTIVE		18,039.00	0.00
01 3516 734 000 000	DIST LEARN EQUIP	1,000.00	0.00
3516 DIST LEARN EQUIP		1,000.00	0.00
01 3535 111 000 000	SALARIES TEACHERS/PROFESSIONAL STAFF	3,000.00	3,000.00
01 3535 211 000 000	High Ability Health	1,208.00	1,300.00
01 3535 221 000 000	High Ability Fica	230.00	250.00
01 3535 231 000 000	High Ability Retirement	297.00	500.00

01 3535 580 000 000	High Abilt Learn Mileage	320.00	100.00
01 3535 591 000 000	ESU SERVICES	0.00	1,500.00
01 3535 610 000 000	High Abilt Learn Supplies	2,820.00	5,000.00
01 3535 733 000 000	High Abilt Learn Equip	4,644.00	5,000.00
01 3535 735 000 000	HIGH ABIL SOFTWARE	520.00	250.00
01 3535 810 000 000	High Abilt Learn Registration	4,000.00	4,000.00
3535 HIGH ABILITY LEARNERS		17,039.00	20,900.00

01 6200 111 000 000	REGULAR SALARIES	47,000.00	65,000.00
01 6200 211 000 000	HEALTH INSURANCE	7,072.00	22,000.00
01 6200 221 000 000	FICA	5,000.00	5,000.00
01 6200 231 000 000	RETIREMENT	3,500.00	6,500.00
01 6200 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	3,750.00
01 6200 580 000 000	Travel	250.00	250.00
01 6200 610 000 000	Supplies/Materials	120.00	120.00
6200 TITLE 1 PART A		62,942.00	102,620.00

01 6210 610 000 000	SUPPLIES	8,151.00	0.00
6210 TITLE 1 ACCOUNTABILITY		8,151.00	0.00

01 6310 111 000 000	TEACHERS SALARIES	28,800.00	30,000.00
01 6310 211 000 000	TITLE IIA Health	11,553.00	12,000.00
01 6310 221 000 000	TITLE IIA Fica	1,900.00	2,500.00
01 6310 231 000 000	TITLE IIA Retirement	2,850.00	3,500.00
01 6310 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	2,000.00
6310 TITLE IIA		45,103.00	50,000.00

01 6315 810 000 000	DUES AND FEES TITLE 2B	2,000.00	0.00
6315 TITLE II, PART B		2,000.00	0.00

01 6330 111 000 000	SALARIES-REAP	33,009.00	0.00
01 6330 211 000 000	GROUP INSURANCE REAP	16,785.00	0.00
01 6330 221 000 000	FICA REAP	5,750.00	0.00
01 6330 231 000 000	RETIREMENT REAP	5,100.00	0.00
01 6330 231 000 000	EQUIPMENT	0.00	0.00
6330 TITLE VI, PART B REAP		60,644.00	0.00

01 6403 591 000 000	IDEA Vocational/Vision	7,469.00	7,469.00
6403	IDEA PART B-SCHOOL AGE	7,469.00	7,469.00
01 6404 111 000 000	SALARIES TEACHERS/PROFESSIONAL STAFF	25,253.00	25,253.00
01 6404 112 000 000	SALARIES INSTRUCTIONAL AIDES	14,855.00	14,855.00
01 6404 211 000 000	GROUP INSURANCE TEACHERS/ADMINS	15,588.00	15,588.00
01 6404 221 000 000	FICA TEACHERS/ADMIN	2,363.00	2,363.00
01 6404 231 000 000	RETIREMENT TEACHERS/ADMINS	3,962.00	3,962.00
6404	IDEA PART B: 0-4	62,021.00	62,021.00
01 6406 111 000 000	BASE 3-4 SPED INSTR	2,464.00	2,464.00
01 6406 211 000 000	BASE 3-4 SPED HEALTH	1,051.00	1,051.00
01 6406 221 000 000	BASE 3-4 SPED FICA	188.00	188.00
01 6406 231 000 000	BASE 3-4 SPED RETIR	244.00	244.00
01 6406 320 000 000	PROFESSIONAL ED SERVICES	2,529.00	2,529.00
6406	IDEA PRESCHOOL: 3-4	6,476.00	6,476.00
01 6408 111 002 000	SALARIES TEACHERS/PROFESSIONAL STAFF	25,353.00	25,353.00
01 6408 112 000 000	SALARIES INSTRUCTIONAL AIDES	0.00	0.00
01 6408 112 002 000	SALARIES INSTRUCTIONAL AIDES	13,245.00	18,000.00
01 6408 211 002 000	GROUP INSURANCE TEACHERS/ADMINS	14,221.00	0.00
01 6408 212 000 000	GROUP INSURANCE-AIDES	0.00	300.00
01 6408 212 002 000	GROUP INSURANCE-AIDES	105.00	105.00
01 6408 221 002 000	FICA TEACHERS/ADMIN	3,552.00	3,552.00
01 6408 222 000 000	FICA-AIDES	0.00	100.00
01 6408 222 002 000	FICA-AIDES	0.00	1,500.00
01 6408 231 002 000	RETIREMENT TEACHERS/ADMINS	3,525.00	0.00
01 6408 232 000 000	RETIREMENT AIDES	0.00	100.00
01 6408 232 002 000	RETIREMENT AIDES	0.00	2,000.00
01 6408 282 000 000	INSTRUCTIONAL AIDES HSA	0.00	100.00
6408	IDEA Part B (611) Base & EP 0-21	60,001.00	51,110.00
01 6412 320 000 000	PROFESSIONAL ED SERVICES - IDEA	3,493.00	3,000.00
6412	IDEA Part B Proportionate	3,493.00	3,000.00

01 6422 591 000 000	ESU SERVICES	60,644.00	60,644.00
6422	IDEA Preschool 619	60,644.00	60,644.00
01 6700 111 000 000	Vocational Wages	2,400.00	2,400.00
01 6700 211 000 000	Vocational Health	303.00	303.00
01 6700 221 000 000	Vocational FICA	183.00	183.00
01 6700 231 000 000	Vocational Retire	238.00	238.00
6700	VOCATIONAL	3,124.00	3,124.00
01 6990 734 000 000	TECHNOLOGY RELATED HARDWARE	0.00	0.00
6990	Other Fed Programs (GEER)	0.00	0.00
01 6992 111 000 000	REAP Salary	0.00	0.00
01 6992 211 000 000	REAP Health	0.00	0.00
01 6992 221 000 000	REAP Fica	0.00	0.00
01 6992 231 000 000	REAP Retirement	0.00	0.00
01 6992 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	0.00
01 6992 733 000 000	EQUIPMENT	0.00	35,797.00
6992	REAP	0.00	35,797.00
01 6997 113 001 000	SALARIES SUBSTITUTE TEACHERS	17,423.00	0.00
01 6997 113 002 000	SALARIES SUBSTITUTE TEACHERS	17,423.00	0.00
6997	ESSER II	34,846.00	0.00
01 6998 111 001 000	SALARIES TEACHERS/PROFESSIONAL STAFF	5,000.00	5,000.00
01 6998 111 002 000	SALARIES TEACHERS/PROFESSIONAL STAFF	5,000.00	5,000.00
01 6998 113 001 000	SALARIES SUBSTITUTE TEACHERS	20,000.00	20,000.00
01 6998 113 002 000	SALARIES SUBSTITUTE TEACHERS	20,000.00	20,000.00
01 6998 211 001 000	GROUP INSURANCE TEACHERS/ADMINS	0.00	0.00
01 6998 211 002 000	GROUP INSURANCE TEACHERS/ADMINS	0.00	0.00
01 6998 213 001 000	GROUP INS.-SUBS	0.00	0.00
01 6998 213 002 000	GROUP INS.-SUBS	0.00	0.00
01 6998 221 001 000	FICA TEACHERS/ADMIN	0.00	0.00

01 6998 221 002 000	FICA TEACHERS/ADMIN	0.00	0.00
01 6998 223 001 000	FICA-SUB SUBS	0.00	0.00
01 6998 223 002 000	FICA-SUB SUBS	0.00	0.00
01 6998 231 001 000	RETIREMENT TEACHERS/ADMINS	0.00	0.00
01 6998 231 002 000	RETIREMENT TEACHERS/ADMINS	0.00	0.00
01 6998 233 001 000	RETIREMENT-SUBS	0.00	0.00
01 6998 233 002 000	RETIREMENT-SUBS	0.00	0.00
01 6998 640 001 000	BOOKS & PERIODICALS	50,000.00	93,714.00
01 6998 640 002 000	BOOKS & PERIODICALS	0.00	0.00
01 6998 643 001 000	WEB/CLOUD BASED SOFTWARE	10,000.00	20,000.00
01 6998 643 002 000	WEB/CLOUD BASED SOFTWARE	0.00	0.00
01 6998 720 000 000	BUILDINGS	304,027.00	177,363.00
6998 ESSER III		414,027.00	341,077.00

01 8000 913 001 000	Activity Transfer - Outgoing Transfer To	50,000.00	25,000.00
01 8000 915 000 000	Depreciation Fund - Outgoing Transfer To	200,000.00	24,851.00
	Lunch Fund - Outgoing Transfer To		298.00
	Employee Benefit - Outgoing Transfer To		0.00
8000 TRANSFERS (OUTGOING)		250,000.00	50,149.00

000 DISTRICT WIDE		8,802,121.71	8,092,173.00
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01 1100 610 002 001	Grade 1 Materials	400.00	400.00
01 1100 640 002 001	Classroom Periodical	1,800.00	1,800.00
001 FIRST GRADE		2,200.00	2,200.00

01 1100 610 002 002	Grade 2 Materials	400.00	400.00
01 1100 640 002 002	Classroom Periodical	1,750.00	1,750.00
002 SECOND GRADE		2,150.00	2,150.00

01 1100 610 002 003	Grade 3 Materials	400.00	400.00
01 1100 640 002 003	Classroom Periodical	1,550.00	1,550.00
003 THIRD GRADE		1,950.00	1,950.00

01 1100 610 002 004	Grade 4 Materials	400.00	400.00
01 1100 640 002 004	Classroom Periodical	650.00	650.00
004	FOURTH GRADE	1,050.00	1,050.00
01 1100 610 002 005	Grade 5 Materials	400.00	400.00
01 1100 640 002 005	Classroom Periodical	550.00	550.00
005	FIFTH GRADE	950.00	950.00
01 1100 610 002 006	Grade 6 Materials	400.00	400.00
01 1100 640 002 006	Classroom Periodical	300.00	300.00
006	SIXTH GRADE	700.00	700.00
01 1100 610 002 007	Kindergarten Materials	300.00	300.00
01 1100 640 002 007	Classroom Periodical	800.00	800.00
007	Kindergarten	1,100.00	1,100.00
01 1100 610 002 017	Elem Art Materials	501.00	501.00
017	ELEM. ART	501.00	501.00
01 1100 610 001 018	Music Materials	1,000.00	1,000.00
01 1100 610 002 018	Music Materials	727.00	727.00
01 1100 733 001 018	Music Equipment	500.00	500.00
01 1100 733 002 018	Music Equipment	500.00	500.00
01 1100 810 001 018	FEES	831.00	831.00
018	MUSIC	3,558.00	3,558.00
01 1100 610 002 019	Elem Pe Materials	200.00	200.00
01 1100 733 002 019	Equipment	300.00	300.00
019	ELEM. PE	500.00	500.00
01 1100 610 001 020	Lang Arts Materials	500.00	500.00
01 1100 640 001 020	Classroom Periodical	600.00	600.00

01 1100 735 001 020	Computer Software	200.00	200.00
01 1100 810 001 020	Student Registration	900.00	900.00
020	LANGUAGE ARTS	2,200.00	2,200.00
01 1100 610 001 021	Math Materials	200.00	200.00
021	MATH	200.00	200.00
01 1100 431 001 022	REPAIRS & MAINTENANCE - Contracted	750.00	750.00
01 1100 610 001 022	Materials	5,000.00	5,000.00
01 1100 640 001 022	Classroom Periodical	350.00	350.00
01 1100 733 001 022	Equipment	3,000.00	3,000.00
01 1100 735 001 022	Computer Software	250.00	250.00
022	SCIENCE	9,350.00	9,350.00
01 1100 610 001 023	Soc Stud Materials	150.00	150.00
01 1100 640 001 023	Classroom Periodical	320.00	320.00
023	SOCIAL STUDIES	470.00	470.00
01 1100 431 001 025	REPAIRS & MAINTENANCE - Contracted	1,600.00	1,600.00
01 1100 580 001 025	Instructor Travel	1,700.00	1,700.00
01 1100 610 001 025	Instr Materials	4,000.00	4,000.00
01 1100 640 001 025	Expendable Wrbk	65.00	65.00
01 1100 733 001 025	Equipment Secon	125.00	125.00
01 1100 735 001 025	Comp Software Secon	500.00	500.00
01 1100 810 001 025	FEES	950.00	950.00
025	AGRICULTURE	8,940.00	8,940.00
01 1100 431 001 026	REPAIRS & MAINTENANCE - Contracted	200.00	200.00
01 1100 580 001 026	Instructor Travel	300.00	300.00
01 1100 610 001 026	Instr Materials	1,000.00	1,000.00
01 1100 640 001 026	Expendable Wrbk	1,000.00	1,000.00
01 1100 733 001 026	Equipment	100.00	100.00
01 1100 735 001 026	Comp Software	1,000.00	1,000.00
01 1100 810 001 026	FEES	1,400.00	1,400.00
026	BUSINESS	5,000.00	5,000.00

01 1100 610 001 027	Secon Art Materials	1,800.00	1,800.00
027	SECONDARY ART	1,800.00	1,800.00
01 1100 350 001 028	Other Purchased Services	0.00	0.00
01 1100 431 001 028	REPAIRS & MAINTENANCE - Contracted	2,500.00	2,500.00
01 1100 431 002 028	REPAIRS & MAINTENANCE - Contracted	500.00	500.00
01 1100 610 001 028	Instr Materials	1,000.00	1,000.00
01 1100 610 002 028	Instrument Materials	1,000.00	1,000.00
01 1100 733 001 028	Equipment	3,000.00	3,000.00
01 1100 733 002 028	Equipment	1,000.00	1,000.00
01 1100 810 001 028	Registration	500.00	500.00
01 1100 810 002 028	Student Registration	500.00	500.00
028	BAND	10,000.00	10,000.00
01 1100 431 001 029	REPAIRS & MAINTENANCE - Contracted	500.00	500.00
01 1100 440 001 029	Secon Pe Rental	6,500.00	6,500.00
01 1100 610 001 029	Instr Materials	800.00	800.00
01 1100 733 001 029	Equipment	1,000.00	1,000.00
029	SECONDARY PE	8,800.00	8,800.00
01 1100 610 001 030	FCS Instr Materials	500.00	500.00
030	FCS	500.00	500.00
01 1100 431 001 031	REPAIRS & MAINTENANCE - Contracted	300.00	300.00
01 1100 580 001 031	Instructor Travel	250.00	250.00
01 1100 610 001 031	Instruc Materials	2,000.00	2,000.00
01 1100 733 001 031	Equipment	1,000.00	1,000.00
01 1100 735 001 031	Comp Software	300.00	300.00
01 1100 810 001 031	Instru Registration	1,080.00	1,080.00
031	INDUSTRIAL ARTS	4,930.00	4,930.00
01 1100 610 001 032	Foreign Lang Mater	200.00	200.00
01 1100 640 001 032	Classroom Period	150.00	150.00

01 1100 810 001 032	REGISTRATION	50.00	50.00
032	FOREIGN LANGUAGE	400.00	400.00
01 1100 610 001 033	Journalism Materials	300.00	300.00
01 1100 733 001 033	Journalism Equip	300.00	300.00
033	JOURNALISM	600.00	600.00
1100	K-12 Instructional Materials Total	67,849.00	67,849.00
01 2171 591 002 600	PT Therapy	12,070.00	0.00
2171	PHYSICAL THERAPY-SPED SCHOOL AGE	12,070.00	0.00
01 2172 591 002 600	PT SPED 3-5	5,800.00	0.00
2172	PHYSICAL THERAPY:SPED 3-5	5,800.00	0.00
01 2173 591 002 600	PT SPED 0-2	2,200.00	0.00
2173	PHYSICAL THERAPY:SPED 0-2	2,200.00	0.00
01 6408 591 002 600	ESU SERVICES-PT	2,000.00	0.00
6408	IDEA Part B (611) Base & EP 0-21	2,000.00	0.00
600	PT Services - ESU - Total	22,070.00	0.00
01 2161 320 001 601	PROFESSIONAL ED SERVICES	0.00	5,000.00
01 2161 591 002 601	OT THERAPY-SPED School Age	25,387.00	0.00
2161	OCCUPATIONAL THERAPY-SPED SCHOOL AGE - ESU	25,387.00	5,000.00
01 2162 591 002 601	OT SPED 3-5	7,000.00	0.00
2162	OCCUPATIONAL THERAPY-SPED 3-5 - ESU	7,000.00	0.00

01 2163 591 002 601	OT SPED 0-2	2,500.00	0.00
2163	OCCUPATIONAL THERAPY-SPED 0-2 - ESU	2,500.00	0.00

01 6408 591 002 601	ESU SERVICES-OT	4,000.00	0.00
6408	-IDEA Part B (611) Base & EP 0-21	4,000.00	0.00

601	OT Services -ESU - Total	38,887.00	5,000.00
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01 2151 320 001 602	PROFESSIONAL ED SERVICES	0.00	0.00
01 2151 591 001 602	Speech Therapy	0.00	44,000.00
01 2151 591 002 602	Speech Therapy Elem	163,618.00	164,750.00
2151	SPEECH PATH/AUDIOLOGY- ESU - SPED - School Age	163,618.00	208,750.00

01 2152 591 002 602	PRE SCHL SPEECH (3-5)	14,000.00	27,000.00
2152	SPEECH PATH/AUDIOLOGY- ESU - SPED Ages 3-5	14,000.00	27,000.00

01 2153 591 002 602	SPEECH (0-2)	12,000.00	6,300.00
2153	SPEECH PATH/AUDIOLOGY- ESU - SPED Ages 0-2	12,000.00	6,300.00

01 6408 591 002 602	ESU SERVICES-Speech	22,000.00	0.00
6408	IDEA Part B (611) Base & EP 0-21 - ESU	22,000.00	0.00

602	Speech Service Total - ESU	211,618.00	242,050.00
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01 1291 591 002 603	PRE SPED Supervision (3-5)	6,695.00	3,500.00
1291	SPED AGES 3-5	6,695.00	3,500.00

01 1292 591 002 603	Pre Sped Services (0-2)	5,000.00	3,500.00
1292	SPED AGES 0-2	5,000.00	3,500.00
01 6408 591 001 603	ESU SERVICES-Supervision	5,000.00	15,250.00
01 6408 591 002 603	ESU SERVICES-Supervision	5,000.00	15,250.00
6408	IDEA Part B (611) Base & EP 0-21	5,000.00	30,500.00
603	Sped Supervision Total - ESU	16,695.00	37,500.00
01 1200 591 001 604	Deaf Ed	862.00	2,700.00
01 1200 591 002 604	Deaf Ed	862.00	2,700.00
1200	SPEDICAL ED School Age - ESU	862.00	5,400.00
01 1291 591 002 604	PRE Deaf Ed Services (3-5)	862.00	0.00
1291	SPED AGES 3-5 - ESU	862.00	0.00
01 2151 591 001 604	ESU SERVICES-Deaf Ed Sec.	0.00	800.00
01 2151 591 002 604	Deaf Ed Sped Elem.	0.00	800.00
2151	SPEECH PATH/AUDIOLOGY-SPED School Age - ESU	0.00	1,600.00
01 2153 591 002 604	Pre Deaf Ed Services (0-2)	1,000.00	500.00
2153	SPEECH PATH/AUDIOLOGY-SPED Ages 0-2 - ESU	1,000.00	500.00
604	Deaf Ed Total	2,724.00	7,500.00
01 2181 591 001 605	VISION	3,568.00	0.00
01 2181 591 002 605	VISION	0.00	4,750.00
2181	VISUALLY IMPAIRED:SPED SCHOOL AGE - ESU	3,568.00	4,750.00

605	Vision Total - ESU	3,568.00	4,750.00
-----	--------------------	----------	----------

01 2141 591 001 606	Diagnostic Testing (School Psych) - High School	0.00	26,600.00
01 2141 591 002 606	Diagnostic Testing (School Psych) - Elementary	46,700.00	26,600.00
2141	PSYCHOLOGICAL SERVICES: SPED SCHOOL AGE - ESU	46,700.00	53,200.00

01 2142 591 002 606	PSYCH SERVICES SPED 3-5	8,500.00	6,650.00
2142	PSYCHOLOGICAL SERVICES: SPED 3-5 - ESU	8,500.00	6,650.00

01 2143 591 002 606	PSYC SERVICES SPED 0-2	6,000.00	6,650.00
2143	PSYCHOLOGICAL SERVICES: SPED 0-2 - ESU	6,000.00	6,650.00

01 6408 591 002 606	ESU SERVICES-Psych	5,500.00	5,500.00
6408	IDEA Part B (611) Base & EP 0-21 - ESU	5,500.00	5,500.00

606	D/E Psychological Total - ESU	66,700.00	72,000.00
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01 2151 591 001 607	Audiology Secon	0.00	800.00
01 2151 591 002 607	Audiology Elem	1,614.00	800.00
2151	SPEECH PATH/AUDIOLOGY-SPED School Age - ESU	1,614.00	1,600.00

01 2152 591 002 607	AUDIOLOGY SPED 3-5	902.00	250.00
2152	SPEECH PATH/AUDIOLOGY-SPED Ages 3-5 - ESU	902.00	250.00

01 2153 591 002 607	AUDIOLOGY SPED 0-2	601.00	250.00
2153	SPEECH PATH/AUDIOLOGY-SPED Ages 0-2 - ESU	601.00	250.00

01 6404 591 002 607	SPED IDEA SUPERVISION	7,514.00	0.00
6404	IDEA PART B: 0-4 - ESU	7,514.00	0.00
01 6408 591 002 607	ESU SERVICES-D/E Audiology	250.00	0.00
6408	IDEA Part B (611) Base & EP 0-21 - ESU	250.00	0.00
607	Audiology Total - ESU	10,881.00	2,100.00
01 1200 591 000 608	Vocational	5,343.00	2,300.00
1200	SPEDICAL ED School Age - ESU	5,343.00	2,300.00
608	VOCATIONAL Total - ESU	5,343.00	2,300.00
SPECIAL EDUCATION TOTAL		378,486.00	373,200.00

Budgeted Disbursements & Transfers

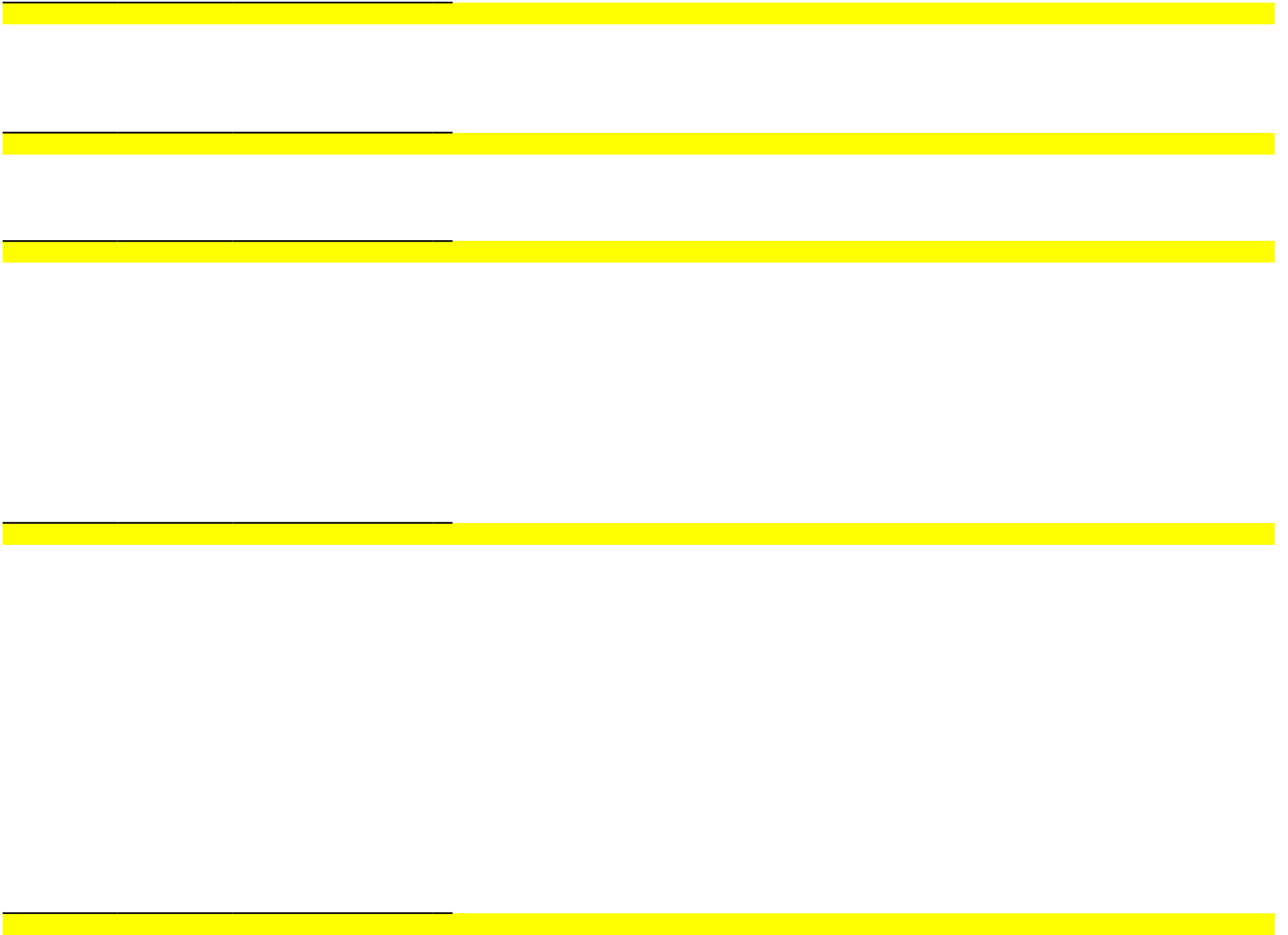
1000's - All Instruction Expect Special Education Programs	3,879,943.00	3,465,868.00
1200's - Special Education Instruction Programs	1,465,544.00	1,242,560.00
2100's - Support Services - Pupils (SPED Related)	384,138.00	417,500.00
2100's - Support Services - Pupils (Non-Sped Related)	178,701.00	191,228.00
2200's - Support Services - Instructional	149,434.00	153,690.00
2300's - General Administration		
2310 - Board of Education	45,750.00	45,750.00
2320 - Executive Administration Services	204,107.00	246,550.00
2330 - District Legal Services	23,976.48	25,000.00
2410 - Office of the Principal	462,297.67	484,489.00
2500 - General Administration - Business Services	300,082.56	328,800.00
2600's - Maintenance & Operation of Building(s) & Site(s)	643,185.00	733,150.00
2650 - Vehicle Acquisition & Maintenance (Currently Not Used)	0.00	0.00
2710 / 2720 / 2730 / 2790 - Regular Pupil Transportation	282,355.00	323,750.00
2712 - Special Education Pupil Transportation	46,998.00	44,500.00
3300 - Community Services	18,662.00	0.00
3400 - Categorical Grants from Corporation (Currently Not Used)	0.00	0.00
3500's - State Categorical Programs	36,078.00	20,900.00

5000 - Debt Services (Currently Not Used)	0.00	0.00
6000's - Federal Programs	877,205.00	759,338.00
8000 - Transfers (Depreciation, Employee Benefit, Activities, Lunch)	250,000.00	50,149.00

GRAND TOTAL ALL FUNDS	9,248,456.71	8,533,222.00
SPED EXPENDITURES	1,896,680.00	1,704,560.00
TOTAL NON-SPED EXPENDITURES & TRANSFERS	7,351,776.71	6,828,662.00
NECESSARY CASH RESERVE	1,235,106.00	3,066,778.00
 TOTAL DISBURSEMENTS, TRANSFERS, & CASH RESERVE	 10,483,562.71	 11,600,000.00





















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USEFUL INFORMATION

Note to MAC Users:

You can use a MAC to input information but there have been issues noted in printing from the MAC. The only solution that is known is to print via a PC.

MUST COMPLETE THIS PAGE - Basic Data Input Area

The Basic Data Input Area is designed to help common information flow throughout the Budget Form.

Cover Page - Page 1

The Total Property Tax Requirement is carried forward from Page 2; however, you will need to input how much of that tax request is for Principal and Interest on Bonds.

Outstanding Bonded Indebtedness - if you complete the worksheet pages this will fill in automatically. If you do not you will need to indicate your balances as of September 1.

Pages 2 through 4 (If you utilize the Worksheet Pages - Begin Inputting on Worksheet Pages)

These pages are currently completed with formulas which pull from the Worksheet Pages. **If you utilize the Worksheet Pages, Pages 2 through 4 will be completed automatically for you.** If you do not wish to utilize the worksheet pages you can simply type in your numbers on Pages 2 through 4. The only cells with formulas that cannot be over-written are those that provide an essential calculation (example - Total Resources Available).

A complete and accurate budget should have the prior year Balance Forward **equal** Total of Beginning Balances. We have built into the spreadsheet a comparison between these two numbers. If these two numbers **do not agree** a statement will appear indicating it must equal prior year balance forward.

We have also built in a comparison between the Total Requirement and Total Resources Available. If these two numbers **do not agree** in the budget you will receive the message "Budget Not Balanced".

Worksheet Pages - ***FOR YOUR USE ONLY - NOT TO BE SUBMITTED TO THE STATE***

The last sheets of this file are worksheet (individual fund) pages. These pages are provided for your use; however, you do not have to use them. For more information about the worksheets, see the Budget Guidelines. **If you do utilize the Worksheet Pages, Pages 2 through 4 will be completed automatically for you.**

Moving From Page to Page:

There are several ways to move around your budget form. You can hold down the CTRL and hit either Page Down (Moves you ahead a sheet) or Page Up (Moves you to previous sheet). The other option is to use your mouse to click on the different sheet tabs.

I Want to See Descriptions on Left When Inputting Numbers in Budget Column:

On the "View" ribbon in the Window area there is an item called Freeze Panes. Freeze Panes allows you to tell the computer what columns and/or rows you wish to see at all times. Freeze Panes will freeze whatever rows are above your active cell and also whatever columns are to the left of your active cell. By choosing the option again it will turn the option off.

The Cell Is Locked:

UNDER NO CIRCUMSTANCES WILL PASSWORDS BE GIVEN OUT. Either the cell is locked because it contains a formula or you are trying to input information in the wrong cell.

You Note Any Errors Or Have Any Problems:

We have tested this spreadsheet through various methods to help identify any problem areas and to ensure formulas are correct. However, we cannot account for all the variables that occur with each individual budget. If you feel there is an error in a formula please contact us immediately so we can go over the problem(s) and if necessary correct the situation.

All of your comments or ideas to better the budget form are taken into consideration. Please feel free to [contact us at \(402\) 471-2111](#) with these items. We make this available to you to HELP in the budget process and wish to make any improvements that would make the spreadsheet more user friendly.

