

Board of Education Regular Meeting
Monday, July 12, 2021 8:00 PM
High School Library
P.O. Box 8400
Ravenna, NE 68869-8400

1. Call to Order and Roll Call - Open Meeting Law
2. Excuse Absent Board Members
3. The Pledge of Allegiance
4. Recitation of School Mission Statement: ***Preparing Students Today to Succeed Tomorrow: Family-Community-School***
5. Recitation of Board Mission Statement: ***Providing collaborative leadership to prepare students today to succeed tomorrow.***
6. Approval of Agenda
7. Financial Report
8. Consent Agenda
 - 8.1. Discuss, consider, and take all necessary action to minutes
 - 8.2. Discuss, consider, and take all necessary action to bills
 - 8.3. Notice of Meeting Publication: The notice for this board meeting was published in the July 7th edition of the Ravenna News
 - 8.4. Discuss, consider, and take all action necessary to declare tables as surplus for immediate sale or disposal
9. Blue Jay Celebration of Success-None This Month
10. Request to Address the Board and Correspondence
11. Board Report & Year One Goals Meeting Pulse
12. Information and Action Items

- 12.1. Discuss, consider, and take all action necessary to a facility study and master building plan RFP
- 12.2. Discuss, consider, and take all action necessary to the Parking Lot Project
- 12.3. Discuss, consider, and take all action necessary to high school gym LED screen scoreboards
- 12.4. Discuss, consider, and take all action necessary in reviewing the RPS 2021-2022 safe return to school plan, considering any and all community input.
- 12.5. Discuss, consider, and take all action necessary to Policy 2008 "Meetings"
- 12.6. Annual Parental Involvement Policy Review Hearing (Policy #5018)
- 12.7. Annual Title I Parental Involvement Policy Review Hearing (Policy # 5057)
- 12.8. Annual Student Fees Policy Hearing (#5045)
- 12.9. Annual Bullying Policy Review (#5054)
- 12.10. Annual Attendance and Excessive Absenteeism Policy Review (#5001)
- 12.11. Discuss, consider, and take all action necessary to the 2021-22 Student Handbook
- 12.12. Discuss, consider, and take all action necessary to the 2021-22 Ravenna Public Schools Student Activity Handbook
- 12.13. Discuss, consider, and take all action necessary to the 2021-22 Staff Handbook
13. Discussion Items
 - 13.1. Discuss, consider, and take all action necessary to the annual school board policy review as recommended by KSB School Law: Policy #'s: 2005, 3001, 3003, 3003.1, 3004.1, 3058, 3042, 3043, 5063, and 6036
 - 13.2. Discuss, consider, and take all action necessary regarding a proposed resolution opposing the current draft of the Nebraska Department of Education Draft Health Standards
14. Elementary Principal's Report
15. Secondary Principal's Report
16. Superintendent's Report

17. Positive Comments

18. Adjournment

Ravenna Public Schools
Fund Balance Report
June 30th, 2021

Special Building

Last month ending balance	\$	217,301.17
Buffalo Co Taxes	\$	16,319.84
Sherman Co Taxes	\$	5,027.84
Settlement Checks	\$	-
Interest	\$	44.99
Check(s)	\$	(46,693.95)
Bank Statement Balance	\$	191,999.89
Flex 9 mo. CD 043	\$	500,000.00
Interest	\$	2,247.19
Total	\$	694,247.08

Depreciation Fund

Last month ending balance	\$	198,002.58
Interest		\$8.59
NDEQ Grant Bus xfer from GF		\$41,470.00
Transfer		\$0.00
Check(s)		\$0.00
Bank Statement Balance	\$	239,481.17

Employee Benefit Fund

Last month ending balance	\$	14,771.71
Deposit for Employee Benefits	\$	-
Interest	\$	0.61
Check(s)	\$	-
Bank Statement Balance	\$	14,772.32
Flex 9 mo. CD 094	\$	100,000.00
Interest	\$	449.44
Total	\$	115,221.76

Qualified Cap

Last month ending balance	\$	100,155.37
Buffalo Co Taxes	\$	-
Sherm Co Taxes	\$	0.17
US Treas.		
Interest	\$	20.58
check(s)	\$	-
Bank Statement Balance	\$	100,176.12

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Vendor Name	Invoice Number	Description	Amount
Checking Account ID 01	Fund Number 01	General	
Abante Marketing	102118	Bluejay banner	957.24
Total Abante Marketing			957.24
ACCO Brands USA LLC	47162429843	requisition 2021-22	442.80
Total ACCO Brands USA LLC			442.80
AGC Education Inc, dba Tonas Graphics	111890	2021-22 requisition	721.00
AGC Education Inc, dba Tonas Graphics	111959	2021-22 requisition	220.00
Total AGC Education Inc, dba Tonas Graphics			941.00
AKRS Equipment	2803466	wheel	9.34
Total AKRS Equipment			9.34
ALPHA REHABILITATION	3211	Sped Services	452.50
Total ALPHA REHABILITATION			452.50
BLACK HILLS ENERGY	8985166782.June	fuel	671.28
Total BLACK HILLS ENERGY			671.28
BLICK ART MATERIALS	6554883	2021-22 requisition	750.62
Total BLICK ART MATERIALS			750.62
CDW GOVERNMENT	F418292	2021-22 requisition	13.33
Total CDW GOVERNMENT			13.33
CENTRAL COMMUNITY COLLEGE	001817599	Heartsaver supplies	205.00
CENTRAL COMMUNITY COLLEGE	001818699	CPR class	16.00
Total CENTRAL COMMUNITY COLLEGE			221.00
CITY OF RAVENNA	357.June21	water/sewer	452.83
CITY OF RAVENNA	760.June21	water/sewer	82.17
Total CITY OF RAVENNA			535.00
COMPUTER HARDWARE INC	140171	Theater projector	5,487.00
Total COMPUTER HARDWARE INC			5,487.00
CSSI	66243	2021-22 Requisition	191.06
Total CSSI			191.06
Cummins Sales and Service	J7-30109	supplies	364.35
Total Cummins Sales and Service			364.35
DECKER INC.	388184A	2021-22 requisition	84.95
Total DECKER INC.			84.95
Diversified Drug Testing, LLC	10852	DOT testing	260.00
Total Diversified Drug Testing, LLC			260.00
ECOLAB PEST ELIM DIV	4713362	pest control	70.18
Total ECOLAB PEST ELIM DIV			70.18
ESU #10	180300.June21	ESU services	28,621.08

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User ID: HGB

Vendor Name	Invoice Number	Description	Amount
Total ESU #10			28,621.08
FARMERS CO-OPERATIVE ASSOC	44566	fuel	297.26
FARMERS CO-OPERATIVE ASSOC	W017240	supplies	556.00
Total FARMERS CO-OPERATIVE ASSOC			853.26
HOLIDAY EXPRESS	Ravenna 2018	2016 Bluebird repair	537.03
HOLIDAY EXPRESS	Ravenna2017	2007 mini bus Repair	771.77
HOLIDAY EXPRESS	Ravenna2019	2016 Bluebird Inspection	85.00
HOLIDAY EXPRESS	Ravenna2020	2013 Bluebird repair	520.47
Total HOLIDAY EXPRESS			1,914.27
Home Depot Pro, The	622555373	supplies	82.05
Home Depot Pro, The	622555381	supplies	746.10
Total Home Depot Pro, The			828.15
Hometown Leasing	12795338.July21	leasing	671.85
Hometown Leasing	12795338.June21	leasing	671.85
Total Hometown Leasing			1,343.70
Illuminate Educaiton, Inc.	INV0000058072	Fastbridge Renewal	91.00
Total Illuminate Educaiton, Inc.			91.00
Innovative Office Solutions, LLC	IN3319506	2021-22 requisition	53.24
Total Innovative Office Solutions, LLC			53.24
Jerry's Sheet Metal Heating & Cooling, Inc.	INV 117625	Elementary motor replacement	573.00
Total Jerry's Sheet Metal Heating & Cooling, Inc.			573.00
JourneyEd.com, Inc.	10409869	software	3,314.23
Total JourneyEd.com, Inc.			3,314.23
Kjar, Bradley	bk.miles.june21	Milage	120.40
Total Kjar, Bradley			120.40
KSB SCHOOL LAW, PC LLO	10284	legal services	1,084.00
Total KSB SCHOOL LAW, PC LLO			1,084.00
LARSEN ELECTRIC INC	4743	flag pole lights	764.30
Total LARSEN ELECTRIC INC			764.30
Lincoln Journal Star	118-60117317	Building plan	14.76
Lincoln Journal Star	118-60119913	request for proposals	8.88
Total Lincoln Journal Star			23.64
MENARDS	20984	supplies	82.91
MENARDS	22252	supplies	2,202.28
MENARDS	22254	Birch return	(88.99)
Total MENARDS			2,196.20
MERNARDS - KEARNEY	20116	supplies	84.33
Total MERNARDS - KEARNEY			84.33

Vendor Name	Invoice Number	Description	Amount
MIDWEST FLOOR SPECIALISTS	134300	Elem. Gym floor	2,070.00
Total MIDWEST FLOOR SPECIALISTS			2,070.00
MIDWEST MARKETING SERVICES	4407	Asset tags for technology	409.71
Total MIDWEST MARKETING SERVICES			409.71
MNO Hometown Market	001030461208	Library supplies/supt. int. lunches	344.32
Total MNO Hometown Market			344.32
MOSAIC	AXT0621-28	Level III Services	1,944.60
Total MOSAIC			1,944.60
NE PUBLIC POWER DISTRICT	52744.June21	fuel	154.67
NE PUBLIC POWER DISTRICT	52749.June21	fuel	47.37
NE PUBLIC POWER DISTRICT	52754.June21	fuel	31.58
NE PUBLIC POWER DISTRICT	52759.June21	fuel	3,780.28
NE PUBLIC POWER DISTRICT	52765.June21	fuel	67.79
NE PUBLIC POWER DISTRICT	52769.July21	fuel	18.41
Total NE PUBLIC POWER DISTRICT			4,100.10
NEBR CENTRAL TELEPHONE CO	20392348	telephone	110.42
NEBR CENTRAL TELEPHONE CO	20392360	telephone	35.31
NEBR CENTRAL TELEPHONE CO	20392787	telephone	340.89
Total NEBR CENTRAL TELEPHONE CO			486.62
NRCSA	MEM159	dues	850.00
Total NRCSA			850.00
ONE SOURCE	1882-20210630	background checks	10.00
Total ONE SOURCE			10.00
PAYFLEX SYSTEMS USA INC	21019-1577918	account fee	100.00
Total PAYFLEX SYSTEMS USA INC			100.00
PRAIRIE HILLS WIRELESS, LLC	62228	backup internet services	60.00
Total PRAIRIE HILLS WIRELESS, LLC			60.00
PYRAMID SCHOOL PRODUCTS	S1427458.003	2021-22 requisition	1,437.41
Total PYRAMID SCHOOL PRODUCTS			1,437.41
QUILL CORP.	15965658	2021-22 requisition	54.07
QUILL CORP.	15966404	2021-22 requisition	29.50
QUILL CORP.	15984801	2021-22 requisitions	25.72
Total QUILL CORP.			109.29
RAVENNA NEWS	news.june21	news	140.50
Total RAVENNA NEWS			140.50
RAVENNA SANITATION	trash.july21	trash	475.80
Total RAVENNA SANITATION			475.80
REALLY GOOD STUFF LLC	7544403	2021-22 requisition	19.98
Total REALLY GOOD STUFF LLC			19.98

Vendor Name	Invoice Number	Description	Amount
REAMS SPRINKLER SUPPLY	0004639978-001	supplies	229.83
Total REAMS SPRINKLER SUPPLY			229.83
S&S WORLDWIDE	INV00771506	2021-22 requisition	74.50
S&S WORLDWIDE	INV100791018	2021-22 requisition	95.28
Total S&S WORLDWIDE			169.78
SCHOOL SPECIALTY LLC	208127412125	2021-22 requisition	40.14
SCHOOL SPECIALTY LLC	208127475143	20201-22 requisition	440.14
SCHOOL SPECIALTY LLC	208127485222	2021-22 requisition	55.80
Total SCHOOL SPECIALTY LLC			536.08
Scott Electric	2568175	2021-22 requisition	5.75
Total Scott Electric			5.75
SHERMAN WILLIAMS CO	0694-3	paint	158.30
Total SHERMAN WILLIAMS CO			158.30
SOFTWARE UNLIMITED INC	20210531-103	SU Annual software	6,595.00
Total SOFTWARE UNLIMITED INC			6,595.00
STAPLES	3478012357	2021-22 requisition	7.48
STAPLES	3478012358	2021-22 requisition	6.80
STAPLES	3478012359	2021-22 requisition	130.24
STAPLES	3478012360	2021-22 requisition	136.16
Total STAPLES			280.68
STATE OF NEBRASKA	form74.2ndqtr2021	Fuel tax	418.00
Total STATE OF NEBRASKA			418.00
Sterling Computers Cooperation	0099053	Charging cart	2,418.00
Total Sterling Computers Cooperation			2,418.00
Time Management Systems, Inc.	253976	fees	3.25
Total Time Management Systems, Inc.			3.25
TOM BROCK FORMS	436157	activity checks	255.09
Total TOM BROCK FORMS			255.09
TROXELL COMMUNICATIONS, INC.	289882	2021-22 requisition	14.06
Total TROXELL COMMUNICATIONS, INC.			14.06
U.S. Bank	usbank.june2021	see statements	4,765.20
Total U.S. Bank			4,765.20
University of Missouri	INV436252	NEE Annual Fee	2,750.00
Total University of Missouri			2,750.00
Verizon Business	4960080202106	telephone	71.77
Total Verizon Business			71.77
VERIZON WIRELESS	9882772359	telephone	168.94

Board Report - Board

Vendor Name	Invoice Number	Description	Amount
Total VERIZON WIRELESS			168.94
WILKE'S TRUE VALUE	RPS.June21	supplies	230.43
Total WILKE'S TRUE VALUE			230.43
YANDA'S MUSIC	529080	2021-22 requisition instrument repair	41.25
YANDA'S MUSIC	529081	2021-22 requisition instrument repair	40.25
YANDA'S MUSIC	529082	2021-22 requisition instrument repair	36.00
YANDA'S MUSIC	529083	2021-22 requisition instrument repair	34.00
YANDA'S MUSIC	529097	2021-22 requisition instrument repair	54.00
YANDA'S MUSIC	532221	2021-22 requisition	516.00
Total YANDA'S MUSIC			721.50
Fund Number 01			85,666.44
Checking Account ID 01			85,666.44

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	995,000.00	71,908.51	796,841.36	80.08	198,158.64	0.00	198,158.64
01 1100 111 002 000	SALARIES TEACHERS ELEM.	928,500.00	57,286.48	630,376.28	67.89	298,123.72	0.00	298,123.72
01 1100 112 001 000	AIDES/COACHES	0.00	0.00	9,733.96	0.00	(9,733.96)	0.00	(9,733.96)
01 1100 120 001 000	SUBSTITUTE OR TEMPORARY SALARIES	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 123 001 000	Sub Salaries Secon	41,200.00	0.00	42,879.10	104.08	(1,679.10)	0.00	(1,679.10)
01 1100 123 002 000	Sub Salaries Elem	38,200.00	0.00	23,230.47	60.81	14,969.53	0.00	14,969.53
01 1100 151 001 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	8,484.34	100,705.33	0.00	(100,705.33)	0.00	(100,705.33)
01 1100 151 002 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	3,379.93	37,179.23	0.00	(37,179.23)	0.00	(37,179.23)
01 1100 211 001 000	Health Ins Secon	309,656.00	22,993.17	249,231.21	80.49	60,424.79	0.00	60,424.79
01 1100 211 002 000	Health Ins Elem	330,911.00	19,242.54	194,111.36	58.66	136,799.64	0.00	136,799.64
01 1100 213 001 000	GROUP INS.-SUBS	0.00	0.00	2,173.05	0.00	(2,173.05)	0.00	(2,173.05)
01 1100 213 002 000	GROUP INS.-SUBS	6,654.00	0.00	771.47	11.59	5,882.53	0.00	5,882.53
01 1100 221 001 000	Fica Secon	79,579.00	6,089.88	68,020.93	85.48	11,558.07	0.00	11,558.07
01 1100 221 002 000	Fica Elem	73,687.00	4,517.02	49,788.99	67.57	23,898.01	0.00	23,898.01
01 1100 222 001 000	FICA-COACHES/AIDES	0.00	0.00	744.69	0.00	(744.69)	0.00	(744.69)
01 1100 223 001 000	FICA-SUB SUBS	1,010.00	0.00	3,224.52	319.26	(2,214.52)	0.00	(2,214.52)
01 1100 223 002 000	FICA-SUB SUBS	1,010.00	0.00	1,731.84	171.47	(721.84)	0.00	(721.84)
01 1100 231 001 000	RETIREMENT TEACHERS/ADMINS	98,383.00	7,941.05	88,336.38	89.79	10,046.62	0.00	10,046.62
01 1100 231 002 000	RETIREMENT TEACHERS/ADMIN	91,716.00	5,992.47	65,939.46	71.90	25,776.54	0.00	25,776.54
01 1100 232 001 000	RETIREMENT-COACHES/AIDES	0.00	0.00	123.90	0.00	(123.90)	0.00	(123.90)
01 1100 233 001 000	RETIREMENT-SUBS	0.00	0.00	20.33	0.00	(20.33)	0.00	(20.33)
01 1100 233 002 000	RETIREMENT-SUBS	0.00	0.00	106.75	0.00	(106.75)	0.00	(106.75)
01 1100 281 001 000	CASH IN LIEU/HSA	16,250.00	2,265.74	24,935.57	153.45	(8,685.57)	0.00	(8,685.57)
01 1100 281 002 000	CASH IN LIEU/HSA	9,740.00	1,992.00	21,894.54	224.79	(12,154.54)	0.00	(12,154.54)
01 1100 283 001 000	UNEMPLOYMENT COMP OR INS	0.00	0.00	6.04	0.00	(6.04)	0.00	(6.04)
01 1100 283 002 000	UNEMPLOYMENT COMP OR INS	0.00	0.00	9.05	0.00	(9.05)	0.00	(9.05)
01 1100 330 001 000	ASSEMBLIES	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 330 002 000	ASSEMBLIES	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 334 000 000	Mileage for Psyche Services	2,500.00	0.00	984.84	39.39	1,515.16	0.00	1,515.16
01 1100 382 000 000	INTERNET SERVICES	10,000.00	60.00	5,540.46	55.40	4,459.54	0.00	4,459.54
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 430 001 000	REPAIRS & MAINTENANCE - Contracted	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 1100 430 002 000	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	3,695.18	41.06	5,304.82	0.00	5,304.82
01 1100 443 002 000	LEASED EQUIP	8,500.00	671.85	3,695.17	43.47	4,804.83	0.00	4,804.83
01 1100 580 001 000	Travel Secon	2,000.00	0.00	498.08	24.90	1,501.92	0.00	1,501.92
01 1100 580 002 000	Travel Elem	1,500.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00
01 1100 610 001 000	Gen Supplies Secon	15,000.00	2,374.53	15,335.71	102.24	(335.71)	0.00	(335.71)
01 1100 610 002 000	Gen Supplies Elem	15,000.00	698.32	10,260.86	68.41	4,739.14	0.00	4,739.14
01 1100 640 001 000	Textbooks Secon	30,000.00	0.00	2,855.20	9.52	27,144.80	0.00	27,144.80
01 1100 640 002 000	Textbooks Elem	30,000.00	0.00	601.57	2.01	29,398.43	0.00	29,398.43
01 1100 733 001 000	Equipment Secon	10,000.00	0.00	0.00	0.00	10,000.00	0.00	10,000.00
01 1100 733 002 000	Equipment Elem	7,500.00	0.00	0.00	0.00	7,500.00	0.00	7,500.00
01 1100 734 001 000	Comp Equip Secon	60,000.00	0.00	3,691.89	6.15	56,308.11	0.00	56,308.11
01 1100 734 002 000	Comp Equip Elem	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 1100 735 001 000	Comp Software Secon	30,000.00	3,511.12	20,416.26	68.05	9,583.74	0.00	9,583.74
01 1100 735 002 000	Comp Software Elem	20,000.00	3,602.11	13,104.73	65.52	6,895.27	0.00	6,895.27
01 1100 810 001 000	FEES	5,500.00	0.00	1,424.88	25.91	4,075.12	0.00	4,075.12
01 1100 810 002 000	FEES	500.00	0.00	162.98	32.60	337.02	0.00	337.02
01 1100 890 001 000	Other Misc Exp Secon	2,500.00	0.00	468.23	18.73	2,031.77	0.00	2,031.77