Checklist of Items to be Completed and Submitted

Due by September 30th:

- ☐ Budget Form
- ☐ Page 2, Total Resources Available (Column 4) agrees to Total Requirements (Column 9).
- ☐ Page 2, Total Beginning Balance (Column 1) agrees to Page 3 Total Ending Balance (Column 8).
- ☐ Page 3, Total Beginning Balance (Column 1) agrees to Page 4 Total Ending Balance (Column 8).
- ☐ Page 4, Total Beginning Balance (Column 1) agrees to the prior School District Budget Form, Page 4, Total Ending Balance (Column 8). If it does not agree, please provide explanation.
- ☐ Page 6 - Real Growth Value per Assessor agrees to Certification from County Assessor
- ☐ Page 6 - Prior Year Total Real Property Valuation agrees to Certification from County Assessor
- ☐ Page 6 - Current tax request (line 7) agrees to total tax request on cover page
- ☐ Page 6 - Prior year tax request (line 1) agrees to tax request on cover page of last year's budget
- ☐ Page 6 - If Line 7 is greater than Line 6, political subdivision participated in Joint Public Hearing, and was included on Postcard notification
- ☐ Schedule B, shows the District is in compliance with State Statutes
- ☐ Proof of Publication for Notice of Budget Hearing (NBH).
- ☐ Schedules A, B, and D completed and submitted
- ☐ Certificate of Valuation(s). Total Certified Valuation was completed on Page 1.
- ☐ Lid Computation Form LC-2 and the Special Grant Fund List completed and submitted
- ☐ Joint Public Agency & Interlocal Agreements is indicated by checking the box. If school district answers YES, the Report of Joint Public Agency & Interlocal Agreements is due on or before September 30th. This report should detail interlocal agreements the District was involved in during the 2022-2023 year.

If your school district has held a successful election to override the levy limits which is in effect for this budget year, and/or a successful election to override the Property Tax Request Authority, you will also need:

- ☐ Election Ballot and Certified Election Results for the special election to override the levy limits and/or the Property Tax Request Authority .

Please Complete this **Basic Data Input** -It will put information consistently through

INPUT ↓

County-District #:	10-0069	
Name of School:	Ravenna Public Schools	
Name of County:	Buffalo	<i>Do not include the word "County"</i>
Class:	3	
Current School District Taxable Value	740,888,644	<i>From County Assessor Certificate</i>
Prior School District Taxable Value	740,888,644	<i>From Prior Year Budget, Cover</i>
Prior Year TOTAL Property Tax Request	5,853,013.00	<i>From Prior Year Budget, Cover</i>
Prior Year Property Tax Request - All Other Purposes ONLY	5,853,013.00	<i>From Prior Year Budget, Cover</i>
Prior Year Levy Rate	0.789999	<i>Prior Year total levy set by County</i>
School District Real Growth Value	2,000,000.00	<i>From County Assessor Certificate</i>
School District Prior Year Total Real Property Valuation	740,888,644.00	<i>From County Assessor Certificate</i>
Hearing Held On:		
Day of month:	11	
Month:	September	
Year:	2023	
Time:	8:00	
A.M. or P.M.:	PM	
Location of Hearing:	Ravenna Public Schools High School Library	
Special Hearing to Set Final Tax Request Held On:		
Day of month:	11	
Month:	September	
Year:	2023	
Time:	8:00 (Immediately Following the Budget Hearing)	
A.M. or P.M.:	PM	
Location of Hearing:	Ravenna Public Schools High School Library	

REPORTING PERIOD JULY 1, 2022 THROUGH JUNE 30, 2023

Buffalo

COUNTY

Description
(Column 3)[illegible]

REPORT OF TRADE NAMES, CORPORATE NAMES, BUSINESS NAMES
REPORTING PERIOD JULY 1, 2022 THROUGH JUNE 30, 2023

Ravenna Public Schools

Buffalo

SUBDIVISION NAME

COUNTY

List all Trade Names, Corporate Names and Business Names under which the political subdivision conducted business.

Ravenna Public Schools-District #10-0069

2023-2024
STATE OF NEBRASKA
SCHOOL DISTRICT BUDGET FORM

County-District #: 10-0069 Class #: 3
 Ravenna Public Schools
 TO THE COUNTY BOARD AND COUNTY CLERK OF
 Buffalo County

This budget is for the Period SEPTEMBER 1, 2023 through AUGUST 31, 2024

Upon Filing, The School Certifies the Information Submitted on this Form to be Correct:

AMOUNT OF PERSONAL AND REAL PROPERTY TAX REQUIRED FOR:	Principal and Interest on Bonds	All Other Purposes	TOTAL
General Fund	\$ -	\$ 5,050,505.00	\$ 5,050,505.00
Bond Fund(s) <i>[If More Than 1 Bond Fund - Total All Together]</i>	\$ -		\$ -
Special Building Fund	\$ -	\$ 605,097.00	\$ 605,097.00
Qualified Capital Purpose Undertaking Fund	\$ -	\$ -	\$ -
Total All Funds	\$ -	\$ 5,655,602.00	\$ 5,655,602.00

Outstanding Bonded Indebtedness as of September 1, 2023 <i>(Include Bond Fund(s) and Qualified Capital Purpose Undertaking Fund)</i> <table style="width:100%; margin-top: 10px;"> <tr> <td style="width:15%; border: 1px solid black; text-align: center;">\$ -</td> <td style="width:85%;">Principal</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">\$ -</td> <td>Interest</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">\$ -</td> <td>Total Outstanding Bonded Indebtedness</td> </tr> </table>	\$ -	Principal	\$ -	Interest	\$ -	Total Outstanding Bonded Indebtedness	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;">Total Certified Valuation (All Counties)</td> <td style="width:30%; text-align: right;">\$ 740,888,644</td> </tr> <tr> <td colspan="2"><i>(Certification of Valuation(s) from County Assessor MUST be attached)</i></td> </tr> <tr> <td colspan="2" style="background-color: #e6f2e6;"> Report of Joint Public Agency & Interlocal Agreements Was this Subdivision involved in any Interlocal Agreements or Joint Public Agencies for the reporting period of July 1, 2022 through June 30, 2023? ☒ YES ☐ NO <i>If YES, Please submit Interlocal Agreement Report by September 30th.</i> </td> </tr> <tr> <td colspan="2" style="background-color: #ffe0b2;"> Report of Trade Names, Corporate Names & Business Names Did the subdivision operate under a separate Trade Name, Corporate Name, or other Business Name during the period of July 1, 2022 through June 30, 2023? ☐ YES ☒ NO <i>If YES, Please submit Trade Name Report by September 30th.</i> </td> </tr> <tr> <td colspan="2"> Has your School District held a successful election to override the levy limits provided in Statute 77-3442, which is in effect for 2023-2024 school fiscal year? ☐ YES ☒ NO </td> </tr> </table>	Total Certified Valuation (All Counties)	\$ 740,888,644	<i>(Certification of Valuation(s) from County Assessor MUST be attached)</i>		Report of Joint Public Agency & Interlocal Agreements Was this Subdivision involved in any Interlocal Agreements or Joint Public Agencies for the reporting period of July 1, 2022 through June 30, 2023? ☒ YES ☐ NO <i>If YES, Please submit Interlocal Agreement Report by September 30th.</i>		Report of Trade Names, Corporate Names & Business Names Did the subdivision operate under a separate Trade Name, Corporate Name, or other Business Name during the period of July 1, 2022 through June 30, 2023? ☐ YES ☒ NO <i>If YES, Please submit Trade Name Report by September 30th.</i>		Has your School District held a successful election to override the levy limits provided in Statute 77-3442, which is in effect for 2023-2024 school fiscal year? ☐ YES ☒ NO	
\$ -	Principal																
\$ -	Interest																
\$ -	Total Outstanding Bonded Indebtedness																
Total Certified Valuation (All Counties)	\$ 740,888,644																
<i>(Certification of Valuation(s) from County Assessor MUST be attached)</i>																	
Report of Joint Public Agency & Interlocal Agreements Was this Subdivision involved in any Interlocal Agreements or Joint Public Agencies for the reporting period of July 1, 2022 through June 30, 2023? ☒ YES ☐ NO <i>If YES, Please submit Interlocal Agreement Report by September 30th.</i>																	
Report of Trade Names, Corporate Names & Business Names Did the subdivision operate under a separate Trade Name, Corporate Name, or other Business Name during the period of July 1, 2022 through June 30, 2023? ☐ YES ☒ NO <i>If YES, Please submit Trade Name Report by September 30th.</i>																	
Has your School District held a successful election to override the levy limits provided in Statute 77-3442, which is in effect for 2023-2024 school fiscal year? ☐ YES ☒ NO																	

County Clerk's Use Only	
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APA Contact Information Auditor of Public Accounts PO Box 98917 Lincoln, NE 68509 Telephone: (402) 471-2111 FAX: (402) 471-3301 Website: auditors.nebraska.gov Questions - E-Mail: Jeff.Schreier@nebraska.gov	Submission Information Budget Due by 9-30-2023 Submit budget to: 1. Auditor of Public Accounts -Electronically on Website or Mail 2. County Board (SEC. 13-508), C/O County Clerk 3. Nebraska Dept. of Education -Upload to NDE Portal only
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BUDGET STATEMENT AND CERTIFICATION OF TAX

County-District # 10-0069
Ravenna Public Schools

2023-2024 BUDGET ADOPTED									
	TOTAL BEGINNING BALANCE (Column 1)	TOTAL AVAILABLE RESOURCES BEFORE PROPERTY TAXES (Including Beginning Balances) (Column 2)	PERSONAL AND REAL PROPERTY TAXES (Column 3)	TOTAL RESOURCES AVAILABLE (Col 2 + Col 3) (Column 4)	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS - SPECIAL EDUCATION (Column 5)	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS - NON-SPECIAL EDUCATION (Column 6)	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS (Col 5 + Col 6) (Column 7)	NECESSARY CASH RESERVE (Column 8)	TOTAL REQUIREMENTS (Col 7 + Col 8) (Column 9)
General	4,279,063.00	6,600,000.00	5,000,000.00	11,600,000.00	1,704,560.00	6,828,662.00	8,533,222.00	3,066,778.00	11,600,000.00
Depreciation	454,634.00	455,422.00		455,422.00			455,422.00		455,422.00
Employee Benefit	116,459.00	116,959.00		116,959.00			116,959.00	-	116,959.00
Contingency	-	-		-			-		-
Activities	183,289.00	412,800.00		412,800.00			412,800.00	-	412,800.00
School Nutrition	106,902.00	450,000.00		450,000.00			450,000.00	-	450,000.00
Bond	-	-	-	-			-	-	-
Special Building	1,353,615.00	1,357,115.00	599,046.00	1,956,161.00			1,956,161.00		1,956,161.00
Qualified Capital Purpose Undertaking	-	1,500.00	-	1,500.00			1,500.00	-	1,500.00
Cooperative	-	-		-			-	-	-
Student Fee	-	-		-			-	-	-
				-					-
TOTAL ALL FUNDS	6,493,962.00	9,393,796.00	5,599,046.00	14,992,842.00	1,704,560.00	6,828,662.00	11,926,064.00	3,066,778.00	14,992,842.00

PERSONAL AND REAL PROPERTY TAX RECAP	General Fund	Bond Fund(s) [Total Of All Bond Funds]	Special Building Fund	Qualified Capital Purpose Undertaking Fund
PERSONAL AND REAL PROPERTY TAXES FROM COLUMN 3 (Line A)	5,000,000.00	-	599,046.00	-
COUNTY TREASURER'S COMMISSION 1% OF TAXES COLLECTED (Line B)	50,505.00	-	6,051.00	-
TOTAL PERSONAL AND REAL PROPERTY TAXES (Line A + Line B) (Line C)	5,050,505.00	-	605,097.00	-

CERTIFIED STATE AID	MOTOR VEHICLE TAXES
\$ 608,162.00	\$ 235,000.00

COUNTY TREASURER'S BALANCE, 9-1-2023			
1,279,063.00	-	70,000.00	-

2022-2023 ACTUAL/ESTIMATED								
	TOTAL BEGINNING BALANCE (Column 1)	TOTAL AVAILABLE RESOURCES BEFORE PROPERTY TAXES (Including Beginning Balances) (Column 2)	PERSONAL AND REAL PROPERTY TAXES (Column 3)	TOTAL RESOURCES AVAILABLE (Col 2 + Col 3) (Column 4)	TOTAL DISBURSEMENTS & TRANSFERS - SPECIAL EDUCATION (Column 5)	TOTAL DISBURSEMENTS & TRANSFERS - NON-SPECIAL EDUCATION (Column 6)	TOTAL DISBURSEMENTS & TRANSFERS (Col 5 + Col 6) (Column 7)	TOTAL ENDING BALANCE (Col 4 - Col 7) (Column 8)
General	3,885,107.00	6,143,165.00	5,500,000.00	11,643,165.00	1,346,010.00	6,018,092.00	7,364,102.00	4,279,063.00
Depreciation	469,112.00	569,607.00		569,607.00			114,973.00	454,634.00
Employee Benefit	115,709.00	116,459.00		116,459.00			-	116,459.00
Contingency	-	-		-			-	-
Activities	180,454.00	447,394.00		447,394.00			264,105.00	183,289.00
School Nutrition	65,682.00	433,640.00		433,640.00			326,738.00	106,902.00
Bond	-	-	-	-			-	-
Special Building	1,040,951.00	1,114,447.00	555,168.00	1,669,615.00			316,000.00	1,353,615.00
Qualified Capital Purpose Undertaking	487.00	487.00	1,013.00	1,500.00			1,500.00	-
Cooperative	-	-		-			-	-
Student Fee	-	-		-			-	-
				-				-
TOTAL ALL FUNDS	5,757,502.00	8,825,199.00	6,056,181.00	14,881,380.00	1,346,010.00	6,018,092.00	8,387,418.00	6,493,962.00

NOTE: Total Disbursements and Transfers (Column 7) is the sum of Column 5 and Column 6 for the General Fund only. For all other funds, numbers will pull automatically from the Worksheets

MOTOR VEHICLE TAXES
\$ 231,000.00

2021-2022 ACTUAL								
	TOTAL BEGINNING BALANCE (Column 1)	TOTAL AVAILABLE RESOURCES BEFORE PROPERTY TAXES (Including Beginning Balances) (Column 2)	PERSONAL AND REAL PROPERTY TAXES (Column 3)	TOTAL RESOURCES AVAILABLE (Col 2 + Col 3) (Column 4)	TOTAL DISBURSEMENTS & TRANSFERS - SPECIAL EDUCATION (Column 5)	TOTAL DISBURSEMENTS & TRANSFERS - NON-SPECIAL EDUCATION (Column 6)	TOTAL DISBURSEMENTS & TRANSFERS (Col 5 + Col 6) (Column 7)	TOTAL ENDING BALANCE (Col 4 - Col 7) (Column 8)
General	4,751,987.00	6,703,852.00	4,343,986.00	11,047,838.00	1,399,286.00	5,763,445.00	7,162,731.00	3,885,107.00
Depreciation	223,535.00	647,824.00		647,824.00			178,712.00	469,112.00
Employee Benefit	115,325.00	115,709.00		115,709.00			-	115,709.00
Contingency	-	-		-			-	-
Activities	161,950.00	452,442.00		452,442.00			271,988.00	180,454.00
School Lunch	22,884.00	391,420.00		391,420.00			325,738.00	65,682.00
Bond	-	-	-	-			-	-
Special Building	700,589.00	739,317.00	330,055.00	1,069,372.00			28,421.00	1,040,951.00
Qualified Capital Purpose Undertaking	216.00	216.00	271.00	487.00			-	487.00
Cooperative	-	-		-			-	-
Student Fee	-	-		-			-	-
				-				-
TOTAL ALL FUNDS	\$ 5,976,486.00	9,050,780.00	4,674,312.00	13,725,092.00	1,399,286.00	5,763,445.00	7,967,590.00	5,757,502.00

NOTE: Total Disbursements and Transfers (Column 7) is the sum of Column 5 and Column 6 for the General Fund only. For all other funds, numbers will pull automatically from the Worksheets

MOTOR VEHICLE TAXES

\$ 228,551.00

CORRESPONDENCE INFORMATION

ENTITY OFFICIAL ADDRESS

If no official address, please provide address where correspondence should be sent

NAME	Ken Schroeder
ADDRESS	41750 Carthage Road
CITY & ZIP CODE	Ravenna, NE 68869
TELEPHONE	308-452-3249
WEBSITE	ps://www.ravennabluejays.org/

	BOARD CHAIRPERSON	CLERK/TREASURER/SUPERINTENDENT/OTHER	PREPARER
NAME	Misti Fiddelke	Ken Schroeder	Ken Schroeder
TITLE /FIRM NAME	Chairperson	Superintendent	Superintendent
TELEPHONE	308-627-7394	308-470-0502	308-470-0502
EMAIL ADDRESS	misti.fiddelke@ravennabluejays.org	ken.schroeder@ravennabluejays.org	ken.schroeder@ravennabluejays.org

For Questions on this form, who should we contact (please ☒ one): Contact will be via email if supplied.

- ☐ Board Chairperson
- ☐ Clerk / Treasurer / Superintendent / Other
- ☒ Preparer

Ravenna Public Schools

2023-2024 ALLOWABLE GROWTH PERCENTAGE COMPUTATION FORM

CALCULATION OF ALLOWABLE GROWTH PERCENTAGE

Prior Year Non-Bond Property Tax Request (1) \$ 5,853,013.00
*(Total Personal and Real Property Tax Required for All Other Purposes from **prior year** budget - Cover Page)*

Base Limitation Percentage Increase (2%) 2.00 % (2)

Real Growth Percentage Increase

2,000,000.00 / 740,888,644.00 = 0.27 % (3)
 2023 Real Growth Value Prior Year Total Real Property
 per Assessor Valuation per Assessor

Total Allowable Growth Percentage Increase (Line 2 + Line 3) (4) 2.27 %

Allowable Dollar Amount of Increase to Property Tax Request (Line 1 x Line 4) (5) \$ 132,863.40

TOTAL PROPERTY TAX REQUEST (Line 1 + Line 5) (6) \$ 5,985,876.40
 (Without needing to attend Joint Public Hearing, or be included on postcard notification)

ACTUAL PROPERTY TAX REQUEST

2023-2024 ACTUAL Non-Bond Property Tax Request (7) \$ 5,655,602.00
(Total Personal and Real Property Tax Required for All Other Purposes from Cover Page)

Property Tax Request is within allowable growth percentage. Political subdivision is NOT required to complete postcard notification requirements, or participate in the joint public hearing.

If line (7) is **greater than** line (6), your political subdivision **is required** to participate in the joint public hearing, and complete the postcard notification requirements of §77-1633. You must provide the required information to the County Assessor electronically by September 4th. You are not required to hold the Special Hearing to Set the Final Tax Request outlined in §77-1632. The joint public hearing is completed in lieu of this hearing.

If line (7) is **less than** line (6), your political subdivision **is not required** to participate in the joint public hearing, or complete the postcard notification requirements of §77-1633. You are required to hold the Special Hearing to Set the Final Tax Request outlined in §77-1632.

SCHEDULE A GENERAL FUND LID EXCLUSIONS

County-District #

10-0069

Ravenna Public Schools

Line No.		2023-2024 Amount Budgeted To Spend
1	Repairs to Infrastructure Damaged by a Natural Disaster: (List repair)	
2		
3		
4		
5		
6		
7		
8		
9	Total Repairs to Infrastructure Damaged by a Natural Disaster (Lines 1 through 8)	\$ -
10	Judgments: (List the types of judgments obtained against your School District to the extent such judgment is not paid by liability insurance)	
11		
12		
13		
14		
15		
16		
17	Total Judgments (Lines 11 through 16)	\$ -
18	Distance Education Courses	
19	Amounts eligible as exclusion for Voluntary Termination Agreements	
20	Retirement Contribution Increase	\$ 99,935.00
21	Native American Impact Aid	
22	Total General Fund Lid Exclusions - To LC-2 Form (Line 9 + Line 17 to 21)	\$ 99,935.00

Ravenna Public Schools
Schedule B - Levies

Levy Limit Compliance

NOTE: The Schedule portion below is to determine if the School District has met the levy limitations.

Line No.		General Fund (Column A)	Bond Funds (Column B)	Special Building Funds (Column C)	Qualified Capital Purpose Undertaking Funds (Column D)
1	Total Personal and Real Property Taxes -Cover Page	5,050,505.00	-	605,097.00	-
2	Exclusions:				
3	Bonded indebtedness secured by a levy on property (Includes Co. Treasurer Comm.)	-	-		-
4	Judgments not paid by liability insurance	-			
5	Voluntary termination agreements with certificated staff / employees occurring prior to 9/1/17	-			
6	Voluntary termination agreements with certificated Teachers 9/1/17 and after	-			
7					
8					
9					
10					
11					
12	Total Exclusions (Line 3 + Line 11)	-	-	-	-
13	Total Personal and Real Property Tax Requirement Subject to the Levy Limitation (Line 1 minus Line 12)	5,050,505.00	-	605,097.00	-
14	Assessed Valuation	740,888,644	740,888,644	740,888,644	740,888,644
15	Levy Subject to Limitation ((Line 13 / Line 14) x 100)	0.681682	0.000000	0.081672	0.000000
16	Total Levy for Compliance	0.763354			

Property Tax Request MUST also be within the School District's Property Tax Request Authority.

If the **total** levy on Line 16 is \$1.05, or less, the levy limitation per State Statute Section 77-3442 has been met.

If Total of Line 16 is greater than \$1.05 and you **did not** hold a successful election to override the levy, you are in violation of the levy lid. The school district **must reduce property taxes** to meet the levy limitation.

If Total of Line 16 is greater than \$1.05 and you **held** a successful election to override the levy, which is in effect for the you must **attach a copy of the election ballot and the certified election returns** to your budget.

Qualified Capital Purpose Undertaking Fund levy. A district may only exceed the maximum levy of five and one-fifth cents per one hundred dollars of taxable valuation in any year if (i) the taxable valuation of the district is lower than the taxable valuation in the year in which the district last issued capital purpose undertaking bonds or (ii) such maximum levy is insufficient to meet the annual principal and interest obligations for all capital purpose undertaking bonds. Projects beginning after April 19, 2016 can only have a maximum levy of three cents per one hundred dollars of taxable valuation in any year. (Statute 79-10,110 & 79-10,110.02).

Special Building Fund levy. Limit on Building Fund levy of 14 cents (Statute 79-10,120)

REMINDER: School districts that have combined levies greater than \$1.20 or the combined levies that exceeded the maximum levy approved at a special election may be subject to petitions for the free holding of territory. Combined levies do not include levies for bonded indebtedness approved by the voters of a school district or levies for the refinancing of such bonded indebtedness.

Voluntary Termination Exclusions

Line 5 Amounts to pay for current and future sums agreed to be paid by a school district to certificated employees in exchange for a voluntary termination of employment occurring prior to 9/1/17

Line 6 Amount levied by school district at maximum levy to pay for current and future qualified voluntary termination incentives for certificated teachers pursuant to statute. Payments cannot exceed \$35,000, must be paid within 5 years, will result in savings to the school, were not included in a collective bargaining agreement

Line 7 Amounts levied by school district at maximum levy to pay for 50% of the current and future sums agreed to be paid to certificated employees in exchange for voluntary termination between 9/1/18 to 8/31/19 as a result of collective bargaining agreement in force on 9/1/17

Levies Expected to be Set by County

NOTE: The Schedule portion below is to assist with the Levy setting process.

Fund	Property Taxes	Valuation	Expected Levy
General Fund	\$ 5,050,505.00	\$ 740,888,644	0.681682
Special Building Fund	\$ 605,097.00	\$ 740,888,644	0.081672
Bond Fund	\$ -	\$ 740,888,644	0.000000
Bond Fund	\$ -	\$ 740,888,644	0.000000
Bond Fund	\$ -	\$ 740,888,644	0.000000
QCPUF Fund	\$ -	\$ 740,888,644	0.000000
QCPUF Fund	\$ -	\$ 740,888,644	0.000000
	\$ -	\$ 740,888,644	0.000000
	\$ -	\$ 740,888,644	0.000000
	\$ -	\$ 740,888,644	0.000000
	\$ -	\$ 740,888,644	0.000000
	\$ -	\$ 740,888,644	0.000000
	\$ -	\$ 740,888,644	0.000000
Total	\$ 5,655,602.00		\$ 0.763354

Must agree to Cover

Superintendent Pay Transparency Notice—Proposed Contract *(Name of current or new superintendent)*

Notice is hereby given that Ravenna Public Schools has approval of a proposed superintendent employment contract/contract amendment on its agenda for the board meeting to be held on February 13th, 2023 at 7:00 pm at the High School Library at Ravenna Public Schools in Ravenna, Nebraska.

After the 2023/24 school year, how many years remain on the contract:
(Column F must be completed if additional years remain on contract.)

1

The estimated costs to the district for the 2023/24 year and future years are listed below:

	2023/24 Base Pay, Additional Compensation & Benefits	Future Base Pay, Additional Compensation & Benefits per Contract	TOTAL CONTRACT COST
Base Pay for the Total FTE	\$ 146,000.00	\$ 146,000.00	\$ 292,000.00
Compensation for activities outside of the regular salary:			
• <i>Extended contracts / Activities outside of regular salary</i>			\$ -
• <i>Bonus/Incentive/Performance Pay</i>			\$ -
• <i>Stipends</i>			\$ -
• <i>All other costs not mentioned above</i>			\$ -
Benefits and Payroll Costs Paid by district:			
• <i>Insurances (Health, Dental, Life, Long Term Disability)</i>	\$ 30,000.00	30000	\$ 60,000.00
• <i>Cafeteria Plan Stipend</i>			\$ -
• <i>Cash in lieu of insurance</i>			\$ -
• <i>Employee's share of retirement, deferred compensation, FICA and Medicare if paid by the district</i>			\$ -
• <i>District's share of retirement, FICA and Medicare</i>	\$ 26,660.00	\$ 26,600.00	\$ 53,260.00
• <i>IRS value of housing allowance</i>			\$ -
• <i>IRS value of vehicle allowance</i>			\$ -
• <i>Additional leave days</i>			\$ -
• <i>Annuities</i>			\$ -
• <i>Service credit purchase</i>			\$ -
• <i>Association / Membership dues</i>	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00
• <i>Cell Phone/Internet reimbursement</i>			\$ -
• <i>Relocation reimbursement</i>			\$ -
• <i>Travel allowance/reimbursement</i>	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
• <i>Mileage Allowance</i>	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
• <i>Educational tuition assistance</i>			\$ -
• <i>All other benefit costs not mentioned above</i>			\$ -
Totals:	\$ 206,160.00	\$ 206,100.00	\$ 412,260.00

RESOLUTION SETTING THE PROPERTY TAX REQUEST

RESOLUTION NO. _____

WHEREAS, Nebraska Revised Statute 77-1632 and 77-1633 provides that the Governing Body of Ravenna Public Schools passes by a majority vote a resolution or ordinance setting the tax request; and

WHEREAS, a special public hearing was held as required by law to hear and consider comments concerning the property tax request;

NOW, THEREFORE, the Governing Body of Ravenna Public Schools resolves that:

1. The 2023-2024 property tax request be set at:

General Fund:	\$	5,050,505.00
Bond Fund:	\$	-
Special Building Fund:	\$	605,097.00
Qualified Capital Purpose	\$	-
Undertaking Fund:		

2. The total assessed value of property differs from last year's total assessed value by 0 percent.
3. The tax rate which would levy the same amount of property taxes as last year, when multiplied by the new total assessed value of property would be 0.789999 per \$100 of assessed value.
4. Ravenna Public Schools proposes to adopt a property tax request that will cause its tax rate to be 0.763354 per \$100 of assessed value.
5. Based on the proposed property tax request and changes in other revenue, the total operating budget of Ravenna Public Schools will increase (or decrease) last year's budget by -2.85 percent.
6. A copy of this resolution be certified and forwarded to the County Clerk on or before October 15, 2023.

Motion by _____, seconded by _____ to adopt Resolution # _____.

Voting yes were:

Voting no were:

Dated this _____ day of _____, 2023

NOTICE OF BUDGET HEARING AND BUDGET SUMMARY

Ravenna Public Schools (10-0069) in Buffalo County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the governing body will meet on the 11 day of September, 2023 at 8:00 o'clock, PM, at Ravenna Public Schools High School Library for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following proposed budget and to consider amendments relative thereto. The budget detail is available at the office of the Clerk/Secretary during regular business hours. For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to: <https://nep.education.ne.gov>

FUNDS	Actual Disbursements & Transfers	Actual/Estimated Disbursements & Transfers	Budgeted Disbursements & Transfers	Necessary Cash Reserve (4)	Total Available Resources Before Property Taxes (5)	Total Personal and Real Property Tax Requirement (7)
	2021-2022 (1)	2022-2023 (2)	2023-2024 (3)			
General	\$ 7,162,731.00	\$ 7,364,102.00	\$ 8,533,222.00	\$ 3,066,778.00	\$ 6,600,000.00	\$ 5,050,505.00
Depreciation	\$ 178,712.00	\$ 114,973.00	\$ 455,422.00		\$ 455,422.00	
Employee Benefit	\$ -	\$ -	\$ 116,959.00	\$ -	\$ 116,959.00	
Contingency	\$ -	\$ -	\$ -		\$ -	
Activities	\$ 271,988.00	\$ 264,105.00	\$ 412,800.00	\$ -	\$ 412,800.00	
School Nutrition	\$ 325,738.00	\$ 326,738.00	\$ 450,000.00	\$ -	\$ 450,000.00	
Bond	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Building	\$ 28,421.00	\$ 316,000.00	\$ 1,956,161.00		\$ 1,357,115.00	\$ 605,097.00
Qualified Capital Purpose Undertaking	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -
Cooperative	\$ -	\$ -	\$ -	\$ -	\$ -	
Student Fee	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTALS	\$ 7,967,590.00	\$ 8,387,418.00	\$ 11,926,064.00	\$ 3,066,778.00	\$ 9,393,796.00	\$ 5,655,602.00

	Bond Purposes	Non-Bond Purposes	Total
Breakdown of Property Tax	\$ -	\$ 5,655,602.00	\$ 5,655,602.00

Notice of Special Hearing To Set Final Tax Request

Ravenna Public Schools (10-0069) in Buffalo County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Section 77-1632, that the governing body will meet on the 11 day of, September 2023 at 8:00 (Immediately Following the Budget Hearing) o'clock PM, at Ravenna Public Schools High School Library for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to setting the final tax request.

	2022-2023	2023-2024	Change
Property Valuations	740,888,644	740,888,644	0%

2022-2023 Budget Information

2023-2024 Budget Information

Fund	2022-2023 Operating Budget	2022-2023 Property Tax Request	2022 Tax Rate	Property Tax Rate (2022-2023 Request Divided By 2023 Valuation)	2023-2024 Operating Budget	2023-2024 Proposed Property Tax Request	Proposed 2023 Tax Rate	Change in Tax Rate	Change in Operating Budget
General Fund	9,395,884.00	5,186,221.00	0.700000	0.700000	8,533,222.00	5,050,505.00	0.681682	-3%	-9%
Bond Fund(s) K - 12			0.000000	0.000000	-	-	0.000000	#DIV/0!	0
Bond Fund(s) K - 8			0.000000	0.000000			0.000000	#DIV/0!	0
Bond Fund(s) 9 - 12			0.000000	0.000000			0.000000	#DIV/0!	0
Bond Fund _____			0.000000	0.000000			0.000000	#DIV/0!	0
Special Building Fund	1,392,923.00	666,792.00	0.089999	0.089999	1,956,161.00	605,097.00	0.081672	-9%	40%
Qualified Capital Purpose Undertaking Fund K - 12	10,000.00	-	0.000000	0.000000	1,500.00	-	0.000000	#DIV/0!	-85%
Qualified Capital Purpose Undertaking Fund K - 8			0.000000	0.000000			0.000000	#DIV/0!	0
Qualified Capital Purpose Undertaking Fund 9 - 12			0.000000	0.000000			0.000000	#DIV/0!	0
Total	10,798,807.00	5,853,013.00	0.789999	0.789999	10,490,883.00	5,655,602.00	0.763354	-3%	-3%

BUDGET STATEMENT AND CERTIFICATION OF TAX

County-District # **10-0069**

Line No.	GENERAL FUND	Source Number	ACTUAL 9-1-2021 to 8-31-2022 (Column 1)	ACTUAL/ESTIMATED 9-1-2022 to 8-31-2023 (Column 2)	ADOPTED 9-1-2023 to 8-31-2024 (Column 3)
1	DISBURSEMENTS & TRANSFERS				
2	All Instruction Except Special Education Instructional Programs	1000's	3,008,804.00	3,250,000.00	3,465,868.00
3	Special Education Instructional Programs (Include Pre-School)	1200's	926,929.00	1,000,000.00	1,242,560.00
4	Support Services - Pupils (SPED Related)	2100's	472,357.00	318,390.00	417,500.00
5					
6	Support Services - Pupil (Non-SPED Related)	2100's	100,109.00	166,690.00	191,228.00
7	Support Services - Instructional	2200's			153,690.00
8	General Administration	2300	232,516.00		-
9	Board of Education	2310		30,000.00	45,750.00
10	Executive Administration Services	2320		203,200.00	246,550.00
11	District Legal Services	2330		10,000.00	25,000.00
12	Office of the Principal	2410	429,413.00	456,230.00	484,489.00
13	General Administration - Business Services	2500	270,797.00	275,400.00	328,800.00
14	Maintenance and Operation of Building(s) & Site(s)	2600's	764,089.00	952,330.00	733,150.00
15	Vehicle Acquisition & Maintenance	2650			-
16	Regular Pupil Transportation	2710 / 2720 / 2730 / 2790	350,032.00	298,140.00	323,750.00
17	Special Education Pupil Transportation (Include Pre-School)	2712 / 2713 / 2722 / 2723 / 2732 / 2733 / 2792 /		27,620.00	44,500.00
18					
19	Community Services	3300			-
20	Categorical Grant from Corporation	3400			-
21	State Categorical Programs	3500's	19,464.00	20,645.00	20,900.00
22	Debt Services	5000			-
23	Federal Programs	6000's	561,358.00	355,457.00	759,338.00
24					
25	Transfers to _____ Fund	8000	26,863.00	-	50,149.00
26	Interfund Loan/Repayment to _____ Fund				
27					
28					
29					
30	Total Disbursements & Transfers (Including SPED)		7,162,731.00	7,364,102.00	
31	Total Special Education Disbursements	1200 + 2100 + 27X2	1,399,286.00	1,346,010.00	1,704,560.00
32	Total Non-Special Education Disbursements & Transfers		5,763,445.00	6,018,092.00	6,828,662.00
33	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS (Including SPED)				8,533,222.00
34	NECESSARY CASH RESERVE				3,066,778.00
35	TOTAL REQUIREMENTS				11,600,000.00

36					
37	BEGINNING BALANCES				
38	Cash Balance, 9-1		1,400,812.00	802,263.00	1,000,000.00
39	Investments, 9-1		2,161,492.00	2,162,475.00	2,000,000.00
40	County Treasurer's Balance, 9-1		1,189,683.00	920,369.00	1,279,063.00
41	Total Beginning Balance		4,751,987.00	3,885,107.00	4,279,063.00
42					
43	RECEIPTS, & TRANSFERS				
44	LOCAL SOURCES				
45	Carline Tax	1115	10,389.00	16,000.00	20,000.00
46	Public Power District Sales Tax	1120	177,214.00	180,000.00	180,000.00
47	Motor Vehicle Taxes	1125	228,551.00	231,000.00	235,000.00
48	Tuition Received from Other Districts	1321 / 1323 / 1335	5,568.00	-	
49	Tuition Received from Individuals	1311-13 / 1370			
50	Other Tuition	1315 / 1320 / 1322 / 1330 / 1331 / 1340 / 1360			
51	Transportation Received from Individuals	1410-1411			
52	Transportation Received from Other Districts	1420-1440			
53	Interest	1510 / 1520	9,553.00	6,500.00	10,698.00
54	Community Service Activities	1800			
55	Other Local Receipts	1910 / 1920 / 1990	2,050.00		
56	Local License Fees/Court Fines	1911 / 1921	2,687.00	1,500.00	3,000.00
57	Nameplate Capacity Tax	3133			
58	Categorical Grants from Corporations / Private	1925			
59			1,566.00		
60					
61					
62					
63					
64	COUNTY AND ESU SOURCES				
65	Fines and License Fees	2110	29,969.00	25,000.00	25,000.00
66	Other County Sources	2130			
67	ESU Receipts	2210	2,625.00	4,690.00	2,500.00
68					
69					
70	STATE SOURCES				
71	State Aid	3110	37,854.00	37,130.00	608,162.00
72	Special Education Programs	3120	502,461.00	565,000.00	550,000.00
73	Special Education Transportation	3125	7,044.00	4,000.00	5,000.00
74	Homestead Exemption	3130	73,360.00		

75	Payments for Wards of the State or Court	3160 / 3161			
76	Pro-Rate Motor Vehicles	3180	13,584.00	10,845.00	15,000.00
77	Payments for High Ability Learners	3535	4,945.00	4,000.00	5,000.00
78	Other State Appropriations				
79					
80					
81					
82					
83					
84	State Apportionment	3400	45,747.00	49,000.00	45,000.00
85	Other				
86	State Categorical Programs	3500's	27,017.00	20,000.00	25,000.00
87	Other State Receipts	3990			
88	Property Tax Credit and Personal Property Tax Credit	3131 / 3132 / 3134	392,414.00	390,000.00	
89	FEDERAL SOURCES				
90	Title ESSA Programs (Includes ESSA Title I)	4500-4511		75,000.00	85,000.00
91		4526-4528, 4531			
92	REAP		9,239.00		30,000.00
93					
94	IDEA Programs	4512-4523	105,433.00	105,000.00	115,000.00
95		4416-4418			
96					
97	Medicaid in Public Schools	4708	12,323.00	10,813.00	10,000.00
98	Medicaid Administrative Activities in Public Schools	4709	12,095.00	10,000.00	10,000.00
99	Title 8 (Impact Aid)	4305			
100	Other Federal Non-Categorical Receipts	4524			
101					
102					
103					
104	Vocational Education (Carl Perkins)	4525			
105	Other Federal Categorical Receipts	4530	44,225.00		
106					
107	Grants from Corporations & Other Private Interests	4710			
108	ESSERS		149,191.00	512,580.00	341,077.00
109	NON-REVENUE SOURCES				
110	Tax Anticipation Notes	5150			
111	Long Term Loans	5400			
112	Insurance Adjustments	5301	1,401.00	-	-
113	Sale of Property	5300	5,000.00	-	-
114	Transfers from QCPUF Fund	5200	487.00	-	500.00
115	Cash Balance from Dissolved/Merged Districts	5610		-	

116					
117	Other Non-Revenue Receipts	5690	37,873.00		-
118	Learning Community Property Taxes				-
119	Interfund Loan/Repayment From _____ Fund				-
120	Total Available Resources Before Property Taxes		6,703,852.00	6,143,165.00	6,600,000.00
121	Personal and Real Property Taxes	1100	4,343,986.00	5,500,000.00	5,000,000.00
122	TOTAL RESOURCES AVAILABLE		11,047,838.00	11,643,165.00	11,600,000.00
123	Less: Disbursements & Transfers		7,162,731.00	7,364,102.00	
124	BALANCE FORWARD		3,885,107.00	4,279,063.00	

1. Tax from Line 121
2. Compute County Treasurer's Commission at 1% of tax collections.
3. Total Personal and Real Property Tax Requirement

PROPERTY TAX RECAP	
	5,000,000.00
	50,505.00
	5,050,505.00

Note: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 122 must agree with TOTAL REQUIREMENTS on line 35 in the Adopted Column.

BUDGET STATEMENT AND CERTIFICATION OF TAX

County-District #

10-0069

Line No.	DEPRECIATION FUND	Object/ Source Number	ACTUAL 9-1-2021 to 8-31-2022 (Column 1)	ACTUAL/ESTIMATED 9-1-2022 to 8-31-2023 (Column 2)	ADOPTED 9-1-2023 to 8-31-2024 (Column 3)
1	DISBURSEMENTS & TRANSFERS				
2	Re-Appropriated Funds				455,422.00
3	Capital Outlay		177,609.00	45,020.00	
4	Supplies & Materials		1,103.00	69,953.00	
5					
6					
7					
8					
9					
10					
11	Transfers to General Fund	8000-911			
12	Total Disbursements & Transfers		178,712.00	114,973.00	
13	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS				455,422.00
14	TOTAL REQUIREMENTS				455,422.00
15	BEGINNING BALANCES, RECEIPTS, & TRANSFERS				
16	Cash Balance, 9-1		223,535.00	469,112.00	454,634.00
17	Investments, 9-1				
18	Total Beginning Balance		223,535.00	469,112.00	454,634.00
19	LOCAL SOURCES				
20	Interest	1510	98.00	495.00	788.00
21					
22	NON-REVENUE SOURCES				
23	Transfers from General Fund	5200	424,191.00	100,000.00	-
24					
25					
26					
27	TOTAL RESOURCES AVAILABLE		647,824.00	569,607.00	455,422.00
28	Less: Disbursements & Transfers		178,712.00	114,973.00	
29	BALANCE FORWARD		469,112.00	454,634.00	

NOTE: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 27 must agree with TOTAL REQUIREMENTS on line 14 in the Adopted Column.

BUDGET STATEMENT AND CERTIFICATION OF TAX

County-District #

10-0069

Line No.	EMPLOYEE BENEFIT FUND	Object/ Source Number	ACTUAL 9-1-2021 to 8-31-2022 (Column 1)	ACTUAL/ESTIMATED 9-1-2022 to 8-31-2023 (Column 2)	ADOPTED 9-1-2023 to 8-31-2024 (Column 3)
1	DISBURSEMENTS & TRANSFERS				
2	Re-Appropriated Funds				116,959.00
3					
4					
5					
6					
7					
8					
9					
10					
11	Transfers to General Fund	8000-911			
12	Total Disbursements & Transfers		-	-	
13	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS				116,959.00
14	NECESSARY CASH RESERVE				
15	TOTAL REQUIREMENTS				116,959.00
16	BEGINNING BALANCES, RECEIPTS, & TRANSFERS				
17	Cash Balance, 9-1		14,774.00	115,709.00	116,459.00
18	Investments, 9-1		100,551.00		
19	Total Beginning Balance		115,325.00	115,709.00	116,459.00
20	LOCAL SOURCES				
21	Interest	1510	384.00	750.00	500.00
22					
23	NON-REVENUE SOURCES				
24	Transfers from General Fund	5200			
25					
26					
27					
28	TOTAL RESOURCES AVAILABLE		115,709.00	116,459.00	116,959.00
29	Less: Disbursements & Transfers		-	-	
30	BALANCE FORWARD		115,709.00	116,459.00	

Note: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 28 must agree with TOTAL REQUIREMENTS on line 15 in the Adopted Column.

BUDGET STATEMENT AND CERTIFICATION OF TAX

County-District #

10-0069

Line No.	CONTINGENCY FUND	Object/ Source Number	ACTUAL 9-1-2021 to 8-31-2022 (Column 1)	ACTUAL/ESTIMATED 9-1-2022 to 8-31-2023 (Column 2)	ADOPTED 9-1-2023 to 8-31-2024 (Column 3)
1	DISBURSEMENTS & TRANSFERS				
2	Legal Services	2330			
3	Judgments/Settlements	820			
4					
5					
6					
7	Transfers to General Fund	8000-911			
8	Total Disbursements & Transfers		-	-	
9	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS				-
10	TOTAL REQUIREMENTS				-
11	BEGINNING BALANCES, RECEIPTS, & TRANSFERS				
12	Cash Balance, 9-1				
13	Investments, 9-1				
14	Total Beginning Balance		-	-	-
15	LOCAL SOURCES				
16	Interest	1510			
17					
18	NON-REVENUE SOURCES				
19	Transfers from General Fund	5200			
20					
21	TOTAL RESOURCES AVAILABLE		-	-	-
22	Less: Disbursements & Transfers		-	-	
23	BALANCE FORWARD		-	-	

2021-2022 Budgeted Calculation of Maximum Total Disbursements & Transfers

$$\begin{array}{rcl}
 \$ & 8,533,222.00 & \times .05 = \\
 \text{(Total Budget of Disbursements \& Transfers-General Fund)} & & \text{(Column 3, Line 9 may not exceed this amount)} \\
 \text{[From General Fund Line 33]} & &
 \end{array}$$

Note: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 21 must agree with TOTAL REQUIREMENTS on line 10 in the Adopted Column.

Contingency Fund

BUDGET STATEMENT AND CERTIFICATION OF TAX

County-District #

10-0069

Line No.	ACTIVITIES FUND	Object/ Source Number	ACTUAL 9-1-2021 to 8-31-2022 (Column 1)	ACTUAL/ESTIMATED 9-1-2022 to 8-31-2023 (Column 2)	ADOPTED 9-1-2023 to 8-31-2024 (Column 3)
1	DISBURSEMENTS & TRANSFERS				
2			271,988.00	264,105.00	412,800.00
3					
4					
5					
6					
7					
8					
9					
10					
11	Transfers to General Fund	8000-911			
12	Total Disbursements & Transfers		271,988.00	264,105.00	
13	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS				412,800.00
14	NECESSARY CASH RESERVE				
15	TOTAL REQUIREMENTS				412,800.00
16	BEGINNING BALANCES, RECEIPTS, & TRANSFERS				
17	Cash Balance, 9-1		161,950.00	180,454.00	183,289.00
18	Investments, 9-1				
19	Total Beginning Balance		161,950.00	180,454.00	183,289.00
20	LOCAL SOURCES				
21	Interest	1510	91.00	240.00	215.00
22	Activities Receipts	1790	263,538.00	226,700.00	229,296.00
23	Admissions	1710			
24					
25	NON-REVENUE SOURCES				
26	Transfers from General Fund	5200	26,863.00	40,000.00	
27					
28	TOTAL RESOURCES AVAILABLE		452,442.00	447,394.00	412,800.00
29	Less: Disbursements & Transfers		271,988.00	264,105.00	
30	BALANCE FORWARD		180,454.00	183,289.00	

NOTE: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 28 must agree with TOTAL REQUIREMENTS on line 15 in the Adopted Column.

BUDGET STATEMENT AND CERTIFICATION OF TAX

County-District #

10-0069

Line No.	SCHOOL NUTRITION FUND	Object/ Source Number	ACTUAL 9-1-2021 to 8-31-2022 (Column 1)	ACTUAL/ESTIMATED 9-1-2022 to 8-31-2023 (Column 2)	ADOPTED 9-1-2023 to 8-31-2024 (Column 3)
1	DISBURSEMENTS & TRANSFERS				
2	Salaries	100's	107,722.00	112,490.00	160,000.00
3	Employee Benefits	200's	48,538.00	51,360.00	65,000.00
4	Purchased Services	300 / 400	300.00	683.00	1,000.00
5	Supplies & Materials (Excluding Food)	610	9,620.00	8,395.00	15,000.00
6	Food	630	149,191.00	153,520.00	184,000.00
7	Capital Outlay (New & Replacement)	731, 733, 739	10,048.00	-	15,000.00
8	Other		319.00	290.00	10,000.00
9					
10					
11	Transfers to General Fund	8000-911			
12	Total Disbursements & Transfers		325,738.00	326,738.00	
13	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS				450,000.00
14	NECESSARY CASH RESERVE				
15	TOTAL REQUIREMENTS				450,000.00
16	BEGINNING BALANCES, RECEIPTS, & TRANSFERS				
17	Cash Balance, 9-1		22,884.00	65,682.00	106,902.00
18	Investments, 9-1				
19	Total Beginning Balance		22,884.00	65,682.00	106,902.00
20	LOCAL SOURCES				
21	Interest	1510	22.00	86.00	25.00
22	Sale of Lunches/Milk	1610-1650	64,850.00	145,607.00	63,268.00
23	Other Non-Revenue Receipts		3,671.00	22,000.00	3,500.00
24	STATE SOURCES				
25	State Reimbursement	3150		1,802.00	
26					
27	FEDERAL SOURCES				
28	Federal Reimbursement	4210 / 4211	299,993.00	158,463.00	276,305.00
29					
30	NON-REVENUE SOURCES				
31	Transfers from General Fund	5200		40,000.00	
32					
33	TOTAL RESOURCES AVAILABLE		391,420.00	433,640.00	450,000.00
34	Less: Disbursements & Transfers		325,738.00	326,738.00	
35	BALANCE FORWARD		65,682.00	106,902.00	

NOTE: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 33 must agree with TOTAL REQUIREMENTS on line 15 in the Adopted Column.

School Nutrition Fund

BUDGET STATEMENT AND CERTIFICATION OF TAX

County-District #

10-0069

Line No.	BOND FUND	Object/ Source Number	ACTUAL 9-1-2021 to 8-31-2022 (Column 1)	ACTUAL/ESTIMATED 9-1-2022 to 8-31-2023 (Column 2)	ADOPTED 9-1-2023 to 8-31-2024 (Column 3)
1	DISBURSEMENTS & TRANSFERS				
2	Bond - Refunded	831			
3	Bond - Principal	831			
4	Bond - Interest	832			
5					
6	Transfers to General Fund	8000-911			
7	Interfund Loan/Repayment To _____ Fund				
8	Total Disbursements & Transfers		-	-	
9	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS				-
10	NECESSARY CASH RESERVE				
11	TOTAL REQUIREMENTS				-
12	BEGINNING BALANCES, RECEIPTS, & TRANSFERS				
13	Cash Balance, 9-1				
14	Investments, 9-1				
15	County Treasurers Balance, 9-1				
16	Total Beginning Balance		-	-	-
17	LOCAL SOURCES				
18	Carline Tax	1115			
19	Interest	1510			
20					
21					
22	STATE SOURCES				
23	Homestead Exemption	3130			
24	Pro-Rate Motor Vehicle	3180			
25					
26	Property Tax Credit				
27	NON-REVENUE SOURCES				
28	Sales of Bonds (Re-funding)	5101			
29	Transfers from General Fund	5200			
30					
31	Interfund Loan/Repayment From _____ Fund				
32	Total Available Resources Before Property Taxes		-	-	-
33	Personal and Real Property Taxes	1100			
34	TOTAL RESOURCES AVAILABLE		-	-	-
35	Less: Disbursements & Transfers		-	-	
36	BALANCE FORWARD		-	-	

1. Tax From Line 33
2. Compute County Treasurer's Commission at 1% of tax requirement.
3. Total Personal and Real Property Tax Requirement.

PROPERTY TAX RECAP

	-
	-
	-

Note: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 34 must agree with TOTAL REQUIREMENTS on line 11 in the Adopted Column.

Bond Fund

School District Total Debt Outstanding as of September 1, 2023

The district officers of any school district in Nebraska shall have power, on the terms and conditions set forth in sections 10-702 to 10-716, to issue the bonds of the district for the purpose of (1) purchasing a site for and erecting thereon a schoolhouse or schoolhouses or a teacherage or teacherages, or for such purchase or erection, or purchasing an existing building or buildings for use as a schoolhouse or schoolhouses, including the site or sites upon which such building or buildings are located, and furnishing the same, in such district, (2) retiring registered warrants, and (3) paying for additions to or repairs for a schoolhouse or schoolhouses or a teacherage or teacherages.

School districts also have the ability to issue bonds as set forth in State Statute Section 79-10,110 for the purpose of paying amounts necessary for the abatement of environmental hazards, accessibility barrier elimination, or modifications for life safety code violations, indoor air quality, or mold abatement and prevention.

The District has the following debt outstanding as of September 1, 2023:
(Include Bond fund(s) and Qualified Capital Purpose Undertaking Fund)

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023-2024			\$ -
2024-2025			\$ -
2025-2026			\$ -
2026-2027 and thereafter			\$ -
Total			
All Years	\$ -	\$ -	\$ -

BUDGET STATEMENT AND CERTIFICATION OF TAX

County-District #

10-0069

Line No.	SPECIAL BUILDING FUND	Object/ Source Number	ACTUAL 9-1-2021 to 8-31-2022 (Column 1)	ACTUAL/ESTIMATED 9-1-2022 to 8-31-2023 (Column 2)	ADOPTED 9-1-2023 to 8-31-2024 (Column 3)
1	DISBURSEMENTS & TRANSFERS				
2	Purchased Services	400	28,421.00	272,000.00	1,912,057.00
3	Supplies	600		19,000.00	
4	Capital Outlay (New Only)	700's			
5	Site Acquisition & Improvements	710			
6	Building Acquisition & Improvement	720		25,000.00	44,104.00
7	Loan Repayment	831 / 832			
8					
9	Interfund Loan/Repayment To _____ Fund				
10	Total Disbursements & Transfers		28,421.00	316,000.00	
11	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS				1,956,161.00
12	TOTAL REQUIREMENTS				1,956,161.00
13	BEGINNING BALANCES & RECEIPTS				
14	Cash Balance, 9-1		155,060.00	468,290.00	733,615.00
15	Investments, 9-1		502,754.00	504,643.00	550,000.00
16	County Treasurer's Balance, 9-1		42,775.00	68,018.00	70,000.00
17	Total Beginning Balance		700,589.00	1,040,951.00	1,353,615.00
18	LOCAL SOURCES				
19	Carlline Tax	1115		1,131.00	
20	Interest	1510	2,710.00	5,260.00	2,500.00
21	Other - City of Ravenna			6,250.00	
22					
23	STATE SOURCES				
24	Homestead Exemption	3130	5,550.00	7,420.00	
25	Pro-Rate Motor Vehicles	3180	841.00	1,880.00	1,000.00
26					
27	Property Tax Credit	3131	29,627.00	51,555.00	
28	FEDERAL SOURCES				
29	Total Federal Receipts	4000's			
30	NON-REVENUE SOURCES				
31	Sale of Bonds	5101			
32	Long Term Loans	5400			
33	Sale of Property	5300			
34	Learning Community Property Taxes				
35	Interfund Loan/Repayment From _____ Fund				
36	Total Available Resources Before Property Taxes		739,317.00	1,114,447.00	1,357,115.00
37	Personal and Real Property Taxes	1100	330,055.00	555,168.00	599,046.00
38	TOTAL RESOURCES AVAILABLE		1,069,372.00	1,669,615.00	1,956,161.00
39	Less: Disbursements & Transfers		28,421.00	316,000.00	
40	BALANCE FORWARD		1,040,951.00	1,353,615.00	

PROPERTY TAX RECAP

599,046.00
6,051.00
605,097.00

1. Tax From Line 37
2. Compute County Treasurer's Commission at 1% of tax requirement.
3. Total Personal and Real Property Tax Requirement.

Note: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 38 must agree with TOTAL REQUIREMENTS on line 12 in the Adopted Column.

Special Building Fund

BUDGET STATEMENT AND CERTIFICATION OF TAX

County-District #

10-0069

Line No.	QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND	Object/ Source Number	ACTUAL 9-1-2021 to 8-31-2022 (Column 1)	ACTUAL/ESTIMATED 9-1-2022 to 8-31-2023 (Column 2)	ADOPTED 9-1-2023 to 8-31-2024 (Column 3)
1	DISBURSEMENTS & TRANSFERS				
2	Building & Site Improvement	720			
3	Bond - Refunded	831			
4	Bond - Principal	831			
5	Bond - Interest	832			
6					
7	Interfund Loan/Repayment/Transfer To General Fund			1,500.00	1,500.00
8	Total Disbursements & Transfers		-	1,500.00	
9	TOTAL BUDGET OF DISBURSEMENTS & TRANSFERS				1,500.00
10	NECESSARY CASH RESERVE				
11	TOTAL REQUIREMENTS				1,500.00
12	BEGINNING BALANCES & RECEIPTS				
13	Cash Balance, 9-1		216.00	487.00	-
14	Investments, 9-1				
15	County Treasurers Balance, 9-1				
16	Total Beginning Balance		216.00	487.00	-
17	LOCAL SOURCES				
18	Carline Tax	1115			
18	Interest	1510			
20	Past Years' Property Taxes				1,500.00
21	STATE SOURCES				
22	Homestead Exemption	3130			
23	Pro-Rate Motor Vehicle	3180			
24					
25	Property Tax Credit	3131			
26	FEDERAL SOURCES				
27	Total Federal Receipts	4000's			
28	NON-REVENUE SOURCES				
29	Qualified School Construction Bonds	5301			
30	Long Term Loans	5400			
31	Interfund Loan/Repayment From _____ Fund				
32	Total Available Resources Before Property Taxes		216.00	487.00	1,500.00
33	Personal and Real Property Taxes	1100	271.00	1,013.00	
34	TOTAL RESOURCES AVAILABLE		487.00	1,500.00	1,500.00
35	Less: Disbursements & Transfers		-	1,500.00	
36	BALANCE FORWARD		487.00	-	

PROPERTY TAX RECAP

1. Tax From Line 33
2. Compute County Treasurer's Commission at 1% of tax requirement.
3. Total Personal and Real Property Tax Requirement.

-
-
-

Note: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 34 must agree with TOTAL REQUIREMENTS on line 11 in the Adopted Column.

Qualified Capital Purpose Undertaking Fund

BUDGET STATEMENT AND CERTIFICATION OF TAX

County-District #

10-0069

Line No.	COOPERATIVE FUND	Function/ Source Number	ACTUAL 9-1-2021 to 8-31-2022 (Column 1)	ACTUAL/ESTIMATED 9-1-2022 to 8-31-2023 (Column 2)	ADOPTED 9-1-2023 to 8-31-2024 (Column 3)
1	DISBURSEMENTS				
2	All Instruction	1000's / 1200's			
3	Support Services - Pupils (SPED and Non-SPED Related)	2100's			
4	Support Services - Staff	2200's			
5	Executive Administration Services	2320			
6	Office of the Principal	2410			
7	General Administration - Business Services	2500			
8	Community Services	3300			
9	State Categorical Programs	3500's			
10	Federal Programs	6000's			
11					
12					
13					
14	Total Disbursements		-	-	
15	TOTAL BUDGET OF DISBURSEMENTS				-
16	NECESSARY CASH RESERVE				
17	TOTAL REQUIREMENTS				-
18	BEGINNING BALANCES, RECEIPTS, & TRANSFERS				
19	Cash Balance, 9-1				
20	Investments, 9-1				
21	Total Beginning Balance		-	-	-
22	LOCAL SOURCES				
23	Tuition Received from Districts	1321			
24					
25	STATE SOURCES				
26	State Non-Categorical Programs				
27	State Categorical Programs	3500			
28					
29	FEDERAL SOURCES				
30	Federal Programs	4000's			
31					
32					
33	NON-REVENUE SOURCES				
34	Transfers from General Fund	5200			
35					
36	TOTAL RESOURCES AVAILABLE		-	-	-
37	Less: Disbursements		-	-	
38	BALANCE FORWARD		-	-	

NOTE: Pages should only be filled out by the school acting as the fiscal agent for the Cooperative. All schools show payment for services in the General Fund.

Note: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 36 must agree with TOTAL REQUIREMENTS on line 17 in the Adopted Column.

Cooperative Fund

BUDGET STATEMENT AND CERTIFICATION OF TAX

County-District #

10-0069

Line No.	STUDENT FEE FUND	Function/ Source Number	ACTUAL 9-1-2021 to 8-31-2022 (Column 1)	ACTUAL/ESTIMATED 9-1-2022 to 8-31-2023 (Column 2)	ADOPTED 9-1-2023 to 8-31-2024 (Column 3)
1	DISBURSEMENTS				
2	Extracurricular Activities				
3	Postsecondary Education				
4	Summer or Night School				
5					
6					
7					
8					
9					
10					
11					
12					
13					
14	Total Disbursements		-	-	
15	TOTAL BUDGET OF DISBURSEMENTS				-
16	NECESSARY CASH RESERVE				
17	TOTAL REQUIREMENTS				-
18	BEGINNING BALANCES & RECEIPTS				
19	Cash Balance, 9-1				
20	Investments, 9-1				
21	Total Beginning Balance		-	-	-
22	LOCAL SOURCES				
23	Interest	1510			
24	Extracurricular Activities Fees	1741			
25	Postsecondary Education Fees	1742			
26	Summer or Night School Fees	1743			
27					
28					
29					
30	NON-REVENUE SOURCES				
31					
32					
33					
34	TOTAL RESOURCES AVAILABLE		-	-	-
35	Less: Disbursements		-	-	
36	BALANCE FORWARD		-	-	

Note: To present a balanced budget, TOTAL RESOURCES AVAILABLE on line 34 must agree with TOTAL REQUIREMENTS on line 17 in the Adopted Column.

Student Fee Fund

CERTIFICATION OF TAXABLE VALUE FOR SCHOOL DISTRICTS

TAX YEAR 2023

{certification required on or before August 20th of each year}

TO: RAVENNA PUBLIC SCHOOLS
ATTN: SUPERINTENDENT OF SCHOOLS
PO BOX 8400
RAVENNA, NE 68869

TAXABLE VALUE LOCATED IN THE COUNTY OF BUFFALO

Name of School District	Class of School	Base School Code	Unified/ Learning Comm. Code	School District Taxable Value	School District Real Growth Value *	School District Prior Year Total Real Property Valuation	Real Growth Percentage ^a
RAVENNA 69	3	10-0069		627,188,240	2,743,265	482,890,932	0.57

* Real Growth Value is determined pursuant to Neb. Rev. Stat. § 77-1631 which includes (i) improvements to real property as a result of new construction and additions to existing buildings, (ii) any other improvements to real property which increase the value of such property, (iii) annexation of real property by the political subdivision, and (iv) a change in the use of real property; and (v) the annual increase in the excess value for any tax increment financing project located in the political subdivision, if applicable.

^a Real Growth Percentage is determined pursuant to Neb. Rev. Stat. § 77-1631 and is equal to the school district's Real Growth Value divided by the school district's total real property valuation from the prior year.

I Roy Meusch, BUFFALO County Assessor hereby certify that the valuation listed herein is, to the best of my knowledge and belief, the true and accurate taxable valuation for the current year, pursuant to Neb. Rev. Stat. § 13-509.