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 890 002 000	Other Misc Exp Elem	2,500.00	0.00	394.00	15.76	2,106.00	0.00	2,106.00
1100 SALARIES		3,302,996.00	223,682.91	2,495,245.85	75.54	807,750.15	0.00	807,750.15
01 1160 111 002 000	SALARIES TEACHERS POVERTY	0.00	4,957.73	54,535.03	0.00	(54,535.03)	0.00	(54,535.03)
01 1160 211 002 000	Poverty Program Health Ins	0.00	1,435.16	15,786.76	0.00	(15,786.76)	0.00	(15,786.76)
01 1160 221 002 000	Poverty Program FICA	0.00	339.62	3,735.82	0.00	(3,735.82)	0.00	(3,735.82)
01 1160 231 002 000	Poverty Program Retire	0.00	489.72	5,386.92	0.00	(5,386.92)	0.00	(5,386.92)
01 1160 281 002 000	TEACHERS/PRINCIPALS HSA	0.00	259.83	2,858.13	0.00	(2,858.13)	0.00	(2,858.13)
1160 POVERTY		0.00	7,482.06	82,302.66	0.00	(82,302.66)	0.00	(82,302.66)
01 1190 111 002 000	SALARIES TEACHERS PRE K	43,366.00	0.00	0.00	0.00	43,366.00	0.00	43,366.00
01 1190 112 002 000	PreK Para	38,000.00	0.00	15,751.48	41.45	22,248.52	0.00	22,248.52
01 1190 123 002 000	PreK Subs	1,500.00	0.00	1,784.86	118.99	(284.86)	0.00	(284.86)
01 1190 211 002 000	PreK Health	37,192.00	0.00	0.00	0.00	37,192.00	0.00	37,192.00
01 1190 212 002 000	GROUP INSURANCE-AIDES	0.00	0.00	6,869.87	0.00	(6,869.87)	0.00	(6,869.87)
01 1190 221 002 000	PreK Fica	6,339.00	0.00	0.00	0.00	6,339.00	0.00	6,339.00
01 1190 222 002 000	FICA-AIDES	0.00	0.00	438.72	0.00	(438.72)	0.00	(438.72)
01 1190 223 002 000	FICA-SUB SUBS	0.00	0.00	136.52	0.00	(136.52)	0.00	(136.52)
01 1190 231 002 000	PreK Retire	8,038.00	0.00	0.00	0.00	8,038.00	0.00	8,038.00
01 1190 232 002 000	RETIREMENT AIDES	0.00	0.00	1,555.90	0.00	(1,555.90)	0.00	(1,555.90)
01 1190 610 002 000	PreK Supplies	500.00	54.20	304.20	60.84	195.80	0.00	195.80
01 1190 890 002 000	PreK Misc Exp	500.00	0.00	0.00	0.00	500.00	0.00	500.00
1190 PREK		135,435.00	54.20	26,841.55	19.82	108,593.45	0.00	108,593.45
01 1200 111 001 000	SPED teachers	171,080.00	10,597.37	117,073.81	68.43	54,006.19	0.00	54,006.19
01 1200 111 002 000	SALARIES TEACHERS SPED ELEM.	204,600.00	16,097.69	177,463.06	86.74	27,136.94	0.00	27,136.94
01 1200 112 001 000	SPED Paras	187,500.00	1,016.13	136,177.17	72.63	51,322.83	0.00	51,322.83
01 1200 112 002 000	Aide Elem	155,500.00	0.00	118,021.44	75.90	37,478.56	0.00	37,478.56
01 1200 116 001 000	Nurse Sp Ed Services	12,500.00	0.00	11,408.19	91.27	1,091.81	0.00	1,091.81
01 1200 116 002 000	Nurse Sp Ed Services	12,500.00	33.36	11,441.50	91.53	1,058.50	0.00	1,058.50
01 1200 122 001 000	Sub Paras Salary	0.00	0.00	273.07	0.00	(273.07)	0.00	(273.07)
01 1200 123 001 000	Sub Secon	8,000.00	141.72	2,226.56	27.83	5,773.44	0.00	5,773.44
01 1200 123 002 000	Sub Elem	8,000.00	141.72	3,776.56	47.21	4,223.44	0.00	4,223.44
01 1200 132 001 000	OT - AIDES/PARAS	0.00	0.00	20.84	0.00	(20.84)	0.00	(20.84)
01 1200 132 002 000	OT - AIDES/PARAS	0.00	0.00	0.54	0.00	(0.54)	0.00	(0.54)
01 1200 211 001 000	Health Ins	83,297.00	1,982.59	21,665.35	26.01	61,631.65	0.00	61,631.65
01 1200 211 002 000	Health Ins Elem	112,449.00	5,165.15	56,816.63	50.53	55,632.37	0.00	55,632.37
01 1200 212 001 000	GROUP INSURANCE-AIDES	0.00	267.58	15,467.65	0.00	(15,467.65)	0.00	(15,467.65)
01 1200 212 002 000	GROUP INSURANCE-AIDES	0.00	0.00	24,421.48	0.00	(24,421.48)	0.00	(24,421.48)
01 1200 213 002 000	GROUP INS.-SUBS	0.00	0.00	84.51	0.00	(84.51)	0.00	(84.51)
01 1200 216 001 000	Health Ins. NURSE	1,907.00	0.00	1,829.68	95.95	77.32	0.00	77.32
01 1200 216 002 000	Health Ins-NURSE	1,907.00	0.00	1,829.69	95.95	77.31	0.00	77.31
01 1200 221 001 000	Fica Secon	28,700.00	858.14	9,467.14	32.99	19,232.86	0.00	19,232.86
01 1200 221 002 000	Fica Elem	28,159.00	1,196.27	13,188.70	46.84	14,970.30	0.00	14,970.30
01 1200 222 001 000	FICA-AIDES	0.00	77.56	10,219.00	0.00	(10,219.00)	0.00	(10,219.00)
01 1200 222 002 000	FICA-AIDES	0.00	0.00	8,408.40	0.00	(8,408.40)	0.00	(8,408.40)
01 1200 223 001 000	FICA-SUB SUBS	0.00	10.85	170.32	0.00	(170.32)	0.00	(170.32)
01 1200 223 002 000	FICA-SUB SUBS	0.00	10.83	286.67	0.00	(286.67)	0.00	(286.67)
01 1200 226 001 000	Fica-NURSE	956.00	0.00	871.14	91.12	84.86	0.00	84.86
01 1200 226 002 000	Fica-NURSE	956.00	2.55	873.69	91.39	82.31	0.00	82.31
01 1200 231 001 000	RETIREMENT TEACHERS/ADMINS	35,420.00	1,046.78	11,564.24	32.65	23,855.76	0.00	23,855.76
01 1200 231 002 000	RETIREMENT TEACHERS/ADMINS	35,570.00	1,590.11	17,529.56	49.28	18,040.44	0.00	18,040.44
01 1200 232 001 000	RETIREMENT AIDES	0.00	100.37	12,312.92	0.00	(12,312.92)	0.00	(12,312.92)
01 1200 232 002 000	RETIREMENT AIDES	0.00	0.00	10,728.83	0.00	(10,728.83)	0.00	(10,728.83)
01 1200 236 001 000	Retire-NURSE	1,235.00	0.00	1,126.87	91.24	108.13	0.00	108.13
01 1200 236 002 000	Retire-NURSE	1,235.00	3.30	1,130.18	91.51	104.82	0.00	104.82

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1200 281 001 000	CASH IN LIEU/HSA	8,575.00	713.66	7,850.26	91.55	724.74	0.00	724.74
01 1200 320 001 000	Purch Prof Ser Secon	3,750.00	0.00	0.00	0.00	3,750.00	0.00	3,750.00
01 1200 320 002 000	Purch Prof Serv Elem	8,000.00	0.00	0.00	0.00	8,000.00	0.00	8,000.00
01 1200 330 001 000	Contracted Services	0.00	450.50	3,101.18	0.00	(3,101.18)	0.00	(3,101.18)
01 1200 330 002 000	Contracted Services	0.00	450.50	2,198.77	0.00	(2,198.77)	0.00	(2,198.77)
01 1200 450 001 000	Audio Visual Secon	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1200 450 002 000	Audio Visual Elem	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1200 520 001 000	INSURANCE(Property, Liability)	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1200 561 001 000	Sped Tuition LVL III	150,000.00	0.00	24,372.32	16.25	125,627.68	0.00	125,627.68
01 1200 561 002 000	Sped Tuition LVL III	39,536.00	1,944.60	15,713.47	39.74	23,822.53	0.00	23,822.53
01 1200 580 001 000	Travel Secon	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1200 580 002 000	Travel Elem	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 1200 591 001 000	SPED SUPERVISION SEC.	0.00	846.70	10,549.20	0.00	(10,549.20)	0.00	(10,549.20)
01 1200 591 002 000	SPED SUPERVISION ELEM.	33,888.00	846.70	10,549.20	31.13	23,338.80	0.00	23,338.80
01 1200 610 001 000	Gen Supplies	1,100.00	107.31	1,326.01	120.55	(226.01)	0.00	(226.01)
01 1200 610 002 000	Gen Supplies Elem	2,250.00	3.48	2,262.13	100.54	(12.13)	0.00	(12.13)
01 1200 640 001 000	Textbooks	750.00	0.00	0.00	0.00	750.00	0.00	750.00
01 1200 640 002 000	Textbooks Elem	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 1200 733 001 000	Equipment Furn Secon	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 1200 733 002 000	Furniture Equip Elem	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1200 734 001 000	Comp Equip Secon	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 1200 734 002 000	Computer Equip Elem	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1200 735 001 000	Comp Software Secon	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1200 735 002 000	Comp Software Elem	610.00	0.00	117.88	19.32	492.12	0.00	492.12
01 1200 810 001 000	Registration Secondary	250.00	0.00	37.50	15.00	212.50	0.00	212.50
01 1200 810 002 000	Registration Elem	1,000.00	0.00	37.50	3.75	962.50	0.00	962.50
1200	SPEDICAL ED School Age	1,349,630.00	45,703.52	875,990.81	64.91	473,639.19	0.00	473,639.19
01 1291 610 002 000	PRE Supplies	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 1291 640 002 000	Periodicals (3-5)	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1291 733 000 000	Equipment (3-5)	1,700.00	0.00	0.00	0.00	1,700.00	0.00	1,700.00
1291	SPED AGES 3-5	4,900.00	0.00	0.00	0.00	4,900.00	0.00	4,900.00
01 2120 111 001 000	Counselor Sal Secon	57,406.00	4,688.22	51,570.42	89.83	5,835.58	0.00	5,835.58
01 2120 111 002 000	Counselor Sal Elem	14,352.00	1,172.05	12,892.55	89.83	1,459.45	0.00	1,459.45
01 2120 211 001 000	Health Ins. Secon	12,680.00	866.64	9,483.83	74.79	3,196.17	0.00	3,196.17
01 2120 211 002 000	Health Ins. Elem	3,134.00	216.66	2,370.96	75.65	763.04	0.00	763.04
01 2120 221 001 000	Fica Secon	4,391.00	342.43	3,767.67	85.80	623.33	0.00	623.33
01 2120 221 002 000	Fica Elem	1,098.00	85.63	942.14	85.81	155.86	0.00	155.86
01 2120 231 001 000	Retirement Secon	5,671.00	463.10	5,094.10	89.83	576.90	0.00	576.90
01 2120 231 002 000	Retirement Elem	1,418.00	115.77	1,273.47	89.81	144.53	0.00	144.53
01 2120 281 001 000	TEACHERS/PRINCIPALS HSA	0.00	155.06	1,696.86	0.00	(1,696.86)	0.00	(1,696.86)
01 2120 281 002 000	TEACHERS/PRINCIPALS HSA	0.00	38.77	424.26	0.00	(424.26)	0.00	(424.26)
01 2120 320 001 000	Purch Prof Ser Secon	1,000.00	50.00	319.00	31.90	681.00	0.00	681.00
01 2120 320 002 000	Purch Prof Ser Elem	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2120 580 001 000	Travel Secon	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2120 580 002 000	Travel Elem	60.00	0.00	0.00	0.00	60.00	0.00	60.00
01 2120 610 001 000	Supplies Secon	1,000.00	0.00	374.45	37.45	625.55	0.00	625.55
01 2120 610 002 000	Supplies Elem	1,000.00	0.00	19.49	1.95	980.51	0.00	980.51
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
2120	COUNSELOR	107,460.00	8,194.33	90,229.20	83.97	17,230.80	0.00	17,230.80
01 2130 116 000 000	SALARIES -Professional Non-Cert. (Nurse)	30,500.00	0.00	31,233.54	102.41	(733.54)	0.00	(733.54)
01 2130 216 000 000	GROUP INS.-NURSE	4,850.00	0.00	5,000.53	103.10	(150.53)	0.00	(150.53)

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2130 226 000 000	FICA-NURSE	2,333.00	0.00	2,384.76	102.22	(51.76)	0.00	(51.76)
01 2130 236 000 000	RETIREMENT-NURSE	3,013.00	0.00	3,085.19	102.40	(72.19)	0.00	(72.19)
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	205.00	2,262.34	90.49	237.66	0.00	237.66
01 2130 610 001 000	Instruc Mater Secon	100.00	0.00	8.00	8.00	92.00	0.00	92.00
01 2130 610 002 000	Instruc Mater Elem	200.00	16.00	32.00	16.00	168.00	0.00	168.00
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	155.00	103.33	(5.00)	0.00	(5.00)
2130 NURSE		44,246.00	221.00	44,161.36	99.81	84.64	0.00	84.64
01 2190 110 001 000	Act Trans Sal Secon	12,607.00	39.90	11,049.31	87.64	1,557.69	0.00	1,557.69
01 2190 110 002 000	Act Trans Sal Elem	1,139.00	0.00	0.00	0.00	1,139.00	0.00	1,139.00
01 2190 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	0.00	31.55	0.00	(31.55)	0.00	(31.55)
01 2190 220 001 000	FICA-NON INSTRUCTIONAL	1,100.00	3.05	844.97	76.82	255.03	0.00	255.03
01 2190 220 002 000	FICA-NON INSTRUCTIONAL	90.00	0.00	0.00	0.00	90.00	0.00	90.00
01 2190 230 001 000	RETIREMENT- NON INSTRUCTIONAL	1,245.00	0.00	400.31	32.15	844.69	0.00	844.69
01 2190 230 002 000	RETIREMENT- NON INSTRUCTIONAL	113.00	0.00	0.00	0.00	113.00	0.00	113.00
01 2190 340 001 000	Testing	1,000.00	0.00	1,870.00	187.00	(870.00)	0.00	(870.00)
01 2190 580 002 000	Meals/mileage	90.00	0.00	0.00	0.00	90.00	0.00	90.00
2190 ACT TRANS		17,384.00	42.95	14,196.14	81.66	3,187.86	0.00	3,187.86
01 2212 111 002 000	SALARIES TEACHERS STAFF DEV. ELEM.	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2212 123 001 000	Staff Development	3,500.00	0.00	0.00	0.00	3,500.00	0.00	3,500.00
01 2212 123 002 000	Staff Development	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 2212 221 001 000	Staff Dev Fica	268.00	0.00	0.00	0.00	268.00	0.00	268.00
01 2212 221 002 000	Staff Dev Fica	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 2212 231 002 000	Staff Dev Retire	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 2212 330 001 000	Purch Prof Ser Secon	2,500.00	0.00	116.00	4.64	2,384.00	0.00	2,384.00
01 2212 330 002 000	Purch Prof Ser Elem	2,000.00	0.00	78.00	3.90	1,922.00	0.00	1,922.00
01 2212 580 001 000	Travel Secon	500.00	0.00	1,606.54	321.31	(1,106.54)	0.00	(1,106.54)
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	212.25	14.15	1,287.75	0.00	1,287.75
01 2212 610 002 000	Supplies Elem	500.00	0.00	212.25	42.45	287.75	0.00	287.75
01 2212 810 001 000	Dues And Fees Secon	7,000.00	0.00	287.00	4.10	6,713.00	0.00	6,713.00
01 2212 810 002 000	Dues And Fees Elem	500.00	0.00	0.00	0.00	500.00	0.00	500.00
2212 STAFF		24,668.00	0.00	2,512.04	10.18	22,155.96	0.00	22,155.96
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.	25,805.00	1,941.28	21,354.08	82.75	4,450.92	0.00	4,450.92
01 2220 111 002 000	SALARIES TEACHERS LIBRARIAN ELEM.	25,805.00	1,941.28	21,354.08	82.75	4,450.92	0.00	4,450.92

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2220 211 001 000	Health Ins Secon	11,800.00	4.00	44.00	0.37	11,756.00	0.00	11,756.00
01 2220 211 002 000	Health Ins Elem	11,800.00	4.00	44.00	0.37	11,756.00	0.00	11,756.00
01 2220 221 001 000	Fica Secon	1,974.00	148.48	1,633.28	82.74	340.72	0.00	340.72
01 2220 221 002 000	Fica Elem	1,974.00	148.50	1,633.50	82.75	340.50	0.00	340.50
01 2220 231 001 000	Retire Secon	2,549.00	191.75	2,109.25	82.75	439.75	0.00	439.75
01 2220 231 002 000	Retire Elem	2,549.00	191.76	2,109.36	82.75	439.64	0.00	439.64
01 2220 320 001 000	Purchased Ser Secon	700.00	0.00	0.00	0.00	700.00	0.00	700.00
01 2220 320 002 000	Purchased Ser Elem	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2220 430 001 000	Repair Secon	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2220 430 002 000	Repair Elem	350.00	0.00	0.00	0.00	350.00	0.00	350.00
01 2220 610 001 000	Supplies Secon	500.00	942.03	2,212.94	442.59	(1,712.94)	0.00	(1,712.94)
01 2220 610 002 000	Supplies Elem	568.00	1,026.81	1,640.77	288.87	(1,072.77)	0.00	(1,072.77)
01 2220 640 001 000	Library Books Secon	4,700.00	0.00	1,416.39	30.14	3,283.61	0.00	3,283.61
01 2220 640 002 000	Library Books Elem	2,250.00	0.00	1,351.90	60.08	898.10	0.00	898.10
01 2220 641 000 000	EBOOKS	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2220 642 001 000	AUDIO-VISUAL MATERIALS	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 2220 642 002 000	AUDIO-VISUAL MATERIALS	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 2220 733 001 000	Equipment Secon	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 2220 733 002 000	Equipment Elem	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 2220 735 001 000	Computer Software	3,800.00	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		102,164.00	6,539.89	58,088.55	56.86	44,075.45	0.00	44,075.45
01 2310 315 000 000	Audit	6,500.00	0.00	1,420.00	21.85	5,080.00	0.00	5,080.00
01 2310 340 000 000	SERVICES	750.00	10.00	941.00	125.47	(191.00)	0.00	(191.00)
01 2310 520 000 000	INSURANCE(Property, Liability)	15,500.00	0.00	0.00	0.00	15,500.00	0.00	15,500.00
01 2310 540 000 000	Advertising & Print	7,500.00	164.14	5,331.36	71.08	2,168.64	0.00	2,168.64
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	1,288.18	4,210.00	120.29	(710.00)	0.00	(710.00)
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	950.00	17,553.32	140.43	(5,053.32)	0.00	(5,053.32)
01 2310 890 000 000	Other Misc Exp	2,000.00	0.00	1,036.46	51.82	963.54	0.00	963.54
2310 BOARD OF EDUCATION		52,250.00	2,412.32	33,092.14	63.33	19,157.86	0.00	19,157.86
01 2320 105 000 000	SUPERINTENDENT SALARY	136,000.00	10,333.48	123,020.62	90.46	12,979.38	0.00	12,979.38
01 2320 110 000 000	Clerical	21,000.00	1,725.21	17,973.08	85.59	3,026.92	0.00	3,026.92
01 2320 130 000 000	OT-NON INSTRUCTIONAL	0.00	0.00	896.01	0.00	(896.01)	0.00	(896.01)
01 2320 210 000 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	475.69	5,148.02	0.00	(5,148.02)	0.00	(5,148.02)
01 2320 215 000 000	Health Ins	31,637.00	34.70	20,258.10	64.03	11,378.90	0.00	11,378.90
01 2320 220 000 000	FICA-NON INSTRUCTIONAL	0.00	128.17	1,390.77	0.00	(1,390.77)	0.00	(1,390.77)
01 2320 225 000 000	Fica	12,010.00	779.90	9,324.00	77.64	2,686.00	0.00	2,686.00
01 2320 230 000 000	RETIREMENT- NON INSTRUCTIONAL	0.00	170.41	1,863.85	0.00	(1,863.85)	0.00	(1,863.85)
01 2320 235 000 000	RETIREMENT SUPT.	15,432.00	1,017.41	12,112.21	78.49	3,319.79	0.00	3,319.79
01 2320 280 000 000	NON INSTRUCTIONAL HSA	0.00	86.33	934.28	0.00	(934.28)	0.00	(934.28)
01 2320 580 000 000	Travel	4,000.00	33.60	33.60	0.84	3,966.40	0.00	3,966.40
01 2320 610 000 000	Supplies	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2320 735 000 000	Software-North Star	2,500.00	0.00	1,560.00	62.40	940.00	0.00	940.00
01 2320 810 000 000	Dues And Fees	2,500.00	0.00	1,195.00	47.80	1,305.00	0.00	1,305.00
01 2320 890 000 000	Other Misc Exp	1,500.00	0.00	405.00	27.00	1,095.00	0.00	1,095.00
2320 EXECUTIVE ADMINISTRATION-SUPT		227,079.00	14,784.90	196,114.54	86.36	30,964.46	0.00	30,964.46
01 2330 317 000 000	LEGAL SERVICES	20,000.00	1,084.00	11,314.17	56.57	8,685.83	0.00	8,685.83
2330 DISTRICT LEGAL SERVICES		20,000.00	1,084.00	11,314.17	56.57	8,685.83	0.00	8,685.83