(signature of county assessor)

8/11/2023
(date)

CC: County Clerk, BUFFALO County

CC: County Clerk where school district is headquartered, if different county, _____ County

- **Reminders to School District:** 1) A copy of the Certification of Value must be attached to the budget document and 2) Property Tax Request *excludes* the amount of principal or interest on bonds issued or authorized to be issued by a school district. Laws 2023, LB727, § 49.

2023-24 Property Tax Request & Budget Draft Information & Considerations

Total Property Tax Request for 2022-23 (Prior Year) :

- TOTAL: \$5,853,013
- General Fund: \$5,186,221
- Special Building Fund: \$666,972

Total Base Allowable Property Tax Request for 2023-24 : \$5,655,602

*Note: The total allowable property tax request amount is now certified to all school districts by NDE as a result of the change in statute (Governor's School Finance Formula-Change In TEEOSA). Each year, the district will now have limited, defined property tax request authority. *The total base allowable property tax request is only applicable to the total tax request of the General Fund & the Special Building Fund.*

Increased Total Allowable Property Tax Request for 2023-24 with 70% Board Approval : \$6,142,731

*Note: The new statute provides for a maximum increased property tax request that the board can vote to approve above the "Total Base Allowable Property Tax Request" through a 70% (5 out of 6) affirmative vote by the board members. Future years property tax authority will be based on the amount approved by the board of education. So, getting that property tax authority as high as possible, is important for future years. *To be clear, if the board chooses to vote increase the property tax authority to \$6,142,731, that does **NOT** mean the total tax request for the General Fund & Special Building Fund is going to be \$6,142,731 for the 2023-24 Budget Cycle. Current budget modeling calls for a total property tax request that will be at least \$200,000-\$600,000 lower than the 2022-23 property tax request. The district never taxes any more than absolutely necessary to deliver a quality instructional program, keep up with needed building repairs and improvements, and maintain adequate cash reserves.*

LB644 – Allowable Property Tax Growth Percentage Computation Base Amount : \$5,853,013

*Note: This calculation and legislation was new last year for the 2022-23 budget cycle. This legislation limits districts' property tax requests to a base limitation of 2.00% plus the actual real property growth. If a school district exceeds the Allowable Property Tax Growth Percentage Computation Base Amount, they get to be a part of a joint hearing with other school districts in Buffalo County and have to provide a presentation that explains why they are proposing a budget to exceed the Allowable Property Tax Growth Percentage Computation Base Amount. If they don't exceed this amount, they don't have to be a part of the hearing. This requirement did not go away, with the introduction of the creation of NDE Certifying the Total Base Allowable Property Tax Request. *Essentially, the district is now working under two property tax request benchmarks (or lids) for developing its total property tax request, namely the Allowable Property Tax Growth Percentage Computation Base Amount & The Total Base Allowable Property Tax Request.*

Relationship Between Allowable Property Tax Growth Percentage Computation Base Amount & Total Base Allowable Property Tax Request

LB644 – Allowable Property Tax Growth Percentage Computation Base Amount : \$5,853,013

Total Base Allowable Property Tax Request for 2023-24 : \$5,655,602

Note: Since the amount of the Total Base Allowable Property Tax Request is lower than the Allowable Property Tax Growth Percentage Computation Base Amount, the school district will not need to be a part of the joint public meeting, provided that they do not request more property taxes than the Total Base Allowable Property Tax Request for 2023-24 of \$5,655,602. *Current budget modeling indicates that a total property tax request of \$5,655,602 for the 2023-24 Budget is MORE THAN sufficient to meets the district's revenue needs. The only way the district would need to participate in the LB644 meeting is if they decide to increase the Property Tax Request authority above \$5,853,013 AND actually propose a total property tax request in excess of that amount, which is absolutely unnecessary.*

TEEOSA Changes & Additional Revenue

As a result of the changes in TEEOSA & Special Education Funding, it is estimated that Ravenna Public Schools will receive an additional \$571,032 in state aid funding and an additional \$500,000 in special education reimbursement for a total anticipated increased revenue of approximately \$1,071,032. *If the school gets more money through state aid and through special education reimbursement, the district can ask for less property tax revenue and still maintain its financial position.* Earlier it was stated that last year's total property tax request could be reduced by \$200,000 - \$600,000. The added revenue from these two sources (state aid & increased SPED reimbursement) is what make the reduction in the property tax request possible.

Activity Fund Balance Report - Detail - Exclude Encumbrances

09/2022 - 07/2023

Fund: 05 Activity Fund

Chart of Account NumberChart of Account Description

<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>	<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0323					Youth Center Fund Balance	*Previous Balance				4,570.03
05 704 0323					Youth Center Fund Balance					
05 1710 0323					Youth Center Revenue					
09/08/2022	CR	769891			Youth Center Rental - Ackley	RPS Office	0.00	30.00		
11/17/2022	CR	702015			Youth Center Rental - Lawless	RPS Office	0.00	30.00		
12/08/2022	CR	702038			Youth Center Rental - Tobler	RPS Office	0.00	30.00		
12/15/2022	CR	702085			Youth Center Rental	RPS Office	0.00	35.00		
01/05/2023	CR	702094			Youth Center Rental	RPS Office	0.00	30.00		
01/05/2023	CR	702096			Youth Center Rental - Wilkinson	RPS Office	0.00	30.00		
03/23/2023	CR	702159			Youth Center Rental - Sweeney	RPS Office	0.00	30.00		
04/27/2023	CR	702175			Youth Center Rental - Ackley	RPS Office	0.00	30.00		
06/08/2023	CR	902438			Youth Center Rental - VanArnam	RPS Office	0.00	35.00		
06/08/2023	CR	902440			Youth Center Rental - V Miigerl	RPS Office	0.00	40.00		
06/15/2023	CR	902442			Youth Center Rental - K Miigerl	RPS Office	0.00	35.00		
06/22/2023	CR	902445			Youth Center Rental - D Vogt	RPS Office	0.00	30.00		
07/06/2023	CR	902447			Youth Center Rental - Gorecki	RPS Office	0.00	30.00		
05 704 0323					Youth Center Fund Balance	*Current Activity				415.00
						*Ending Balance:	0.00	415.00	0.00	4,985.03

Dr. Schroeder

<u>Chart of Account Number</u>			<u>Chart of Account Description</u>			<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>					
05 704 0302					FCCLA Fund Balance					20.63
*Previous Balance										
*Ending Balance:							0.00	0.00	0.00	20.63

Fund: 05 Activity Fund

<u>Chart of Account Number</u>			<u>Chart of Account Description</u>								
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>	<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>	
05 704 0223			Class of 2023			*Previous Balance				4,228.43	
05 704 0223			Class of 2023								
05 1710 0223			Class of 2023 Revenue								
05/11/2023	CR	702195			Class of 2023 Grad Flowers	RPS Office	0.00	532.50			
05 2900 610 001 223			Class of 2023 Expense								
10/10/2022	CD	usbank. sept2022	05	20739	Senior Class Shirts	U.S. Bank	465.25	0.00			
01/11/2023	CD	2223-457	05	20901	Senior Banners	MIDWEST MARKETING SERVICES	696.00	0.00			
02/01/2023	CD	2223-537	05	20942	Cap and Gowns	JOSTENS	864.00	0.00			
03/22/2023	CD	2223-618	05	21006	Floral Arrangement J Musil	PETALS AND PICTURES	70.00	0.00			
05/10/2023	CD	2223-750	05	21078	Graduation Flowers	PETALS AND PICTURES	878.00	0.00			
05/31/2023	CD	2223-802	05	21091	Diploma Covers, Shipping & Handling	JOSTENS	363.95	0.00			
06/12/2023	CD	usbank.jun2032	05	21099	Senior Skip	U.S. Bank	1,252.78	0.00			
05 704 0223			Class of 2023			*Current Activity				(4,057.48)	
							*Ending Balance:	4,589.98	532.50	0.00	170.95

07/27/2023 10:38 AM

Activity Fund Balance Report - Detail - Exclude Encumbrances

09/2022 - 07/2023

Fund: 05 Activity Fund

Chart of Account Number

Chart of Account Description

<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>
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05 704 0222

Class of 2022 Fund Balance

Entity Name

*Previous Balance

***Ending Balance:**

Expenses

<u>Revenues</u>	<u>Balance Change</u>
-----------------	-----------------------

Balance

281.44

0.00

0.00

0.00

281.44

Activity Fund Balance Report - Detail - Exclude Encumbrances
09/2022 - 07/2023

<u>Chart of Account Number</u>			<u>Chart of Account Description</u>			<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0221			Class of 2021 Fund Balance							
05 2900 610 001 221			Class of 2021 Expense							
11/01/2022	CD	148299-1 Void Check	05	19379	Prom Tablecloths	AAA Rents & Event Services	(145.20)	0.00		
05 704 0221			Class of 2021 Fund Balance			*Current Activity				145.20
						*Ending Balance:	(145.20)	0.00	0.00	145.20

<u>Chart of Account Number</u>			<u>Chart of Account Description</u>							
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>	<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0220					Class of 2020 Fund Balance	*Previous Balance				163.89
						*Ending Balance:	0.00	0.00	0.00	163.89

Activity Fund Balance Report - Detail - Exclude Encumbrances

09/2022 - 07/2023

Fund: 05 Activity Fund

Chart of Account NumberChart of Account Description

<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>
05 704 0219					Class of 2019 Fund Balance

Entity Name

*Previous Balance

*Ending Balance:

ExpensesRevenuesBalance ChangeBalance

0.00

0.00

0.00

525.26

525.26

Activity Fund Balance Report - Detail - Exclude Encumbrances

09/2022 - 07/2023

Fund: 05 Activity Fund

Chart of Account NumberChart of Account Description

<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>
05 704 0218					Class of 2018 Fund Balance

Entity NameExpensesRevenues Balance ChangeBalance

*Previous Balance

41.72

*Ending Balance:

0.00

0.00

0.00

41.72

Activity Fund Balance Report - Detail - Exclude Encumbrances

09/2022 - 07/2023

Fund: 05 Activity Fund

Chart of Account NumberChart of Account Description

<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>
05 704 0217					Class of 2017 Fund Balance

Entity NameExpensesRevenuesBalance ChangeBalance

*Previous Balance

292.37

*Ending Balance:

0.00

0.00

0.00

292.37

KAREN A. HAASE ^{NE, SD, IA, WY}
STEVE WILLIAMS ^{NE, SD}
BOBBY TRUHE ^{NE, SD}
COADY H. PRUETT ^{NE, CO, SD}



JORDAN JOHNSON ^{NE, WY}
TYLER COVERDALE ^{SD}
SARA HENTO ^{NE, SD}
SHARI RUSSELL, Paralegal

M E M O R A N D U M

To: KSB Policy Service Subscribers
FROM: KSB School Law
DATE: June 2, 2023
RE: Annual Policy Updates

Attached are the 2023 KSB School Law policy updates. Below, we discuss the policy changes, the changes to our standard forms, and some issues that are raised by certain laws that do not necessarily require a policy change but do present new obligations or things to keep in mind as you enter the 2023-24 school year. We have broken these down into 3 sections: "Policy Changes;" "Forms Changes;" and "Other Issues to Consider."

Keep in mind that most bills that were enacted into law go into effect three months after the legislature adjourns. This year the Unicameral adjourned sine die on June 1st, so the effective date of most bills will be September 2, 2023. However, if a bill includes a specific effective date or an emergency clause, it goes into effect on the stated date or when passed and approved according to law.

To assist subscribers in implementing these policy changes and the other considerations laid out in this Memo, **KSB will hold a webinar on Wednesday, June 7, 2023, at 9:00 a.m. Central Time.** In the webinar, we will give a brief overview of the changes and then answer questions from attendees regarding the policies and other considerations. We have included the link to the ZOOM conference in the cover e-mail that transmitted these updates. We will also record the webinar and will post it on the KSB School Law website in the Policy Updates section.

301 SOUTH 13TH STREET, SUITE 210
LINCOLN, NEBRASKA 68508

KSB SCHOOL LAW, PC, LLO
KSBSCHOOLLAW.COM
(402) 804-8000
ATTORNEYS LICENSED IN STATES INDICATED

141 NORTH MAIN AVENUE, SUITE 504
SIOUX FALLS, SOUTH DAKOTA 57104

Please feel free to contact us if you have any additional questions or if you would like to have a policy customized or “tweaked” to meet your individual circumstances.

Policy Changes

REVISION OF POLICY 3001: BUDGET AND PROPERTY TAX REQUEST

We have revised this policy to provide a link to the website at which information on statewide receipts and expenditures and comparisons of cost per pupil and performance to other school districts is available. We also updated a statutory reference. Finally, we amended the policy to follow the changes in LB 243 that make clear that a school may only increase its property tax request by more than the allowable growth percentage “to the extent allowed by law.”

This change is required.

REVISION OF POLICY 3003.1: BIDDING FOR CONSTRUCTION, REMODELING, REPAIR, OR RELATED PROJECTS FINANCED WITH FEDERAL FUNDS

AND

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

Entities auditing school districts looked for an explicit “Buy American” provision in these policies. Although federal law only requires that the Buy American provision be included in any contract and not in the policy, we have added or revised this provision in these policies to appease the policy auditors.

This change is technically not required but is highly recommended.

REVISION TO POLICY 3033: LENDING TEXTBOOKS TO CHILDREN ENROLLED IN PRIVATE SCHOOLS

Section 79-734 requires public schools to purchase and loan textbooks, upon individual request, to children who are enrolled in kindergarten to grade

twelve of a private school which is approved for continued legal operation under rules and regulations established by NDE. LB 705 transfers this obligation to NDE effective July 1, 2024. We have amended this policy to end the public school's obligation to provide textbooks to private schools effective July 1, 2024.

This change is effective **three months after adjournment of the Unicameral, approximately September 2, 2023.**

This change is required.

REVISION TO POLICY 3036: PURCHASING (CREDIT) CARD PROGRAM

The Nebraska Secretary of State's Schedule 10 governs how long school districts must maintain certain records. Schedule 10 has been changed and now states that schools must maintain all financial records created or received by the school district for 7 years. We have changed our policy from a 10-year retention requirement to a 7-year requirement.

This change is not required but is highly recommended.

POLICY 3059: AUDIO AND VIDEO RECORDING (RELOCATION OF POLICY 5063)

Now that most middle-high school students, staff members, parents, and patrons have smartphones and other devices, it was time to revisit this policy. While this certainly does not address all technology-based conduct, we have made a few changes that apply to more than just students. This is why it will be relocated into the 3000 series.

For example, previously the policy did not prohibit staff from making secret recordings. We made that change.

We also updated the security camera footage section and made a few other tweaks to better align the policy to school practices.

These changes are not required but are highly recommended. Relocation is required even if you don't amend the policy for ease of tracking future changes.

REVISION TO POLICY 4003: DRUG POLICY REGARDING DRIVERS

We made a minor revision to fix a clerical error regarding the term Medical Review Officer.

This change is required.

REVISION TO POLICY 4045: MILK EXPRESSION

President Biden signed into law the Providing Urgent Maternal Protections for Nursing Mothers Act ("PUMP for Nursing Mothers Act") at the end of 2022. The Act expands protections for salaried employees such as teachers and also requires the break to be paid if the employee is also working while expressing breast milk. We changed our policy to include language regarding the frequency at which an employee can request to pump.

This change is required.

REVISION OF POLICY 4059: BEHAVIORAL AND MENTAL HEALTH TRAINING (FORMERLY SUICIDE PREVENTION TRAINING)

Section 79-2,146 currently requires nurses, teachers, counselors, school psychologists, administrators, school social workers, and any other appropriate personnel to receive at least one hour of suicide awareness and prevention training each year. LB 705 amends this section to require "all public school employees who interact with students and any other appropriate personnel" as determined by the superintendent to receive at least one hour of behavioral and mental health training with a focus on suicide awareness and prevention training each year. NDE will develop a list of approved training materials.

Please note, we left the proposed October 31 or within 30 days of initial employment wording in the policy. This is not required by law, so you can adjust the completion deadlines as you see fit.

These changes are effective **three months after adjournment of the Unicameral, approximately September 2, 2023.**

This change is required.

REVISION OF POLICY 5003: ADMISSION OF PART-TIME STUDENTS

LB 705 (Sec. 75) will amend Nebraska's part-time enrollment statute, section 79-2,136. Prior to the amendments, the statute contained only one section and generally deferred to school board policy for most part-time enrollment considerations. LB 705 contains some new requirements for the admission of part-time students.

First, the statute creates an ambiguity regarding which classes a part-time student can take. LB 705 added a clause into the original statute, which now reads: "Each school board shall allow the part-time enrollment of students, for all courses selected by the students...." We know many schools limit the classes available to part-time students, in addition to limitations based on class sizes and things like that. It is unclear whether the Unicameral intended the new clause to mean students can select *any* courses they want, or if they intended that to mean any courses offered to part-time students but not necessarily all courses they might be eligible to take if they were full-time students. We left the general restrictions based on class sizes and resources intact but remained silent on strict class availability for part-time students (e.g., only essential courses or only specials) giving each school the opportunity to decide whether they want to make all courses available or continue to limit courses a part-time student can take even if you have capacity.

Second, LB 705 requires school boards to establish policies and procedures relating to participation in extracurricular activities. It requires schools to permit part-time students to participate in extracurriculars "subject to the same requirements, conditions, and procedures" as your full-time students. This means they must comply with all academic, behavioral, and other eligibility rules established by the school, including your student code of conduct. We've also specified that this includes being eligible for NSAA participation, or eligible based on the governing body of any activity not subject to NSAA rules.

The statute has two specific limitations. Current NSAA rules require students to be enrolled in at least 20 credit hours, 10 of which must come from the public school. The statute changes now state that part-time students must be allowed to participate if they are enrolled in 5 credit hours in the public school. This change will reduce the public school enrollment requirement from 10 to 5 hours, and we anticipate the NSAA will make any changes necessary on its end to allow schools to comply with this statute.

The statute also prohibits schools from giving a preference in team selection to full-time students over part-time students.

As for transportation, the statute does not require schools to provide transportation for school attendance purposes, but it does require schools to provide extracurricular transportation or mileage to a part-time student on the same terms as you provide extracurricular transportation to your full-time students. For example, if you drive a bus from the school parking lot to away contests or off-site practices, the part-time student gets to ride the bus to those events. The part-time student would be responsible for getting himself or herself to the designated pick-up point.

Finally, this change also raises a timing issue. Schools will have their policies and handbooks updated to start the year, but these requirements do not go into effect until approximately September 10, 2023. This begs the question of whether a student is subject to the various credit hour and other requirements at the beginning of the fall season, or only after the law becomes effective. To avoid having to do mid-year changes to enrollment, handbooks, and policies, our recommendation is to begin applying the new requirements with the start of fall seasons, assuming the NSAA will provide flexibility for the flex time between the start of fall seasons and the effective date of the new requirements.

These changes are effective **three months after adjournment of the Unicameral, approximately September 2, 2023.**

This change is required.

REVISION OF POLICY 5004: OPTION ENROLLMENT

LB 705 made three substantive changes to the option enrollment laws.

1. Special education capacity determinations must and may only be determined on a case-by-case basis. If an option application indicates that a student has an individualized education plan (IEP) or has been diagnosed with a disability, the application must be evaluated by the director of special education services or the director's designee who shall determine if the school district and the appropriate class, grade level, or school building has the capacity to provide the applicant the appropriate services and accommodations.
2. If the school board wishes to declare a program, class, or school unavailable for the following school year, the board must pass a

resolution with such a declaration **prior to October 15th** of the previous school year.

3. Schools must annually establish, publish, and report the capacity for each school building under the district's control according to procedures, criteria, and deadlines established by the Nebraska Department of Education

These changes are effective **three months after adjournment of the Unicameral, approximately September 2, 2023.**

This change is required.

REVISION OF POLICY 5035: STUDENT DISCIPLINE

PK-2nd Grade Students. LB 705 provides that schools will no longer be able to suspend a student in pre-kindergarten through second grade *unless* the student brings a deadly weapon as defined in section 28-109 on school grounds, in a school vehicle, or to a school-sponsored activity or athletic event. Schools must develop a policy to implement this new limitation and must include disciplinary measures inside the school as an alternative to suspension.

Completing Missed Work. Any student who is suspended ***must*** be given an opportunity to complete any classwork, homework, examinations, or other work missed during the period of suspension. "Must" used to say "may." Schools must develop and adopt guidelines that provide any suspended student with the opportunity to complete classwork and homework. The guidelines may not require the student to attend the school district's alternative programs for expelled students in order to complete classwork and homework. The guidelines must be provided to the student and a parent or guardian at the time of suspension.

Short-Term Suspensions. When a principal suspends a student for up to five school days, he or she must give a written notice of the suspension to the parent or guardian within 24 hours "or such additional time as is reasonably necessary." LB 705 has revised this requirement to state that the principal only has an additional 48 hours (a total of 72 hours) to send the written notice of the suspension. The principal has always been required to make a "reasonable effort" to hold a conference with the parent or guardian when the student returns to school. Now there is an additional requirement that the principal document such effort in writing.

Post-Expulsion Requirements. LB 705 includes a new requirement. At the conclusion of an expulsion, a school district must reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska-accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

Long-Term Suspension, Expulsion, or Mandatory Reassignment. The decision to recommend long-term suspension, expulsion, or mandatory reassignment did not have a timeline associated with it. Now, the decision must be made within two school days after learning of the alleged student misconduct. Also, if a student is suspended pending the outcome of a hearing for a long-term suspension, expulsion, or mandatory reassignment, the student must be allowed to complete classwork, homework, examinations, and other work during the period of suspension.

Hearing Examiner. When a hearing is requested under the Student Discipline Act, the superintendent now “recommends” the appointment of a hearing examiner within two school days after receiving the hearing request. Parents have two days to request the designation of a different hearing examiner. Upon receiving the request, the superintendent:

- **Must** provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned; and
- **May** also provide an additional list of hearing examiners that may include hearing examiners employed by or under contract with the school district.

The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended, provided as an alternative hearing examiner, or included on an additional list, if any, and must notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of the notice.

The Hearing. Previously, the hearing had to be “scheduled” within five school days after it was requested. Now, the hearing must be “held” within five school days after the appointment of the hearing examiner.

Previously, students and their parents had the right to examine records and written statements “at a reasonable time” before the hearing. Now, the

school must provide copies of records, written statements, and required affidavits no later than 48 hours before the hearing.

The school must make available those witnesses who have knowledge of or were involved in the alleged misconduct and subsequent discipline of the student if such witnesses are requested by the student or the student's parent, guardian, or representative and ***if*** such witnesses are employees or under contract with the school district.

With changes from LB 705, the hearing examiner now has ten calendar days to provide the findings and recommendations to the superintendent, and the superintendent has five school days after receiving the report to make his or her determination. Previously, there was no time limit for either action.

Appeal. If the student or parent appeals the superintendent's decision, the superintendent's determination will no longer take immediate effect.

School Board Decision. In the event of an appeal, the school board now must take final actions within three calendar days after the hearing. Previously, there was no time limit on the board's ability to make a final decision.

The changes are effective **three months after adjournment of the Unicameral, approximately September 2, 2023**. However, Policy 5035 has been revised to reflect these new requirements so that you do not have to change policies and handbooks in September.

These changes are required.

REVISION TO POLICY 5045: STUDENT FEES

The Nebraska Public Elementary and Secondary Student Fee Authorization Act permits schools to charge fees for "postsecondary education costs." However, just like fees charged to participate in extracurriculars or for student meals, the board must designate the "maximum" fee that may be charged. Our policy has always contained a section for postsecondary education costs, but it did not list the maximum for those costs.

This change will now require you to list the maximum fee that might be assessed to a student for postsecondary education costs. Unless you designate the maximum fee (even if the student ends up paying less), it's technically not lawful. If you collaborate with local colleges, universities, or

community colleges to offer postsecondary classes or dual credit classes, you should list the maximum fee a student may be required to pay. Keep in mind that schools cannot charge a fee for earning high school credits. However, you can require families to pay any postsecondary costs if they also want college credit. We recommend listing the max amount *per course*, to include all fees for tuition, materials, etc. You should set the number high enough to account for the most a student may be required to pay, especially if you work with multiple institutions.

This change is required.

REVISION TO POLICY 5049: FIREARMS AND WEAPONS

LB 77 authorizes anyone, other than a minor or prohibited person, to carry a concealed handgun anywhere in Nebraska, with or without a concealed handgun permit. However, the law still prohibits people from carrying a concealed or unconcealed handgun into a public school or on public school property. This prohibition does not apply to a qualified law enforcement officer or qualified retired law enforcement officer carrying a concealed handgun pursuant to 18 U.S.C. 926B or 926C.

We have revised this policy to remove the reference to an exception based on possessing a concealed handgun permit.

This change is required.

REVISION TO POLICY 5052: SCHOOL WELLNESS

The link to the website at the bottom of the policy that contains the evidence-based strategies used in the policy has been updated.

This change is required.

REVISION TO POLICY 5062: LICE AND NITS

For the past several years, we have been asked by numerous clients about the rules governing the exclusion of students who have contracted active cases of lice, louse eggs, and nits. Our policy previously offered two options, one that excluded for nits and one that did not. Several schools have

received significant pushback (and even threats of litigation) for banning students with nits alone until they were treated.

Many state and national organizations have strong opinions on this issue, with entities like the CDC and various medical organizations now recommending against any school exclusion even if a student has an active case of headlice. A small handful of schools have even asked us for a policy that would not exclude students from school at all. While that may technically violate the Nebraska DHHS isolation regulation, we know some schools have nurses, administrators, and others who agree with this position. If you would like that type of policy, please contact one of us.

In revisiting the actual Nebraska DHHS regulation on this point, it states as follows for school exclusion/isolation periods for pediculosis:

Nits are not a cause for school exclusion. Parents of students with live lice are to be notified and the child treated prior to return to school. Only persons with active infestation need be treated. Avoid head-to-head contact. No exclusion of contacts.

In light of the current regulation, we have removed the policy option permitting exclusion for nits, alone (the former "Option A"). The policy now has only one option that tracks the regulation. It states that the school will contact the student's parent/guardian(s) immediately to pick up the child. Because the regulation still says that the child needs to be treated "prior to return to school," we left that in the policy.

This change is required if you previously selected "Option A" which included nits. If you previously selected "Option B," these changes are recommended.

**POLICY 5063: [INTENTIONALLY LEFT BLANK]
(RELOCATED TO POLICY 3059)**

This policy is relocated.

REVISION TO POLICY 5064: SUPPLEMENT, NOT SUPPLANT

We have updated this policy to reflect the provision that requires federal grant funds supplement local effort for all Title funds which expands beyond Title I to include Title II and Title IV grant funds.

This change is technically not required but is highly recommended.

REVISION TO POLICY 6003: INSTRUCTIONAL PROGRAM

We have updated the policy to reflect the minimum number of instructional hours for each corresponding grade as required by Nebraska law and NDE regulations. You may adjust these hours upward if desired.

This change is required.

REVISION TO POLICY 6004: CURRICULUM DEVELOPMENT

We have updated the policy to reflect the new requirement that goes into effect for the 2023-24 school year that all students take at least one course in financial literacy. This required coursework may not be embedded in other curricula throughout a high school student's secondary education. Rather the course must be a standalone class equaling five (5) high school credits or an equivalent one-semester course. The Nebraska Department of Education has curricular resources for [the financial literacy course](#) here. The Financial Literacy Act requires the district to submit a report to the board of education about your compliance with the Act no later than December 31, 2024. **You do not need to worry about reporting for the 2023-24 school year.** We will provide you with the necessary information for that report in the years they will be required and will add them to our running list of annual notices, hearings, and reports at that time.

The Financial Literacy Act was passed as a companion statute to the Computer Science and Technology Act. LB 705 pushed back the effective date of the Computer Science and Technology Act to the 2027-28 school year.

As a side note, Policy 6004 has a table that sets out a schedule for curriculum review and textbook adoption. This table will need to be edited to reflect your district's practices. For example, if your district staff reviews the curriculum in one year and then actually adopts a textbook in the following year, you would adjust the content of the "textbook adoption" cell down a level. This year is also a good time to check the dates that your district has filled in under the "school year" column and to update them as necessary.

The financial literacy curriculum is required for 23-24, but we have added both financial literacy and computer science to the curriculum review chart.

ADDITIONAL OPTIONS ADDED TO POLICY 6025: STUDENT CELL PHONE AND OTHER ELECTRONIC DEVICES

We have added some additional options to policy 6025. The current policy is most permissive, allowing students to use cell phones and other devices so long as they don't violate other school rules. As more schools start to go back to restrictive policies or consider storage plans like classroom turn-in boxes or Yondr bags, we want to provide some additional options. Those are included in the redline of this policy. However, the substance of the current policy did not change.

If you are happy with your current student cell phone and electronic devices policy, you do not need to make any changes.

NEW POLICY 6038: Artificial Intelligence

This is an optional policy. We have received questions from several clients about a board policy on the extent to which students may permissibly use artificial intelligence tools "AI Tools" (such as ChaptGPT and other chatbots) in connection with school assignments. This policy lays out (1) the board's approval of using AI Tools in connection with academic assignments, and (2) details the minimum requirements and expectations for such use.

Under this policy, teachers are responsible for determining the extent to which a student may permissibly use AI Tools in connection with any specific assignment and the policy imposes certain minimum requirements that students using such tools must meet (including disclosure and proper attribution). Please note that the criteria laid out in this policy is not in response to legal requirements. Rather, this policy provides a practical framework for your teaching staff to consider whether and how AI Tools can and should be used in connection with school assignments. The policy also clarifies that student use of AI Tools should be consistent with expectations of academic honesty when using other sources of information. If the board is inclined to adopt this policy (or a version of it), we strongly encourage the board to consult with the administration (who may work with the teaching

staff) to ensure that the framework and expectations are consistent with the teaching practices.

This new policy is optional.

Form Changes

NOTICE OF NON-DISCRIMINATION

Some of our school districts have asked for an all-encompassing, one-and-done nondiscrimination statement. We have not drafted one yet, mainly for two reasons. One, drafting such a single non-discrimination statement that effectively addresses all requirements from a variety of entities has proven difficult to do in a straightforward and streamlined manner. Two, we have decided to wait until the new Title IX and Section 504 regulations have been approved and finalized. But once those changes are made, we will tackle and produce a new notice of non-discrimination.

There is no change to make - yet.

Other Issues To Consider

LB 298: Dyslexia

On or before July 1 of each year, the school district must provide the required information relating to dyslexia to NDE.

LB 298: Written Dress Code and Grooming Policy

On or before July 1, 2025, the school board must adopt a written dress code and grooming policy to be implemented at the start of the 2025-26 school year that is consistent with the model policy developed by NDE and “may include any other procedures and provisions the school board deems appropriate.” NDE must develop and distribute its model dress code and grooming policy on or before December 1, 2024.

LB 705: Behavioral Intervention Training and Teacher Support Act

Sections 2 through 5 of LB 705 create the Behavioral Intervention Training and Teacher Support Act. This Act is effective **July 1, 2023**.

Training. Beginning in school year 2024-25, the Educational Service Unit Coordinating Council shall (i) ensure annual behavioral awareness training is available statewide and (ii) develop, implement, and administer an ongoing statewide teacher support system.

Beginning in school year 2026-27, each school district must ensure that each administrator, teacher, paraprofessional, school nurse, and counselor receives behavioral awareness training. Each administrator, teacher, paraprofessional, school nurse, and counselor who has received such training must receive a behavioral awareness training review at least once every three years. Each school district may offer such training, or similar training, to any other school employees at the discretion of the school district. In addition, all school employees must have a basic awareness of the goals, strategies, and schoolwide plans included in such training.