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2410 110 001 000	Clerical Sal Secon	51,730.00	4,299.22	48,505.93	93.77	3,224.07	0.00	3,224.07
01 2410 110 002 000	Clerical Sal Elem	42,000.00	1,836.48	38,019.33	90.52	3,980.67	0.00	3,980.67
01 2410 111 001 000	Princ Sal Secon	107,230.00	8,907.16	97,979.36	91.37	9,250.64	0.00	9,250.64
01 2410 111 002 000	Prin Sal Elem	96,400.00	8,004.61	88,051.21	91.34	8,348.79	0.00	8,348.79
01 2410 120 001 000	SUBSTITUTE OR TEMPORARY SALARIES	0.00	0.00	270.49	0.00	(270.49)	0.00	(270.49)
01 2410 122 001 000	STUDENT AIDE	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2410 130 001 000	OT-NON INSTRUCTIONAL	0.00	0.00	2,091.31	0.00	(2,091.31)	0.00	(2,091.31)
01 2410 130 002 000	OT-NON INSTRUCTIONAL	0.00	0.00	2,757.38	0.00	(2,757.38)	0.00	(2,757.38)
01 2410 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	1,185.44	13,652.95	0.00	(13,652.95)	0.00	(13,652.95)
01 2410 210 002 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	1,993.36	21,926.96	0.00	(21,926.96)	0.00	(21,926.96)
01 2410 211 001 000	Health Ins Secon	16,916.00	29.91	129.15	0.76	16,786.85	0.00	16,786.85
01 2410 211 002 000	Health Ins Elem	24,170.00	10.00	110.00	0.46	24,060.00	0.00	24,060.00
01 2410 220 001 000	FICA-NON INSTRUCTIONAL	0.00	319.38	3,744.41	0.00	(3,744.41)	0.00	(3,744.41)
01 2410 220 002 000	FICA-NON INSTRUCTIONAL	0.00	121.41	2,909.51	0.00	(2,909.51)	0.00	(2,909.51)
01 2410 221 001 000	Fica Secon	12,160.00	672.26	7,290.31	59.95	4,869.69	0.00	4,869.69
01 2410 221 002 000	Fica Elem	12,358.00	757.71	8,334.81	67.44	4,023.19	0.00	4,023.19
01 2410 230 001 000	RETIREMENT- NON INSTRUCTIONAL	0.00	424.67	4,701.19	0.00	(4,701.19)	0.00	(4,701.19)
01 2410 230 002 000	RETIREMENT- NON INSTRUCTIONAL	0.00	181.40	4,027.83	0.00	(4,027.83)	0.00	(4,027.83)
01 2410 231 001 000	RETIREMENT ADMINS SEC.	15,702.00	879.83	9,678.21	61.64	6,023.79	0.00	6,023.79
01 2410 231 002 000	RETIREMENT ADMIN ELEM.	13,671.00	790.68	8,697.48	63.62	4,973.52	0.00	4,973.52
01 2410 280 001 000	NON INSTRUCTIONAL HSA	0.00	215.13	2,381.78	0.00	(2,381.78)	0.00	(2,381.78)
01 2410 280 002 000	NON INSTRUCTIONAL HSA	0.00	361.75	3,979.25	0.00	(3,979.25)	0.00	(3,979.25)
01 2410 281 002 000	CASH IN LIEU/HSA	23,149.00	1,929.05	21,219.55	91.67	1,929.45	0.00	1,929.45
01 2410 580 001 000	Travel Secon	500.00	86.80	550.78	110.16	(50.78)	0.00	(50.78)
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	472.62	41.10	677.38	0.00	677.38
01 2410 610 002 000	Supplies Elem	1,000.00	30.29	30.29	3.03	969.71	0.00	969.71
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	20.00	1,005.00	201.00	(505.00)	0.00	(505.00)
01 2410 810 002 000	Dues And Fees Elem	500.00	20.00	815.00	163.00	(315.00)	0.00	(315.00)
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	422,736.00	33,076.54	393,332.09	93.04	29,403.91	0.00	29,403.91
01 2510 110 000 000	Clerical Salary	71,300.00	5,329.62	59,834.39	83.92	11,465.61	0.00	11,465.61
01 2510 130 000 000	OT-NON INSTRUCTIONAL	0.00	0.00	1,432.23	0.00	(1,432.23)	0.00	(1,432.23)
01 2510 210 000 000	Health Ins	2,735.00	75.39	510.52	18.67	2,224.48	0.00	2,224.48
01 2510 220 000 000	Fica	6,110.00	459.36	5,257.36	86.05	852.64	0.00	852.64
01 2510 230 000 000	Retirement	7,043.00	526.45	6,051.79	85.93	991.21	0.00	991.21
01 2510 280 000 000	CASH IN LIEU/HSA	8,570.00	713.66	7,850.26	91.60	719.74	0.00	719.74
01 2510 315 000 000	ACCOUNTING & AUDITING SERVICES	0.00	0.00	5,680.00	0.00	(5,680.00)	0.00	(5,680.00)
01 2510 382 001 000	Telephone Secon	6,000.00	363.68	5,381.06	89.68	618.94	0.00	618.94
01 2510 382 002 000	Telehone Elem	6,000.00	363.65	5,381.07	89.68	618.93	0.00	618.93
01 2510 430 000 000	Repair Maint Service	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2510 443 000 000	Rental And Leases	1,500.00	0.00	1,310.00	87.33	190.00	0.00	190.00
01 2510 520 000 000	INSURANCE-WORKMAN'S COMP	30,000.00	0.00	0.00	0.00	30,000.00	0.00	30,000.00
01 2510 531 000 000	POSTAGE	6,000.00	1.80	921.08	15.35	5,078.92	0.00	5,078.92
01 2510 580 000 000	Travel	547.00	0.00	0.00	0.00	547.00	0.00	547.00
01 2510 610 000 000	Supplies	2,034.00	493.19	830.73	40.84	1,203.27	0.00	1,203.27
01 2510 733 000 000	Equipment	1,141.00	0.00	0.00	0.00	1,141.00	0.00	1,141.00
01 2510 734 000 000	Computer Hardware	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00

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 735 000 000	Computer Software	6,500.00	6,595.00	8,350.00	128.46	(1,850.00)	0.00	(1,850.00)
01 2510 810 000 000	REGISTRATION	0.00	3.25	1,083.50	0.00	(1,083.50)	0.00	(1,083.50)
01 2510 890 000 000	Other Misc Exp	429.00	0.00	0.00	0.00	429.00	0.00	429.00
2510 CLERICAL		157,909.00	14,925.05	109,873.99	69.58	48,035.01	0.00	48,035.01
01 2580 112 000 000	Tech Support Aides	3,000.00	554.71	1,526.58	50.89	1,473.42	0.00	1,473.42
01 2580 114 000 000	Tech Support Salary	65,000.00	5,416.67	59,843.77	92.07	5,156.23	0.00	5,156.23
01 2580 214 000 000	Tech Support Health Ins	23,600.00	37.54	412.94	1.75	23,187.06	0.00	23,187.06
01 2580 224 000 000	Tech Support Fica	5,202.00	414.22	4,576.34	87.97	625.66	0.00	625.66
01 2580 234 000 000	RETIREMENT-TECH	6,717.00	535.05	5,885.52	87.62	831.48	0.00	831.48
01 2580 430 001 000	Compu Repair Service	0.00	0.00	660.00	0.00	(660.00)	0.00	(660.00)
01 2580 430 002 000	Compu Repair Service	0.00	0.00	660.00	0.00	(660.00)	0.00	(660.00)
01 2580 432 000 000	TECH REPAIRS/MAINT.	2,500.00	0.00	1,240.00	49.60	1,260.00	0.00	1,260.00
01 2580 432 001 000	TECH REPAIRS & MAINTENANCE	2,000.00	292.20	726.40	36.32	1,273.60	0.00	1,273.60
01 2580 432 002 000	TECH REPAIRS & MAINTENANCE	2,000.00	692.18	1,126.37	56.32	873.63	0.00	873.63
01 2580 580 000 000	Tech Support Travel	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2580 650 001 000	Computer Supplies	5,000.00	5,896.71	9,808.82	196.18	(4,808.82)	0.00	(4,808.82)
01 2580 650 002 000	Computer Supplies	5,000.00	2,418.00	6,423.47	128.47	(1,423.47)	0.00	(1,423.47)
01 2580 810 000 000	REGISTRATION	500.00	0.00	0.00	0.00	500.00	0.00	500.00
2580 Administrative Tech Services		121,019.00	16,257.28	92,890.21	76.76	28,128.79	0.00	28,128.79
01 2610 110 001 000	Cust Sal Secon	95,335.00	11,514.24	93,528.41	98.11	1,806.59	0.00	1,806.59
01 2610 110 002 000	Cust Sal Elem	49,735.00	5,232.36	44,256.11	88.98	5,478.89	0.00	5,478.89
01 2610 123 001 000	Sub/Summer Sal Secon	14,800.00	864.12	1,815.49	12.27	12,984.51	0.00	12,984.51
01 2610 123 002 000	Sub/Summer Sal Elem	14,400.00	864.12	1,815.48	12.61	12,584.52	0.00	12,584.52
01 2610 130 001 000	OT-NON INSTRUCTIONAL	0.00	0.00	1,389.18	0.00	(1,389.18)	0.00	(1,389.18)
01 2610 130 002 000	OT-NON INSTRUCTIONAL	0.00	0.00	928.02	0.00	(928.02)	0.00	(928.02)
01 2610 210 001 000	Health Ins Secon	25,205.00	3,157.90	27,643.03	109.67	(2,438.03)	0.00	(2,438.03)
01 2610 210 002 000	Health Ins Elem	28,530.00	2,583.90	24,504.44	85.89	4,025.56	0.00	4,025.56
01 2610 220 001 000	Fica Secon	8,425.00	775.39	7,117.07	84.48	1,307.93	0.00	1,307.93
01 2610 220 002 000	Fica Elem	4,906.00	394.34	3,393.61	69.17	1,512.39	0.00	1,512.39
01 2610 223 001 000	FICA-SUB SUBS	0.00	43.13	98.61	0.00	(98.61)	0.00	(98.61)
01 2610 223 002 000	FICA-SUB SUBS	0.00	43.15	98.64	0.00	(98.64)	0.00	(98.64)
01 2610 230 001 000	Retirement Secon	10,678.00	1,051.65	8,513.08	79.73	2,164.92	0.00	2,164.92
01 2610 230 002 000	Retirement Elem	6,135.00	487.10	4,010.30	65.37	2,124.70	0.00	2,124.70
01 2610 410 001 000	Water Sewer Secon	3,500.00	267.51	3,089.40	88.27	410.60	0.00	410.60
01 2610 410 002 000	Water Sewer Elem	4,500.00	267.49	3,089.32	68.65	1,410.68	0.00	1,410.68
01 2610 610 001 000	Supplies Secon	10,000.00	280.55	10,583.19	105.83	(583.19)	0.00	(583.19)
01 2610 610 002 000	Supplies Elem	15,055.00	252.07	10,071.49	66.90	4,983.51	0.00	4,983.51
01 2610 621 001 000	Fuel Secon	75,000.00	2,385.71	36,874.04	49.17	38,125.96	0.00	38,125.96
01 2610 621 002 000	Fuel Elem	35,000.00	2,385.67	36,873.95	105.35	(1,873.95)	0.00	(1,873.95)
2610 CUSTODIAL		401,204.00	32,850.40	319,692.86	79.68	81,511.14	0.00	81,511.14
01 2620 110 000 000	Maintenance Sal	48,800.00	3,896.05	42,856.55	87.82	5,943.45	0.00	5,943.45
01 2620 210 000 000	Health Ins	3,580.00	296.44	3,210.02	89.67	369.98	0.00	369.98
01 2620 220 000 000	Fica	3,733.00	297.19	3,269.19	87.58	463.81	0.00	463.81
01 2620 230 000 000	Retirement	4,821.00	384.84	4,233.24	87.81	587.76	0.00	587.76
01 2620 420 001 000	CLEANING SERVICES/TRASH	0.00	237.90	2,604.90	0.00	(2,604.90)	0.00	(2,604.90)
01 2620 420 002 000	CLEANING SERVICES/TRASH	0.00	237.90	2,604.90	0.00	(2,604.90)	0.00	(2,604.90)
01 2620 431 001 000	Con/ser Repair Secon	35,000.00	417.24	15,980.15	45.66	19,019.85	0.00	19,019.85
01 2620 431 002 000	Cont/ser Repair Elem	20,000.00	3,060.24	17,044.64	85.22	2,955.36	0.00	2,955.36
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	1,442.45	27,223.38	181.49	(12,223.38)	0.00	(12,223.38)
01 2620 610 002 000	GENERAL SUPPLIES	10,694.00	848.91	14,550.61	136.06	(3,856.61)	0.00	(3,856.61)
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

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 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		197,866.00	11,119.16	133,577.58	67.51	64,288.42	0.00	64,288.42
01 2710 110 000 000	Transp Salaries	135,000.00	8,349.20	100,707.06	74.60	34,292.94	0.00	34,292.94
01 2710 123 000 000	SUB SALARIES	18,278.00	0.00	22,050.76	120.64	(3,772.76)	0.00	(3,772.76)
01 2710 210 000 000	Health Ins	3,393.00	4.41	151.38	4.46	3,241.62	0.00	3,241.62
01 2710 220 000 000	Fica	10,328.00	638.54	7,700.56	74.56	2,627.44	0.00	2,627.44
01 2710 223 000 000	FICA-SUB SUBS	1,398.00	0.00	1,686.74	120.65	(288.74)	0.00	(288.74)
01 2710 230 000 000	Retirement	5,651.00	487.36	5,665.83	100.26	(14.83)	0.00	(14.83)
01 2710 233 000 000	RETIREMENT-SUBS	0.00	0.00	484.30	0.00	(484.30)	0.00	(484.30)
01 2710 330 000 000	TESTING	500.00	260.00	1,448.00	289.60	(948.00)	0.00	(948.00)
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	1,593.64	39.84	2,406.36	0.00	2,406.36
01 2710 610 000 000	Tires And Parts	25,000.00	920.35	8,188.65	32.75	16,811.35	0.00	16,811.35
01 2710 626 000 000	Gas And Oil	40,000.00	840.06	27,321.51	68.30	12,678.49	0.00	12,678.49
01 2710 732 000 000	VEHICLES/BUS PURCHASE	0.00	0.00	41,470.00	0.00	(41,470.00)	0.00	(41,470.00)
01 2710 733 000 000	Equipment	1,000.00	0.00	600.00	60.00	400.00	0.00	400.00
01 2710 890 000 000	Other Exp	2,000.00	0.00	541.40	27.07	1,458.60	0.00	1,458.60
2710 Vehicle Operation-Reg. Ed		247,048.00	11,499.92	219,609.83	88.89	27,438.17	0.00	27,438.17
01 2712 110 001 000	NON-INSTRUCTIONAL	0.00	662.02	12,153.70	0.00	(12,153.70)	0.00	(12,153.70)
01 2712 110 002 000	SPED Transp Salary	13,520.00	0.00	0.00	0.00	13,520.00	0.00	13,520.00
01 2712 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	1.19	17.66	0.00	(17.66)	0.00	(17.66)
01 2712 210 002 000	SPED Transp Health	3,352.00	0.00	0.00	0.00	3,352.00	0.00	3,352.00
01 2712 220 001 000	FICA-NON INSTRUCTIONAL	0.00	50.64	929.70	0.00	(929.70)	0.00	(929.70)
01 2712 220 002 000	SPED Transp FICA	1,034.00	0.00	0.00	0.00	1,034.00	0.00	1,034.00
01 2712 230 001 000	RETIREMENT- NON INSTRUCTIONAL	0.00	65.39	1,200.51	0.00	(1,200.51)	0.00	(1,200.51)
01 2712 230 002 000	SPED Transp Retire	1,336.00	0.00	0.00	0.00	1,336.00	0.00	1,336.00
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		38,042.00	779.24	14,301.57	37.59	23,740.43	0.00	23,740.43
01 2730 431 000 000	REPAIRS & MAINT.	25,000.00	1,914.27	9,209.86	36.84	15,790.14	0.00	15,790.14
2730 Vehicle Service/Maint. Reg Ed.		25,000.00	1,914.27	9,209.86	36.84	15,790.14	0.00	15,790.14
01 3300 120 000 000	Youth Center Wages	16,500.00	0.00	2,928.84	17.75	13,571.16	0.00	13,571.16
01 3300 220 000 000	Fica	1,262.00	0.00	224.07	17.76	1,037.93	0.00	1,037.93
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	3,152.91	16.89	15,509.09	0.00	15,509.09
01 3516 734 000 000	DIST LEARN EQUIP	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
3516 DIST LEARN EQUIP		1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 3535 111 000 000	SALARIES TEACHERS/PROFESSIONAL STAFF	3,000.00	257.66	2,834.26	94.48	165.74	0.00	165.74
01 3535 211 000 000	High Ability Health	1,208.00	99.03	1,087.44	90.02	120.56	0.00	120.56
01 3535 221 000 000	High Ability Fica	230.00	19.08	209.89	91.26	20.11	0.00	20.11
01 3535 231 000 000	High Ability Retirement	297.00	25.45	279.95	94.26	17.05	0.00	17.05
01 3535 580 000 000	High Abilt Learn Mileage	320.00	0.00	0.00	0.00	320.00	0.00	320.00
01 3535 610 000 000	High Abilt Learn Supplies	2,820.00	57.48	5,780.32	204.98	(2,960.32)	0.00	(2,960.32)

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 3535 733 000 000	High Abilt Learn Equip	4,644.00	0.00	0.00	0.00	4,644.00	0.00	4,644.00
01 3535 735 000 000	HIGH ABIL SOFTWARE	520.00	0.00	0.00	0.00	520.00	0.00	520.00
01 3535 810 000 000	High Abilt Learn Registration	4,000.00	0.00	4,180.00	104.50	(180.00)	0.00	(180.00)
3535 HIGH ABILITY LEARNERS		17,039.00	458.70	14,371.86	84.35	2,667.14	0.00	2,667.14
01 6200 111 000 000	REGULAR SALARIES	51,375.00	5,555.05	61,105.55	118.94	(9,730.55)	0.00	(9,730.55)
01 6200 211 000 000	HEALTH INSURANCE	15,758.00	1,548.57	17,034.27	108.10	(1,276.27)	0.00	(1,276.27)
01 6200 221 000 000	FICA	3,713.00	401.44	4,415.84	118.93	(702.84)	0.00	(702.84)
01 6200 231 000 000	RETIREMENT	5,075.00	548.72	6,035.92	118.93	(960.92)	0.00	(960.92)
01 6200 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	280.36	3,083.96	0.00	(3,083.96)	0.00	(3,083.96)
01 6200 580 000 000	Travel	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 6200 610 000 000	Supplies/Materials	120.00	0.00	0.00	0.00	120.00	0.00	120.00
6200 TITLE 1 PART A		76,291.00	8,334.14	91,675.54	120.17	(15,384.54)	0.00	(15,384.54)
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	2,457.71	27,034.81	93.87	1,765.19	0.00	1,765.19
01 6310 211 000 000	TITLE IIA Health	11,624.00	856.41	9,420.51	81.04	2,203.49	0.00	2,203.49
01 6310 221 000 000	TITLE IIA Fica	1,912.00	178.04	1,958.44	102.43	(46.44)	0.00	(46.44)
01 6310 231 000 000	TITLE IIA Retirement	2,845.00	242.77	2,670.47	93.87	174.53	0.00	174.53
01 6310 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	155.05	1,705.55	0.00	(1,705.55)	0.00	(1,705.55)
6310 TITLE IIA		45,181.00	3,889.98	42,789.78	94.71	2,391.22	0.00	2,391.22
01 6315 810 000 000	DUES AND FEES TITLE 2B	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
6315 TITLE II, PART B		2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 6330 111 000 000	SALARIES-REAP	18,825.00	0.00	0.00	0.00	18,825.00	0.00	18,825.00
01 6330 211 000 000	GROUP INSURANCE REAP	7,598.00	0.00	0.00	0.00	7,598.00	0.00	7,598.00
01 6330 221 000 000	FICA REAP	1,221.00	0.00	0.00	0.00	1,221.00	0.00	1,221.00
01 6330 231 000 000	RETIREMENT REAP	1,860.00	0.00	0.00	0.00	1,860.00	0.00	1,860.00
6330 TITLE VI, PART B REAP		29,504.00	0.00	0.00	0.00	29,504.00	0.00	29,504.00
01 6403 591 000 000	IDEA Vocational/Vision	7,469.00	0.00	0.00	0.00	7,469.00	0.00	7,469.00
6403 IDEA PART B-SCHOOL AGE		7,469.00	0.00	0.00	0.00	7,469.00	0.00	7,469.00
01 6406 111 000 000	BASE 3-4 SPED INSTR	2,464.00	279.56	3,075.16	124.80	(611.16)	0.00	(611.16)
01 6406 211 000 000	BASE 3-4 SPED HEALTH	1,051.00	152.14	1,673.54	159.23	(622.54)	0.00	(622.54)
01 6406 221 000 000	BASE 3-4 SPED FICA	188.00	21.28	234.18	124.56	(46.18)	0.00	(46.18)
01 6406 231 000 000	BASE 3-4 SPED RETIR	244.00	27.61	303.71	124.47	(59.71)	0.00	(59.71)
6406 IDEA PRESCHOOL: 3-4		3,947.00	480.59	5,286.59	133.94	(1,339.59)	0.00	(1,339.59)
01 6408 111 000 000	SALARIES TEACHERS/PROFESSIONAL STAFF	25,253.00	3,334.21	36,676.31	145.24	(11,423.31)	0.00	(11,423.31)
01 6408 112 000 000	SALARIES INSTRUCTIONAL AIDES	14,855.00	0.00	16,068.50	108.17	(1,213.50)	0.00	(1,213.50)
01 6408 211 000 000	GROUP INSURANCE TEACHERS/ADMINS	15,588.00	1,814.45	19,958.95	128.04	(4,370.95)	0.00	(4,370.95)
01 6408 212 000 000	GROUP INSURANCE-AIDES	0.00	0.00	5,611.04	0.00	(5,611.04)	0.00	(5,611.04)
01 6408 221 000 000	SPED IDEA FICA	2,363.00	253.87	2,792.47	118.17	(429.47)	0.00	(429.47)
01 6408 222 000 000	FICA-AIDES	0.00	0.00	1,029.73	0.00	(1,029.73)	0.00	(1,029.73)
01 6408 231 000 000	SPED IDEA RETIRE	3,962.00	329.35	3,622.85	91.44	339.15	0.00	339.15
01 6408 232 000 000	RETIREMENT AIDES	0.00	0.00	1,587.23	0.00	(1,587.23)	0.00	(1,587.23)
01 6408 282 000 000	INSTRUCTIONAL AIDES HSA	0.00	0.00	981.91	0.00	(981.91)	0.00	(981.91)
01 6408 591 002 000	SPED IDEA PRE-K	7,514.00	0.00	0.00	0.00	7,514.00	0.00	7,514.00
6408 IDEA Part B (611) Base & EP 0-21		69,535.00	5,731.88	88,328.99	127.03	(18,793.99)	0.00	(18,793.99)
01 6700 111 000 000	Vocational Wages	2,400.00	0.00	0.00	0.00	2,400.00	0.00	2,400.00
01 6700 211 000 000	Vocational Health	303.00	0.00	0.00	0.00	303.00	0.00	303.00
01 6700 221 000 000	Vocational FICA	183.00	0.00	0.00	0.00	183.00	0.00	183.00
01 6700 231 000 000	Vocational Retire	238.00	0.00	0.00	0.00	238.00	0.00	238.00

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
6700	VOCATIONAL	3,124.00	0.00	0.00	0.00	3,124.00	0.00	3,124.00
01 6992 111 000 000	REAP Salary	0.00	2,191.15	24,102.65	0.00	(24,102.65)	0.00	(24,102.65)
01 6992 211 000 000	REAP Health	0.00	763.54	8,398.94	0.00	(8,398.94)	0.00	(8,398.94)
01 6992 221 000 000	REAP Fica	0.00	158.71	1,745.81	0.00	(1,745.81)	0.00	(1,745.81)
01 6992 231 000 000	REAP Retirement	0.00	216.44	2,380.84	0.00	(2,380.84)	0.00	(2,380.84)
01 6992 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	138.23	1,520.53	0.00	(1,520.53)	0.00	(1,520.53)
6992	REAP	0.00	3,468.07	38,148.77	0.00	(38,148.77)	0.00	(38,148.77)
01 6996 610 001 000	GENERAL SUPPLIES	0.00	0.00	5,436.53	0.00	(5,436.53)	0.00	(5,436.53)
01 6996 610 002 000	GENERAL SUPPLIES	0.00	0.00	5,196.57	0.00	(5,196.57)	0.00	(5,196.57)
6996	ESSER	0.00	0.00	10,633.10	0.00	(10,633.10)	0.00	(10,633.10)
01 8000 912 000 000	Lunch Fund	25,000.00	0.00	6,000.00	24.00	19,000.00	0.00	19,000.00
01 8000 913 001 000	Activity Transfer	44,998.00	0.00	0.00	0.00	44,998.00	0.00	44,998.00
01 8000 915 000 000	Depreciation Fund	71,959.00	0.00	0.00	0.00	71,959.00	0.00	71,959.00
8000	TRANSFERS (OUTGOING)	141,957.00	0.00	6,000.00	4.23	135,957.00	0.00	135,957.00
01 9000 900 000 000	Non Program Exp. Transfer	0.00	0.00	48,770.40	0.00	(48,770.40)	0.00	(48,770.40)
9000	Non Program Expenditures	0.00	0.00	48,770.40	0.00	(48,770.40)	0.00	(48,770.40)
000	DISTRICT WIDE	7,433,196.00	454,987.30	5,571,734.94	74.96	1,861,461.06	0.00	1,861,461.06
01 1100 610 002 001	Grade 1 Materials	400.00	171.79	387.61	96.90	12.39	0.00	12.39
01 1100 640 002 001	Classroom Periodical	1,800.00	0.00	0.00	0.00	1,800.00	0.00	1,800.00
1100	SALARIES	2,200.00	171.79	387.61	17.62	1,812.39	0.00	1,812.39
001	FIRST GRADE	2,200.00	171.79	387.61	17.62	1,812.39	0.00	1,812.39
01 1100 610 002 002	Grade 2 Materials	400.00	62.42	306.01	76.50	93.99	0.00	93.99
01 1100 640 002 002	Classroom Periodical	1,750.00	0.00	0.00	0.00	1,750.00	0.00	1,750.00
1100	SALARIES	2,150.00	62.42	306.01	14.23	1,843.99	0.00	1,843.99
002	SECOND GRADE	2,150.00	62.42	306.01	14.23	1,843.99	0.00	1,843.99
01 1100 610 002 003	Grade 3 Materials	400.00	64.04	104.03	26.01	295.97	0.00	295.97
01 1100 640 002 003	Classroom Periodical	1,550.00	0.00	0.00	0.00	1,550.00	0.00	1,550.00
1100	SALARIES	1,950.00	64.04	104.03	5.33	1,845.97	0.00	1,845.97
003	THIRD GRADE	1,950.00	64.04	104.03	5.33	1,845.97	0.00	1,845.97
01 1100 610 002 004	Grade 4 Materials	400.00	21.90	538.84	134.71	(138.84)	0.00	(138.84)
01 1100 640 002 004	Classroom Periodical	650.00	0.00	0.00	0.00	650.00	0.00	650.00
1100	SALARIES	1,050.00	21.90	538.84	51.32	511.16	0.00	511.16
004	FOURTH GRADE	1,050.00	21.90	538.84	51.32	511.16	0.00	511.16
01 1100 610 002 005	Grade 5 Materials	400.00	51.80	374.02	93.51	25.98	0.00	25.98
01 1100 640 002 005	Classroom Periodical	550.00	0.00	0.00	0.00	550.00	0.00	550.00
1100	SALARIES	950.00	51.80	374.02	39.37	575.98	0.00	575.98
005	FIFTH GRADE	950.00	51.80	374.02	39.37	575.98	0.00	575.98
01 1100 610 002 006	Grade 6 Materials	400.00	156.63	352.54	88.14	47.46	0.00	47.46
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	156.63	352.54	50.36	347.46	0.00	347.46
006	SIXTH GRADE	700.00	156.63	352.54	50.36	347.46	0.00	347.46
01 1100 610 002 007	Kingrt Materials	300.00	13.53	89.31	29.77	210.69	0.00	210.69
01 1100 640 002 007	Classroom Periodical	800.00	0.00	0.00	0.00	800.00	0.00	800.00
1100	SALARIES	1,100.00	13.53	89.31	8.12	1,010.69	0.00	1,010.69
007	Kindergarten	1,100.00	13.53	89.31	8.12	1,010.69	0.00	1,010.69
01 1100 610 002 017	Elem Art Materials	500.00	0.00	0.00	0.00	500.00	0.00	500.00
1100	SALARIES	500.00	0.00	0.00	0.00	500.00	0.00	500.00

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017 ELEM. ART		500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 610 001 018	Music Materials	1,000.00	35.00	2,620.78	262.08	(1,620.78)	0.00	(1,620.78)
01 1100 610 002 018	Music Materials	727.00	45.14	2,421.32	333.06	(1,694.32)	0.00	(1,694.32)
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	270.00	32.49	561.00	0.00	561.00
1100 SALARIES		3,558.00	80.14	5,312.10	149.30	(1,754.10)	0.00	(1,754.10)
018 MUSIC		3,558.00	80.14	5,312.10	149.30	(1,754.10)	0.00	(1,754.10)
01 1100 610 002 019	Elem Pe Materials	200.00	29.70	29.70	14.85	170.30	0.00	170.30
01 1100 733 002 019	Equipment	300.00	0.00	0.00	0.00	300.00	0.00	300.00
1100 SALARIES		500.00	29.70	29.70	5.94	470.30	0.00	470.30
019 ELEM. PE		500.00	29.70	29.70	5.94	470.30	0.00	470.30
01 1100 610 001 020	Lang Arts Materials	500.00	144.74	207.50	41.50	292.50	0.00	292.50
01 1100 640 001 020	Classroom Periodical	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 1100 735 001 020	Computer Software	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1100 810 001 020	Student Registration	900.00	0.00	0.00	0.00	900.00	0.00	900.00
1100 SALARIES		2,200.00	144.74	207.50	9.43	1,992.50	0.00	1,992.50
020 LANGUAGE ARTS		2,200.00	144.74	207.50	9.43	1,992.50	0.00	1,992.50
01 1100 610 001 021	Math Materials	200.00	30.23	146.45	73.23	53.55	0.00	53.55
1100 SALARIES		200.00	30.23	146.45	73.23	53.55	0.00	53.55
021 MATH		200.00	30.23	146.45	73.23	53.55	0.00	53.55
01 1100 430 001 022	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	84.16	462.49	9.25	4,537.51	0.00	4,537.51
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	84.16	462.49	4.95	8,887.51	0.00	8,887.51
022 SCIENCE		9,350.00	84.16	462.49	4.95	8,887.51	0.00	8,887.51
01 1100 610 001 023	Soc Stud Materials	150.00	64.19	64.19	42.79	85.81	0.00	85.81
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	64.19	64.19	13.66	405.81	0.00	405.81
023 SOCIAL STUDIES		470.00	64.19	64.19	13.66	405.81	0.00	405.81
01 1100 430 001 025	REPAIRS & MAINTENANCE - Contracted	1,600.00	0.00	0.00	0.00	1,600.00	0.00	1,600.00
01 1100 580 001 025	Instructor Travel	1,700.00	0.00	0.00	0.00	1,700.00	0.00	1,700.00
01 1100 610 001 025	Instr Materials	4,000.00	0.00	3,256.67	81.42	743.33	0.00	743.33
01 1100 640 001 025	Expendable Wrbk	65.00	0.00	0.00	0.00	65.00	0.00	65.00
01 1100 733 001 025	Equipment Secon	125.00	0.00	0.00	0.00	125.00	0.00	125.00
01 1100 735 001 025	Comp Software Secon	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 810 001 025	FEES	950.00	0.00	1,056.00	111.16	(106.00)	0.00	(106.00)
1100 SALARIES		8,940.00	0.00	4,312.67	48.24	4,627.33	0.00	4,627.33
025 AGRICULTURE		8,940.00	0.00	4,312.67	48.24	4,627.33	0.00	4,627.33
01 1100 430 001 026	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	11.85	11.85	1.19	988.15	0.00	988.15
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	599.00	59.90	401.00	0.00	401.00

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01 1100 810 001 026	FEES	1,400.00	0.00	110.00	7.86	1,290.00	0.00	1,290.00
1100 SALARIES		5,000.00	11.85	720.85	14.42	4,279.15	0.00	4,279.15
026 BUSINESS		5,000.00	11.85	720.85	14.42	4,279.15	0.00	4,279.15
01 1100 610 001 027	Secon Art Materials	1,800.00	1,890.62	1,890.62	105.03	(90.62)	0.00	(90.62)
1100 SALARIES		1,800.00	1,890.62	1,890.62	105.03	(90.62)	0.00	(90.62)
027 SECONDARY ART		1,800.00	1,890.62	1,890.62	105.03	(90.62)	0.00	(90.62)
01 1100 430 001 028	REPAIRS & MAINTENANCE - Contracted	2,500.00	205.50	205.50	8.22	2,294.50	0.00	2,294.50
01 1100 430 002 028	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	711.60	1,619.67	161.97	(619.67)	0.00	(619.67)
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	13,530.00	451.00	(10,530.00)	0.00	(10,530.00)
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	257.00	51.40	243.00	0.00	243.00
01 1100 810 002 028	Student Registration	500.00	0.00	0.00	0.00	500.00	0.00	500.00
1100 SALARIES		10,000.00	917.10	15,612.17	156.12	(5,612.17)	0.00	(5,612.17)
028 BAND		10,000.00	917.10	15,612.17	156.12	(5,612.17)	0.00	(5,612.17)
01 1100 430 001 029	REPAIRS & MAINTENANCE - Contracted	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 440 001 029	Secon Pe Rental	6,500.00	0.00	0.00	0.00	6,500.00	0.00	6,500.00
01 1100 610 001 029	Instr Materials	800.00	0.00	1,502.30	187.79	(702.30)	0.00	(702.30)
01 1100 733 001 029	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
1100 SALARIES		8,800.00	0.00	1,502.30	17.07	7,297.70	0.00	7,297.70
029 SECONDARY PE		8,800.00	0.00	1,502.30	17.07	7,297.70	0.00	7,297.70
01 1100 610 001 030	FCS Instr Materials	500.00	0.00	0.00	0.00	500.00	0.00	500.00
1100 SALARIES		500.00	0.00	0.00	0.00	500.00	0.00	500.00
030 FCS		500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 430 001 031	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	1,548.09	77.40	451.91	0.00	451.91
01 1100 733 001 031	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 735 001 031	Comp Software	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1100 810 001 031	Instru Registration	1,080.00	0.00	0.00	0.00	1,080.00	0.00	1,080.00
1100 SALARIES		4,930.00	0.00	1,548.09	31.40	3,381.91	0.00	3,381.91
031 INDUSTRIAL ARTS		4,930.00	0.00	1,548.09	31.40	3,381.91	0.00	3,381.91
01 1100 610 001 032	Foreign Lang Mater	200.00	16.34	16.34	8.17	183.66	0.00	183.66
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	16.34	16.34	4.09	383.66	0.00	383.66
032 FOREIGN LANGUAGE		400.00	16.34	16.34	4.09	383.66	0.00	383.66
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 1200 561 001 600	SpEd LVL III OT/PT	35,000.00	0.00	382.74	1.09	34,617.26	0.00	34,617.26
01 1200 561 002 600	TUITION TO OTHER-SPED	0.00	145.39	1,078.76	0.00	(1,078.76)	0.00	(1,078.76)
1200 SPEDICAL ED School Age		35,000.00	145.39	1,461.50	4.18	33,538.50	0.00	33,538.50
01 2171 591 001 600	PT SERVICES	0.00	492.58	4,592.85	0.00	(4,592.85)	0.00	(4,592.85)