The Act defines what behavioral awareness training must include.

Report. On or before July 1, 2025, and on or before July 1 of each year thereafter, each school district must submit a behavioral awareness training

report to the Educational Service Unit Coordinating Council. The report must include the school district behavioral awareness training plan and summarize how the plan fulfills the requirements of the Act.

Point of Contact. Each school district must designate one or more school employees as a behavioral awareness point of contact for each school building or other division as determined by such school district. Each behavioral awareness point of contact must be trained in behavioral awareness and shall have knowledge of community service providers and other resources that are available for the students and families in the school district.

Mental Health and Counseling Resources. Each school district must maintain or have access to a registry of local mental health and counseling resources. The registry must include resource services that can be accessed by families and individuals outside of school. Each behavioral awareness point of contact must coordinate access to support services for students whenever possible. Except as provided in section 43-2101, if information for an external support service is provided to an individual student, school personnel must notify a parent or guardian of such student in writing unless the recommendation involves law enforcement or child protective services. Each school district shall indicate each behavioral awareness point of contact for the school district on the school district's website and in any school directory for the school that the behavioral awareness point of contact serves.

LB 705: Nebraska Teacher Recruitment and Retention Act

The purpose of the Nebraska Teacher Recruitment and Retention Act is to provide financial incentives to recruit and retain teachers in Nebraska classrooms. A teacher may apply to NDE for multiple retention grants of \$2,500 if the teacher has signed a contract to complete the teacher's second, fourth, and sixth complete school years of full-time employment in the 2023-24 through 2026-27 school years. A teacher may apply for a high-need retention grant of \$5,000 if the teacher (1) obtains an endorsement in special education, mathematics, science, technology, or dual credit; and (2) signs a contract to complete a school year of full-time employment as a teacher at a Nebraska school in 2024-25, 2025-26, or 2026-27. The Act terminates on January 1, 2028.

The Unicameral encourages "individual schools and school districts to adopt policies incentivizing teacher recruitment and retention through policies similar to the Nebraska Teacher Recruitment and Retention Act." KSB has

not drafted such a policy for its service because such a “policy” would actually need to be negotiated with the teacher’s association and included in the negotiated agreement.

This provision was subject to an e-clause.

LB 705: Student Discipline Act

NDE Policy. NDE must develop and adopt a model policy relating to behavioral intervention, behavioral management, classroom management, and removal of a student from a classroom in school on or before July 1, 2025. The model policy shall include appropriate training for school employees on behavioral intervention, behavioral management, classroom management, and removal of a student from a classroom in schools and how frequently such training shall be required.

School Policy. On or before August 1, 2025, each school district must develop and adopt a policy consistent with or comparable to the model policy developed by NDE. The school must file the policy with the Commissioner of Education. The policy must be included with any notifications required under the Student Discipline Act.

Behavioral Awareness and Intervention Training. Beginning in school year 2026-27, each school district must ensure that any school employee who has behavioral management responsibilities participates in behavioral awareness and intervention training consistent with the school district’s revised student discipline policy developed and adopted on or before August 1, 2025. The training must be provided by the school district or the school district’s ESU. The training must be consistent with the model policy relating to behavioral intervention, behavioral management, classroom management, and removal of a student from a classroom in school developed by NDE (on or before July 1, 2025).

LB 705: Computer Science and Technology Education

The requirement that public school students attend at least five credit hours of computer science and technology education has been extended from the 2026-27 school year to the 2027-28 school year. The deadline to include computer science and technology education aligned to the academic content standards has been extended from 2024-25 to 2025-26. This change is effective **three months after adjournment of the Unicameral, approximately September 2, 2023.**

LB 705: FAFSA

Beginning in 2024-25, each public high school student must complete and submit to the United States Department of Education a Free Application for Federal Student Aid prior to graduating from high school unless a parent or legal guardian, the principal or designee, or a student who is 19 or older or emancipated submits an NDE-created declination form. The principal or designee must submit compliance information to the school board and to NDE. This change is effective **three months after adjournment of the Unicameral, approximately September 2, 2023.**

LB 705: Youth Organizations

Each school district must, upon request, allow a representative of any youth organization (a corporation chartered by Congress and 29 listed in 36 U.S.C. Subtitle II, Part B, as of January 1, 2023) to provide:

- (i) oral or written information to the students of the school district regarding the youth organization and how the youth organization furthers the educational interests and civic involvement of students in a manner consistent with good citizenship and
- (ii) services and activities to any student of the school district who is a member of the youth organization.

Frequency and Timing. Each requesting youth organization must be allowed to provide its information, services, and activities in a school building or on the school grounds of a school in each school district at least once during each school year. Schools must make a good faith effort to select a date, time, and location for each requesting youth organization to provide its information, services, or activities that is mutually agreeable to the school district and to the youth organization. Oral information may only be provided during noninstructional time.

Background Checks. Prior to allowing a representative of a youth organization to provide information, services, or activities at a school, the representative must be subject to a background check. Except as otherwise provided by the new law or by the rules and regulations of the Nebraska State Patrol, the parameters of the background check shall be determined by the relevant school district. A school district may prohibit any representative of a youth organization that has been convicted of a felony from providing information, services, or activities at any school in the school district. Each representative of a youth organization is responsible for all costs associated with obtaining the background checks.

This change is effective **three months after adjournment of the Unicameral, approximately September 2, 2023.**

Other Bills of Interest

LB 243: Adopt the School District Property Tax Limitation Act

LB 583: Change Provisions of the Special Education Act and the Tax Equity and Educational Opportunities Support Act

LB 727: Change Provisions Relating to Revenue and Taxation

LB 753: The Opportunity Scholarships Act

CONCLUSION

It is all too easy to adopt policies that look good but that do not actually reflect how the school operates or assist the school in accomplishing its goals. Every year we stress that it is very important to us to give you a working, useful set of policies and a continuing ***policy service***. For our Complete Service subscribers, there is no additional charge for revisions to our policies or consultation about them. Please don't hesitate to contact any one of us with questions about the updates or other policies. Our group e-mail address is ksb@ksbschoollaw.com.

3001

Budget and Property Tax Request

The board of education shall adopt a budget each year to support the school district's programs and services for the ensuing fiscal year. The superintendent of schools shall be responsible for developing the budget subject to the direction and decisions of the board. The budget document shall be under continuous development, based upon the requirements of the adopted educational program.

BUDGET PROCEDURES

Proposed Budget. The superintendent shall prepare the proposed budget in accordance with board policies and goals, state statutes, and regulations. As the district's spending plan, the budget will be based on up-to-date revenue estimates, and will reflect the assessed needs and programs approved by the board.

Budget Hearing Notice. Notice of place and time of the hearing, together with a summary of the proposed budget statement, must be published at least four calendar days prior to the date set for hearing in a newspaper of general circulation within the school district. The four calendar days shall include the day of publication but not the day of hearing. The notice shall include the following statement:

For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to: <https://nep.education.ne.gov/>

In addition, the district must electronically publish this statement on the school district web site. Such electronic publication must be prominently displayed with an active link to the Internet address for the web site established by the Nebraska Budget Act to allow the public access to the information.

Budget Hearing. The board must conduct a hearing prior to adopting the budget. The hearing must be held separately from any regularly scheduled meeting and may not be limited by time. The board must make a presentation outlining key provisions of the proposed budget statement, including, but not limited to, a comparison with the prior year's budget. Any member of the public desiring to speak on the proposed budget statement shall be allowed to address the board at the hearing and must be given a reasonable amount of time to do so. Five minutes shall generally be considered a reasonable amount of time.

Budget Hearing Documents. The board must make at least three copies of the proposed budget statement and at least one copy of all other reproducible written material to be discussed at the hearing available to the public at the hearing.

Budget Adoption. After the budget hearing, the proposed budget statement shall be adopted or amended and adopted as amended. If the adopted budget statement reflects a change from that shown in the published proposed budget statement, a summary of the changes (including the items changed and the reasons for such changes) must be published in a newspaper of general circulation within the school district within twenty calendar days after its adoption without further hearing.

Certification and Filing. The amount to be received from personal and real property taxation shall be certified to the appropriate levying board as provided by law. The budget shall also be filed with the state auditor.

Purchase Authorization. Except for bids required under the section "Bid Letting and Contracts," the board's adoption of the budget shall authorize the purchases without further board action.

Monthly Report. At each monthly board meeting, the superintendent will provide a report on the current status of the major sections of the budget.

PROPERTY TAX REQUEST PROCEDURES – PROPERTY TAX REQUEST IS EQUAL TO OR LOWER THAN THE ALLOWABLE GROWTH PERCENTAGE

Property Tax Request Hearing. The board must hold a special public hearing called for the purpose of passing a property tax request resolution.

Property Tax Request Hearing Notice. The district must publish a hearing notice in a newspaper of general circulation in the school district at least four calendar days prior to the hearing. The four calendar days shall include the day of publication but not the day of hearing. The hearing notice must contain the following information: The certified taxable valuation under section 13-509 for the prior year, the certified taxable valuation under section 13-509 for the current year, and the percentage increase or decrease in such valuations from the prior year to the current year; the dollar amount of the prior year's tax request and the property tax rate that was necessary to fund that tax request; the property tax rate that would be necessary to fund last year's tax request if applied to the current year's valuation; the proposed dollar amount of the tax request for the current year and the property tax rate that will be necessary to fund that tax request; the percentage increase or decrease in

the property tax rate from the prior year to the current year; and the percentage increase or decrease in the total operating budget from the prior year to the current year.

Increase in Total Property Taxes Levied. If the annual assessment of property would result in an increase in the total property taxes levied as determined using the previous year's rate of levy, the district's property tax request for the current year shall be no more than its property tax request in the prior year, and the district's rate of levy for the current year shall be decreased accordingly when such rate is set by the county board of equalization.

Decrease or No Change in Total Property Taxes Levied. If the annual assessment of property would result in no change or a decrease in the total property taxes levied as determined using the previous year's rate of levy, the district's property tax request for the current year shall be no more than its property tax request in the prior year, and the district's rate of levy for the current year shall be adjusted accordingly when such rate is set by the county board of equalization.

Resolution. The board shall pass a resolution to set the amount of its property tax request only after holding the public hearing. The resolution setting the district's property tax request at an amount that exceeds the prior year's property tax request shall include, but not be limited to, the information required by section 77-1632(4).

Certification. The resolution setting the property tax request shall be certified and forwarded to the county clerk on or before October 15th of the year for which the tax request is to apply.

PROPERTY TAX REQUEST PROCEDURES – PROPERTY TAX REQUEST IS GREATER THAN THE ALLOWABLE GROWTH PERCENTAGE

Property Tax Request Hearing. The board must hold a public hearing called for the purpose of passing a property tax request resolution. If another political subdivision within the county also seeks to exceed the allowable growth percentage, the hearing will be a joint hearing. In the event of a joint hearing, each political subdivision must designate one representative to attend the joint public hearing on behalf of the political subdivision. If a political subdivision includes area in more than one county, the political subdivision shall be deemed to be within the county in which the political subdivision's principal headquarters are located. The hearing agenda will only include discussion on each political subdivision's intent to increase its property tax request by more than the allowable growth percentage to the extent

allowed by law.

The hearing must be held after 6 p.m. on or after September 17th and before September 28th and before the district files its adopted budget statement. Any member of the public must be allowed a reasonable amount of time to speak at the hearing.

At the joint public hearing, the representative of each political subdivision must give a brief presentation on the political subdivision's intent to increase its property tax request by more than the allowable growth percentage to the extent allowed by law and the effect of such request on the political subdivision's budget. The presentation must include, at a minimum, all information and statements required by law.

Property Tax Request Hearing Notice. Notice of the joint public hearing must be provided by:

- The County Assessor sending a postcard with all required information to all affected property taxpayers. The postcard shall be sent to the name and address to which the property tax statement is mailed;
- Posting notice of the hearing with all required information on the home page of the relevant county's web site, except that this requirement shall only apply if the county has a population of more than twenty-five thousand inhabitants; ***and***
- Publishing notice of the hearing with all required information in a legal newspaper in or of general circulation in the relevant county.

Provide Information to County Clerk. Each political subdivision that participates in the joint public hearing shall provide the following information to the county clerk by September 5th: the date, time, and location for the joint public hearing; a listing of and telephone number for each political subdivision that will be participating in the joint public hearing; and the amount of each participating political subdivision's property tax request.

Resolution. The board shall pass a resolution to set the amount of its property tax request only after holding the public hearing. The resolution setting the district's property tax request at an amount that exceeds the prior year's property tax request, including any increase in excess of the allowable growth percentage shall include, but not be limited to, the information required by law.

Certification. The resolution setting the property tax request shall be certified and forwarded to the county clerk on or before October 15th of the year for which the tax request is to apply.

Adopted on: September 11, 2023

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. This includes a "Buy American" provision that provides that as appropriate and to the extent consistent with law, the District and contractor should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of the Buy American provision must be included in all subawards including all contracts and purchase orders for work or products under this award.

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: September 11, 2023

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.

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.

Buy American. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d). The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.
- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records

Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: September 11, 2023

Revised on: _____

Reviewed on: _____

3033

Lending Textbooks to Children Enrolled in Private Schools

Through June 30, 2024, the school district shall make textbooks available to private school children who reside within the district or are otherwise entitled to borrow them pursuant to statute and 92 Nebraska Administrative Code, section 4. The district is obligated to purchase and lend textbooks only to the extent that the Legislature appropriates funds to the Nebraska Department of Education to be distributed for this purpose. As used in this policy, "textbooks" shall have the definition adopted by the Nebraska State Board of Education in Rule 4.

The district shall make a request for funds by filing an application on the form prescribed by the Department of Education no later than February 15th prior to the school year for which the application is made. The application shall include: the number of applications received; the number of textbooks requested; the number of textbooks needed to be purchased to fill the requests; the purchase price of the textbooks needed to be purchased which may include up to 5% of the cost to defray administrative expense; the title, purchase price, and number requested of each textbook including any shipping or handling charges; and if applicable the amount of carryover funds remaining from the previous year, amount of funds on hand from sale of unused textbooks, and amount of funds on hand from reimbursements for damaged textbook.

Textbooks which have not been requested for three consecutive years may be classified as unused and disposed of by sale or otherwise.

On or before November 15th, the district shall prepare a list of textbooks that are designated for use in the district during the current year and a list of new textbooks designated for use the following school year. The lists shall be kept current and in a place where they may be viewed during regular business hours. The district shall maintain a separate inventory of textbooks purchased for the use of private school children residing in the district.

Any parent or legal guardian who wishes to borrow textbooks shall submit an application on the form prescribed by the Department of Education to the district's administration offices on or before January 15th prior to the school year for which the application is made. The district shall maintain a supply of blank application forms and receipt forms. It shall keep the forms that have been signed by parents and guardians in a separate file for at least 5 years. It shall notify the parents and guardians at least 10 days prior to the start of

school when and where the textbooks will be available. It shall make textbooks available to parents or guardians on or before August 15th. If the number of textbooks for a particular subject or grade level is insufficient to fill all of the requests, the textbooks shall be distributed to parents and guardians based on a random drawing.

Parents and guardians shall sign a receipt on the form prescribed by the Department of Education when they pick up the textbooks and shall return the textbooks that can be returned no later than 15 days after the district's last day of class. The district shall assess the returned textbooks for damage beyond normal wear and tear. The parent or guardian who signed the receipt is responsible for paying the reasonable cost of the repair or replacement of any book that is damaged, lost, stolen, or not returned.

The school district shall limit the loan each year to ten textbooks per student for students in grades K-6 and to eight textbooks per student for students in grades 7-12.

This policy shall terminate July 1, 2024.

Adopted on: _____September 11, 2013_____

Revised on: _____

Reviewed on: _____

3036 Purchasing (Credit) Card Program

The board approves the use of a purchasing card (credit card) program for the purchase of goods and services for and on behalf of the school district. The board will determine the type of purchasing card or cards to be used in the program and may contract with a third-party provider as provided by law.

Authorized Purchases. Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses and ~~[insert other standing authorized expenditures]~~. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee. The maximum amount that may be charged in a single day is \$500.

Unauthorized Purchases. In no event shall the purchasing card be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

Authorized Users. Individuals holding the following titles may be assigned an individual purchasing card: Superintendent of Schools. The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes. The school may also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent.

Documentation. Employees seeking reimbursement for a purchasing card purchase must submit an itemized receipt ***and*** a purchasing card receipt to the school district. The itemized receipt must include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. ***A non-itemized credit card receipt alone is not sufficient.*** Designated school personnel shall maintain the documentation for at least 7 years or as otherwise required by Schedule 10 – Local School Districts or Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees must maintain copies of any documentation submitted to the school district.

Suspension or Termination of Privileges. The board or the superintendent (or his or her designee) (1) ***shall*** temporarily or permanently suspend the purchasing card privileges of any individual that does not submit an itemized receipt for each purchasing card purchase, and (2) ***may*** temporarily or permanently suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account must be immediately closed and he or she must return the purchasing card to the superintendent or board. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the individual making the purchase must reimburse the district within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

Reward Points or Rebates. Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of the school district.

Purchase Review Procedures. The superintendent, or his or her designee, the school district's accountant and the district's board of education finance committee will conduct independent reviews of credit card expenses, or a sample thereof, on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy will be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee will provide the board at each regular meeting with the documentation submitted pursuant to this policy or a summary of that documentation with a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase must be addressed as provided in this policy or as otherwise allowed by law.

Adopted on: September 11, 2023

Revised on: _____

Reviewed on: _____

3059

Audio and Video Recording

Students, staff, parents/guardians, and patrons should assume that any class or activity in the school may be recorded by the school district for legitimate educational purposes. There is no reasonable expectation of privacy within classrooms, common areas of the school building or on school grounds outside of the building. Recordings permitted pursuant to this policy may only be used for authorized purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy “recording” includes still photographs, video, audio, and other similar data captured in any medium.

Secret Recordings. No person is permitted to make surreptitious recordings on school grounds unless authorized by the superintendent.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings when such recordings are deemed necessary or appropriate by an authorized representative of the district. The district will not maintain recordings unless the recording is purposefully copied and saved. Any recording not copied and maintained separately may only be accessible by the authorized representative for a limited time. Recordings made by the district may be destroyed by an authorized representative at any time unless retention is required by law.

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child’s classroom activities or recess. Violation of this policy may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Staff. Staff members may make recordings of classroom instruction, student behavior or performance, and school activities without prior administrative approval only for legitimate educational purposes. Staff members may not make secret recordings while on duty, even if those

recordings do not violate state or federal criminal or privacy laws. Staff members who violate this provision may be subject to consequences up to termination for classified staff and cancellation of contract for certificated staff.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Adopted on: September 11, 2023

Revised on: _____

Reviewed on: _____

4003

Drug Policy Regarding Drivers

Policy Statement. Drivers for the school district must be free from drug and alcohol abuse, and the use of illegal drugs or improper use of alcohol is prohibited. The overall goal of drug and alcohol testing is to insure a drug-free and alcohol-free transportation environment, and to reduce accidents, injuries and fatalities.

Designated Contact. The school district has designated Ken Schroeder as the individual any driver may contact with questions about this policy or the school district's drug testing program and procedures for drivers. This individual further maintains and will provide drivers informational materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

Ken Schroeder may be contacted at 308-452-3249 or <ken.schroeder@ravennalbuejays.org>.

Covered Drivers. Any person who operates a commercial motor vehicle on behalf of the school district is covered by this policy and the school district's drug testing program and procedures for drivers. All covered drivers must provide the school district a signed statement certifying that he or she has received a copy of this policy and related materials.

Covered Workday. A driver is required to comply with this policy and the terms of the school district's drug testing program and procedures for drivers at all times they are assigned, or may be assigned, to perform safety-sensitive functions. This includes all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions include: (1) all time at a school district facility or property, contractor facility or property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the school district; (2) all time inspecting equipment as required by state or federal law or regulation and any and all other time inspecting, servicing, or conditioning any commercial motor vehicle; (3) all time spent at the driving controls of a commercial motor vehicle in operation; (4) all time, other than driving time, in or upon any commercial motor vehicle; (5) all time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or

unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and (6) all time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Prohibited Conduct. No driver shall: (1) report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater; (2) use alcohol while performing safety-sensitive functions; (3) perform safety-sensitive functions within four hours after using alcohol; or (4) refuse to submit to a pre-employment controlled substance, a post-accident alcohol or controlled substance test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, a return-to-duty alcohol or controlled substances test, or a follow-up alcohol or controlled substance test required under state or federal law or this policy. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

No driver shall: (1) report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any drug or substance identified in 31 CFR 1308.11 Schedule 1; (2) report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any non-Schedule I drug or substance that is identified in the other Schedules in 21 CFR part 1308 except when the use is pursuant to the instructions of a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle; or (3) report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive or has adulterated or substituted a test specimen for controlled substances.

Types of Testing. Pursuant to regulations promulgated by the Department of Transportation (DOT), the district has implemented four types of testing: (1) pre-employment testing, (2) reasonable cause testing, (3) post-accident testing and (4) random testing.

Refusal to Submit to Testing. A driver shall not refuse to submit to testing. A driver will be considered to have refused to submit to testing if the driver fails to provide a sample or specimen necessary for testing upon a lawful request, consistent with the required testing protocols. The refusal to submit to the testing used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers.

Consequences for Violations. Any driver who becomes unqualified on the basis of violation of the terms of this policy will be subject to disciplinary action

which may include termination of the driver's employment, and shall include the immediate removal from safety-sensitive functions in compliance with federal law. No driver tested pursuant to this policy and the school district's drug testing program and procedures who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

Return to Duty Process. A driver who has violated this policy or the school district drug testing program and procedures cannot again perform any safety-sensitive functions until and unless the employee completes the return-to-duty process, including the substance-abuse professional's (SAP) evaluation, referral, and recommended education or treatment. The school district will provide employees the relevant contact information for available and acceptable SAPs as necessary, but the school district is not required under the law to provide a SAP evaluation or any subsequent recommended education or treatment for a driver. Any driver completing the return-to-duty process must complete a return-to-duty test and test negatively.

Disqualification. Any applicant who tests positive for the presence of the following drugs is medically unqualified to drive and will not be considered for the position of driver: (1) marijuana, (2) cocaine, (3) opiates, (4) amphetamines, or (5) phencyclidine (PCP). Any district driver who tests positive shall be medically unqualified and removed from service immediately.

Pre-employment Testing. All applicants for employment must submit to drug and alcohol tests as a condition of being considered for employment.

Reasonable Cause Testing. The district shall have reasonable cause to require a driver to submit to drug testing when a driver manifests physical or physiological symptoms or reactions commonly attributed to the use of controlled substances or alcohol.

Post-Accident Testing. A driver who has been involved in a reportable accident must submit to drug and alcohol testing as soon as possible. A reportable accident includes any accident in which there is a fatality, a person is injured and must be treated away from the accident site, the driver receives a citation for a moving violation, or a vehicle is towed from the scene. The driver must notify the district immediately regarding any reportable accident.

Serious Injury to the Driver. If a driver is so seriously injured that he or she cannot submit to testing at or immediately after the time of the accident, the driver must provide the necessary authorization for the district to obtain

hospital reports or other documents that would indicate whether there were controlled substances or alcohol in the driver's system.

Random Testing. All drivers will be subject to unannounced random testing for drugs and alcohol. The district or its agents will periodically select drivers at random for testing. A district official will notify a driver when his or her name has been selected and will instruct the driver to report immediately for testing. By its very nature, random selection may result in one driver being tested more than once in a 12-month period, while another driver may not be selected at all during the same 12 months.

Frequency of Random Testing. Under DOT regulations, the district must test at least 50 percent of its average number of driver positions for drugs and 25 percent of its average number of driver positions for alcohol each year. The tests must be unannounced and spread evenly throughout the year. DOT regulations also require that every driver selected at random must have his or her name placed back in the random pool for the next selection period.

Testing Procedure. All urine and blood specimens collected under the policy will be submitted to an approved laboratory for testing. Specimens that initially test positive for drugs will be subjected to a subsequent confirmation test before being reported by the laboratory as positive. All such specimens collected and submitted will be maintained securely to safeguard the validity of the test results and maintain the integrity of the testing process while ensuring the results are attributed to the correct driver.

Medical Review Officer. All laboratory test results will be reported by the laboratory to a medical review officer (MRO) designated by the district. Negative test results will be reported as such by the MRO to the district. Before reporting a positive test result to the district, the MRO will attempt to contact the driver to discuss the test result. If the MRO is unable to contact the driver directly, the MRO will contact a district official designated in advance by the district, who shall in turn contact the driver and direct the driver to contact the MRO. Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. If required by DOT regulations, personal information collected and maintained pursuant to this policy shall be reported to the Clearinghouse by the MRO in the event of: (1) a verified positive, adulterated, or substituted drug test result; (2) an alcohol confirmation test with a concentration of 0.04 or higher; (3) a refusal to submit to any test required by this policy and the school district's drug testing program and procedures; (4) an employer's report of actual knowledge that a driver has used alcohol or controlled substances based on the employer's direct observation of the employee, information provided by the driver's

previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances or an employee's admission of alcohol or controlled substance use; (5) on duty alcohol use as prohibited above; (6) pre-duty alcohol use as prohibited above; (7) alcohol use following an accident as prohibited above; (8) controlled substance use as prohibited above; (9) a substance abuse professional report of the successful completion of the return-to-duty process; (10) a negative return-to-duty test; and (11) an employer's report of completion of follow-up testing.

Confidentiality. Pursuant to DOT regulations, individual test results for applicants and drivers will be released to the district and will be kept confidential unless the tested individual consents to their release or release is required by law (such as the release of information to the Clearinghouse.) Any person who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

Retesting. An individual who tested positive for the presence of drugs may request that the original sample be retested. The request for a retest must be submitted in writing on a form provided by the district within 3 working days of the district's notification to the individual that he or she has a positive test result. The individual making the request must pay all costs associated with the retest and transfer of the sample to another laboratory before the retest will be performed.

Adopted on: September 11, 2023

Revised on: _____

Reviewed on: _____

4031

Evaluation of Probationary Certified Employees

A certificated administrator will observe and evaluate each probationary certified employee for a full instructional period once each semester. The administrator will provide each employee with a written list of deficiencies, concrete suggestions for improvement, and sufficient time to improve.

State law and Nebraska Department of Education (NDE) rules require certificated staff evaluations to cover personal and professional conduct, instructional performance, and classroom organization and management. Pursuant to NDE Rule 10, instructional performance and classroom organization and management are applicable to teachers only. The school district evaluates staff in other areas beyond those minimally required by law, as set by the board and administration through their evaluation instruments, which are approved by NDE.

The board is mindful of the fact that not all certificated employees share the same assigned duties, including many staff whose primary duty assignments are not the regular and continuous classroom instruction of pupils. Staff whose primary duties involve the actual instruction of pupils and management of classrooms will be evaluated in those areas noted above, as required by law and NDE rules. Other staff, such as special education and service providers, counselors, and librarians/media specialists, may not have as their primary duty the instruction of pupils, even if they do perform some instructional functions. Pursuant to its obligations to define and inform its employees regarding its evaluation process under state law and NDE Rule 10, and to account for the need to provide quality feedback to all employees which reflects their primary and expected duties actually performed, the board defines the terms "actual classroom observation" and "entire instructional period" as follows:

Entire Instructional Period. For certificated employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those employees whose primary duties do not involve regular and continuous instruction of pupils for 40-minute periods (e.g., librarians, media specialists, counselors, or specialists), an entire

instructional period consists of observing and evaluating those staff members performing their assigned duties no less than 40 minutes during the semester covered by the evaluation. Likewise, the entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work performing their assigned duties for no less than 40 minutes.

Actual Classroom Observation. Actual classroom observation consists of observing the certificated employee in any activities in a classroom setting, when the employee provides regular and continuous instruction to pupils as their primary duty. When a certificated employee does not have traditional classroom instructional obligations as a primary function of their position (e.g., administrators, counselors, media specialists, librarians, etc.), the requirement of "actual classroom observation" will be satisfied by observing the certificated employee performing activities that reflect the actual, primary duties of his or her position, in the location(s) where they perform those duties. For example, an administrator, media specialist, or counselor may provide some instruction (such as a principal subbing for a teacher; a counselor instructing seniors on completing a FAFSA; or a media specialist demonstrating library skills), but their primary duties are not classroom instruction. Feedback may be provided on those limited instructional activities, but more important to the board is ensuring those employees' evaluations will help them improve their primary duties and not fractional time only when they may be instructing students.

Adopted on: September 11, 2023

Revised on: _____

Reviewed on: _____

4045
Milk Expression

Except as otherwise provided by law, the district will provide reasonable break time for an employee who wishes to breastfeed or express breast milk for her nursing child each time such employee has the need to do so. The district will provide a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public. These accommodations will be provided for one year after the child's birth, unless otherwise required by law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4059
Behavioral and Mental Health Training

All public school employees who interact with students and any other appropriate personnel are required to complete at least one hour of behavioral and mental health training with a focus on suicide awareness and prevention training every year. The superintendent will determine the appropriate personnel required to receive the training. The training materials for this training must be included in the Nebraska Department of Education's list of approved training materials.

These employees must complete the training designated by the school district or superintendent no later than October 31 of each school year or within 30 days of their initial employment, whichever is later. Failure to complete this training may subject the employee to employment-related discipline.

Adopted on: September 11, 2023

Revised on: _____

Reviewed on: _____

5003

Admission of Part-Time Students

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable curricular practices when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a part-time basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who resides in the school district but attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

Application for Enrollment. The parent or guardian of an exempt school student who is of appropriate age to attend school, is a resident of the school district, has not graduated from high school, and has not received a graduate equivalency diploma must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district by August 1st of the year of enrollment. For second semester high school courses, the application must be filed by December 1st. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one school year to the next, and the parent or guardian of an exempt school student must apply for enrollment each school year.

Limitations Based on Resources. The enrollment of exempt school students is subject to limitations established by the district for grades, classes, courses, and programs based on the limited resources available to the school district. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

Placement of Students. Exempt school students shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

Grades and Academic Honors. Exempt school students shall receive grades, report cards, and transcripts, but shall not be eligible to graduate,

receive a diploma or qualify for class ranking unless they meet all district requirements for such including earning a sufficient number of credit hours and semesters of attendance.

Applicability of School Rules. Exempt school students are subject to all rules and standards of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and teaching personnel. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course or course-related activity unless the course or course-activity requires their presence or the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

Extracurricular Sports and Activities. Students who are enrolled in a private, denominational or parochial school may not participate in extracurricular sports and activities sponsored by the public school district if they participate in extracurricular sports and activities offered by the private, denominational or parochial school. Exempt school students may participate in extracurricular sports and activities if they are enrolled in at least 20 credit hours per semester, with at least 5 credit hours of enrollment in the public school district. All part-time students must also meet all other eligibility requirements set by the board, administration and coach/sponsor prior to participating and for continued participation in the sport or activity. This includes all eligibility and other requirements of the Nebraska School Activities Association and any other governing bodies for the activity.