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 2171 591 002 600	PT Therapy	12,070.00	492.58	3,561.85	29.51	8,508.15	0.00	8,508.15
2171	PHYSICAL THERAPY-SPED SCHOOL AGE	12,070.00	985.16	8,154.70	67.56	3,915.30	0.00	3,915.30
01 2172 591 002 600	PT SPED 3-5	3,794.00	123.15	1,019.34	26.87	2,774.66	0.00	2,774.66
2172	PHYSICAL THERAPY:SPED 3-5	3,794.00	123.15	1,019.34	26.87	2,774.66	0.00	2,774.66
01 2173 591 002 600	PT SPED 0-2	1,380.00	123.15	1,019.34	73.87	360.66	0.00	360.66
2173	PHYSICAL THERAPY:SPED 0-2	1,380.00	123.15	1,019.34	73.87	360.66	0.00	360.66
01 6410 591 002 600	IDEA PT Therapy Preschool	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
6410	IDEA ENROLLMENT/POVERTY	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
600	PT Services	54,244.00	1,376.85	11,654.88	21.49	42,589.12	0.00	42,589.12
01 2161 591 001 601	OT THERAPY SPED - School Age	0.00	858.48	10,398.02	0.00	(10,398.02)	0.00	(10,398.02)
01 2161 591 002 601	OT THERAPY-SPED School Age	25,387.00	858.48	10,398.02	40.96	14,988.98	0.00	14,988.98
2161	OCCUPATIONAL THERAPY-SPED SCHOOL AGE	25,387.00	1,716.96	20,796.04	81.92	4,590.96	0.00	4,590.96
01 2162 591 002 601	OT SPED 3-5	4,821.00	214.62	2,599.51	53.92	2,221.49	0.00	2,221.49
2162	OCCUPATIONAL THERAPY-SPED 3-5	4,821.00	214.62	2,599.51	53.92	2,221.49	0.00	2,221.49
01 2163 591 002 601	OT SPED 0-2	1,929.00	214.62	2,599.50	134.76	(670.50)	0.00	(670.50)
2163	OCCUPATIONAL THERAPY-SPED 0-2	1,929.00	214.62	2,599.50	134.76	(670.50)	0.00	(670.50)
01 6410 591 002 601	IDEA OT Therapy Preschool	4,000.00	0.00	0.00	0.00	4,000.00	0.00	4,000.00
6410	IDEA ENROLLMENT/POVERTY	4,000.00	0.00	0.00	0.00	4,000.00	0.00	4,000.00
601	OT Services	36,137.00	2,146.20	25,995.05	71.93	10,141.95	0.00	10,141.95
01 1200 561 001 602	LEVEL III SPEECH	0.00	0.00	1,751.48	0.00	(1,751.48)	0.00	(1,751.48)
01 1200 561 002 602	TUITION TO OTHER-SPED SP	0.00	307.11	1,361.21	0.00	(1,361.21)	0.00	(1,361.21)
1200	SPEDICAL ED School Age	0.00	307.11	3,112.69	0.00	(3,112.69)	0.00	(3,112.69)
01 2151 591 001 602	Speech Therapy	0.00	1,812.37	49,479.58	0.00	(49,479.58)	0.00	(49,479.58)
01 2151 591 002 602	Speech Therapy Elem	163,618.00	8,567.57	103,988.23	63.56	59,629.77	0.00	59,629.77
2151	SPEECH PATH/AUDIOLOGY-SPED School Age	163,618.00	10,379.94	153,467.81	93.80	10,150.19	0.00	10,150.19
01 2152 591 002 602	PRE SCHL SPEECH (3-5)	9,090.00	4,613.31	22,085.00	242.96	(12,995.00)	0.00	(12,995.00)
2152	SPEECH PATH/AUDIOLOGY-SPED Ages 3-5	9,090.00	4,613.31	22,085.00	242.96	(12,995.00)	0.00	(12,995.00)
01 2153 591 002 602	SPEECH (0-2)	9,090.00	1,482.85	15,086.27	165.97	(5,996.27)	0.00	(5,996.27)
2153	SPEECH PATH/AUDIOLOGY-SPED Ages 0-2	9,090.00	1,482.85	15,086.27	165.97	(5,996.27)	0.00	(5,996.27)
01 6410 591 002 602	IDEA Speech Teacher Preschool	22,000.00	0.00	0.00	0.00	22,000.00	0.00	22,000.00
6410	IDEA ENROLLMENT/POVERTY	22,000.00	0.00	0.00	0.00	22,000.00	0.00	22,000.00
602	Speech	203,798.00	16,783.21	193,751.77	95.07	10,046.23	0.00	10,046.23
01 1291 591 002 603	PRE SPED Supervision (3-5)	6,695.00	190.64	2,295.67	34.29	4,399.33	0.00	4,399.33
1291	SPED AGES 3-5	6,695.00	190.64	2,295.67	34.29	4,399.33	0.00	4,399.33
01 1292 591 002 603	Pre Sped Services (0-2)	5,000.00	190.67	2,295.66	45.91	2,704.34	0.00	2,704.34
1292	SPED AGES 0-2	5,000.00	190.67	2,295.66	45.91	2,704.34	0.00	2,704.34
01 6410 591 002 603	IDEA Sped Supervision Preschool	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
6410	IDEA ENROLLMENT/POVERTY	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
603	Sped Super	16,695.00	381.31	4,591.33	27.50	12,103.67	0.00	12,103.67
01 1200 591 001 604	Deaf Ed	862.00	0.00	0.00	0.00	862.00	0.00	862.00
01 1200 591 002 604	DEAF ED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1200	SPEDICAL ED School Age	862.00	0.00	0.00	0.00	862.00	0.00	862.00
01 1291 591 002 604	PRE Deaf Ed Services (3-5)	862.00	0.00	0.00	0.00	862.00	0.00	862.00
1291	SPED AGES 3-5	862.00	0.00	0.00	0.00	862.00	0.00	862.00
01 2151 591 002 604	Deaf Ed Sped Elem.	0.00	263.34	3,109.83	0.00	(3,109.83)	0.00	(3,109.83)
2151	SPEECH PATH/AUDIOLOGY-SPED School Age	0.00	263.34	3,109.83	0.00	(3,109.83)	0.00	(3,109.83)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2152 591 002 604	Deaf Ed 3-5 Sped Services	0.00	263.34	3,109.83	0.00	(3,109.83)	0.00	(3,109.83)
2152	SPEECH PATH/AUDIOLOGY-SPED Ages 3-5	0.00	263.34	3,109.83	0.00	(3,109.83)	0.00	(3,109.83)
01 2153 591 002 604	Pre Deaf Ed Services (0-2)	862.00	0.00	0.00	0.00	862.00	0.00	862.00
2153	SPEECH PATH/AUDIOLOGY-SPED Ages 0-2	862.00	0.00	0.00	0.00	862.00	0.00	862.00
604	Deaf Ed	2,586.00	526.68	6,219.66	240.51	(3,633.66)	0.00	(3,633.66)
01 2181 591 001 605	Vision	3,568.00	0.00	113.68	3.19	3,454.32	0.00	3,454.32
01 2181 591 002 605	VISION	0.00	95.02	840.40	0.00	(840.40)	0.00	(840.40)
2181	VISUALLY IMPAIRED:SPED SCHOOL AGE	3,568.00	95.02	954.08	26.74	2,613.92	0.00	2,613.92
605	Vision	3,568.00	95.02	954.08	26.74	2,613.92	0.00	2,613.92
01 2141 591 001 606	SCHOOL PSYCH	0.00	1,850.32	22,740.49	0.00	(22,740.49)	0.00	(22,740.49)
01 2141 591 002 606	Diagnostic Testing (School Psych)	46,700.00	1,850.32	22,740.49	48.69	23,959.51	0.00	23,959.51
2141	PSYCHOLOGICAL SERVICES: SPED SCHOOL AGE	46,700.00	3,700.64	45,480.98	97.39	1,219.02	0.00	1,219.02
01 2142 591 002 606	PSYCH SERVICES SPED 3-5	5,838.00	462.58	5,685.12	97.38	152.88	0.00	152.88
2142	PSYCHOLOGICAL SERVICES: SPED 3-5	5,838.00	462.58	5,685.12	97.38	152.88	0.00	152.88
01 2143 591 002 606	PSYC SERVICES SPED 0-2	5,838.00	462.58	5,685.13	97.38	152.87	0.00	152.87
2143	PSYCHOLOGICAL SERVICES: SPED 0-2	5,838.00	462.58	5,685.13	97.38	152.87	0.00	152.87
01 6410 591 002 606	IDEA Psychological Services Preschoo	5,500.00	0.00	0.00	0.00	5,500.00	0.00	5,500.00
6410	IDEA ENROLLMENT/POVERTY	5,500.00	0.00	0.00	0.00	5,500.00	0.00	5,500.00
606	D/E Psychological	63,876.00	4,625.80	56,851.23	89.00	7,024.77	0.00	7,024.77
01 2151 591 001 607	Audiology Secon	0.00	50.99	626.45	0.00	(626.45)	0.00	(626.45)
01 2151 591 002 607	Audiology Elem	1,614.00	50.99	626.45	38.81	987.55	0.00	987.55
2151	SPEECH PATH/AUDIOLOGY-SPED School Age	1,614.00	101.98	1,252.90	77.63	361.10	0.00	361.10
01 2152 591 002 607	AUDIOLOGY SPED 3-5	202.00	12.75	156.61	77.53	45.39	0.00	45.39
2152	SPEECH PATH/AUDIOLOGY-SPED Ages 3-5	202.00	12.75	156.61	77.53	45.39	0.00	45.39
01 2153 591 002 607	AUDIOLOGY SPED 0-2	202.00	12.75	156.61	77.53	45.39	0.00	45.39
2153	SPEECH PATH/AUDIOLOGY-SPED Ages 0-2	202.00	12.75	156.61	77.53	45.39	0.00	45.39
01 6410 591 002 607	Audiology	250.00	0.00	0.00	0.00	250.00	0.00	250.00
6410	IDEA ENROLLMENT/POVERTY	250.00	0.00	0.00	0.00	250.00	0.00	250.00
607	Audiology	2,268.00	127.48	1,566.12	69.05	701.88	0.00	701.88
01 1200 591 000 608	Vocational	5,343.00	376.63	4,222.71	79.03	1,120.29	0.00	1,120.29
1200	SPEDICAL ED School Age	5,343.00	376.63	4,222.71	79.03	1,120.29	0.00	1,120.29
608	VOCATIONAL	5,343.00	376.63	4,222.71	79.03	1,120.29	0.00	1,120.29
01	General	7,889,559.00	485,237.66	5,911,519.60	74.93	1,978,039.40	0.00	1,978,039.40

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:		7,889,559.00	485,237.66	5,911,519.60	74.93	1,978,039.40	0.00	1,978,039.40

Ravenna Public Schools
GENERAL FUND
Ending June 30th, 2021

Beginning Balance: **\$2,151,705.47**

Receipts:

Tax Collection (Sherman)	\$140,949.34
Tax Collection (Buffalo)	\$459,837.45
State of NE Sped	\$127,948.00
Village of Hazard	\$350.00
LF Loan xfer	\$48,770.40
IDEA	
Distance Learning	
ESU 10	\$1,350.00
Sale of Prop/Equip.	\$35.00
Medicaid (MAC)	\$2,392.64
State Aid	\$3,713.00
State of NE (MIPS)	\$2,738.15
Insurance	
Other	\$300.00
Interest	\$192.97

Total Receipts: **\$788,576.95**

Disbursements:

Board Bills (June)	\$588,955.53

\$587,413.10

Ending Balance: **\$2,352,869.32**

Cash on Hand: **\$2,352,869.32**

Outstanding checks	\$78,900.43

Bank Balance: **\$2,431,769.75**

Investments: **\$2,160,118.77**

Accounted for as Follows:

General Fund

General Fund Checking	\$2,352,869.32
CD #42554	\$135,118.77
CD # 70099 (9 mo)	\$2,025,000.00

Total Available: **\$4,512,988.09** **\$4,512,988.09**

Account Number	Account Description	Budget	Month to Date	Year to Date
8	Revenue			
01 1100 1000	District Taxes - Buffalo	3,776,380.00	277,355.20	3,758,609.89
01 1100 1100	District Taxes - Sherman	1,000,000.00	136,048.03	740,244.39
01 1115 1000	Carline-Bufferlo	12,000.00	6,654.58	8,767.69
01 1115 1100	Carline - Sherman	4,000.00	0.00	222,333.29
01 1120 1000	Public Power Tax - Buffalo	148,000.00	0.00	172,263.44
01 1120 1100	Public Power Tax - Sherman	2,000.00	0.00	1,118.35
01 1125 1000	Motor Vehicle Taxes - Buffalo	190,000.00	10,805.22	163,208.05
01 1125 1100	Motor Vehicle Taxes - Sherman	40,000.00	2,173.96	31,653.72
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	0.00
01 1323	Tuit Sp Ed Oth Dist.	20.00	0.00	0.00
01 1410	Trans. Individual	0.00	0.00	0.00
01 1411	Trans Sp Ed Individ.	0.00	0.00	0.00
01 1421	Trans. Other Dist.	0.00	0.00	0.00
01 1423	Trans Sp Ed Oth Dist	0.00	0.00	0.00
01 1510	Interest On Invest.	5,000.00	192.97	10,456.30
01 1701	Bond Fund Transfer	0.00	0.00	0.00
01 1790	Driver's Ed	0.00	0.00	0.00
01 1800	KEARNEY FOUND YC	0.00	0.00	0.00
01 1900	AUTISM ACTION PARTNERSHIP	0.00	0.00	0.00
01 1910	RENTAL OF SCHOOL EQUIPMENT & FACILITIES	0.00	300.00	550.00
01 1911	Local License Fees	1,500.00	350.00	1,850.00
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	30,000.00	0.00	19,404.39
01 2110 1100	Sherm Fines-license	5,000.00	460.04	3,254.07
01 2130 1000	Other County Receipt - Buffalo	0.00	0.00	0.00
01 2130 1100	Other County Receipts- Sherman	0.00	0.00	0.00
01 2140	Non-resident Tuition	0.00	0.00	0.00
01 2210	ESU Receipts	0.00	1,350.00	1,850.00
01 3110	State Aid	37,130.00	3,713.00	37,130.00
01 3120	Spec. Ed Programs	500,000.00	127,948.00	564,937.00
01 3125	Special Ed Transpor.	4,000.00	0.00	8,091.00
01 3130 1000	Homestead Exemption - Buffalo	0.00	10,143.46	40,573.84
01 3130 1100	Sherm Homestead Ex	0.00	1,113.09	4,452.36
01 3131	PROPERTY TAX CREDIT	0.00	150,537.95	404,305.75
01 3132	PERSONAL PROPERTY TAX CREDIT	0.00	1,154.22	1,154.22
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	12,000.00	4,341.04	7,858.94
01 3180 1100	Sher Pro Rat Moto V	2,000.00	0.00	1,783.90
01 3400	State Apportionment	50,000.00	0.00	50,764.94
01 3500	Other State Categorical Programs	0.00	0.00	0.00
01 3512	DIST ED INCENTIVE	20,000.00	0.00	37,631.49
01 3535	High Abilt Learners	5,000.00	0.00	5,012.00

Revenue Detail

Account Number	Account Description	Budget	Month to Date	Year to Date
01 3550	School Tech Fund	0.00	0.00	0.00
01 3570	Teacher Evaluation	0.00	0.00	0.00
01 3990	Other State Funds	0.00	0.00	0.00
01 4100	Title 1 Carry Over	0.00	0.00	0.00
01 4105	UNIVERSAL SERVICE FUND (E-RATE)	0.00	0.00	0.00
01 4311	Title VI Past Year	0.00	0.00	0.00
01 4312	Title VI Current	0.00	0.00	0.00
01 4315	Title V	0.00	0.00	0.00
01 4325	Title IIA Class Size Reduction	0.00	0.00	0.00
01 4401	IDEA PRESCHOOL	0.00	0.00	0.00
01 4402	Preschool Travel	0.00	0.00	0.00
01 4403	Spec Ed Medicaid	0.00	0.00	0.00
01 4505	Title 1 Current	50,000.00	0.00	0.00
01 4506	Title 1 NCLB	0.00	0.00	0.00
01 4509	TITLE II, PART A NCLB TCHR QULTY GRANTS	0.00	0.00	0.00
01 4511	REAP GRANT	41,391.00	0.00	0.00
01 4512	IDEA Base	0.00	0.00	0.00
01 4516	IDEA Pre-school Handicapp	0.00	0.00	2,500.00
01 4518	IDEA Part B (611) Base & EP	125,000.00	0.00	103,833.00
01 4519	IDEA E-P	0.00	0.00	0.00
01 4525	Fed. Vocational	0.00	0.00	0.00
01 4580	EDUCATION JOB MONEY	0.00	0.00	0.00
01 4599	ARRA STATE AID	0.00	0.00	0.00
01 4708	Medicaid in Public School (MIPS)	10,000.00	2,392.64	5,223.72
01 4709	Medicaid Administrative Activities	10,000.00	2,738.15	9,370.25
01 4900	Other Fed. Non-cat	0.00	0.00	0.00
01 4969	Title IV, Part A	0.00	0.00	0.00
01 5200	From Other Funds	0.00	0.00	0.00
01 5300	Sale Of Prop & Equip	0.00	35.00	969.95
01 5301	Insurance Adjustment	0.00	0.00	1,240.00
01 5690	Other Non-revenue	0.00	0.00	8,102.17
01 6996	CARES Act	0.00	0.00	48,299.00
01 9000	Non-program Receipts	0.00	48,770.40	48,770.40
01 9100	NE ST REVENUE	0.00	0.00	0.00
01 9200	Interlocal Agreement	0.00	0.00	0.00
01	General	6,080,421.00	788,576.95	6,527,567.51
8	Revenue	6,080,421.00	788,576.95	6,527,567.51

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
06	Lunch							
06 3100 610 000	GENERAL SUPPLIES	0.00	0.00	8,938.02	0.00	(8,938.02)	0.00	(8,938.02)
06 3100 630 000	FOOD	0.00	0.00	146,346.37	0.00	(146,346.37)	0.00	(146,346.37)
3100	FOOD SERVICES	0.00	0.00	155,284.39	0.00	(155,284.39)	0.00	(155,284.39)
		0.00	0.00	155,284.39	0.00	(155,284.39)	0.00	(155,284.39)
06 1500 000 000 000	Other Miscellaneous	0.00	0.00	892.05	0.00	(892.05)	0.00	(892.05)
1500	1500	0.00	0.00	892.05	0.00	(892.05)	0.00	(892.05)
06 3100 110 000 000	Salary	0.00	2,847.44	106,653.22	0.00	(106,653.22)	0.00	(106,653.22)
06 3100 120 000 000	Sub Salaries	0.00	0.00	2,438.96	0.00	(2,438.96)	0.00	(2,438.96)
06 3100 130 000 000	Overtime Salaries	0.00	0.00	827.57	0.00	(827.57)	0.00	(827.57)
06 3100 210 000 000	Health Insurance	0.00	717.66	25,651.56	0.00	(25,651.56)	0.00	(25,651.56)
06 3100 220 000 000	Fica	0.00	217.19	7,376.75	0.00	(7,376.75)	0.00	(7,376.75)
06 3100 230 000 000	Retirement	0.00	281.26	10,574.53	0.00	(10,574.53)	0.00	(10,574.53)
06 3100 430 000 000	Repair	0.00	0.00	3,079.90	0.00	(3,079.90)	0.00	(3,079.90)
3100	FOOD SERVICES	0.00	4,063.55	156,602.49	0.00	(156,602.49)	0.00	(156,602.49)
06 9000 950 000 000	SPECIAL ITEMS	0.00	0.00	48,770.40	0.00	(48,770.40)	0.00	(48,770.40)
9000	Non Program Expenditures	0.00	0.00	48,770.40	0.00	(48,770.40)	0.00	(48,770.40)
000	DISTRICT WIDE	0.00	4,063.55	206,264.94	0.00	(206,264.94)	0.00	(206,264.94)
06	Lunch	0.00	4,063.55	361,549.33	0.00	(361,549.33)	0.00	(361,549.33)

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:		0.00	4,063.55	361,549.33	0.00	(361,549.33)	0.00	(361,549.33)

**Ravenna Public School
Lunch Fund Report
May 31st, 2021**

Beginning Balance: \$ 99,323.52

RECEIPTS:

Deposit \$ 56.57

Interest \$ 3.21

Total Receipts: \$ 59.78

DISBURSEMENTS:

Lunch Bills \$ 67,878.36

Outstanding Checks \$ 2,805.36

Total Disbursements: \$ 70,683.72

Book Balance: \$ 28,699.58

Bank Balance: \$ 31,504.94

Revenue Detail

Account Number		Account Description	Budget	Month to Date	Year to Date
8	Revenue				
06 1510		Interest	40.00	3.21	19.92
06 1611		Student Lunches	150,000.00	0.00	26,507.53
06 1612		Daily Sales-Breakfast	9,500.00	0.00	0.00
06 1613		Special Milk	500.00	0.00	782.09
06 1620		Daily Sales-Adult/A la Carte	10,000.00	0.00	4,435.82
06 1650		Daily Sales-Summer Food Programs	153,760.00	0.00	284,718.08
06 2100		State Reimbursement	0.00	0.00	0.00
06 2200		Breakfast	0.00	0.00	0.00
06 3150		STATE REIMBURSEMENT	1,200.00	0.00	498.35
06 4210		FEDERAL REIMB. NSLP	0.00	0.00	0.00
06 5000		Trans From Savings	0.00	0.00	0.00
06 5200		School Dist Contrib.	25,000.00	0.00	54,770.40
06 5690		Other Income	0.00	56.57	309.70
06 9000		Non Program Receipts	0.00	0.00	0.00
06	Lunch		350,000.00	59.78	372,041.89
8	Revenue		350,000.00	59.78	372,041.89

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.

New Account Number	Account Description	2017-18 Budget	2018-19 Budget	2019-20 Budget	2020-21 Budget	2021-22 Budget
01 1100 111 002 000	Salaries Elem	\$830,700	\$906,948	\$953,700	\$928,500	\$960,000
01 1100 281 002 000	Cash in lieu of BC Elem	\$18,150	\$20,065	\$22,200	\$9,740	\$10,023
01 1100 123 002 000	Sub Salaries Elem	\$22,000	\$15,000	\$25,000	\$38,200	\$30,000
01 1100 221 002 000	Fica Elem	\$66,620	\$72,064	\$76,568	\$73,687	\$76,502
01 1100 223 002 000	Fica Subs				\$1,010	\$2,295
01 1100 231 002 000	Retirement Elem	\$82,055	\$89,587	\$94,205	\$91,716	\$94,827
01 1100 211 002 000	Health Ins Elem	\$224,000	\$231,390	\$257,200	\$329,300	\$364,790
01 1100 211 002 000	Life Ins Elem	\$1,550	\$1,594	\$1,595	\$1,611	\$1,611
01 1100 213 002 000	Health Ins Sub				\$3,327	\$3,306
01 1100 330 002 000	Assemblies	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1100 430 002 000	Cont Repair Elem	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
01 1100 443 002 000	Leased Equipment	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500
01 1100 610 002 000	Gen Supplies Elem	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
01 1100 640 002 000	Textbooks Elem	\$20,000	\$20,000	\$30,000	\$30,000	\$30,000
01 1100 735 002 000	Comp Software Elem	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
01 1100 733 002 000	Equipment Elem	\$12,500	\$5,000	\$5,000	\$5,000	\$5,000
01 1100 733 002 000	Furniture Elem	\$7,000	\$2,500	\$2,500	\$2,500	\$2,500
01 1100 734 002 000	Comp Equip Elem	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
01 1100 810 002 000	Fees	\$500	\$500	\$500	\$500	\$500
01 1100 580 002 000	Travel Elem	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
01 1100 890 002 000	Other Misc Exp Elem	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
01 1100 111 001 000	Salaries Secon	\$841,400	\$918,500	\$971,000	\$995,000	\$1,013,090
01 1100 281 001 000	Cash in lieu of BC Secon	\$18,150	\$17,200	\$17,200	\$16,250	\$7,900
01 1100 123 001 000	Sub Salaries Secon	\$50,000	\$35,000	\$28,000	\$41,200	\$35,000
01 1100 120 001 000	Aides Secon	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1100 221 001 000	Fica Secon	\$69,657	\$74,336	\$77,815	\$79,579	\$80,860
01 1100 223 001 000	Fica Subs				\$1,010	\$2,678
01 1100 231 001 000	Retirement Secon	\$83,211	\$90,827	\$96,013	\$98,383	\$100,170
01 1100 211 001 000	Health Ins Secon	\$248,000	\$266,000	\$285,800	\$308,000	\$353,107
01 1100 211 001 000	Life Ins Secon	\$1,525	\$1,630	\$1,650	\$1,656	\$1,656
01 1100 213 002 000	Health Ins Sub				\$3,327	\$3,306
01 1100 330 001 000	Assemblies	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1100 430 001 000	Cont Repair Secon	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
01 1100 443 001 000	Leased Equipment	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
01 1100 382 001 000	Distance Education	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
01 1100 610 001 000	Gen Supplies Secon	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
01 1100 640 001 000	Textbooks Secon	\$15,000	\$15,000	\$30,000	\$30,000	\$30,000
01 1100 735 001 000	Comp Software Secon	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
01 1100 733 001 000	Equipment Secon	\$24,337	\$5,000	\$5,000	\$5,000	\$5,000
01 1100 733 001 000	Furniture Secon	\$10,000	\$5,000	\$5,000	\$5,000	\$5,000
01 1100 734 001 000	Comp Equip Secon	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
01 1100 810 001 000	Fees	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500
01 1100 580 001 000	Travel Secon	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
01 1100 890 001 000	Other Misc Exp Secon	\$7,500	\$2,500	\$2,500	\$2,500	\$2,500
01 1100 382 000 000	Internet Services	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
01 1100 334 000 000	Mileage for Psyche Service:	\$5,000	\$2,500	\$2,500	\$2,500	\$2,500
SALARIES		\$2,857,355	\$2,996,641	\$3,189,446	\$3,302,996	\$3,422,622

01 1100 610 002 007	Kingrt Materials	\$300	\$300	\$300	\$300	\$300
01 1100 640 002 007	Classroom Periodical	\$200	\$200	\$200	\$200	\$200
01 1100 640 002 007	Expendable Wrbk	\$600	\$600	\$600	\$600	\$600
1110		\$1,100	\$1,100	\$1,100	\$1,100	\$1,100
01 1100 610 002 001	Grade 1 Materials	\$400	\$400	\$400	\$400	\$400
01 1100 640 002 001	Classroom Periodical	\$100	\$100	\$100	\$100	\$100
01 1100 640 002 001	Expendable Wrkbk	\$1,700	\$1,700	\$1,700	\$1,700	\$1,700
1111		\$2,200	\$2,200	\$2,200	\$2,200	\$2,200
01 1100 610 002 002	Grade 2 Materials	\$400	\$400	\$400	\$400	\$400
01 1100 640 002 002	Classroom Periodical	\$150	\$150	\$150	\$150	\$150
01 1100 640 002 002	Expendable Wrkbk	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600
1112		\$2,150	\$2,150	\$2,150	\$2,150	\$2,150
01 1100 610 002 003	Grade 3 Materials	\$400	\$400	\$400	\$400	\$400
01 1100 640 002 003	Classroom Periodical	\$150	\$150	\$150	\$150	\$150
01 1100 640 002 003	Expendable Wrkbk	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400
1113		\$1,950	\$1,950	\$1,950	\$1,950	\$1,950
01 1100 610 002 004	Grade 4 Materials	\$400	\$400	\$400	\$400	\$400
01 1100 640 002 004	Classroom Periodical	\$150	\$150	\$150	\$150	\$150
01 1100 640 002 004	Expendable Wrkbk	\$500	\$500	\$500	\$500	\$500
1114		\$1,050	\$1,050	\$1,050	\$1,050	\$1,050
01 1100 610 002 005	Grade 5 Materials	\$400	\$400	\$400	\$400	\$400
01 1100 640 002 005	Classroom Periodical	\$150	\$150	\$150	\$150	\$150
01 1100 640 002 005	Expendable Wrkbk	\$400	\$400	\$400	\$400	\$400
1115		\$950	\$950	\$950	\$950	\$950
01 1100 610 002 006	Grade 6 Materials	\$400	\$400	\$400	\$400	\$400
01 1100 640 002 006	Classroom Periodical	\$150	\$150	\$150	\$150	\$150
01 1100 640 002 006	Expendable Wrkbk	\$150	\$150	\$150	\$150	\$150
1116		\$700	\$700	\$700	\$700	\$700
01 1100 610 002 017	Elem Art Materials	\$500	\$500	\$500	\$500	\$501
EL ART MATERIALS		\$500	\$500	\$500	\$500	\$501
01 1100 610 002 018	Music Materials	\$727	\$727	\$727	\$727	\$727
01 1100 733 002 018	Music Equipment	\$500	\$500	\$500	\$500	\$500
01 1100 610 001 018	Music Materials	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1100 733 001 018	Music Equipment	\$500	\$500	\$500	\$500	\$500
01 1100 600 001 018	Other (Band Uniforms)	\$0	\$0	\$0	\$0	\$0
01 1100 810 001 018	Choral Registration	\$831	\$831	\$831	\$831	\$831
MUSIC		\$3,558	\$3,558	\$3,558	\$3,558	\$3,558
01 1100 610 002 019	Elem Pe Materials	\$200	\$200	\$200	\$200	\$200
01 1100 733 002 019	Equipment	\$300	\$300	\$300	\$300	\$300
1119		\$500	\$500	\$500	\$500	\$500

01 1100 610 001 020	Lang Arts Materials	\$500	\$500	\$500	\$500	\$500
01 1100 640 001 020	Classroom Periodical	\$600	\$600	\$600	\$600	\$600
01 1100 735 001 020	Computer Software	\$200	\$200	\$200	\$200	\$200
01 1100 810 001 020	Student Registration	\$900	\$900	\$900	\$900	\$900
ELA		\$2,200	\$2,200	\$2,200	\$2,200	\$2,200
01 1100 610 001 021	Math Materials	\$200	\$200	\$200	\$200	\$200
Math		\$200	\$200	\$200	\$200	\$200
01 1100 430 001 022	Science Equip Repair	\$750	\$750	\$750	\$750	\$750
01 1100 610 001 022	Materials	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
01 1100 640 001 022	Classroom Periodical	\$350	\$350	\$350	\$350	\$350
01 1100 735 001 022	Computer Software	\$250	\$250	\$250	\$250	\$250
01 1100 733 001 022	Equipment	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
SCIENCE AND COMPUTER		\$9,350	\$9,350	\$9,350	\$9,350	\$9,350
01 1100 610 001 023	Soc Stud Materials	\$150	\$150	\$150	\$150	\$150
01 1100 640 001 023	Classroom Periodical	\$320	\$320	\$320	\$320	\$320
SOCIAL STUDIES		\$470	\$470	\$470	\$470	\$470
01 2580 432 002 000	Compu Repair Service	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
01 2580 650 002 000	Computer Parts-etc	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
01 2580 432 001 000	Compu Repair Service	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
01 2580 650 001 000	Computer Parts-etc	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
COMPUTER REPAIR & EQUIPMENT		\$14,000	\$14,000	\$14,000	\$14,000	\$14,000
01 1100 430 001 025	Ag Equip Repair Ser	\$600	\$600	\$600	\$600	\$600
01 1100 430 001 025	Other Purchased Serv	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1100 610 001 025	Instr Materials	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
01 1100 640 001 025	Expendable Wrbk	\$65	\$65	\$65	\$65	\$65
01 1100 735 001 025	Comp Software	\$500	\$500	\$500	\$500	\$500
01 1100 733 001 025	Equipment	\$125	\$125	\$125	\$125	\$125
01 1100 810 001 025	Instr Registration	\$50	\$50	\$50	\$50	\$50
01 1100 810 001 025	Student Registration	\$900	\$900	\$900	\$900	\$900
01 1100 580 001 025	Instructor Travel	\$700	\$700	\$700	\$700	\$700
01 1100 580 001 025	Student Travel	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
AGRICULTURE		\$8,940	\$8,940	\$8,940	\$8,940	\$8,940
01 1100 430 001 026	Business Repair Ser	\$200	\$200	\$200	\$200	\$200
01 1100 610 001 026	Instr Materials	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1100 640 001 026	Expendable Wrbk	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1100 735 001 026	Comp Software	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1100 733 001 026	Equipment	\$100	\$100	\$100	\$100	\$100
01 1100 810 001 026	Instru Registration	\$100	\$100	\$100	\$100	\$100
01 1100 810 001 026	Student Registration	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300
01 1100 580 001 026	Instructor Travel	\$200	\$200	\$200	\$200	\$200
01 1100 580 001 026	Student Travel	\$100	\$100	\$100	\$100	\$100
BUSINESS		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000

01 1100 610 001 027	Secon Art Materials	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
SECON ART MATERIALS		\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
01 1100 430 002 028	Instrument Repair	\$500	\$500	\$500	\$500	\$500
01 1100 610 002 028	Instrument Materials	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1100 733 002 028	Equipment	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1100 810 002 028	Student Registration	\$500	\$500	\$500	\$500	\$500
01 1100 430 001 028	Instrument Repair Secon	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
01 1100 430 001 028	Other Purchased Services	\$500	\$500	\$500	\$500	\$500
01 1100 610 001 028	Instr Materials	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1100 733 001 028	Equipment	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
01 1100 810 001 028	Registration	\$500	\$500	\$500	\$500	\$500
BAND		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
01 1100 430 001 029	REPAIR	\$500	\$500	\$500	\$500	\$500
01 1100 440 001 029	Secon Pe Rental	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500
01 1100 610 001 029	Instr Materials	\$800	\$800	\$800	\$800	\$800
01 1100 733 001 029	Equipment	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
P.E.		\$8,800	\$8,800	\$8,800	\$8,800	\$8,800
01 1100 610 001 030	FCS Instr Materials	\$500	\$500	\$500	\$500	\$500
HOME ECONOMICS		\$500	\$500	\$500	\$500	\$500
01 1100 430 001 031	Ind Art Equip Repair	\$300	\$300	\$300	\$300	\$300
01 1100 610 001 031	Instruc Materials	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
01 1100 735 001 031	Comp Software	\$300	\$300	\$300	\$300	\$300
01 1100 733 001 031	Equipment	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1100 810 001 031	Instru Registration	\$80	\$80	\$80	\$80	\$80
01 1100 810 001 031	Student Registration	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1100 580 001 031	Instructor Travel	\$200	\$200	\$200	\$200	\$200
01 1100 580 001 031	Student Travel	\$50	\$50	\$50	\$50	\$50
INDUSTRIAL ARTS		\$4,930	\$4,930	\$4,930	\$4,930	\$4,930
01 1100 610 001 032	Foreign Lang Mater	\$200	\$200	\$200	\$200	\$200
01 1100 640 001 032	Classroom Period	\$150	\$150	\$150	\$150	\$150
01 1100 810 001 032	REGISTRATION	\$50	\$50	\$50	\$50	\$50
FOREIGN LANGUAGE		\$400	\$400	\$400	\$400	\$400
01 1100 610 001 033	Journalism Materials	\$300	\$300	\$300	\$300	\$300
01 1100 733 001 033	Journalism Equip	\$300	\$300	\$300	\$300	\$300
JOURNALISM		\$600	\$600	\$600	\$600	\$600
01 1160 111 002 000	Poverty Instruction	\$0	\$0	\$105,948	\$111,246	\$80,000
01 1160 221 002 000	Poverty FICA	\$0	\$0	\$8,105	\$8,510	\$3,000
01 1160 231 002 000	Poverty Retirement	\$0	\$0	\$10,466	\$10,989	\$5,000
01 1160 211 002 000	Poverty Health	\$0	\$0	\$21,970	\$27,961	\$12,000
01 1160 211 002 000	Poverty Life	\$0	\$0	\$147	\$160	\$3
POVERTY		\$0	\$0	\$146,636	\$158,866	\$100,003

01 1190 111 002 000	PreK Salary	\$35,204	\$36,990	\$39,300	\$43,366	\$45,049
01 1190 123 002 000	PreK Subs	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
01 1190 112 002 000	PreK Para	\$39,100	\$40,100	\$38,000	\$38,000	\$41,000
01 1190 221 002 000	PreK Fica	\$5,799	\$6,012	\$6,028	\$6,339	\$6,698
01 1190 231 002 000	PreK Retire	\$7,340	\$7,615	\$7,636	\$8,038	\$8,500
01 1190 211 002 000	PreK Health	\$32,200	\$32,200	\$34,000	\$37,000	\$38,196
01 1190 211 002 000	PreK Life	\$192	\$192	\$192	\$192	\$192
01 1190 610 002 000	PreK Supplies	\$500	\$500	\$500	\$500	\$500
01 1190 890 002 000	PreK Misc Exp	\$500	\$500	\$500	\$500	\$500
PREK		\$122,335	\$125,609	\$127,656	\$135,435	\$142,135
01 1200 591 002 000	Sped Supervision School Age	\$35,000	\$33,888	\$33,888	\$33,888	\$33,888
Sped Supervision		\$35,000	\$33,888	\$33,888	\$33,888	\$33,888
01 2141 591 002 606	D/E Psychology School Age	\$50,000	\$46,700	\$46,700	\$46,700	\$46,700
01 1200 591 001 608	Vocational School Age	\$10,000	\$5,343	\$5,343	\$5,343	\$5,343
D/E & Vocational		\$60,000	\$52,043	\$52,043	\$52,043	\$52,043
01 2171 591 002 600	PT Therapy School Age	\$16,000	\$12,070	\$12,070	\$12,070	\$12,070
01 2161 591 002 601	OT Therapy School Age	\$22,000	\$25,387	\$25,387	\$25,387	\$25,387
01 1200 591 001 604	Deaf Education Services Sc	\$2,500	\$862	\$862	\$862	\$862
01 2181 591 001 000	Vision Services School Age	\$4,500	\$3,568	\$3,568	\$3,568	\$3,568
PT/OT/Deaf/Vision		\$45,000	\$41,887	\$41,887	\$41,887	\$41,887
01 2151 591 002 607	D/E Audiology School Age	\$2,000	\$1,614	\$1,614	\$1,614	\$1,614
Audiological Services		\$2,000	\$1,614	\$1,614	\$1,614	\$1,614
01 2151 591 002 602	Speech Therapy Elementary	\$160,000	\$163,618	\$163,618	\$163,618	\$163,618
01 2151 591 001 602	Speech Therapy-Secondary	\$0	\$0	\$0	\$0	\$0
Speech		\$160,000	\$163,618	\$163,618	\$163,618	\$163,618
01 1195 320 002 000	Spec Ed Flex Funding	\$0	\$0	\$0	\$0	\$0
01 1195 320 001 000	Spec Ed Flex Funding	\$0	\$0	\$0	\$0	\$0
SPEC ED FLEX		\$0	\$0	\$0	\$0	\$0
01 1200 116 002 000	Nurse Sp Ed Services	\$10,373	\$10,638	\$11,120	\$12,500	\$13,460
01 1200 226 002 000	Fica	\$793	\$813	\$850	\$956	\$1,030
01 1200 236 002 000	Retire	\$1,025	\$1,051	\$1,099	\$1,235	\$1,330
01 1200 216 002 000	Health Ins	\$1,681	\$1,681	\$1,765	\$1,885	\$1,939
01 1200 216 002 000	Life Ins	\$22	\$22	\$22	\$22	\$22
01 1200 116 001 000	Nurse Sp Ed Services	\$10,373	\$10,638	\$11,120	\$12,500	\$13,460
01 1200 226 001 000	Fica	\$793	\$813	\$850	\$956	\$1,030
01 1200 236 001 000	Retire	\$1,025	\$1,051	\$1,099	\$1,235	\$1,330
01 1200 216 001 000	Health Ins	\$1,681	\$1,681	\$1,765	\$1,885	\$1,939
01 1200 216 001 000	Life Ins	\$22	\$22	\$22	\$22	\$22
NURSE SP ED		\$27,788	\$28,410	\$29,712	\$33,196	\$35,562

01 1200 111 001 000	Sp Ed Lvl2 Secon	\$143,650	\$145,849	\$172,500	\$171,080	\$182,296
01 1200 281 001 000	Cash in lieu of BC	\$8,750	\$8,273	\$8,529	\$8,575	\$8,827
01 1200 123 001 000	Sub Secon	\$2,400	\$2,400	\$6,200	\$8,000	\$10,000
01 1200 112 001 000	Aide Secon	\$176,300	\$193,500	\$173,764	\$187,500	\$176,000
01 1200 221 001 000	Fica Secon	\$25,329	\$26,777	\$27,615	\$28,700	\$28,850
01 1200 231 001 000	Retire Secon	\$31,604	\$33,521	\$34,204	\$35,420	\$35,392
01 1200 211 001 000	Health Ins	\$58,000	\$58,000	\$76,348	\$82,600	\$60,772
01 1200 211 001 000	Life Ins Secon	\$630	\$672	\$703	\$697	\$700
01 1200 330 001 000	Inservice	\$250	\$250	\$250	\$250	\$250
01 1200 320 001 000	Contracted Services	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
01 1200 610 001 000	Gen Supplies	\$100	\$100	\$100	\$100	\$100
01 1200 610 001 000	Instruc Mater Secon	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1200 640 001 000	Expendable Workbooks	\$150	\$150	\$150	\$150	\$150
01 1200 640 001 000	Textbooks	\$500	\$500	\$500	\$500	\$500
01 1200 640 001 000	Periodicals	\$100	\$100	\$100	\$100	\$100
01 1200 450 001 000	Audio Visual Secon	\$200	\$200	\$200	\$200	\$200
01 1200 735 001 000	Comp Software Secon	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1200 733 001 000	Equipment Furn Secon	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
01 1200 734 001 000	Comp Equip Secon	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
01 1200 810 001 000	Registration Secondary	\$250	\$250	\$250	\$250	\$250
01 1200 520 001 000	Liability Insurance	\$150	\$150	\$150	\$150	\$150
01 1200 580 001 000	Travel Secon	\$150	\$150	\$150	\$150	\$150
SPECIAL ED SECONDARY		\$458,013	\$480,342	\$511,213	\$533,922	\$514,187
01 1200 111 002 000	Sp Ed Lvl2 Elem	\$212,089	\$216,129	\$201,000	\$204,600	\$205,633
01 1200 281 002 000	Cash in lieu of BC	\$1,111	\$634	\$507	\$0	\$0
01 1200 123 002 000	Sub Elem	\$6,500	\$9,300	\$8,000	\$8,000	\$10,000
01 1200 112 002 000	Aide Elem	\$69,000	\$93,000	\$141,453	\$155,500	\$171,000
01 1200 221 002 000	Fica Elem	\$22,085	\$24,409	\$26,848	\$28,159	\$29,578
01 1200 231 002 000	Retire Elem	\$27,766	\$30,536	\$33,827	\$35,570	\$37,203
01 1200 211 002 000	Health Ins Elem	\$90,000	\$92,700	\$101,534	\$111,800	\$105,817
01 1200 211 002 000	Life Ins Elem	\$546	\$540	\$655	\$649	\$650
01 1200 320 002 000	Contracted Services	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
01 1200 610 002 000	Gen Supplies Elem	\$750	\$750	\$750	\$750	\$750
01 1200 610 002 000	Instruc Mater Elem	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
01 1200 640 002 000	Expendable Wrkb Elem	\$100	\$100	\$100	\$100	\$100
01 1200 640 002 000	Textbooks Elem	\$500	\$500	\$500	\$500	\$500
01 1200 450 002 000	Audio Visual Elem	\$100	\$100	\$100	\$100	\$100
01 1200 735 002 000	Comp Software Elem	\$610	\$610	\$610	\$610	\$610
01 1200 733 002 000	Furniture Equip Elem	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1200 734 002 000	Computer Equip Elem	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1200 810 002 000	Registration Elem	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1200 580 002 000	Travel Elem	\$250	\$250	\$250	\$250	\$250
SPECIAL ED ELEMENTARY		\$443,907	\$482,058	\$528,634	\$559,088	\$574,691
01 1200 562 002 000	Sped Tuition LVL III	\$39,536	\$39,536	\$39,536	\$39,536	\$39,536
01 1200 562 001 600	SpEd LVL III OT/PT	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
01 1200 562 001 000	Sped Tuition LVL III	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
SPED Level III Services		\$224,536	\$224,536	\$224,536	\$224,536	\$224,536

01 2152 591 002 602	PRE SCHL SPEECH (3-5)	\$20,000	\$9,090	\$9,090	\$9,090	\$9,090
01 1291 591 002 603	PRE SPED Supervision (3-5)	\$5,000	\$6,695	\$6,695	\$6,695	\$6,695
01 1291 591 002 604	PRE Deaf Ed Services (3-5)	\$19,000	\$862	\$862	\$862	\$862
01 2142 591 002 606	PRE D/E Psychologist Serv	\$5,000	\$5,838	\$5,838	\$5,838	\$5,838
01 2152 591 002 607	PRE D/E Audiology (3-5)	\$200	\$202	\$202	\$202	\$202
01 2162 591 002 601	PRE OT Services (3-5)	\$3,000	\$4,821	\$4,821	\$4,821	\$4,821
01 2172 591 002 600	PRE PT Services (3-5)	\$2,500	\$3,794	\$3,794	\$3,794	\$3,794
01 1291 610 002 000	SUPPLIES (3-5)	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
01 1291 640 002 000	PERIODICALS (3-5)	\$200	\$200	\$200	\$200	\$200
01 1291 733 002 000	EQUIPMENT (3-5)	\$1,700	\$1,700	\$1,700	\$1,700	\$1,700
SPED PRESCHOOL (Ages 3-5)		\$59,600	\$36,202	\$36,202	\$36,202	\$36,202