Transportation. Part-time school students are not entitled to transportation or reimbursement for transportation to and from the school for class attendance purposes, unless required by law. Eligible part-time students are entitled to transportation to and from practices and extracurricular events to the same extent as the school district's full-time students, but part-time students must arrange their own transportation and arrive timely to the designated pick-up point for such transportation.

Option Enrollment. Students may not enroll on a part-time basis pursuant to the school's option enrollment program.

Adopted on: September 11, 2023

Revised on: _____

Reviewed on: _____

5004

Option Enrollment

The board of education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for ensuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

1. Definitions

- a. Option Student Defined.** Option student shall mean a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- b. Resident School District Defined.** Resident school district shall mean the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.
- c. Option School District Defined.** Option school district shall mean the school district that a student chooses to attend other than his or her resident school district.

2. Persons Entitled to Apply for Option Enrollment of Students. Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting *in loco parentis* are not authorized and will be automatically denied.

3. Duties, Entitlements and Rights of Option Students. Except as otherwise provided herein, once an option student's option enrollment application has been accepted he/she shall be treated as a resident student of the school district.

4. Standards for Acceptance or Rejection of Option Students.

- a. Special Education Capacity.** Capacity for special education services will be determined on a case-by-case basis. If an application for option enrollment received by the school district indicates that the student has an individualized education program under the federal Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., or has been diagnosed with a disability as defined in section 79-1118.01, the application will be evaluated by the director of special education services or the director's

designee who must determine if the school district and the appropriate class, grade level, or school building has the capacity to provide the applicant the appropriate services and accommodations. The Federal Educational Rights and Privacy Rights Act (FERPA) (20 U.S.C. § 1232g) permits the release of education records when a student seeks or intends to enroll in a different school district.

- b. Numeric Capacity.** The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, and projected number of students with which the option school district will contract based on existing contractual arrangements. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.
- c. Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, prior to October 15 of each school year, declare a program, a class, or a school unavailable for the next school year to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.
- d. Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept an option student when acceptance of the student:

 - i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
 - ii. Would require the procurement of new equipment, technology, or furnishings;
 - iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
 - iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;

- v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.
 - e. **Prohibited Standards.** The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.
 - f. **Order of Acceptance.** If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:
 - i. students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;
 - ii. thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.
 - g. **Maximum Capacity Report.** The school district will annually establish, publish, and report the capacity for each school building under the district's control pursuant to procedures, criteria, and deadlines established by the Nebraska Department of Education.
5. **False or Misleading Option Applications.** If, prior to the student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.
6. **Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.
7. **Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.

8. Procedure for Students Optioning Into or Out of the School District.

- a.** The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.
- b.** On or before April 1st, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.

9. Late Applications and Requests for Release

- a.** The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15th under the following conditions:
 - i.** When the district has already entered into contracts with teaching staff for the following school year;
 - ii.** When the district has already contracted for the performance of specific services for the student;
 - iii.** When the release of the student would have a negative financial impact or loss of revenue for the district.
- b.** The board of education will approve late applications to option into the district under the following conditions:
 - i.** When the resident district has released the student;
 - ii.** When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;

- b.** The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15th no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

10. Students Who Do Not Need a Release from the Resident District

- a.** A student does not need to be released from his/her resident district under the following circumstances:
 - i. When the student has relocated to a different resident school district after February 1
 - ii. When a student's option school district merges with another district effective after February 1
- b.** The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

11. Cancellation of Option.

Students who option either into or out of the school district shall:

- a.** Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.
- b.** Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

12. Authority of Superintendent.

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

Adopted on: September 11, 2023

Revised on: _____

Reviewed on: _____

RESOLUTION ON SCHOOL DISTRICT STANDARDS FOR ACCEPTANCE OR REJECTION OF OPTION ENROLLMENT APPLICATIONS

WHEREAS, _____ Public Schools is committed to providing an education of high quality to its students in an economically efficient manner; and

WHEREAS, the school district's faculty, facilities, and equipment can serve only a limited number of students effectively; and

WHEREAS, the _____ Board of Education, in consultation with the administration, has reviewed the school district's faculty, facilities, equipment, interdisciplinary efforts and interrelationships of grades, subjects, and faculty; and has determined the maximum number of students it can serve effectively at any given grade level and in total;

NOW, THEREFORE BE IT RESOLVED that the board adopts the following standards for acceptance or rejection of option enrollment applications:

Special Education Capacity. Capacity for special education services will be determined on a case-by-case basis. If an application for option enrollment received by the school district indicates that the student has an individualized education program under the federal Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., or has been diagnosed with a disability as defined in section 79-1118.01, the application will be evaluated by the director of special education services or the director's designee who must determine if the school district and the appropriate class, grade level, or school building has the capacity to provide the applicant the appropriate services and accommodations. The Federal Educational Rights and Privacy Rights Act (FERPA) (20 U.S.C. § 1232g) permits the release of education records when a student seeks or intends to enroll in a different school district.

Numeric Capacity. The capacity in the following grade levels, programs, classes, and/or school buildings is as follows:

[NOTE TO BE DELETED: YOU MAY SET NUMERIC CAPACITY BY ESTABLISHING THE MAXIMUM NUMBER OF STUDENTS FOR EACH PROGRAM, CLASS, GRADE LEVEL, OR BUILDING. YOU MAY ALSO SET NUMERIC CAPACITY BY DECLARING THE NUMBER OF OPTION STUDENTS YOU WILL ACCEPT INTO ANY PROGRAM, CLASS, GRADE LEVEL, OR BUILDING. IF YOU ELECT THE SECOND APPROACH, YOU SHOULD CHANGE THE LIST BELOW TO REFLECT THE NUMBER OF OPTION STUDENTS YOU WILL ACCEPT INSTEAD OF THE CAPACITY OF EACH SUCH PROGRAM, CLASS, GRADE LEVEL, OR BUILDING.]

- Grade Level Numeric Capacity: _____
- Program Numeric Capacity: _____
- Class Numeric Capacity: _____
- School Building Numeric Capacity: _____

Total enrollment for the school district: _____ students.

Programmatic Capacity. The board declares the following grade levels, programs, classes, and school buildings to be at capacity such that no option applications into any of the following will be accepted: _____.

[NOTE TO BE DELETED: YOU MAY NOT DECLARE YOUR SPECIAL EDUCATION PROGRAM CLOSED DUE TO CAPACITY. THAT DETERMINATION MUST BE MADE ON A CASE-BY-CASE BASIS.]

Other Standards. The school district shall not accept an option student when acceptance of the student:

- Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
- Would require the procurement of new equipment, technology, or furnishings;
- Would cause or require the rearrangement of caseloads for staff and contracted professionals;
- Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
- May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.

After the above resolution was read, board member _____ moved for passage of the motion. Board member _____ seconded the motion. After discussion, and on roll call vote, the following members voted in favor of the motion: _____.

The following members voted against the motion:

_____.

The following members did not vote:

_____.

Having been consented to by a majority of the voting members, the board president declared the motion to have been passed and adopted.

Dated this ____ day of _____, 202__.

President, Board of Education

5035 Student Discipline

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which 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. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, 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 policy 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 policy 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.

Pre-Kindergarten through Second Grade Students

Notwithstanding any other provision of this policy, an elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Makeup Work for Suspended Students

Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations ("makeup work"). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a parent or guardian at the time of suspension. Suspended students may not be required to attend the school's alternative program for expelled students in order to complete classwork or homework.

Short-Term Suspension

The Principal may exclude students 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, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

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 or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, 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 and

- shall document such effort in writing. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended must be given the opportunity to complete classwork and homework missed during the period of suspension, including but not limited to examinations, as provided herein.

Emergency Exclusion

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

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

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.
5. **Conclusion of Expulsion.** At the conclusion of an expulsion, the school district will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;

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 laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules 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, gender, 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 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;
- i. Bullying which shall include cyberbullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing

to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

- j. Violations of the district's acceptable computer use policy;
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon;
- m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation;
- n. Violation of the school's audio and video recording policy; and
- o. Any other violation of any board policy, handbook provision, or rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:

- a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be

governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

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 solely 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;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

Adopted on: September 11, 2023

Revised on: _____

Reviewed on: _____

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. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$100.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may,

but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be \$100. The district may also charge a damage deposit which will be returned or may be rolled to cover the damage deposit for the next year if it is not needed to cover the costs of any damage to the device. The maximum dollar amount of this damage deposit will be \$1000

Additionally, the district may allow students to purchase technological devices by arranging for the students to purchase these devices through a single, or series of, payments.

6. Extracurricular Activities.

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

- a. The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:
 - . Event admission is \$5.00 for adults, \$4.00 for students, and \$3.00 for any junior high game. Ravenna students get free admission to home games. Admission pass prices are \$40.00 for adults (covers admission to all home extracurricular events; away events and certain conference and district events are not covered by the activity card).
 - i. Student Participation Fee - \$100
 - Required of all students who participate in athletics and/or other extracurricular activities
 - ii. Future Business Leaders of America- \$30
 - iii. Cheerleading, drill team, flag corps. - \$50 each
 - Students must purchase uniforms and shoes selected by the sponsor and/or student group.
 - iv. Football- \$50

- Students must provide their own football shoes and undergarments.
- v. Golf- \$50
 - Students must provide their own golf shoes, undergarments, and clubs.
- vi. Track, volleyball, wrestling and basketball - \$50 each
 - Students must provide their own shoes and undergarments.
- vii. Future Farmers of America- \$20.00
 - Students must purchase their own jackets in addition to paying dues.

7. Post-Secondary Education Costs.

Some students enroll in post-secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. The costs of these items will naturally vary, but the maximum dollar amount of the fee is anticipated to be \$650 per course.

8. Copies of Student Files or Records.

The 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 5 cents 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.

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 \$200.

11. Charges for Food Consumed by Students.

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

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

- i. Breakfast Program – Grades K-6
 - Regular Price \$2.10
 - Reduced Price \$.30
- ii. Breakfast Program – Grades 7-12
 - Regular Price \$ 2.25
 - Reduced Price \$.30
- iii. Lunch Program – Grades K-6
 - Regular Price \$ 3.15
 - Reduced Price \$.40
- iv. Lunch Program – Grades 7-12
 - Regular Price \$ 3.35
 - Reduced Price \$.40
- v. Second milk or second entrée (each) \$.45 and \$1.50

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:

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

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 \$20.00 per year.

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. Fund-Raising Activities

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

G. Student Fee Fund.

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

Adopted on: September 11, 2023

Revised on: _____

Reviewed on: _____

5049 Firearms and Weapons

Weapons. No student may 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. No visitor under the age of 18 may 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” means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

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, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The prohibition against firearms 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 duly authorized law enforcement officers when on duty or training; or
2. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
3. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;
4. Firearms contained within a private vehicle **operated by a nonstudent adult** that are not loaded **and** are encased or are in a locked firearm rack that is on a motor vehicle; or

5. A handgun carried as a concealed handgun by a nonstudent adult, who has a valid and current concealed carry permit, in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area, except as prohibited by federal law.

Definition of Encased. The term “encased” means 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;
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 - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Consequences – Weapon. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

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 that 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.

Report to Law Enforcement Authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm or weapon to school.

Adopted on: September 11, 2023

Revised on: _____

Reviewed on: _____

5052 School Wellness Policy

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*

1. Goals for Nutrition Promotion and Education

- a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.
- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.
- e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
- g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
 - i. USDA National School Lunch and School Breakfast nutrition standards
 - ii. USDA Smart Snacks in School nutrition standards.

- b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
- c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, Fundraisers or in Competition with the National School Lunch and Breakfast Programs)

- a. Except as otherwise allowed by the Nebraska Department of Education (NDE), all foods and beverages sold during the school day as part of a fundraiser or for any other purpose in competition with the National School Lunch and Breakfast Programs must meet the nutrition standards of those programs.
- b. Fundraiser food or beverages are NOT exempt from the USDA Smart Snacks in School nutrition standards. Therefore, if food is sold as a fundraiser:
 - (1) It shall not be sold in competition with school meals in the food service area during the meal service.
 - (2) It shall not be sold or otherwise made available to students anywhere on school premises during the period beginning one half hour prior to the serving period for breakfast and/or lunch and lasting until one half hour after the serving of breakfast and/or lunch.
 - (3) The sale of food items during the school day shall meet the USDA Smart Snacks in School nutrition requirements
 - (4) This restriction does not apply to food sold during non-school hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

9. Triennial Assessment

The school board shall assess and review this policy at least every three years to determine:

- a. Compliance with this policy;
- b. How this policy compares to NDE model wellness policies;
- c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

10. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

11. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

12. Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) [found at https://api.healthiergeneration.org/resource/2](https://api.healthiergeneration.org/resource/2).

Adopted on: September 11, 2023

Revised on: _____
Reviewed on: _____

5062
Lice and Nits

Upon discovering the presence of live lice or louse eggs, the school will notify the student's parent(s) or guardian(s). The student will be isolated from contact with other students and their belongings, and a parent or guardian must pick the child up from school immediately.

By Nebraska DHHS regulation, students are not permitted to return to school until the student is treated such that no live lice or louse eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined. The student cannot ride the school bus until the district has cleared the student to return to school.

Adopted on: September 11, 2023

Revised on: _____

Reviewed on: _____

5064
Supplement, Not Supplant

The district will use Title I, Title II, Title IV, and any other funds subject to Supplement, Not Supplant requirements as required by law. The district will use said funds to Supplement, Not Supplant, state and local funds that would, in the absence of such funds, be spent on Title programs. The district will ensure that Title funds will not be used to provide services which otherwise take the place of public education services that are to be provided to all students.

The district maintains records of the professional development provided at the district level that is funded with Title funds. The Superintendent will ensure that professional development is aligned with the needs of the district's Title programs. Title professional development will not duplicate that which the district provides for non-Title purposes which, in the absence of Title funds, would be provided to all staff.

Adopted on: September 11, 2023

Revised on: _____

Reviewed on: _____

6003
Instructional Program

1. The minimum number of instructional hours in the school year will be 1,080 for grades 9 through 12, 1,032 for grades 1 through 8, and 400 for kindergarten, exclusive of lunchtime.
2. The district may establish special programs for individual students that may deviate from these requirements. All special programs must either be adopted pursuant to applicable law or approved by the superintendent in advance. Prior to the district's commencement of a specialized program, the district will provide the student's parents or guardians with notice of the program.
3. The board, acting with the advice of the administration and certificated staff, will adopt a curriculum and procure textbooks and materials to support that curriculum. The administration and certificated staff will design instructional strategies and assessments to implement the curriculum.
4. To the extent possible, practice for, travel to, and participation in activities sponsored by the Nebraska School Activities Association and the Nebraska Department of Education will be scheduled outside of instructional time. Individual student absences because of illness or family-centered activities will be governed by district attendance policies.
5. The board intends to strike a sensible balance between the time spent on academics and time spent on extra-curricular activities, acknowledging that both work and play are important in each student's total development and education.

Adopted on: September 11, 2023

Revised on: _____

Reviewed on: _____

6004 Curriculum Development

The board of education jealously guards its right, prerogative, and discretion to exercise local control of the curriculum development of the district to the greatest extent permitted by state and federal law, and has no intention of ceding such right, prerogative, or discretion.

The superintendent or his/her designee shall be responsible for providing and directing system-wide planning for curriculum, instruction, assessment and staff development.

The curriculum shall be standards-driven and accountability-based. The district's academic content standards shall be those required by the Nebraska State Board of Education in the subject areas of reading and writing (language arts), mathematics, and science only. The curriculum shall be articulated to include all programs and grade levels offered within the district, K-12 and, if applicable, shall include a preschool program. The curriculum shall reflect the comprehensive plan of the school district. All professional staff members are responsible for implementing the curriculum.

The superintendent or his/her designee will present this curriculum to the board for approval or modification.

The superintendent shall be responsible for establishing curriculum guides to articulate and coordinate the written curriculum, and to provide consistency of the written curriculum from one level of the district to the next. Curriculum guides shall provide for the development of the school district's curriculum and shall set academic standards, identify essential educational outcome criteria, and provide for the implementation, monitoring and evaluation of student learning.

Teachers are responsible for following the curriculum guides and teaching the written curriculum. Principals are responsible for monitoring the curriculum and evaluating teachers to ensure that they are teaching in compliance with the curriculum guides and written curriculum. The superintendent and his/her designee shall ensure that principals monitor the curriculum and evaluate teachers.

Curriculum and Textbook Adoption Schedule

The district will review curriculum and adopt associated textbooks on the following schedule.

SUBJECT AREAS	REVIEW	ADOPTION
Foreign Language Fine Arts/Music	2027-28	2027-28
K-12 Language Arts	2021-22	2022-23
Math	2022-23	2023-24
Technology	2027-28	2027-28
Science	2025-26	2025-26
Physical Ed/Health	2023-24	2024-25
Vocational	2027-28	2027-28
Social Studies	2027-28	2027-28
Financial Literacy	2027-28	2027-28
Computer Science and Technology	2027-28	2027-28

Adopted on: September 11, 2023

Revised on: _____

Reviewed on: _____

STANDARDS REVISION TIMELINE FOR ALL CONTENT AREAS*

*Subject to change

Content Areas (Assessed by Summative Statewide)

Content Area	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
English Language Arts			November	Aug/Sept	September 1		Spring			Spring	Fall 7							
Mathematics				November	Aug/Sept	September 1		Spring			Spring	Fall 7						
Science						September	Aug/Sept	September 1			Spring		Spring	Fall 7				

Content Areas (Not Assessed by Summative Statewide)

Fine Arts			June	Feb/Mar	March 1					Spring	Fall 7							
Health Education										Spring	Fall	Fall 1					Spring	Fall 7
Physical Education						Jan Aug/Sept	September 1					Spring	Fall 7					
Social Studies	September	December		September				Fall 1	Fall 7									
World Languages								Fall	Fall	Fall 1					Spring	Fall 7		

Career Education Content Areas *Effective 2020 CTE Standards revision moving to same cycle timeline.

Ag, Food, & Natural Resources						December	Fall	August 1		December	Fall	August 1				Fall 5		
Business, Mktg & Management						December	Fall	August 1		December	Fall	August 1				Fall 5		
Communication & Info Systems						December	Fall	August 1		December	Fall	August 1				Fall 5		
Health Sciences						December	Fall	August 1		December	Fall	August 1				Fall 5		
Human Services & Education						December	Fall	August 1		December	Fall	August 1				Fall 5		
Skilled & Technical Sciences						December	Fall	August 1		December	Fall	August 1				Fall 5		



Start Date for Revision



Targeted Completion/Approval by State Board



Implemented in Schools



SSA Summative Statewide Assessment



Next Revision Begins



Year One



Year Five



Year Seven

Once standards are approved by the State Board of Education, school districts have one year to adopt the standards or standards deemed equal to or more rigorous than the state-approved standards.

Updated on 04/09/2019

6005

Academic Credits and Graduation

The requirements for graduation are:

- **English (Language Arts):** **40** credits required in 9th, 10th, 11th and 12th grade
- **Speech:** **5** credits required during 10th grade
- **Mathematics:** **30** credits required in 9th, 10th and 11th
 - Beginning with the 2011-2012 school year, the minimum math requirements will reflect the following to earn the 30 credits (requirements are for all incoming 9th grade students in fall 2011)
 - 9th Grade Students > Algebra I OR Pre-Algebra
 - 10th Grade Students > Geometry OR Algebra I
 - 11th Grade Students > Algebra II OR Geometry
- **Science:** **30** credits required in 9th, 10th and 11th
 - Beginning with the 2018-2019 school year, the minimum science requirements will reflect the following to earn the 30 credits (requirements are for all incoming 9th grade students in fall 2018)
 - 9th Grade Students > Biology
 - 10th Grade Students > Physical Science
 - 11th Grade Students > Earth/Space Science
- **Social Studies:** **30** credits--Including 10 credits of American Government
- **Physical Education:** **10** credits
- **Health** **5** credits (beginning in 2012-2013 for all sophomores)
- **Personal Finance:** **5** credits (beginning in 2022-2023, during junior or senior year)
- **Computer Information Systems:** **10** credits— Consisting of:
 - Info Tech - **5** credits (1st Semester - 9th Grade)
 - IT Fundamentals - **5** credits (2nd Semester 9th Grade)
- **Electives:** **85** credits--Must pass a minimum of 85 credits (beginning 2022-2023)

Adopted on: September 11, 2017

Revised on: September 11, 2023

Reviewed on: _____

6025

Student Cell Phone and Other Electronic Devices

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

Students may use cell phones or other electronic devices on school sidewalks and in the common areas of the school before and after school, during passing periods, and during lunch so long as they do not create a distraction or a disruption and comply with all other policies and handbook provisions.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

Students may not use cell phones or electronic communication devices while riding in school vehicles, including listening to music, unless they have permission to do so from the driver or other adult responsible for their supervision.

Students shall be personally and solely responsible for the security of their cell phones or electronic devices. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a 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 who violate this policy or other school rules will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after discussing the rule violation with the student and parent or guardian. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

Adopted on: September 11, 2023

Revised on: _____

Reviewed on: _____

6038

Artificial Intelligence

As used in this policy, artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChaptGPT, Google Bard, and other chatbots.

The board recognizes that among other resources, when properly used, AI Tools may provide valuable source information to students and teachers in relation to the district's academic curriculum and assignments. Student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, then AI Tools may not be used. Individual teachers will decide for each individual assignment the extent to which students may use AI Tools for such assignment. Teachers are encouraged to make such a decision in advance of students being given the individual assignment in question.
2. Teachers will communicate to all students responsible for completing an assignment the extent to which such students may use AI Tools in connection with such assignment. Teachers will endeavor to include in such communications examples of permissible and impermissible uses of AI Tools.
3. If a student uses any AI Tools in connection with a school assignment, the student must comply with the following:
 - a. The student must explicitly disclose to the teacher in writing that the student used an AI Tool and the specific AI Tool used.
 - b. In any student work (whether hard copy, electronic, digital, or otherwise), the student shall give proper attribution to the AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not

necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.

- c. In no instance may the output from one or more AI Tools be copied and placed within a student's work as if the student wrote such section himself or herself. For example and not limitation, students may not outsource the organization or the writing of any written work to any AI Tool.
- 4. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.
- 5. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Adopted on: September 11, 2023

Revised on: _____

Reviewed on: _____

RAVENNA PUBLIC SCHOOLS STUDENT HANDBOOK

2023-2024 Edition

Ravenna Public Schools
41750 Carthage Road
Ravenna, NE 68869

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



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WELCOME

Dear Students and Parents:

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

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

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

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

Sincerely,

Ken Schroeder

Mr. Ken Schroeder – Superintendent

Intent of Handbook

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

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

Notice of Nondiscrimination

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

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

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

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

MISSION STATEMENT

FAMILY – COMMUNITY – SCHOOL

Preparing Students Today to Succeed Tomorrow

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Admission of Part-Time Students

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable curricular practices when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a part-time basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who resides in the school district but attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

Application for Enrollment. The parent or guardian of an exempt school student who is of appropriate age to attend school, is a resident of the school district, has not graduated from high school, and has not received a graduate equivalency diploma must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district by August 1 of the year of enrollment. For second semester high school courses, the application must be filed by December 1. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one school year to the next, and the parent or guardian of an exempt school student must apply for enrollment each school year.

Limitations Based on Resources. The enrollment of exempt school students is subject to limitations established by the district for grades, classes, courses, and programs based on the limited resources available to the school district. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

Placement of Students. Exempt school students shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

Grades and Academic Honors. Exempt school students shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district requirements for such including earning a

sufficient number of credit hours and semesters of attendance.

Applicability of School Rules. Exempt school students are subject to all rules and standards of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and teaching personnel. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course or course-related activity unless the course or course-activity requires their presence or the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

Extracurricular Sports and Activities. Students who are enrolled in a private, denominational or parochial school may not participate in extracurricular sports and activities sponsored by the public school district if they participate in extracurricular sports and activities offered by the private, denominational or parochial school. Exempt school students may participate in extracurricular sports and activities if they are enrolled in at least 20 credit hours per semester, with at least 5 credit hours of enrollment in the public school district. All part-time students must also meet all other eligibility requirements set by the board, administration and coach/sponsor prior to participating and for continued participation in the sport or activity. This includes all eligibility and other requirements of the Nebraska School Activities Association and any other governing bodies for the activity.

Transportation. Part-time school students are not entitled to transportation or reimbursement for transportation to and from the school for class attendance purposes, unless required by law. Eligible part-time students are entitled to transportation to and from practices and extracurricular events to the same extent as the school district's full-time students, but part-time students must arrange their own transportation and arrive timely to the designated pick-up point for such transportation.

Option Enrollment. Students may not enroll on a part-time basis pursuant to the school's option enrollment program.

Attendance

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

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

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

Discontinuing Enrollment – 5 Year Old Students

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

Discontinuing Enrollment – 16 and 17 Year Old Students

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

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

Attendance Officer

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

Excused Absences

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

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

Excessive Absenteeism

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

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

Absences due to illness

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

Planned absences

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

Students are obligated to:

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

Parents are obligated to:

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

Pregnant and Parenting Students

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

Make up allowance

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

Loss of Credit

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

1. Loss of Credit

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

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

Band

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

Bills

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

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

Books and Supplies

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

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

Bulletin Boards

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

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

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

Bullying

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

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

Reporting Bullying

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

Bullying Investigations

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

Cafeteria

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

Candy & Pop

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

Cell Phones and Other Electronic Devices

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

Students may use cell phones or other electronic devices on school sidewalks and in the common areas of the school before and after school, during passing periods, and during lunch so long as they do not create a distraction or a disruption and comply with all other policies and handbook provisions.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other

form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

Students may not use cell phones or electronic communication devices while riding in school vehicles, including listening to music, unless they have permission to do so from the driver or other adult responsible for their supervision.

Students shall be personally and solely responsible for the security of their cell phones or electronic devices. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a 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 who violate this policy or other school rules will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after discussing the rule violation with the student and parent or guardian. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

Child Abuse and Neglect

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

Class Dismissal

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

Classroom Behavior

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

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

Teachers will establish classroom conduct rules which students must obey.

Closed Campus

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

Coats and Boots

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

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

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

College Visits

Any student who wishes to attend a college visit must pre-arrange the absence, prior to the absence. When arranging the visit with a guidance counselor, the student needs to provide the name of the college, date and time of visit, and college contact for the visit. Upon conclusion of the visit, the student must return

with a signed form provided by the guidance counselor, completed by the student and the college contact indicating the visit occurred, otherwise the absence will not be excused.

Communicable Diseases

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

Communicating with Parents

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

Complaint Procedure

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

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely

than not that misconduct occurred.

I. Complaint and Appeal Process.

- A. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant believes speaking directly to the person would subject the complainant to discrimination or harassment.
- B. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - 1. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - 2. Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - 3. Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - 4. Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
- C. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - 1. Determine whether the complainant has discussed the matter with the staff member involved.
 - 2. If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 3. If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - 4. Strongly encourage the complainant to reduce his or her concerns to writing.
 - 5. Interview the complainant to determine:
 - a) All relevant details of the complaint;
 - b) All witnesses and documents which the complainant believes support the complaint;

- c) The action or solution which the complainant seeks.
- 6. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or Title IX/504 coordinator received the complaint.
- D. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
 - 1. This appeal must be in writing.
 - 2. This appeal must be received by the superintendent no later than ten (10) calendar days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - 3. The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - 4. Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent receives the complainant's written appeal.
- E. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
 - 1. This appeal must be in writing.
 - 2. This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - 3. This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - 4. The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it receives the complainant's written appeal.
 - 5. There is no appeal from a decision of the board.
- F. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
 - 1. Determine whether the complainant has discussed the matter with the superintendent.
 - a) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the

- superintendent, if appropriate.
- b) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
2. Strongly encourage the complainant to reduce his or her concerns to writing.
 3. Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 4. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

No Retaliation.

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

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

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

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

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

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

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

Bad Faith or Serial Filings.

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

Computer Network Use by Students

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

I. Student Expectations in the Use of the Internet

A. Acceptable Use

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

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers that are not approved by the school.

4. Students shall not use school computers to participate in on line auctions, non-educational on-line gaming or file sharing systems.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator or supervising teacher.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, malware or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

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

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

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

B. Consequences for Violation of this Policy

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

III. Protection of Students

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

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context.
3. The school's use of student information is solely for education purposes.

B. Education About Appropriate Online Behavior

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

Conferences

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

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

Contact Information

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

Contraband

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

Damage to School Property

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

Dances

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

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

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

Dating Violence

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

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

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

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

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

Discrimination and Harassment

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

Dress Code

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

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats and bandanas may not be worn during the school day
4. Bare feet (some type of footwear must be worn)
5. Short-shorts, cutoffs, or compression shorts alone (unless under other shorts)
6. Hairstyles which distract from the learning process or the health and safety for either the student or others
7. Any clothing that could cause damage to others or school property
8. Clothing that is torn, ripped, or cut
9. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
10. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
11. Costumes and/or those clothes intended only for leisure, entertaining or special occasions

12. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
13. Pants and shorts worn below the waist so as to expose undergarments
14. Pants that drag on the floor
15. Chains hanging or attached to pants or shorts
16. Coats during school hours unless the student has permission from a faculty member
17. Blankets are not allowed
18. Clothing with tears or holes that expose flesh inappropriately or that exposes underclothes
19. No spaghetti strap tops, string backless or plain backless tops will be worn unless there is another shirt worn over these garments that cover the skin and is not see through material.
20. Sleeveless tops are allowed providing the armhole openings are appropriate and do not show chest, undergarments (including sports bras) or side chest portions of the body.
21. Clothing may not include symbols that cause a significant disruption to the educational environment.
22. Hooded Sweatshirts must be worn with the hoods down while in the building.

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

Driving and Parking Personal Vehicles

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

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

school rules.

4. Students will park only in the designated student parking.

Drones and Unmanned Aircraft

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

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

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

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

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

Drug Free Schools

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

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

Emergency Contact Information

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

Evacuations

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

Eye Exams

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

Field Trips

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

First-Aid

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

Food Service Program

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

Breakfast

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

Second Chance Breakfast

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

Lunch

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

Milk Break/Snack

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

Payment for Meals

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

Low balance notices will be provided to parents when the account balance reaches less than \$5.00.

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

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

Notice of Non-discrimination

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, 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](tel:8008778339). Additionally, program information may be made available in languages other than English.

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

Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: [\(202\) 690-7442](tel:2026907442); or

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

This institution is an equal opportunity provider.

Fundraiser

All fundraising activities shall require authorization by an administrator.

Head Lice

Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or

louse eggs the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

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

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

Health Problems

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

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

Homebound Instruction

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

Homeless Children and Youth

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

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

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

students are held.

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

Illness or Injury at school

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

Immunizations

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

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

Provisional Enrollment.

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

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

Initiations and Hazing

Initiations by classes, clubs, or athletic teams are prohibited except by permission of the administration. Hazing in connection with any school organization is absolutely prohibited. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but

are not limited to whipping, beating, branding, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

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

Lost and Found

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

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

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

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

the medication

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

Media Center

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

Memorials

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

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

Parental Involvement

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

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district

programs, and evaluations of progress.

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

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

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

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

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

Parties

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

Personal Hygiene

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

Personal Items

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

Physical Education

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

Physical Exam

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

Pictures

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

Playground Rules

Students must follow these rules to keep the playground safe:

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

Students who violate these rules will be disciplined with the loss of recess or other

privileges, detention and/or other consequences.