01 2153 591 002 602	PRE SCHL SPEECH (0-2)	\$0	\$9,090	\$9,090	\$9,090	\$9,090
01 2153 591 002 607	D/E Audiology Birth - 2 year	\$0	\$202	\$202	\$202	\$202
01 1292 591 002 603	Pre Sped Supervision (0-2)	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
01 2153 591 002 604	Pre Deaf Ed Services (0-2)	\$20,000	\$862	\$862	\$862	\$862
01 2143 591 002 606	Pre D/E Pyschological Serv	\$5,000	\$5,838	\$5,838	\$5,838	\$5,838
01 2163 591 002 601	Pre Sped OT Services (0-2)	\$2,500	\$1,929	\$1,929	\$1,929	\$1,929
01 2173 591 002 600	Pre Sped PT Services (0-2)	\$2,500	\$1,380	\$1,380	\$1,380	\$1,380
PRE SPED Services (0-2)		\$35,000	\$24,301	\$24,301	\$24,301	\$24,301

01 2120 111 002 000	Counselor Sal Elem	\$13,187	\$13,704	\$14,040	\$14,352	\$14,431
01 2120 221 002 000	Fica Elem	\$1,008	\$1,048	\$1,074	\$1,098	\$1,104
01 2120 231 002 000	Retirement Elem	\$1,303	\$1,354	\$1,387	\$1,418	\$1,426
01 2120 211 002 000	Health Ins. Elem	\$2,770	\$2,770	\$2,915	\$3,114	\$3,207
01 2120 211 002 000	Life Ins Elem	\$20	\$20	\$20	\$20	\$20
01 2120 320 002 000	Purch Prof Ser Elem	\$4,000	\$1,000	\$1,000	\$1,000	\$1,000
01 2120 610 002 000	Supplies Elem	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 2120 640 002 000	Resource Texts	\$150	\$150	\$150	\$150	\$150
01 2120 580 002 000	Travel Elem	\$60	\$60	\$60	\$60	\$60
01 2120 111 001 000	Counselor Sal Secon	\$52,748	\$54,815	\$56,158	\$57,406	\$57,726
01 2120 112 001 000	Aide Secon	\$5,500	\$5,600	\$5,700	\$0	\$0
01 2120 221 001 000	Fica Secon	\$4,456	\$4,621	\$4,732	\$4,391	\$4,416
01 2120 231 001 000	Retirement Secon	\$5,754	\$5,968	\$6,111	\$5,671	\$5,702
01 2120 211 001 000	Health Ins. Secon	\$12,200	\$12,200	\$12,840	\$12,600	\$12,972
01 2120 211 001 000	Life Ins Secon	\$85	\$85	\$86	\$80	\$80
01 2120 320 001 000	Purch Prof Ser Secon	\$5,000	\$1,000	\$1,000	\$1,000	\$1,000
01 2120 610 001 000	Supplies Secon	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 2120 640 001 000	Resource Texts	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
01 2120 735 001 000	Computer Software	\$100	\$100	\$100	\$100	\$100
01 2120 580 001 000	Travel Secon	\$500	\$500	\$500	\$500	\$500
COUNSELOR		\$113,341	\$109,495	\$112,373	\$107,460	\$108,394

01 2130 320 002 000	Purch Prof Serv Elem	\$50	\$50	\$50	\$50	\$50
01 2130 610 002 000	Instruc Mater Elem	\$200	\$200	\$200	\$200	\$200
01 2130 320 001 000	Purch Prof Ser Secon	\$50	\$50	\$50	\$50	\$50
01 2130 610 001 000	Instruc Mater Secon	\$100	\$100	\$100	\$100	\$100
01 2130 116 000 000	Nurse Salary	\$26,403	\$27,077	\$28,300	\$30,500	\$35,000

01 2130 226 000 000	Fica	\$2,019	\$2,071	\$2,164	\$2,333	\$2,677
01 2130 236 000 000	Retirement	\$2,608	\$2,675	\$2,795	\$3,013	\$3,457
01 2130 216 000 000	Health Ins	\$4,278	\$4,278	\$4,493	\$4,796	\$4,936
01 2130 216 000 000	Life Ins	\$54	\$54	\$54	\$54	\$54
01 2130 610 000 000	Health Supplies	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
01 2130 733 000 000	Equipment	\$300	\$300	\$300	\$300	\$300
01 2130 810 000 000	Dues And Fees	\$150	\$150	\$150	\$150	\$150
01 2130 580 000 000	Travel	\$200	\$200	\$200	\$200	\$200
NURSE		\$38,912	\$39,705	\$41,356	\$44,246	\$49,674
01 2190 110 002 000	Act Trans Sal Elem	\$1,000	\$1,000	\$1,086	\$1,139	\$1,200
01 2190 220 002 000	Fica Elem	\$77	\$77	\$85	\$90	\$1,000
01 2190 230 002 000	Retirement Elem	\$50	\$50	\$50	\$113	\$115
01 2190 580 002 000	Meals/mileage	\$90	\$90	\$90	\$90	\$90
01 2190 110 001 000	Act Trans Sal Secon	\$12,500	\$11,500	\$12,023	\$12,607	\$13,000
01 2190 220 001 000	Fica Secon	\$1,000	\$1,000	\$1,000	\$1,100	\$995
01 2190 230 001 000	Retirement Secon	\$750	\$750	\$750	\$1,245	\$1,284
01 2190 340 001 000	Random Drug Testing for A	\$0	\$1,000	\$1,000	\$1,000	\$1,000
01 2190 580 001 000	Meals/travel	\$3,500	\$0	\$0	\$0	\$0
ACT TRANS & DRUG TESTING		\$18,967	\$15,467	\$16,084	\$17,384	\$18,684
01 2212 111 002 000	Staff Dev Salaries	\$5,500	\$2,000	\$2,000	\$2,000	\$2,000
01 2212 123 002 000	Staff Development	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
01 2212 221 002 000	Staff Dev Fica	\$600	\$200	\$200	\$200	\$200
01 2212 231 002 000	Staff Dev Retire	\$550	\$200	\$200	\$200	\$200
01 2212 211 002 000	HEALTH INSURANCE	\$101	\$0	\$0	\$0	\$0
01 2212 211 002 000	LIFE	\$1	\$0	\$0	\$0	\$0
01 2212 330 002 000	Purch Prof Ser Elem	\$4,000	\$2,000	\$2,000	\$2,000	\$2,000
01 2212 610 002 000	Supplies Elem	\$2,300	\$500	\$500	\$500	\$500
01 2212 810 002 000	Dues And Fees Elem	\$2,200	\$500	\$500	\$500	\$500
01 2212 580 002 000	Travel Elem	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
01 2212 123 001 000	Staff Development	\$3,000	\$3,500	\$3,500	\$3,500	\$3,500
01 2212 221 001 000	Staff Dev Fica	\$229	\$268	\$268	\$268	\$268
01 2212 330 001 000	Purch Prof Ser Secon	\$4,615	\$2,500	\$2,500	\$2,500	\$2,500
01 2212 610 001 000	Supplies Secon	\$2,300	\$1,500	\$1,500	\$1,500	\$1,500
01 2212 810 001 000	Dues And Fees Secon	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000
01 2212 580 001 000	Travel Secon	\$2,340	\$500	\$500	\$500	\$500
STAFF		\$38,736	\$24,668	\$24,668	\$24,668	\$24,668
01 2214 610 002 000	Assessment Supplies	\$375	\$375	\$375	\$375	\$375
01 2214 810 002 000	Assessment Dues/fees	\$1,425	\$1,425	\$1,425	\$1,425	\$1,425
01 2214 580 002 000	Assessment Travel	\$150	\$150	\$150	\$150	\$150
01 2214 610 001 000	Assessment Supplies	\$375	\$375	\$375	\$375	\$375
01 2214 810 001 000	Assessment Dues/fees	\$1,425	\$1,425	\$1,425	\$1,425	\$1,425
01 2214 580 001 000	Assessment Travel	\$150	\$150	\$150	\$150	\$150
01 2214 111 000 000	Assessment	\$5,100	\$5,100	\$5,100	\$5,100	\$5,100
01 2214 221 000 000	Assessment Fica	\$650	\$650	\$650	\$650	\$650
01 2214 231 000 000	Assessment Retire	\$650	\$650	\$650	\$650	\$650
ASSESMENT		\$10,300	\$10,300	\$10,300	\$10,300	\$10,300

01 2580 114 000 000	Tech Support Salary	\$55,258	\$60,000	\$62,500	\$65,000	\$67,500
01 2580 112 000 000	Tech Support Aides	\$1,000	\$3,000	\$3,000	\$3,000	\$3,000
01 2580 224 000 000	Tech Support Fica	\$4,303	\$4,819	\$5,010	\$5,202	\$5,393
01 2580 234 000 000	Tech Support Retir	\$5,558	\$6,223	\$6,470	\$6,717	\$6,964
01 2580 214 000 000	Tech Support Health Ins	\$20,915	\$20,915	\$21,988	\$23,504	\$24,211
01 2580 214 000 000	Tech Support Life Ins	\$96	\$96	\$96	\$96	\$96
01 2580 432 000 000	Support/Network/Backup	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
01 2580 810 000 000	Registration	\$3,000	\$500	\$500	\$500	\$500
01 2580 580 000 000	Tech Support Travel	\$3,000	\$500	\$500	\$500	\$500
TECH SUPPORT		\$95,630	\$98,553	\$102,564	\$107,019	\$110,664
01 2220 111 002 000	Librarian Sal Elem	\$20,310	\$24,489	\$24,563	\$25,805	\$25,048
01 2220 221 002 000	Fica Elem	\$1,554	\$1,873	\$1,879	\$1,974	\$1,916
01 2220 231 002 000	Retire Elem	\$2,007	\$2,419	\$2,426	\$2,549	\$2,474
01 2220 211 002 000	Health Ins Elem	\$7,832	\$10,458	\$10,994	\$11,752	\$12,106
01 2220 211 002 000	Life Ins Elem	\$48	\$48	\$48	\$48	\$48
01 2220 320 002 000	Purchased Ser Elem	\$50	\$50	\$50	\$50	\$50
01 2220 430 002 000	Repair Elem	\$350	\$350	\$350	\$350	\$350
01 2220 610 002 000	Supplies Elem	\$568	\$568	\$568	\$568	\$568
01 2220 640 002 000	Library Books Elem	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
01 2220 640 002 000	Magazines Elem	\$750	\$750	\$750	\$750	\$750
01 2220 642 002 000	Av Mater Elem	\$250	\$250	\$250	\$250	\$250
01 2220 735 002 000	Elem Software	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
01 2220 733 002 000	Equipment Elem	\$600	\$600	\$600	\$600	\$600
01 2220 890 002 000	Other Misc Exp Elem	\$100	\$100	\$100	\$100	\$100
01 2220 111 001 000	Librarian Sal Secon	\$20,310	\$24,489	\$24,563	\$25,805	\$25,048
01 2220 221 001 000	Fica Secon	\$1,554	\$1,873	\$1,879	\$1,974	\$1,916
01 2220 231 001 000	Retire Secon	\$2,007	\$2,419	\$2,426	\$2,549	\$2,474
01 2220 211 001 000	Health Ins Secon	\$7,832	\$10,458	\$10,994	\$11,752	\$12,106
01 2220 211 001 000	Life Ins Secon	\$48	\$48	\$48	\$48	\$48
01 2220 320 001 000	Purchased Ser Secon	\$700	\$700	\$700	\$700	\$700
01 2220 430 001 000	Repair Secon	\$150	\$150	\$150	\$150	\$150
01 2220 610 001 000	Supplies Secon	\$500	\$500	\$500	\$500	\$500
01 2220 640 001 000	Library Books Secon	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
01 2220 640 001 000	Magazines Secon	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
01 2220 642 001 000	Av Mater Secon	\$250	\$250	\$250	\$250	\$250
01 2220 735 001 000	Computer Software	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800
01 2220 733 001 000	Equipment Secon	\$600	\$600	\$600	\$600	\$600
01 2220 890 001 000	Other Mis Exp Secon	\$40	\$40	\$40	\$40	\$40
01 2220 641 000 000	EBOOKS	\$500	\$500	\$500	\$500	\$500
LIBRARY		\$81,410	\$96,482	\$97,728	\$102,164	\$101,092
01 2310 340 000 000	Services	\$750	\$750	\$750	\$750	\$750
01 2310 315 000 000	Audit	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500
01 2310 540 000 000	Advertising & Print	\$10,000	\$7,500	\$7,500	\$7,500	\$7,500
01 2310 610 000 000	Supplies	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
01 2310 735 000 000	Software (E-Meetings)	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
01 2310 810 000 000	Dues And Fees	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500

01 2310 520 000 000	Liability Ins	\$10,000	\$15,000	\$15,000	\$15,000	\$15,000
01 2310 520 000 000	Fidelity Bond Prem	\$500	\$500	\$500	\$500	\$500
01 2310 580 000 000	Board Travel	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
01 2310 890 000 000	Other Misc Exp	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
BOARD OF ED		\$49,750	\$52,250	\$52,250	\$52,250	\$52,250

01 2320 105 000 000	Supt Salary	\$128,467	\$131,170	\$134,896	\$136,000	\$125,100
01 2320 110 000 000	Clerical	\$17,527	\$17,974	\$18,783	\$21,000	\$22,000
01 2320 220 000 000	Fica-Clerical				\$0	\$1,683
01 2320 225 000 000	Fica	\$11,168	\$11,410	\$11,756	\$12,010	\$9,570
01 2320 230 000 000	Retirement-Clerical				\$0	\$2,152
01 2320 235 000 000	Retirement	\$14,421	\$14,683	\$15,114	\$15,432	\$12,235
01 2320 210 000 000	Group Ins. - Clerical				\$0	\$7,263
01 2320 215 000 000	Health Ins	\$25,700	\$28,120	\$29,520	\$31,500	\$1,000
01 2320 215 000 000	Life Ins	\$137	\$137	\$137	\$137	\$137
01 2320 610 000 000	Supplies	\$500	\$500	\$500	\$500	\$500
01 2320 735 000 000	Software (North Star)	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
01 2320 810 000 000	Dues And Fees	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
01 2320 580 000 000	Travel	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
01 2320 890 000 000	Other Misc Exp	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
SUPERINTENDENT		\$208,420	\$214,494	\$221,206	\$227,079	\$192,140

01 2330 317 000 000	Legal Services	\$15,000	\$15,000	\$20,000	\$20,000	\$20,000
DISTRICT LEGAL SERVICES		\$15,000	\$15,000	\$20,000	\$20,000	\$20,000

01 2410 111 002 000	Prin Sal Elem	\$90,524	\$94,000	\$96,000	\$96,400	\$99,762
01 2410 151 002 000	Cash in lieu	\$20,571	\$20,571	\$21,641	\$23,149	\$24,211
01 2410 110 002 000	Clerical Sal Elem	\$34,000	\$33,000	\$34,000	\$42,000	\$46,000
01 2410 220 002 000	Fica-Clerical Elem					\$3,519
01 2410 130 002 000	OT-Clerical Elem					
01 2410 221 002 000	Fica Elem Princ.	\$11,176	\$11,365	\$11,601	\$12,358	\$13,003
01 2410 230 002 000	Retirement-Clerical Elem					\$4,205
01 2410 231 002 000	Retirement Elem	\$12,400	\$12,644	\$12,842	\$13,671	\$9,757
01 2410 210 002 000	Group Ins. Elem Clerical					\$0
01 2410 211 002 000	Health Ins Elem	\$21,000	\$21,000	\$23,000	\$24,000	
01 2410 211 002 000	Life Ins Elem	\$170	\$170	\$170	\$170	\$170
01 2410 280 002 000	HSA-Clerical					\$24,211
01 2410 610 002 000	Supplies Elem	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 2410 733 002 000	Equipment Elem	\$50	\$50	\$50	\$50	\$50
02 2410 734 002 000	Computers	\$0	\$0	\$0	\$0	\$0
01 2410 810 002 000	Dues And Fees Elem	\$3,500	\$500	\$500	\$500	\$500
01 2410 580 002 000	Travel Elem	\$3,096	\$500	\$500	\$500	\$500
01 2410 890 002 000	Other Misc Exp Elem	\$2,057	\$500	\$500	\$500	\$500
01 2410 111 001 000	Princ Sal Secon	\$90,404	\$99,600	\$105,600	\$107,230	\$85,721
01 2410 151 001 000	Cash in lieu	\$0	\$0	\$0	\$0	
01 2410 122 001 000	Student Aide	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
01 2410 110 001 000	Clerical Sal Secon	\$39,869	\$42,360	\$44,250	\$51,730	\$52,500
01 2410 220 001 000	Fica-Clerical Secon					\$4,246
01 2410 130 002 000	OT-Clerical Secon					

01 2410 221 001 000	Fica Secon	\$9,965	\$10,784	\$11,463	\$12,160	\$6,558
01 2410 230 001 000	Retirement-Clerical Second					\$5,428
01 2410 231 001 000	Retirement Secon	\$12,869	\$13,924	\$14,802	\$15,702	\$8,384
01 2410 210 001 000	Group Ins. Secon Clerical					
01 2410 211 001 000	Health Ins Secon	\$9,700	\$14,800	\$15,700	\$16,760	\$24,211
01 2410 211 001 000	Life Ins Secon	\$156	\$156	\$156	\$156	\$156
01 2410 280 001 000	HSA-Clerical Secon					\$24,211
01 2410 610 001 000	Supplies Secon	\$1,150	\$1,150	\$1,150	\$1,150	\$1,150
01 2410 733 001 000	Equipment Secon	\$50	\$50	\$50	\$50	\$50
01 2410 810 001 000	Dues And Fees Secon	\$2,000	\$500	\$500	\$500	\$500
01 2410 580 001 000	Travel Secon	\$2,500	\$500	\$500	\$500	\$500
01 2410 890 001 000	Other Misc Exp Secon	\$2,551	\$500	\$500	\$500	\$500
PRINCIPAL		\$372,758	\$381,624	\$398,475	\$422,736	\$443,503
01 2510 382 002 000	Telephone Elem	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
01 2510 382 001 000	Telephone Secon	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
01 2510 280 000 000/01 2510	Cash in lieu	\$11,170	\$9,549	\$8,022	\$8,570	\$8,821
01 2510 110 000 000	Clerical Salary	\$84,500	\$86,739	\$90,643	\$71,300	\$74,272
01 2510 220 000 000	Fica	\$7,300	\$7,366	\$7,547	\$6,110	\$6,357
01 2510 230 000 000	Retirement	\$8,347	\$8,568	\$8,954	\$7,043	\$7,336
01 2510 210 000 000	Health Ins	\$6,740	\$6,740	\$7,600	\$2,665	\$2,762
01 2510 210 000 000	Life Ins	\$90	\$90	\$96	\$70	\$70
01 2510 520 000 000	Workman's Comp	\$50,000	\$40,000	\$30,000	\$30,000	\$30,000
01 2510 430 000 000	Repair Maint Service	\$5,500	\$1,000	\$1,000	\$1,000	\$1,000
01 2510 443 000 000	Rental And Leases	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
01 2510 531 000 000	Postage	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
01 2510 610 000 000	Supplies	\$2,034	\$2,034	\$2,034	\$2,034	\$2,034
01 2510 735 000 000	Computer Software	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500
01 2510 733 000 000	Equipment	\$1,141	\$1,141	\$1,141	\$1,141	\$1,141
01 2510 734 000 000	Computer Hardware	\$2,000	\$1,000	\$1,000	\$1,000	\$1,000
01 2510 580 000 000	Travel	\$547	\$547	\$547	\$547	\$547
01 2510 890 000 000	Other Misc Exp	\$429	\$429	\$429	\$429	\$429
CLERICAL		\$205,798	\$191,203	\$185,013	\$157,909	\$161,769
01 2610 123 002 000	Sub/Summer Sal Elem	\$16,400	\$14,400	\$14,400	\$14,400	\$16,500
01 2610 110 002 000	Cust Sal Elem	\$41,679	\$42,742	\$42,750	\$49,735	\$50,400
01 2610 130 002 000	OT Sal Elem					
01 2610 220 002 000	Fica Elem	\$4,443	\$4,524	\$4,371	\$4,906	\$3,856
01 2610 223 002 000	Fica Subs					\$1,262
01 2610 230 002 000	Retirement Elem	\$5,244	\$5,349	\$5,646	\$6,135	\$6,608
01 2610 210 002 000	Health Ins Elem	\$20,400	\$25,700	\$26,650	\$28,450	\$30,823
01 2610 210 002 000	Life Ins	\$76	\$77	\$80	\$80	\$80
01 2610 621 002 000	Fuel Elem	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
01 2610 622 002 000	Electricity Elem	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
01 2610 410 002 000	Water Sewer Elem	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500
01 2610 610 002 000	Supplies Elem	\$15,055	\$15,055	\$15,055	\$15,055	\$15,055
01 2610 123 001 000	Sub/Summer Sal Secon	\$16,800	\$14,800	\$14,800	\$14,800	\$15,400
01 2610 110 001 000	Cust Sal Secon	\$78,529	\$84,532	\$89,000	\$95,335	\$100,066
01 2610 130 001 000	OT Sal Secon					