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

Police Questioning and Apprehension

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

Protection of Student Rights

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

ACT Exam

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

Public Displays of Affection

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

Rights of Custodial and Noncustodial Parents

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

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

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

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

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

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

Secret Organizations

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

School Day

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

Self-Management of Diabetes or Asthma/Anaphylaxis

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

a plan should contact the School Nurse.

Sexual Harassment

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

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

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

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

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

Sexual harassment may include but not be limited to:

- Unwelcome verbal harassment of a sexual nature or abuse.
- Unwelcome pressure for sexual activity.
- Unwelcome sexually motivated or inappropriate patting, pinching, or physical contact.
- Unwelcome sexual behaviors or words, including demands for sexual favors, accompanied by implied or overt threats concerning an

- individual's educational status.
- Unwelcome behavior, verbal or written words or symbols directed at an individual because of gender.

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

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

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

Reporting Procedure

Any person who believes he or she is being harassed or is otherwise the victim of sexual harassment or sexual violence shall report such conduct to the building principal, who serves as our Title IX Compliance Coordinator. Thereafter, the complaint shall be investigated and processed in a manner consistent with district policy.

Smoking and Tobacco

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

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of

illicit items on school grounds. Students and staff are specifically notified of the following:

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

Standardized Testing

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

Student Assistance

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

Student Fee Policy

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

Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the

district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.

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

Listing of Fees Charged by this District.

1. **Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.
2. **Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.
3. **Personal or Consumable Items.** The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.
4. **Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.
5. **Technological Devices.** The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of

this convenience fee charged by the district will be \$100.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be \$100. The district may also charge a damage deposit which will be returned or may be rolled to cover the damage deposit for the next year if it is not needed to cover the costs of any damage to the device. The maximum dollar amount of this damage deposit will be \$1000

Additionally, the district may allow students to purchase technological devices by arranging for the students to purchase these devices through a single, or series of, payments.

6. **Extracurricular Activities.** The school district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.
 - a. The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:
 - i. Event admission is \$5.00 for adults, \$4.00 for students, and \$3.00 for any junior high game. Ravenna students get free admission to home games. Admission pass prices are \$40.00 for adults (covers admission to all home extracurricular events; away events and certain conference and district events are not covered by the activity card).
 - ii. Student Participation Fee - \$100
 - Required of all students who participate in athletics and/or other extracurricular activities
 - iii. Future Business Leaders of America- \$30
 - iv. Cheerleading, drill team, flag corps. - \$50 each
 - Students must purchase uniforms and shoes selected by the sponsor and/or student group.
 - v. Football- \$50
 - Students must provide their own football shoes and undergarments.

vi. Golf- \$50

- Students must provide their own golf shoes, undergarments, and clubs.

vii. Track, volleyball, wrestling and basketball - \$50 each

- Students must provide their own shoes and undergarments.

viii. Future Farmers of America- \$20.00

- Students must purchase their own jackets in addition to paying dues.

7. **Post-Secondary Education Costs.** Some students enroll in post-secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. The costs of these items will naturally vary, but the maximum dollar amount of the fee is anticipated to be \$650 per course.
8. **Copies of Student Files or Records.** The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of 5 cents per page for reproduction of student records.
9. **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.
10. **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.
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.
- a. The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- i. Breakfast Program – Grades K-6
 - Regular Price \$2.10
 - Reduced Price \$.30
 - ii. Breakfast Program – Grades 7-12
 - Regular Price \$ 2.25
 - Reduced Price \$.30
 - iii. Lunch Program – Grades K-6
 - Regular Price \$ 3.15
 - Reduced Price \$.40
 - iv. Lunch Program – Grades 7-12
 - Regular Price \$ 3.35
 - Reduced Price \$.40
 - v. Second milk or second entrée (each) \$.45 and \$1.50
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:
- a. Band students shall provide their own instruments. Ravenna Public Schools will have a select number of instruments available for use.
 - b. Swing choir students must purchase outfits and shoes selected by the sponsor and/or student group.
13. **Contributions for Class Extracurricular Activities.** Students are eligible to participate in a number of extracurricular activities during their years in Junior/ Senior High school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund beginning in seventh grade. This contribution is completely voluntary. Through fundraising activities throughout the 7th-12th grade years, students may choose to work for the contributions to the class. Students who choose to work in lieu of contributions to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$10.00 to \$20.00 per year.

Waiver Policy.

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

building principal. Application forms are available in each school building office.

Voluntary Contributions to Defray Costs.

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

Student Illness

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

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

Student Government

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

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

Student Records

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

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

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

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

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

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high

school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

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

Non-Directory Information

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

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

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

Transfer of Records Upon Student Enrollment

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

Complaints

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

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

Tardiness

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

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

Telephone Calls

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

Threat Assessment and Response

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

1. Definitions

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

quickly or easily resolved.

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

2. Obligation to Report Threatening Statements or Behaviors.

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

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

3. Threat Assessment Investigation and Response

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

serious violence.

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

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

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

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

4. Communication with the Public about Reported Threats

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

5. Coordination with the Crisis Team After Resolution of Threat

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

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

Transportation Services

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

Transportation to School

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

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

Bus Regulations

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

1. Rules of Conduct on School Vehicles:

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

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

2. Consequences

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

3. Records

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

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

4. Transportation to Activities

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

Video Surveillance, Recordings, and Photographs

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

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Violation of this policy may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Weather-Related School Closing

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

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

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.

Artificial Intelligence

As used in this policy, artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChaptGPT, Google Bard, and other chatbots.

The board recognizes that among other resources, when properly used, AI Tools may provide valuable source information to students and teachers in relation to the district's academic curriculum and assignments. Student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, then AI Tools may not be used. Individual teachers will decide for each individual assignment the extent to which students may use AI Tools for such assignment. Teachers are encouraged to make such a decision in advance of students being given the individual assignment in question.
2. Teachers will communicate to all students responsible for completing an assignment the extent to which such students may use AI Tools in connection with such assignment. Teachers will endeavor to include in such communications examples of permissible and impermissible uses of AI Tools.
3. If a student uses any AI Tools in connection with a school assignment, the student must comply with the following:
 - a. The student must explicitly disclose to the teacher in writing that the student used an AI Tool and the specific AI Tool used.
 - b. In any student work (whether hard copy, electronic,

digital, or otherwise), the student shall give proper attribution to the AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.

- c. In no instance may the output from one or more AI Tools be copied and placed within a student's work as if the student wrote such section himself or herself. For example and not limitation, students may not outsource the organization or the writing of any written work to any AI Tool.
- 4. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.
- 5. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Certificate of Attendance

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

Class Rank

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

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

Students who transfer into the school district in 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.

Correspondence and Online Courses

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

Credit for Non-Academic Work

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

Eligibility Grades 7-12

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

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

Grades

Students will receive letter grades for their academic core classes.

- A+ 98-100
- A 95-97
- A- 93-94
- B+ 90-92
- B 88-89
- B- 85-87
- C+ 82-84
- C 80-81
- C- 78-80
- D+ 75-77
- D 72-74

- D- 70-71
- F 0-69
- NG No Grade
- P - Pass

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

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

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

Graduation Awards

Graduating seniors will be awarded for their academic achievements during the annual commencement activities. The winners of these awards will be determined on the basis of student academic achievement. The valedictorian and salutatorian of the graduating class shall be the students with the highest and second highest cumulative percentage grade point averages respectively in curriculum course work completed in grades nine through twelve. These students will receive their awards during commencement exercises.

Student Class Requirements

REQUIREMENTS FOR JUNIOR HIGH STUDENTS

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

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

HIGH SCHOOL GRADUATION REQUIREMENTS

1. All students will be required to take at least 7 subjects per day for a 1-9 period day during the school year and a maximum of 1 study hall unless there are special circumstances. Any special circumstances must have prior approval of the principal.
2. The requirements for graduation are:
 - **English (Language Arts): 40** credits required in 9th, 10th, 11th and 12th grade
 - **Speech: 5** credits required during 10th grad
 - **Mathematics: 30** credits required in 9th, 10th and 11th
 - Beginning with the 2011-2012 school year, the minimum math requirements will reflect the following to earn the 30 credits (requirements are for all incoming 9th grade students in fall 2011)
 - 9th Grade Students > Algebra I OR Pre-Algebra
 - 10th Grade Students > Geometry OR Algebra I
 - 11th Grade Students > Algebra II OR Geometry
 - **Science: 30** credits required 9th, 10th and 11th grades.
 - 9th Grade Students > Biology
 - 10th Grade Students > Physical Science
 - 11th Grade Students > Earth and Space Science
 - **Social Studies: 30** credits--Including 10 credits of American Government
 - **Physical Education: 10** credits
 - **Health: 5** credits (beginning in 2012-2013 for all sophomores)
 - **Personal Finance: 5** credits (beginning in 2022-2023, during junior or senior year)
 - **Computer Information Systems: 10** credits— Consisting of:
 - Info Tech - **5** credits (1st Semester - 9th Grade)
 - IT Fundamentals - **5** credits (2nd Semester 9th Grade)
 - **Electives: 85** credits--Must pass a minimum of 85 credits (beginning 2022-2023)

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

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

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular

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

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

Homework

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

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

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

Honor Roll

Roll of Excellence:

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

Roll of Honor:

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

Honor Days Rewards

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

1. At the end of each semester, students who reach the "Roll of Excellence" honor roll will earn one day of release time from school.
2. At the end of the semester, students who make the "Roll of Honor" will earn ½ day of release time from school.
3. Students earning release time must request and fill out the release form, signed by their parents, and file it with the principal designating the day or ½ day they

plan to be gone from school. Students must take release time in ½ or full days; four periods constitute ½ day. The form must be returned to the principal prior to taking the Honor Day or the absences will be counted as an “unexcused absence”. Students may not use an honor day if they are failing a class. All grades must be passing.

4. All work must be made up before students can take release time. Once the work is handed in, the teachers will then sign the release form.
5. Students will not be counted absent during release time.
6. Students may only earn two full days of release time per year and can only carry over a maximum of one release day into the next school year.
7. Students who are over the attendance limit for a semester cannot use honor days.

Mid-Term Graduation

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

The Board of Education, upon receiving administrative recommendation, may grant midterm exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian should apply during the first quarter of the student’s senior year. The Board of Education will act on all requests. Any student who is granted midterm exit from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises.

Report Cards

Report cards 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 (not to exceed an additional 48 hours), the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: all assignments due during the time of suspension

will be finished/completed upon reentry to school.

Weapons and/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.

Pre-Kindergarten through Second Grade Students

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in

effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the law of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations

constitute a substantial interference with school purposes:

- a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
- b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
- c. Violating school bus rules as set by the school district or district staff;
- d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law; f. Possession of pornography;
- f. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- g. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
- h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual stimulation and sexual assault;

- i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- k. Knowingly possessing, handling, transmitting any object or material that is ordinarily or generally considered a simulated of "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon;
- m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- n. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board. The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

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

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

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

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the

principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

Section Four

Staff Directory

Members of the Board of Education:

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

Administrative Staff:

Mr. Ken Schroeder..... Superintendent
Mr. Cannon BlauveltHigh School Principal
Mr. Paul Anderson Elementary Principal

Teaching Staff:

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

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

Para Professionals

Colleen Cornelius - Michelle Dethlefs - Brittney Lutz - Julie McGuigan

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

Russell - Jessica Schuller - Amy Styren - Hannah Turek - Stephanie Yost

Office Staff

Hilary Bolling..... General Fund/Payroll/HR
Shari Spaulding..... HS/Sup/AD Secretary/Activity Fund
Lacey RagerElem Secretary/Lunch Fund

School Nurse

Karalee Fiddelke

Technology

Dave Huryta

School Nutrition Program

Lynda Endecott - Manager
Chris Bruning - Nancy Chizek
Pearl Sklenar

Custodians

Dan Cyboron (head) Marcie Gross - Kristi Hagge

Transportation/Groundskeeper Department

Todd VanWinkle

Bus Drivers

Cheryl Deines - Peg Dethlefs
Richard Douglas - Lenay Palser
Gary Psota - Heidi Downer

Title IX Policy

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

Title IX Coordinator

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

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

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

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

2.3. **Formal complaint** means a document filed by a complainant or signed

by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



RAVENNA PUBLIC SCHOOLS

2023-2024 SCHOOL CALENDAR



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

10 – School Board Meeting

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

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

(5-20, T-21)

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

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

(5-12, T-15)

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

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

(5-19, T-20)

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

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

(5-19, T-20)

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

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

(5-17, T-18)

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

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

(5-20, T-21)

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

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

(5-20, T-21)

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

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

(5-20, T-20)

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

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

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

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

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

(5-14, T-15)

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

10 – School Board Meeting

RECEIPT

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

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

PARENT/STUDENT AGREEMENT

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

Student's Signature Date

Parent/Guardian's Signature Date

Student Cell Phone Number

Parent Cell Phone Number

Parent's Email Address

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

Student Name: _____

Grade: _____

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

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

Signature: _____ Date: _____

ADMINISTRATION OF OVER THE COUNTER OR PRESCRIPTION MEDICATION TO STUDENTS

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

DATE: _____

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

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

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

Name of Physician and Designee

Print or Type

Primary Phone Number

Secondary Phone Number

Signature of Physician

RECORD OF THE ADMINISTRATION OF SELF-ADMINISTRATION OF MEDICATION

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

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

DATED this day _____ of _____ . 20__ .

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

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

Doctor's Signature:

Ravenna Public School

Activities Handbook

Rules and Regulations

2023-24

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Introduction

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

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

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

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

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

SECTION ONE:
GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Academic Eligibility

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility, (2) meet the requirements of board policy including all rules applicable to the activity, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. Participants must attend practices and participate in all conditioning during any period of ineligibility.

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

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

Admission

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

Eligibility Grades 7-12

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

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

Attendance at Practices and Contests

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

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

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

Closings

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

Colors

The Ravenna School colors are royal blue and white.

Complaint Procedure

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

Concussion Awareness

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

The School District will:

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

*Currently used by Ravenna Public Schools

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

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

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

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

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

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

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

Dances

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

Junior High/Middle School Dances

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

High School Dances

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

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

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

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

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

Electronic Communication

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

Equipment

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

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

Fundraising

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

Individual Training Rules and Rules of Conduct

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

Initiations and Hazing

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

Injuries

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

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

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

Insurance

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

Lettering Requirements

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

Basketball:

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

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

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

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

Cross Country:

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

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

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

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

- **First 6 runners for Ravenna

-Have an average course time of less than:

- 24:00 minutes for boys

- 27:00 minutes for girls

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

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

Football:

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

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

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

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

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

Golf (Boys & Girls):

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

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

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

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

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

Instrumental and Vocal Music:

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

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

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

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

Play Production:

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

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

Speech:

-Compete in at least four tournaments.

-Practice with his or her coach once a week.

-Be recommended to letter by their coach.

Student Managers:

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

Track:

An athlete must:

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

-Finish the season with the track team.

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

Volleyball:

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

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

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

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

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

Wrestling:

An athlete must:

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

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

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

-Be a senior and wrestled all 4 years

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

Mascot

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

Practices

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

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

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

Reimbursement

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

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

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

Secret Organizations

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

Student Manager, Helpers, or Activity Aids

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

Sunday and Wednesday Night Activities

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

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

Transportation

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

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

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

Weight Room

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

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

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

SECTION TWO: AVAILABLE ACTIVITIES

AcaDeca

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

Athletic Teams

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

Band

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

Cheer Squad

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

Dance Team

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

Drama Club

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

Future Business Leaders of America (FBLA)

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

Future Farmers of America (FFA)

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

SkillsUSA

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

National Honor Society (NHS)

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

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

Robotics

In Robotics, teams of students are tasked with designing and building a robot to play against other teams from around the world in a game-based engineering challenge. Classroom STEM concepts are put to the test on the playing field as students learn lifelong skills in teamwork, leadership, communications, and more. Tournaments are held year-round at the regional, state, and national levels.

Science Olympiad

Science Olympiad is a national non-profit organization dedicated to improving the quality of K-12 science education, increasing male, female and minority interest in science, creating a technologically-literate workforce and providing recognition for outstanding achievement by both students and teachers. These goals are achieved by participating in Science Olympiad tournaments and non-competitive events, incorporating Science Olympiad into classroom curriculum and attending teacher training institutes.

Student Council

The purpose of student government is to arouse the spirit of loyalty toward the school, to promote good citizenship, to sponsor school activities, to extend the spirit of good fellowship throughout the student body, to foster a spirit of cooperation between the students and faculty and to seek to develop a spirit of cooperation, goodwill and better understanding with other

schools. The organization, operation and scope of the student government shall be administered by the superintendent or designee.

Speech

Students compete in 12 different categories of competition. These include debate, current events speaking, and several theater type acting events.

STAR

STAR stands for Students Teaching About Responsibilities. STAR is a group of student leaders selected from grades 7-12, who elect to promote positive leadership in the school and in the community.

Student Publications

The yearbook is published by the Journalism class along with the help of its teacher. The annual is financed by funds raised from the sale of the books.

Vocal Music

Vocal Music provides students with the opportunity to learn the essentials of vocal music performance. Various forms of vocal music are performed. Students have the opportunity to participate in swing choir and show choir competitions throughout the course of the year.

Quiz Bowl

Quiz Bowl is a game in which two teams compete head-to-head to answer questions from all areas of knowledge including history, literature, science, fine arts, current events, sports, and popular culture.

SECTION THREE: NEBRASKA STATE ACTIVITY ASSOCIATION RULES

Eligibility

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at <http://nsaahome.org/yearbook.php>. A summary of the major rules governing student eligibility and participation is given below. The established NSAA Constitution & Bylaws overrule any conflicting or inaccurate information presented below. Contact the principal, activities director, or the activity sponsor or coach for an explanation of the complete rule.

1. Student must be a bonafide student of their member school and have not graduated from any high school.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. **Guardianship does not fulfill the definition of a parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his/her review and a ruling.
6. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
7. **Student eligibility related to domicile can be attained in the following manners:**
 - a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.

b. If the parents moved during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.

c. If a student elects to remain at the high school where he/she initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.

d. **If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.**

8. Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall. Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

9. Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2023-24 school year prior to May 1, 2023; for the student to be eligible. The school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2023. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students, who did not have their enrollment forms signed, delivered and accepted prior to May 1, 2023, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

10. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.

11. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school.

12. A student shall not participate on an all-star team while a high school undergraduate.

13. A student must maintain his/her amateur status.

NSAA Sportsmanship Rules

Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>. Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts, which may endanger the personal safety of individuals involved, or acts, which hinder the normal progress of a contest or lead to the restriction or discontinuance of a contest.

If a student, participant, patron, and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during such competition the member school and/ or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

SECTION FOUR: CODE OF CONDUCT

All students associated with Ravenna Public Schools and participating in extracurricular or school sponsored activities (including all NSAA activities) are required to avoid conduct that is detrimental to the integrity of and public confidence in the school. Rules promoting lawful, ethical, and responsible conduct serve the interests of all people associated with the school. Illegal and irresponsible conduct puts people at risk, tarnishes the reputation of the offender and everyone else associated with the school, and undermines the public support and respect of the school district.

Standard of Conduct - Participation in school-sponsored or extracurricular activities is a privilege and not a right. Participants must follow board policy, this code, and all the training rules and rules of conduct of the coaches and/or activity sponsors. Students participating in school-sponsored or extracurricular activities are held to a high standard. Students are expected to conduct themselves in a way that is lawful, responsible, promotes the values upon which the school is based, and that brings credit to themselves and the school. Students who fail to live up to the required standard of conduct are guilty of detrimental conduct and subject to discipline under all school policies, the general student code of conduct, and these Activity Participation Rules.

Coach and Sponsor Rules - Coaches and/or activity sponsors shall establish training rules or rules of conduct for participation in and for attendance at the activity or event. General training rules or rules of conduct shall be established prior to the activity or event. This Code shall control in the event that there is a conflict with coach or sponsor rules.

Prohibited Conduct - Students in school-sponsored and/or extracurricular activities may not engage in the following conduct:

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, use, distribution, or being at parties in the presence of alcohol, illicit drugs, tobacco/nicotine, or controlled substances, or any lookalike or imitations thereof, without parental supervision, or being under the influence of alcohol, illicit drugs, tobacco/nicotine, or controlled substances, or any lookalike or imitations thereof. "Lookalike

or imitations" means substances such as K2 and products like electronic cigarettes, vapor pens, etc. (Note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).

6. Hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault.

7. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.

8. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing or terrorizing.

9. Violating any school policy or a coach's or activity sponsor's training rules or rules of conduct.

10. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an

extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.

11. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.

12. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

Such conduct is prohibited during the school year and while students are participating in school-sponsored events during summer months, regardless of whether it occurs on-campus or off-campus. School year means the period commencing on the first day of fall sports practice through the last day of spring sports practice, events, or attendance at school for a given school year. Summer months means the period commencing after the last of spring sports practice, events, or attendance at school for a given school year until the first day of fall sports practice.

Discipline - Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

1. Any prior or additional misconduct;
2. The nature and seriousness of the offense;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;
7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;
8. Whether the circumstances of the violation are likely to recur;
9. The student's willingness to participate in evaluations, counseling, or other programs;
10. Any mitigating factors;
11. Any other relevant factors.

If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

Evaluation, Counseling, and Treatment - Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the administration's discretion. Based upon the results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

Reporting of Incident - Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day

after the violation has occurred. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy.

Discipline Procedures - Prior to any disciplinary action under this activities code, the following procedures shall be followed:

1. The coach or activity sponsor shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The student and his/her parent or guardian shall be given oral or written notice of the information obtained as a result of the investigation and provided an opportunity to confer with the coach or sponsor and building principal or activities director regarding the incident and any resulting disciplinary action.
3. The coach or activity sponsor shall make a decision regarding disciplinary action after steps 1 and 2 have been followed and shall report to and consult with the principal regarding the decision.
4. The student or the student's parents will be given written notice of the disciplinary action taken within a reasonable amount of time by the activity sponsor.

Consequences

First Offense: 10-day activity suspension and a minimum of 1 event/competition suspension.

Second Offense Within One-Calendar Year: 20-day activity suspension and a minimum of 2 event/competition suspension.

Third Offense Within One-Calendar Year: Suspension from all activities for one calendar year from the date of the third offense.

Guidance & Examples Regarding Application of Consequences.

a) The period of activity suspension begins the day the consequence is decided upon and imposed by the AD/Principal and shall be counted in calendar days, not school days.

b) The student may practice/participate, but not compete during the period of activity suspension, at the sponsor's discretion.

c) The student may attend competition, but not compete, during the activity suspension, at the activity sponsor's discretion.

d) The student may not participate in any competition during the suspension period, even if the participant has satisfied the number of event/competition suspension(s) s/he is required to meet to fulfill the activity suspension requirements.

e) If a student is not restricted from participating in an activity event/competition during the activity suspension, due to an absence of activity events/competitions during the period of suspension, the student is then required to be restricted from the next

event/competition for which they are eligible that occurs outside of the activity suspension time frame.

f) Activity sponsors are allowed to develop disciplinary consequences specific to their activity that restrict event/competition participation based on their specific activity guidelines, provided they are in the sponsor's specific activities by-laws or handbook. As a result, the student may receive an additional event/competition suspension, due to the specific by-laws or handbook of an activity. This additional event/competition suspension can only be applied by the activity sponsor with administrative approval and with the understanding that the parent and student have due process rights to contest such suspension to the administration. As an example, if a student in FFA is at a summer, school-sponsored FFA activity and earns a 10-day activity suspension, and the corresponding 1 minimum event/competition suspension, the student's activity suspension would begin the first day of fall practice and end 10 days thereafter. Even if the student were to be suspended from 1 event/competition during the 10-day suspension that was not an FFA event/competition, the FFA Sponsor could still suspend the student from 1 or more FFA event/competition, provided such suspension was provided for in the FFA Handbook or FFA By-Laws.

Review of Coach's Decision - A student or the student's parents may, within 5 school days of the notice of disciplinary action from the coach or activity sponsor, notify the principal/AD in writing of their request for a review of the coach or activity sponsor's determination. The principal/AD or his or her designee shall review the situation and render a decision within 3 school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

Misrepresentations - Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Questions - Any parent or student who has questions about board policy, this code, training rules or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

Assistance - Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

A Parent's Guide to Concussions

WHAT IS A CONCUSSION?

A concussion is a brain injury which results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

CONCUSSION FACTS

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms which interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes

- Can't recall events prior to hit or fall

- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy

- Concentration or memory problems
- Does not “feel right”
- Confusion

WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child’s physician, explain what has happened, and follow the physician’s instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent’s doctor or emergency room immediately.

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices.** The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.

Step 2: Running in the gym or on the field. No helmet or other equipment.

Step 3: Non-contact training drills in full equipment. Weight training can begin.

Step 4: Full contact practice or training.

Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete’s class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

WHAT CAN YOU DO?

- Both you and your child should learn to recognize the “Signs and Symptoms” of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season’s sports.

OTHER FREQUENTLY ASKED QUESTIONS:

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

Is a “CT scan” or MRI needed to diagnose a concussion?

Diagnostic testing which includes CT (“CAT”) and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete’s story of the injury and the health care provider’s physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports is a decision best reached following a complete evaluation by your child’s primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I’ve read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of “chronic encephalopathy” in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions which happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from A Parent’s Guide to Concussion in Sports, National Federation of High School Associations.

Some of this information has been adapted from the CDC’s “Heads Up: Concussion in High School Sports” materials by the NFHS’s Sports Medicine Advisory Committee. Please go to www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

AUTHORIZATION AND ACKNOWLEDGEMENT

WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

2023-24

Many forms of athletic competition result in violent physical contact among players, the use of equipment which may result in accidents, strenuous physical exertion and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

Signature of Parent

Printed Name of Parent

Date

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the activities handbook, including the code of conduct. **This means that I may not possess, use or be at parties in the presence of alcohol, tobacco/nicotine, illicit drugs, or controlled substances at any time during the school term unless I am accompanied by a parent.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

Signature of Student

Printed Name of Student

Date

I understand that my student is obligated by this handbook, including the statements above.

Signature of Parent

Printed Name of Parent

Date

5068

Extracurricular Drug Testing Program

The Ravenna Public School district supports and values student participation in extracurricular activities, but such participation in school district extracurricular activities is a privilege and not a right. Students in all extracurricular activities in grades 7-12 shall be subject to mandatory and random testing for the presence of tobacco/nicotine, alcohol, illegal drugs, and misused prescription drugs.

1. Purpose of Random Drug Testing

- a. The school district has recognized that observed and suspected drug, alcohol, and nicotine/tobacco use and abuse has increased among the student population, including students participating in extracurricular activities.
 - b. The school district seeks to provide safe, substance-free schools.
 - c. The school district seeks to deter the use of illegal and prohibited drugs, alcohol, and nicotine/tobacco among students.
 - d. The school district recognizes that students who use illegal and prohibited substances pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.
 - e. The school district finds that drug, alcohol, and nicotine/tobacco use among the student body will be effectively addressed by making sure that the large number of students participating in extracurricular activities do not use drugs, alcohol and nicotine/tobacco.
- 0. Notice.** Each student who participates or seeks to participate in extracurricular activities shall be given a copy of this policy. This policy may also be included in the student and activities handbooks.
- 0. Drug Testing Coordinator.** The Drug Testing Coordinator shall be the Secondary Principal, Activities Director, or his or her designee unless otherwise indicated.
- 0. Extracurricular Activities.** This policy applies to any activity that meets the guidelines of an extracurricular activity at the school district which includes but is not necessarily limited to the following:

Band	One Act Play
Basketball	Quiz Bowl
Cheer	School Dances
Cross Country	Show Choir
Dance Team	Skills USA
DECA	Speech
FBLA	Spring Play
Flag Corp	Student Council
Football	Track
Golf	Volleyball
Musicals	Wrestling

0. **Students Who Are Required to Submit to Drug Testing**

- a. **Grades.** All students in grades 7-12 who participate in any extracurricular activity are part of the pool subject to random drug testing.
- b. **Consent.** A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to try out for, practice with, or participate in the extracurricular activity. The consent form is attached to this policy.
- c. **Selection Pool Eligibility.** Students shall remain in the selection pool for an entire calendar year (365 days) from the date the consent form is received by the school district except students who quit during the season.

Random testing will be completed a minimum of 3 times per year or as determined by the DTC. Each selection pool will consist of:

Three students from 7th and 8th grades

Six students from 9th through 12th grades

- d. **Withdrawal.** Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a Withdrawal of Student from Activity form signed by the student and his or her

parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for the remainder of the school year. A student who files a Withdrawal of Student from Activity form after selected for a random drug test but before submitting to the test or after testing positive shall be ineligible to participate in any extracurricular activities for one calendar year from the date the Withdrawal of Student from Activity form is received by the Drug Testing Coordinator.

0. Drugs. Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs, alcohol, and nicotine/tobacco present in their system. For the purpose of this policy, “drugs” means:

- a.** Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 *et seq.*
- b.** Any substance which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs;
- c.** Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in NEB. REV. STAT. § 48-1902(1).
- d.** Any tobacco or other substance which introduces nicotine and other tobacco-related substances into the body, including alternative nicotine products ingested in any way, such as by use of an e-cig, vape pen, or Juul.

0. Testing Procedures

- a. Student Selection.** All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list shall be submitted to the company employed by the district to conduct the testing.
- b. Reasonable Suspicion Testing.** In addition to random drug testing, a student is subject to drug testing at any time when the Drug Testing Coordinator determines there is individualized reasonable suspicion based upon articulable facts to believe that the student has used a drug. The Drug Testing Coordinator will notify the student and take the necessary steps to schedule a test as soon as practicable. Reasonable suspicion testing may be used during school sponsored summer activities and camps.
- c. Parental Request.** Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request. Parent(s)/guardian's may also request that their student be subject to non-random drug screening. The school will arrange for the test as soon as practicable. The parent(s)/guardian(s) making a request under this subparagraph must submit a signed

consent form and indicate which type of test is being requested. Any cost associated with tests administered as a result of parental request must be paid by the parent(s)/guardian(s) in advance of the test.

d. Type of Test. The school district reserves the right to utilize breath, saliva, hair, urinalysis, or any other reliably recognized testing procedures. Urine and oral fluid samples which screen positive will be confirmed by GC/MS. Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester). Other testing will be confirmed via industry-recognized processes and equipment.

e. Collection Site. The Drug Testing Coordinator will designate the collection site at which student will provide specimens. The collection site may be off the premises of the school district.

f. Collection Procedures. The school board will select a Drug Program Administrator (DPA). The DPA shall randomly select the students subject to drug testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request.

g. Drugs. Students may be randomly tested for any drugs, including but not limited to nicotine, alcohol, amphetamines, marijuana or cannabinoids, cocaine, methadone, methaqualone, propoxyphene, hallucinogens, opiates, phencyclidine, synthetic opiates and PCP, steroids, barbiturates, benzodiazepines, and any prescription drug that was obtained without proper authorization.

h. Results. The DPA shall notify the student and the Drug Testing Coordinator of any positive test after the initial screening. The school representative shall notify the student's parents. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). The MRO will be certified by an MRO accreditation body. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or parent(s)/guardian(s) to discuss the result either face-to-face or over the telephone. If the MRO determines the test results

are negative, no further action shall be taken against the student. The MRO will report results of verified positives to the DPA. The DPA shall then notify the Drug Testing Coordinator of the positive test result. The Drug Testing Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.

i. **Request for a Retest.** A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. In the event of a positive test a split specimen will be tested at a second nationally certified laboratory from a list provided by the MRO. The school district will cover the cost associated with testing the split specimen. The student will remain eligible pending the results of the split specimen test. If the test is confirmed positive the student will begin any consequences associated with testing positive on the day the school district receives notice of the confirmed positive test.

0. **Negative Tests.** Students and their parents will receive verbal or written notice when the student's test result is negative.

0. **Consequences for Testing Positive.** Whenever the test results indicate the presence of drugs, Drug Testing Coordinator shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Drug Testing Coordinator shall explain the drug testing procedures and the policy of the district. The consequences shall be as follows (**All offenses are cumulative in grades 7-8. Offenses that occur in grades 7-8 shall not count as offenses in grades 9-12. All offenses are cumulative in grades 9-12**):

. **First Offense**

i. The student will be allowed to attend practice.

ii. The student will be ineligible to publicly perform in any extracurricular activity for 10 calendar days and a minimum of 1 competition. The day of the positive test result shall be the first day for counting purposes. If the activity ends prior to the 10 calendar days the consequence will carry over to the next activity.

iii. The student shall attend drug, alcohol, and/or nicotine/tobacco counseling or educational program at the student's expense or as arranged or approved by the District Testing Coordinator.

iv. The student will have a follow up test to be conducted in conjunction with the next random test. This test will be conducted at the parent's expense. If the student

were to test positive it will be considered a second offense. If the student tests negative they will return to the random pool.

b. Second Offense

i. The student shall be allowed to attend practice.

ii. The student will be ineligible to publicly perform in any extracurricular activity for 20 calendar days and a minimum of 2 competitions. The day of the positive test result shall be the first day for counting purposes. If the end of the activity precedes the end of the 20 days, the consequence will carry over to the next activity.

iii. The student shall obtain a drug and alcohol assessment at student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. The student shall provide written proof of obtaining the assessment to the District Testing Coordinator. The student is strongly encouraged to comply with the assessment recommendations.

iv. The student will have a follow up test to be conducted in conjunction with the next random test. This test will be conducted at the parent's expense. If the student were to test positive it will be considered a third offense. If the student tests negative they will return to the random pool.

c. Third Offense

i. The student will be ineligible to practice or publicly perform in any extracurricular activity for one calendar year from the date of the third positive test or end upon graduation. The day of the positive test result shall be the first day for counting purposes.

ii. The student must submit to a district administered test and test negative before returning to activities.

d. Fourth Offense

i. The student will be ineligible to participate in any extracurricular activity for the remainder of the student's time at the school district.

0. Refusal to Test. A student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall not be eligible to

participate in any activities covered under this policy including all meetings, practices, performances and competitions for one calendar year.

0. Tampering. Tampering is the use of any agent or technique which is designed to avoid detection of a drug and/or compromise the integrity of a drug test and is prohibited. This includes providing false urine samples (for example, urine substitution), contaminating the urine sample with chemicals or chemical products, the use of diuretics to dilute urine samples, and the use of masking. If the Drug Testing Coordinator determines that a student tampered with a drug test, the student shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for one calendar year.

0. Maintenance of Records. All results of drug testing shall be confidential. Procedures for maintaining confidentiality will be developed by the school district and the testing organization. The Drug Testing Coordinator shall maintain records of positive tests in a secure location. This information will not be available to anyone other than appropriate school personnel and parents. This information will be destroyed upon the student's graduation or one year after the student's class graduates. Under no circumstances will this information become a part of the student's permanent file, nor will it be sent to another school when the student moves to another district or transfers to another school. The school district will not share drug testing results with any law enforcement agencies.

0. Appeal. The school district will rely solely upon the opinion of the MRO to determine whether the positive test result was the result of the consumption of a drug. There shall be no appeal of the test result to any school administrator or the board of education.

0. Severability. If any portion of this policy is deemed to be contrary to the law of the state of Nebraska or the United States by judicial decision or an act of Congress, then only such portion or provision directly deemed to be unconstitutional shall be stricken, and the remainder of the policy shall remain in full force.

Adopted on: May 11, 2018

Revised on: June 10, 2019

Reviewed on: June 10, 2019

CONSENT TO PERFORM RANDOM DRUG TESTING

2023-24

Student Name(print) _____ Grade _____

As a student and parent:

1. We understand and agree that participation in extracurricular activities is a privilege that may be withdrawn for violations of the Extracurricular Drug Testing Policy.
2. We have read the Extracurricular Drug Testing Policy and understand the responsibilities and consequences as an activity participant if the student violates the policy.
3. We understand that when students participate in any extracurricular activity, they will be subjected to random drug testing, and if they refuse, will not be allowed to practice or participate in any extracurricular activity. We have read this consent statement and agree to its terms.
4. We understand this is binding while a student is enrolled in Ravenna Public School District.

CONSENT TO PERFORM DRUG TESTING

We hereby consent to allow the student named on this form to undergo drug testing for the presence of drugs, alcohol, and nicotine/tobacco in accordance with the Extracurricular Drug Testing Program adopted by the Board of Education. We understand that any samples will be sent only to a qualified laboratory for actual testing. We hereby give our consent to the medical vendor selected by the school board, their Medical Review Office (MRO), laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform testing for the detection of drugs and to release the results of those tests as provided in the policy. We understand these results will be forwarded to school district officials and will also be made available to us. We agree to sign any necessary releases if requested to do so.

We understand that consent pursuant to this Consent to Perform Random Drug Testing will be effective for all extracurricular activities in which this student might participate during the current school year.

We hereby release the Ravenna Public Schools Board of Education and its employees from any legal responsibility or liability for the release of such information and records, pursuant to the policy.

Student Signature: _____ Date _____

Parent/Guardian Signature: _____ Date _____

WITHDRAWAL OF STUDENT FROM ACTIVITY
2023-24 SCHOOL YEAR

I understand that by signing this form I am rescinding my permission for random drug, alcohol, and nicotine/tobacco screening and no longer wish to participate in any extracurricular activity. I further understand that I am forfeiting my privilege to participate in athletics and/or extracurricular activities for the remainder of this school year.

I hereby rescind my consent to the administration of the drug screening and forfeit all participation in extracurricular activities for the remainder of the school year at Ravenna Public Schools.

Student's Printed Name: _____

Signature: _____

Date: _____

Parent/Guardian's Printed Name: _____

Signature: _____

Date: _____



PUBLIC SCHOOL BOARD MEETING

Agenda

- A. President calls the meeting to order and recognizes the posting of the Open Meetings Law.
- B. Welcome visitors to the meeting.
- C. Board/Superintendent Transition Workshop, facilitated by NRCSA Consultants
 1. Review documents:
 - #2001 Role of the Board of Education
 - #2010 Preparation for Board Meetings
 - #2012 Board Code of Ethics
 - #2014 Relationship with School Attorney
 - #4005 Communication between Board and District Employees
 - #4025 Superintendent
 - #4057 Superintendent Evaluation
 2. Transition Worksheet
 - Board discusses Board/Superintendent Relationship.
 - Superintendent discusses Superintendent/Board Relationship.
 - Board discusses key issues in the district that should be the focus of time and energy of the Superintendent in his first year (Goal Development).
 3. Discuss how the Superintendent will be evaluated in the first year.
 4. Possible Action Items
 - Consider directing the Superintendent to develop an action plan for each of the goals identified.
 - Consider directing the Superintendent to bring suggested changes in language for Board Policies to the next Board meeting.
- D. Adjournment.



NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION

BOARD-SUPERINTENDENT RELATIONSHIP:

- (1) In an ideal Board-Superintendent relationship, the Board WOULD...

- (2) In an ideal Board-Superintendent relationship, the Board WOULD NOT...

- (3) In an ideal Board-Superintendent relationship, the Superintendent WOULD...

- (4) In an ideal Board-Superintendent relationship, the Superintendent WOULD NOT...

GOAL DEVELOPMENT

- (1) What are the **key issues** that the Superintendent should focus his time and energy on during the first year of his employment?

- (2) For each of the issues you listed, how would you define success or acceptable progress toward success in the first year of employment?

2001 Role of the Board of Education

The board of education (board) is charged by the Legislature with the duty of providing public elementary and secondary education to the citizens of the district. The Legislature has also created the State Board of Education and the State Department of Education, and has delegated certain regulatory and advisory functions to them. The board is responsible to these agencies as specified by law.

The board's primary duties are: (1) to establish a mission, goals, and policies; (2) to establish and maintain school facilities; (3) to select a superintendent; (4) to adopt a fiscally responsible budget; and (5) to evaluate programs.

1. Establishment of Mission, Goals and Policies

The board shall concern itself with broad questions of mission, goals and policy, rather than administrative details. The application of policies is an administrative task to be performed by the superintendent of schools and his or her administrative staff, who shall be held responsible for the effective administration and supervision of the entire school district.

2. Establishment and Maintenance of School Facilities and Other Resources

The board is the legal agency through which the community works to provide the physical facilities, curriculum, instructional supplies and staff to enable the district's mission and objectives to be carried out. The board will establish and maintain school facilities necessary to educate the students of the district.

3. Selection of the Superintendent of Schools

The board will employ a superintendent of schools as the chief executive to whom it will delegate the administration of the school program. As the chief administrator for the board, the superintendent will implement board policies and supervise the day-to-day operation of the school system. The superintendent will keep the board informed of the implementation of the plans and policies, and will recommend changes to policies as necessary. The superintendent will furnish educational leadership to the board, the school staff, and the community.

4. Fiscally Responsible Budget

The board will annually adopt a fiscally responsible budget that will permit the district to accomplish its goals and objectives. The management of the financial program and the development of the proposed budget for the district is delegated to the superintendent.

The board will work for adequate and dependable financial support of the public schools, promotion of effective and efficient organization, and administration of the district.

5. Evaluation of Program

The board will evaluate, or cause to be evaluated, the progress and results of the educational program on a continuous basis. In making these evaluations, the board will seek and give appropriate weight to the superintendent's analysis and recommendations.

Adopted on: December 12, 2016

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: October 10th, 2022

Revised on: _____

Reviewed on: _____

2012 Board Code of Ethics

The board recognizes that collectively and individually, all members of the board must adhere to an accepted code of ethics in order to improve public education. Board members must conduct themselves professionally and in a manner fitting of their position.

Each board member shall:

1. Attend all regularly scheduled board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
2. Endeavor to make policy decisions only after full discussion at publicly held board meetings;
3. Render all decisions based on the available facts and his or her independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. Encourage the free expression of opinion by all board members, and seek systematic communication between the board and students, staff and all elements of the community;
5. Work with other board members to establish effective board policies and to delegate authority to the superintendent to administer the school district;
6. Communicate expressions of public reaction to the board policies and school program to other board members and the superintendent;
7. Learn about current educational issues by individual study and through participation in seminars and programs, such as those sponsored by the state and national school board associations;
8. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;

9. Avoid being placed in a position of conflict of interest, and refrain from using the board member's position on the board for personal or political gain;
10. Refrain from discussing the confidential business of the board in any setting except a board meeting;
11. Refrain from micro-managing the affairs of the school district;
12. Recognize the superintendent as the executive officer of the board;
13. Work constructively and collegially with the other members of the board, students, staff and patrons.
14. Refer complaints to the superintendent or building principal, as appropriate;
15. Always be mindful of his/her fiduciary obligation to the school district, including duties of loyalty and care, by placing the interests of the district above the board member's personal interests.
16. Remember that a board member's first and greatest concern must be the educational welfare of the students attending this district's schools.

Adopted on: December 12, 2016

Revised on: _____

Reviewed on: _____

2014
Relationship with School Attorney

The board of education shall choose an attorney to assist it and the administration in dealing with legal issues.

The superintendent and the board president shall have the authority to contact the school's attorney on behalf of the district. The superintendent may give other members of the administration permission to contact the school's attorney on an as-needed basis. Individual board members other than the president may not contact the school attorney on behalf of the board without the approval of the board president or a majority of the board. Any board member who contacts the school attorney without board approval may be personally responsible for any legal fees incurred as a result of the unapproved contact.

The superintendent will, to the extent permitted by law, keep the board informed of matters in which the school attorney is involved.

Adopted on: December 12, 2016

Revised on: _____

Reviewed on: _____

4005

Communication Between the Board and District Employees

Employees have the same right to communicate with the board about matters of public concern as other patrons of the district. Regarding employment-related issues, employees must follow the applicable board policies and/or contractual procedures regarding the administrative chain of command, complaints, grievances and other applicable processes.

When appropriate, the superintendent shall inform employees of official board policies, directives, actions and concerns.

Adopted on: July 10, 2017

Revised on: _____

Reviewed on: _____

4025 Superintendent

The superintendent is hired by and shall report directly to the board of education. The superintendent will be the chief administrative officer of the board of education and shall keep the board informed on important issues. The board delegates to the superintendent the general power and authority to make necessary decisions to ensure the efficient and effective operations of the school.

The superintendent is charged with timely preparing, presenting, and filing an annual school budget, subject to the approval of the board at the annual budget hearing.

All school employees shall be under the direct and/or delegated supervision of the superintendent. The board delegates to the superintendent the authority to hire and terminate the employment of all classified staff. He or she shall review all certified and non-certified employees applying for vacancies and shall make recommendations regarding these employees.

All of the grounds and buildings are supervised by the superintendent, including necessary repairs and improvements unless the board is required to approve such repairs or improvements.

The superintendents other duties shall be included in his or her job description, contract, or as otherwise assigned by the board, and shall include the following:

- Interprets and implements all board policies and all state and federal laws relevant to education;
- Supervises, either directly or through delegation, all activities of the school system according to, and consistent with, the policies of the board;
- Represents the board as a liaison between the school district and the community;
- Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the school district and the community;
- Attends and participates in all meetings of the board, except when the superintendent's employment or salary is under consideration when the superintendent has been excused, and makes recommendations affecting the school district;

- Reports to the board on such matters as deemed material to the understanding and proper management of the school district or as the board may request;
- Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval;
- Establishes and maintains efficient procedures and effective controls for all expenditures of school district funds in accordance with the adopted budget, subject to the direction and approval of the board;
- Files, or causes to be filed, all reports required by law;
- Makes recommendations to the board for the selection of employees for the school district;
- Makes and records assignments and transfers of all employees pursuant to their qualifications;
- Employs such employees as may be necessary, within the limits of budgetary provisions and subject to the board's approval;
- Recommends to the board, for final action, the promotion, salary change, demotion, or dismissal of any employee;
- Summons employees of the school district to attend such regular and occasional meetings as are necessary to carry out the education program of the school district;
- Supervises methods of teaching, supervision, and administration in effect in the schools;
- Attends such conventions and conferences as are necessary to keep informed of the latest educational trends;
- Accepts responsibility for the general efficiency of the school system, for the development of the employees, and for the educational growth and welfare of the students;
- Defines educational needs and formulates policies and plans for recommendation to the board;
- Makes administrative decisions necessary for the proper functioning of the school district;
- Schedules the use of buildings and grounds by all groups and/or organizations;
- Acts as the purchasing agent for the board, and establishes procedures for the purchase of books, materials and supplies;
- Approves vacation schedules for employees;
- Conducts periodic district administration meetings;
- Supervises the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the board;
- Directs studies of buildings and sites, taking into consideration population trends and the educational and cultural needs of the district in order to ensure timely decisions by the board and the electorate regarding construction and renovation projects;

- Prepares and submits to the Board for approval the curriculum to be offered in the schools of the district;
- Provides the staff with a continuous appraisal of all policies originating with the board of education;
- Assumes responsibility for insurance programs, methods of handling money, telephone service, student transportation, cafeteria, and fire protection;
- Prepares a plan for the use, maintenance, rehabilitation, and construction of buildings;
- Supervises or causes to be supervised, all repairs to buildings authorized by the board and of the maintenance of the land and buildings of the district;
- Assumes responsibility for special county, state, and federal programs and signs all necessary forms for these programs;
- Performs other duties as may be assigned by the board.

Adopted on: July 10, 2017

Revised on: _____

Reviewed on: _____

4057

Superintendent Evaluation

The board shall observe and evaluate the superintendent based upon actual classroom observations for an entire instructional period at least twice during his first year of employment and at least once each year thereafter. Additional evaluations may be conducted at the discretion of the board. For the purposes of this policy, "actual classroom observation" shall mean observing the superintendent performing activities that are typical of his or her position. An "entire instructional period" for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of some aspect of the superintendent's work during the semester for no less than 40 minutes.

Purpose. The purposes of the formal job evaluation are:

1. To provide a means of rational, structured communication between the board and superintendent to create a more constructive and effective working relationship.
2. To provide a basis for commending, rewarding and reinforcing good work, as well as identifying areas where the superintendent needs to improve.
3. To clarify the superintendent's role and inform the superintendent of the board's expectations.

Dates. Unless otherwise provided for in the superintendent's employment contract, the first year evaluations should take place at or prior to the December board meeting. Annual evaluations shall take place at a board meeting held during the month before the date in the superintendent's employment contract by which the board must notify the superintendent of its intention to consider the nonrenewal or amendment of the contract. In the absence of such a contract provision, the annual evaluation should take place at or prior to the March board meeting. The Superintendent shall remind the Board members in writing at least 45 days before the date of each upcoming evaluation and shall make his evaluation an agenda item for the board meeting.

Evaluation Document. The superintendent shall submit a recommended evaluation document to the board. The board shall meet and discuss the proposed document with the superintendent. The board may amend and adopt the proposed evaluation document. The board may amend the document or adopt a new document without amending this policy. The superintendent shall submit the evaluation document to the Nebraska Department of Education.

Evaluation Procedures. Each board member shall have the opportunity to complete a draft evaluation document. The board president shall compile the individual draft evaluations into a single and final evaluation, provide a copy to the superintendent, and discuss it with him or her. The superintendent's evaluation may be conducted in closed session if it is necessary to prevent needless injury to the superintendent's reputation and if he or she has not requested it be done in open session.

Deficiencies. If deficiencies are noted in the superintendent's work performance, the board shall provide the superintendent at the time of the observation with a list of deficiencies and a list of suggestions for improvement and assistance in overcoming the deficiencies. The board shall also provide the superintendent with follow-up evaluations and assistance when deficiencies remain, a timeline for improvement, and sufficient time to improve. In the alternative, the board may rely upon the superintendent's education, training, and expertise and require him or her to submit a "list of suggestions for improvement" or plan of improvement for the board's consideration.

Personnel File. The evaluation shall be signed by the board president (or other member of the board) and the superintendent. The superintendent shall place a copy of the evaluation in his or her personnel file. The superintendent may provide a written response to the evaluation to the board. A copy of the response shall also be placed in the superintendent's personnel file. The board may meet with the superintendent to discuss the written response.

Policy Limitation. The evaluation procedures are included in this policy as a result of the board's statutory obligation to evaluate the superintendent and do not give the superintendent any rights not provided by statute. The board's failure to comply with any procedures provided in this policy but not required by law shall not prohibit the board from taking any action regarding the superintendent's employment, up to and including the nonrenewal, amendment, or cancellation of the employment contract.

Adopted on: July 10, 2017

Revised on: _____

Reviewed on: _____

Example Suicide Awareness Policy Template

(your school) PUBLIC SCHOOLS

Policy # _____ SUICIDE AWARENESS

The purpose of this policy is to protect the health and well-being of all the (your school) Public Schools students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide.

The district:

- a. recognizes that physical, behavioral, and emotional health is an integral component of a student's educational outcomes,
- b. further recognizes that suicide is a leading cause of death among young people,
- c. has an ethical responsibility to take a proactive approach in preventing deaths by suicide, and
- d. acknowledges the school's role in providing an environment which is sensitive to individual and societal factors that place youth at greater risk for suicide and one which helps to foster positive youth development.

The (your school) Public Schools superintendent or designee shall develop a suicide intervention protocol and monitor a district suicide prevention team*. This team will be responsible for planning and coordinating the implementation of this policy for the (your school) Public Schools. The building administrator shall report students they believe to be at elevated risk for suicide to the district suicide prevention team*.

Developmentally-appropriate, student-centered education materials will be integrated into the PreK-12 curriculum. All staff will receive annual professional development of at least one hour on risk factors, warning signs, protective factors, response procedures, referrals, postvention, and resources regarding youth suicide prevention.

In situations where a student is assessed at risk for suicide or has made a suicide attempt, the student's parent or guardian will be informed as soon as practicable by the principal, designee, or mental health professional. (your school) staff will seek parental permission to communicate with outside mental health care providers regarding their child.

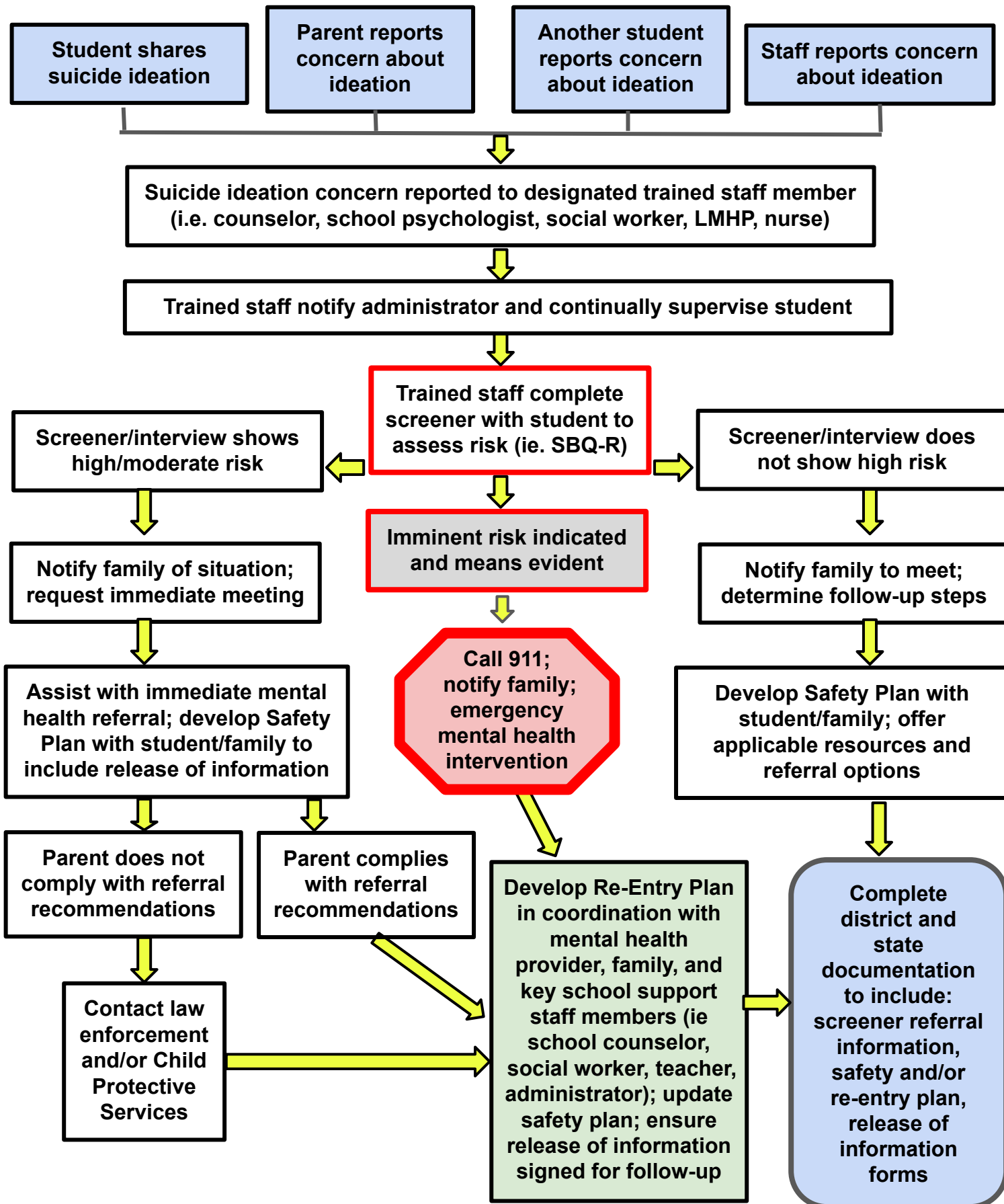
This policy will be reviewed annually by the district suicide prevention team*(or PFA-S/Crisis team) and distributed in all student/parent and teacher handbooks and on the school website.

Legal Reference: Nebraska Revised Statute 79-2,146 2014 LB 923 § 4

Policy Adopted: _____ – Public Hearing Policy revised: _____



Nebraska School Suicide Risk Flowchart Example



**PROPOSAL
to
Ravenna Public Schools**

STUDENT ASSISTANCE PROGRAM



March 7, 2023

Dear Angie,

Please accept the following proposal to provide Student Assistance Program services for Ravenna Public Schools. We appreciate the opportunity to submit our proposal for consideration.

The following information will provide a comprehensive overview regarding our program and how we are unique from other EAP's.

Wholeness Healing EAP has been providing EAP services through national network providers since 1998. Our foray into becoming a full-service provider evolved as we added more therapists, locations and even more holistic services. We believe this sets us apart and identifies us as a unique and progressive Employee Assistance Provider as we all move more and more into the wellness arena.

Thank you for the opportunity to provide the following proposal. Please contact our office at 308-382-5297, ext. 127, if you, or anyone from the review committee, has any questions or concerns.

Sincerely,

Misty Schaecher

Misty Schaecher
EAP Administrator



Background / History

The mission of Wholeness Healing Center is to bring solution-focused healing to people through working on their strengths, their personal values, and their systemic support while guiding them to reach their fullest and greatest potential. Although the focus is on the treatment of mental and emotional health, the higher level goal is for each individual to achieve a healthy, balanced and whole life.

The staff at Wholeness Healing Center believes that healing begins when clients walk through the door and begin to take the time to look at their own needs, strengths, and solutions for their life. Wholeness Healing Center therapists focus on the diversity and strengths within each individual person, working towards the evolvement of the clients' fullest and greatest potential.

We have been providing employee assistance counselling since 1998 and have serviced hundreds of individuals through their employee assistance programs at work. Because of our extensive work with so many corporate clients, small businesses and individuals, we created Wholeness Healing EAP increasing our presence in the marketplace. Through the combined experience of our staff, we represent one hundred fifty five years in providing employee assistance to hundreds of individuals and companies.

Wholeness Healing SAP is a benefit to students dealing with personal and/or family-related problems in a confidential manner. The primary goal of our SAP is to ensure the emotional, mental and physical well-being of students. Every now and then, a student may need help in dealing with a personal crisis or confronting challenges at school and/or home. This benefit is designed to assist students in providing professional help to manage life's challenges. Trained counselors are ready to assist students with working out troubled areas of life that impact student performance, personal health and/or their overall well-BEING.

Hours of Service

Our office hours are 8 AM – 5 PM, Monday through Friday. Evening hours are available and clients are often seen from 7 AM – 8 PM.

We provide 24 hour service, seven days a week for clients experiencing an emergency. We also understand the confidentiality associated with therapy services and provide separate entrances and exits at our facilities, if so desired by the client.



Access to Services

Your students will have access to our services through our four offices located in Grand Island, Kearney, Broken Bow and Ord. We also offer Telehealth services to make access services very convenient.

Mental Health

Whenever a student is in need of services, our office can be contacted at 308-382-5297 to speak to our intake coordinator to request EAP services and our staff will make arrangements. If it is an emergency, we will provide an emergency appointment or arrange for a counselor to speak to him/her immediately.

Delivering a premier level of service is our primary objective. To ensure this, we have developed a comprehensive, quality assurance program. We provide sessions for employees and their immediate family members to be used for the following (but not limited) services. Counseling

- Achieving life balance
- Stress and Anxiety
- Depression and Grief
- Health and Wellness
- Family and relationship issues
- Alcohol and Drug Abuse
- Post Traumatic Stress Disorder
- Anger Control
- Communication Skills
- Bullying
- Testing Anxiety
- School Anxiety

Our proposal includes:

<i>TRADITIONAL COUNSELING</i> <i>(Also offered via Telehealth)</i>	
2 Sessions (50 min) per incident up to 2 incidents per year	per student

Follow-up and Review

Wholeness Healing EAP will provide up to two follow-up phone contacts per client, per contract year, if deemed necessary by the therapist.



Reports

Regular consultation is provided with human resource management regarding the contract, the services being provided, feedback on consumer satisfaction and regular utilization reports. The quarterly utilization reports will include the following:

- Total number of client inquiries regarding EAP services
- Total number of clients (students) using EAP services
- Any other information mutually agreed upon.

Provider Qualifications

Wholeness Healing Center requires a high standard for those desiring to join our agency and network. All of our behavioral health therapists hold either a masters' degree in social work or mental health counseling. All therapists are licensed by the State of Nebraska and hold designations, Dr. of Psychology, (Ph.D.), Licensed Independent Clinical Social Worker (LICSW), Licensed Clinical Social Worker (LCSW), Licensed Independent Mental Health Practitioner (LIMHP), Licensed Mental Health Practitioner (LMHP), Provisional Licensed Mental Health Practitioner, (PLMHP), Licensed Drug and Alcohol Counselor (LDAC), or Provisional Licensed Drug and Alcohol Counselor (PLDAC).

Quality Assurance

Wholeness Healing EAP provides a quality assurance program that strives for excellence in client satisfaction. We provide feedback forms to the client to ensure we are meeting their needs. The data compiled from these forms allow Wholeness Healing EAP to continually modify and improve our program to meet the needs of our clients and customers.

Additional Services

Wholeness Healing EAP is unique from other providers. In addition to traditional mental health counseling, we offer two distinct and proven modalities:

- **Hypnotherapy:** Hypnosis has a 93% recovery rate after six sessions, making it one of the fastest and most efficient ways to address many issues. This intervention is comprised of inducing a participant into a relaxed, suggestible state, and then offering post-hypnotic suggestions for relief of symptoms. Hypnotherapy is the process of psychotherapy with a client who is in the hypnotic altered state of consciousness. (*Wellness Institute*)

Issues that can be addressed include the following:

- Addictions (alcohol, drugs, tobacco, sex, etc.)
- Eating Disorders
- Anxiety, Fears, Phobias
- Post-traumatic stress disorder (PTSD)
- Sexual abuse and incest
- Codependency
- Pain Control
- Stress-related illnesses
- Strengthening the mind/body connection

Wholeness Healing EAP provides ongoing groups in the areas of weight release (Trim-Life Program) and smoking cessation (Clean-Break).



Price Increases

Should utilization exceed 15%, the contract price will be renegotiated. (The national average for Utilization is approximately 7%.)

Termination of Contract

This agreement shall be for an annual term commencing upon the date set forth by Ravenna Public Schools. Either party may terminate this Agreement at any time upon sixty days' written notice prior to start of new contract year.

Pricing Structure

Wholeness Healing EAP believes in an all-inclusive model that doesn't separate face-to-face traditional mental health counseling from our holistic services, such as hypnotherapy.

The following is based upon 400 students. Your cost is \$7.00 per student per semester/ \$2,800.00 or \$700.00 per quarter. Price includes 2 sessions per student per incident for up to two incidents.

<i>TRADITIONAL COUNSELING</i>	
2 Sessions (50 min) per incident up to 2 incidents per year.	per student