01 2610 220 001 000	Fica Secon	\$7,292	\$7,445	\$7,940	\$8,425	\$7,655
01 2610 223 001 000	Fica Subs					\$1,178
01 2610 230 001 000	Retirement Secon	\$8,923	\$9,121	\$10,254	\$10,678	\$11,406
01 2610 210 001 000	Health Ins Secon	\$24,100	\$24,100	\$28,000	\$25,100	\$37,955
01 2610 210 001 000	Life Ins	\$83	\$85	\$105	\$105	\$105
01 2610 621 001 000	Fuel Secon	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
01 2610 622 001 000	Electricity Secon	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
01 2610 410 001 000	Water Sewer Secon	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
01 2610 610 001 000	Supplies Secon	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
CUSTODIAL		\$367,024	\$375,930	\$387,051	\$401,203	\$426,349
01 2620 420 002 000	Cleaning Services/Trash					
01 2620 610 002 000	Cont/ser Repair Elem	\$10,694	\$10,694	\$10,694	\$10,694	\$10,694
01 2620 430 002 000	Other Purch Ser Elem	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
01 2620 520 002 000	Property Ins Elem	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
01 2620 915 002 000	Depreciation Fund Transfer	\$15,000	\$0	\$0	\$0	\$0
01 2620 720 002 000	Building Improvement	\$9,500	\$5,000	\$5,000	\$5,000	\$5,000
01 2620 733 002 000	Equipment Elem	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
01 2620 890 002 000	Other Exp Elem	\$1,950	\$1,950	\$1,950	\$1,950	\$1,950
01 2620 420 001 000	Cleaning Services/Trash					
01 2620 610 001 000	Con/ser Repair Secon	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
01 2620 430 001 000	Other Pur Ser Secon	\$45,000	\$35,000	\$35,000	\$35,000	\$35,000
01 2620 520 001 000	Property Ins Secon	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
01 2620 915 001 000	Depreciation Fund Transfer	\$15,000	\$0	\$0	\$0	\$0
01 2620 720 001 000	Building Improvement	\$15,000	\$5,000	\$5,000	\$5,000	\$5,000
01 2620 733 001 000	Equipment Secon	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
01 2620 890 001 000	Other Exp Secon	\$288	\$288	\$288	\$288	\$288
01 2620 110 000 000	Maintenance Sal	\$43,000	\$44,000	\$47,042	\$48,800	\$49,928
01 2620 220 000 000	Fica	\$3,289	\$3,366	\$3,598	\$3,733	\$3,820
01 2620 230 000 000	Retirement	\$4,248	\$4,347	\$4,647	\$4,821	\$4,932
01 2620 210 000 000	Health Ins	\$4,200	\$4,200	\$4,420	\$3,540	\$3,625
01 2620 210 000 000	Life Ins	\$40	\$40	\$40	\$40	\$40
MAINTENANCE		\$246,209	\$192,885	\$196,679	\$197,866	\$199,277
01 2710 110 000 000	Transp Salaries	\$123,000	\$117,200	\$130,000	\$135,000	\$136,319
01 2710 123 000 000	Sub Transp Sal				\$18,278	\$20,000
01 2710 220 000 000	Fica	\$9,410	\$8,966	\$9,945	\$10,328	\$10,428
01 2710 223 000 000	Fica Sub				\$1,398	\$1,530
01 2710 230 000 000	Retirement	\$3,590	\$3,683	\$4,290	\$5,651	\$5,693
01 2710 210 000 000	Health Ins	\$2,873	\$2,873	\$3,047	\$3,328	\$4,408
01 2710 210 000 000	Life Ins	\$44	\$44	\$65	\$65	\$65
01 2710 330 000 000	Testing	\$500	\$500	\$500	\$500	\$500
01 2710 340 000 000	Purch Ser(physicals)	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
01 2710 334 000 000	Option Stu Mileage	\$500	\$500	\$500	\$500	\$500
01 2710 442 000 000	Lease Vehicles	\$0	\$0	\$0	\$0	\$0
01 2710 626 000 000	Gas And Oil	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
01 2710 610 000 000	Tires And Parts	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
01 2710 430 000 000	Purchased Repair	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
01 2710 733 000 000	Equipment	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000

01 2710 520 000 000	Insurance	\$15,000	\$15,000	\$0	\$0	\$0
01 2710 890 000 000	Other Exp	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
TRANSPORTATION		\$251,917	\$245,766	\$245,347	\$272,049	\$276,443
01 2712 519 000 000	Sped Early Childhood Trans	\$0	\$0	\$0	\$0	\$0
01 2712 111 002 000	SPED Transp Salary	\$0	\$0	\$0	\$0	\$0
01 2712 110 002 000	SPED TRANSP	\$10,000	\$12,500	\$24,000	\$13,520	\$15,000
01 2712 220 002 000	SPED Transp FICA	\$765	\$956	\$1,683	\$1,034	\$1,148
01 2712 230 002 000	SPED Transp Retire	\$988	\$1,235	\$2,174	\$1,336	\$1,482
01 2712 210 002 000	SPED Trans Health Insuran	\$0	\$2,873	\$3,047	\$3,328	\$4,408
01 2712 210 002 000	SPED Trans Life Insurance	\$2,873	\$24	\$24	\$24	\$24
01 2712 519 002 000	Contracted Elem	\$24	\$2,000	\$2,000	\$2,000	\$2,000
01 2712 332 002 000	Mileage/parents Elem	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
01 2712 519 001 000	Contracted Transpor	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
01 2712 332 001 000	Mileage/parent Secon	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500
01 2712 626 001 000	Gas & Oil	\$500	\$500	\$500	\$500	\$500
01 2712 430 000 000	REPAIRS AND MAINTENA	\$0	\$0	\$0	\$0	\$0
01 2712 520 000 000	Insurance	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300
SPED TRANSP		\$31,450	\$36,388	\$49,728	\$38,042	\$40,862
01 3535 111 000 000	High Ability Instr	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
01 3535 221 000 000	High Ability Fica	\$230	\$230	\$230	\$230	\$230
01 3535 231 000 000	High Ability Retirement	\$297	\$297	\$297	\$297	\$297
01 3535 211 000 000	High Ability Health	\$1,000	\$1,000	\$1,000	\$1,200	\$1,200
01 3535 211 000 000	Life Ins	\$8	\$8	\$8	\$8	\$8
01 3535 610 000 000	High Abilt Learn Supplies	\$2,820	\$2,820	\$2,820	\$2,820	\$2,820
01 3535 735 000 000	HIGH ABIL SOFTWARE	\$520	\$520	\$520	\$520	\$520
01 3535 733 000 000	High Abilt Learn Equip	\$4,644	\$4,644	\$4,644	\$4,644	\$4,644
01 3535 810 000 000	High Abilt Learn Registratio	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
01 3535 580 000 000	High Abilt Learn Mileage	\$320	\$320	\$320	\$320	\$320
HIGH ABILITY		\$16,839	\$16,839	\$16,839	\$17,039	\$17,039
01 3300 120 000 000	Youth Center Wages	\$12,000	\$15,000	\$15,670	\$16,500	\$16,500
01 3300 220 000 000	Fica	\$1,000	\$1,148	\$1,199	\$1,262	\$1,262
01 3300 230 000 000	Retirement	\$1,000	\$741	\$741	\$900	\$900
01 3330 210 000 000	LIFE	\$0	\$0	\$0	\$0	\$0
YOUTH CENTER		\$14,000	\$16,889	\$17,610	\$18,662	\$18,662
01 3516 734 000 000	DIST LEARN EQUIP	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
DIST LEARN EQUIP		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 3570 610 000 000	Instructional Materials	\$0	\$0	\$0	\$0	\$0
01 3570 610 000 000	Supplies	\$0	\$0	\$0	\$0	\$0
01 3570 733 000 000	Equipment	\$0	\$0	\$0	\$0	\$0
01 3570 810 000 000	Dues And Fees	\$0	\$0	\$0	\$0	\$0
01 3570 580 000 000	Travel	\$0	\$0	\$0	\$0	\$0
TEACHER EVALUATION GRANT-FLOW THROUGH		\$0	\$0	\$0	\$0	\$0
01 3573 610 000 000	Instructional Materials	\$0	\$0	\$0	\$0	\$0

01 3573 610 000 000	Supplies	\$0	\$0	\$0	\$0	\$0
01 3573 733 000 000	Equipment	\$0	\$0	\$0	\$0	\$0
01 3573 810 000 000	Dues And Fees	\$0	\$0	\$0	\$0	\$0
01 3573 580 000 000	Travel	\$0	\$0	\$0	\$0	\$0
reVISION GRANT-FLOW THROUGH		\$0	\$0	\$0	\$0	\$0

01 6200 111 000 000	Title 1 Elem	\$43,626	\$45,134	\$51,375	\$51,375	\$47,000
01 6200 221 000 000	Fica	\$3,124	\$3,345	\$3,713	\$3,713	\$5,000
01 6200 231 000 000	Retirement	\$4,310	\$4,458	\$5,075	\$5,075	\$3,500
01 6200 211 000 000	Health Ins	\$12,600	\$13,943	\$15,686	\$15,686	\$7,000
01 6200 211 000 000	Life Ins	\$63	\$64	\$72	\$72	\$72
01 6200 610 000 000	Supplies/materials	\$120	\$120	\$120	\$120	\$120
01 6200 580 000 000	Travel	\$250	\$250	\$250	\$250	\$250
TITLE 1		\$64,093	\$67,314	\$76,291	\$76,291	\$62,942

01 6210 610 000 000		\$8,151	\$8,151	\$8,151	\$8,151	\$8,151
TITLE 1 Accountability		\$8,151	\$8,151	\$8,151	\$8,151	\$8,151

01 6310 111 000 000	Title IIA Class Size Reducti	\$18,299	\$18,299	\$28,800	\$28,800	\$28,800
01 6310 221 000 000	TITLE IIA Fica	\$1,343	\$1,167	\$1,912	\$1,912	\$1,900
01 6310 231 000 000	TITLE IIA Retirement	\$1,808	\$1,808	\$2,845	\$2,845	\$2,850
01 6310 211 000 000	TITLE IIA Health	\$5,810	\$7,906	\$11,571	\$11,571	\$11,500
01 6310 211 000 000	TITLE IIA Life Ins	\$29	\$37	\$53	\$53	\$53
TITLE IIA		\$27,289	\$29,217	\$45,181	\$45,181	\$45,103

01 6315 810 000 000	Title II	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
TITLE II		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000

01 6330 111 000 000	REAP Salary	\$15,253	\$15,253	\$18,825	\$18,825	\$33,009
01 6330 221 000 000	REAP Fica	\$1,113	\$973	\$1,221	\$1,221	\$5,750
01 6330 231 000 000	REAP Retirement	\$1,506	\$1,507	\$1,860	\$1,860	\$5,100
01 6330 211 000 000	REAP Health	\$4,843	\$6,591	\$7,563	\$7,563	\$16,750
01 6330 211 000 000	REAP Life	\$24	\$30	\$35	\$35	\$35
REAP		\$22,739	\$24,354	\$29,504	\$29,504	\$60,644

01 6403 591 000	IDEA Vocational/Vision	\$7,469	\$7,469	\$7,469	\$7,469	\$7,469
IDEA		\$7,469	\$7,469	\$7,469	\$7,469	\$7,469

01 6404 591 000	SPED IDEA PRE-K	\$7,514	\$7,514	\$7,514	\$7,514	
01 6404 111 000 000	SPED IDEA instr	\$22,566	\$22,566	\$25,253	\$25,253	
01 6404 112 000 000	SPED IDEA PARA	\$11,895	\$11,895	\$14,855	\$14,855	
01 6404 221 000 000	SPED IDEA FICA	\$1,938	\$1,938	\$2,363	\$2,363	
01 6404 222 000 000	FICA PARA					
01 6404 231 000 000	SPED IDEA RETIRE	\$3,404	\$3,404	\$3,962	\$3,962	
01 6404 232 000 000	RETIREMENT PARA					
01 6404 211 000 000	SPED IDEA HEALTH	\$7,467	\$13,385	\$15,482	\$15,482	
01 6404 212 000 000	GROUP INS PARA					
01 6404 211 000 000	SPED IDEA LIFE	\$86	\$90	\$106	\$106	
SPED IDEA		\$54,870	\$60,792	\$69,535	\$69,535	

01 6406 111 000 000	BASE 3-5 SPED INSTR	\$2,329	\$2,329	\$2,464	\$2,464	
01 6406 221 000 000	BASE 3-5 SPED FICA	\$84	\$175	\$188	\$188	
01 6406 231 000 000	BASE 3-5 SPED RETIR	\$124	\$231	\$244	\$244	
01 6406 211 000 000	BASE 3-5 SPED HEALTH	\$0	\$1,012	\$1,044	\$1,044	
01 6406 211 000 000	BASE 3-5 SPED LIFE	\$5	\$6	\$7	\$7	
01 6406 320 000 000	Professional Services	\$0	\$0	\$0	\$0	\$2,529
BASE 3-4 SPED		\$2,542	\$3,753	\$3,947	\$3,947	\$2,529
01 6408 111 002 000	IDEA Instr	\$0	\$0	\$0	\$0	\$25,353
01 6408 112 002 000	IDEA Pov Early Child Para	\$0	\$0	\$0	\$0	\$13,245
01 6408 221 002 000	IDEA Fica	\$0	\$0	\$0	\$0	\$3,552
01 6408 222 002 000	IDEA FICA PARA					
01 6408 231 002 000	IDEA Retire	\$0	\$0	\$0	\$0	\$3,525
01 6408 232 002 000						
01 6408 211 002 000	IDEA Health	\$0	\$0	\$0	\$0	\$14,221
01 6408 211 002 000	IDEA Life	\$0	\$0	\$0	\$0	
01 6408 212 002 000	GROUP INS PARA					\$105
01 6408 591 002 602	IDEA Speech Teacher Pres	\$22,000	\$22,000	\$22,000	\$22,000	\$22,000
01 6408 591 002 603	IDEA Sped Supervision Pre	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
01 6408 591 002 607	IDEA D/E Audiology Presch	\$250	\$250	\$250	\$250	\$250
01 6408 591 002 604	IDEA Deaf Education Servic	\$0	\$0	\$0	\$0	\$0
01 6408 591 002 606	IDEA D/E Psychological Ser	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500
01 6408 591 002 601	IDEA OT Therapy Preschoc	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
01 6408 591 002 600	IDEA PT Therapy Preschoc	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
01 6408 591 002 605	IDEA Vision Services Presc	\$0	\$0	\$0	\$0	\$0
IDEA E-P		\$38,750	\$38,750	\$38,750	\$38,750	\$98,751
01 6412 320 000 000						\$3,493
IDEA E-P						\$3,493
01 6700 111 000 000	Vocational Wages	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400
01 6700 221 000 000	Vocational FICA	\$183	\$183	\$183	\$183	\$183
01 6700 231 000 000	Vocational Retire	\$238	\$238	\$238	\$238	\$238
01 6700 211 000 000	Vocational Health	\$300	\$300	\$300	\$300	\$300
01 6700 211 000 000	Vocational Life	\$2	\$2	\$3	\$3	\$3
VOCATIONAL		\$3,123	\$3,123	\$3,124	\$3,124	\$3,124
01 6997	ESSERS II					
01 6998	ESSERS III					
01 5000 734 002 000	Computer Equip Elem	\$0	\$0	\$0	\$0	\$0
01 5000 734 001 000	Computer Equip Secon	\$0	\$0	\$0	\$0	\$0
DEBT SERVICES		\$0	\$0	\$0	\$0	\$0
01 8000 913 001 000	Activity Fund Transfer	\$15,000	\$17,500	\$25,000	\$44,999	\$44,999
01 8000 910 001 000	Special Building Transfer	\$0	\$0	\$0	\$0	\$0
01 8000 914 000 000	Bond Fund Transfer	\$0	\$0	\$0	\$0	\$0

01 8000 915 000 000	Depreciation Fund Transfer	\$213,769	\$110,000	\$71,959	\$71,959	\$573,646
01 8000 912 000 000	Lunch Fund Transfer	\$8,072	\$22,492	\$25,000	\$25,000	\$25,000
TRANSFERS (OUTGOING)		\$236,841	\$149,992	\$121,959	\$141,958	\$643,645

	Account Description	2017-18 Budget	2018-19 Budget	2019-20 Budget	2020-21 Budget	2021-22 Budget
1100	All Instruction Except SPED	\$3,061,538	\$3,204,098	\$3,398,950	\$3,520,279	\$3,746,609
1200	Special Education Instructio	\$1,550,844	\$1,568,899	\$1,647,648	\$1,704,295	\$1,702,529
2100/2150	Support Services - Pupils	\$171,220	\$164,667	\$169,813	\$169,090	\$176,752
2200	Support Services - Staff	\$226,076	\$230,003	\$235,260	\$244,151	\$136,060
2310	Board of Education	\$49,750	\$52,250	\$52,250	\$52,250	\$52,250
2320	Executive Administration Se	\$208,420	\$214,494	\$221,206	\$227,079	\$192,140
2330	District Legal Services	\$15,000	\$15,000	\$20,000	\$20,000	\$20,000
2400	Office of the Principal	\$372,758	\$381,624	\$398,475	\$422,736	\$443,503
2500	General Administration - Bu	\$205,798	\$191,203	\$185,013	\$157,909	\$272,433
2520	Vehicle Acquisition & Mainte	\$0	\$0	\$0	\$0	\$0
2600	Maintenance & Operation o	\$613,233	\$568,815	\$583,730	\$599,069	\$625,626
2750	Regular Pupil Transportatio	\$251,917	\$245,766	\$245,347	\$272,049	\$276,443
2760	School Age Special Educati	\$31,450	\$36,388	\$49,728	\$38,042	\$40,862
3000	Community Services	\$14,000	\$16,889	\$17,610	\$18,662	\$18,662
18039	State Categorical Programs	\$17,839	\$17,839	\$17,839	\$18,039	\$18,039
4000	Federal Programs	\$231,026	\$244,923	\$283,952	\$283,952	\$296,822
5000	Debt Services	\$0	\$0	\$0	\$0	\$0
6000	Summer School	\$0	\$0	\$0	\$0	\$0
7000	Adult Education	\$0	\$0	\$0	\$0	\$0
8000	Transfers to _____	\$236,841	\$149,992	\$121,959	\$141,958	\$643,645
	Interfund Loan/Repayment f	\$0	\$0	\$0	\$0	\$0
TOTAL GF EXPENDITURE		\$7,257,710	\$7,302,850	\$7,648,780	\$7,889,559	\$8,662,375
SPED EXPENDITURES		\$1,582,294	\$1,605,287	\$1,697,376	\$1,742,337	\$1,920,143
TOTAL NON-SPED EXPEN		\$5,675,416	\$5,697,563	\$5,951,404	\$6,147,222	\$6,742,232
NECESSARY CASH RESE		\$1,200,000	\$1,500,000	\$2,000,000	\$2,091,388	\$2,000,000
TOTAL DISBURSE, TRANS		\$8,457,710	\$8,802,850	\$9,648,780	\$9,980,947	\$10,662,375

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9.7%	\$595,010
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6.8%	\$681,428

Tax Request to Actual Reciept Historial Comparison

Year	General Fund Tax Request	Actual Audited Tax Reciepts	Difference	% Difference
14-15	\$4,969,998	\$4,771,274	\$198,724	4.0%
15-16	\$5,231,086	\$4,726,568	\$504,518	9.6%
16-17	\$5,559,406	\$4,989,681	\$569,725	10.2%
17-18	\$5,559,406	\$5,222,795	\$336,611	6.1%
18-19	\$5,050,505	\$4,610,010	\$440,495	8.7%
19-20	\$5,036,840	\$4,469,553	\$567,287	11.3%
20-21	\$4,824,626	\$4,498,854	\$325,772	6.8%
		Tax Reciepts Through June 2021		

Board of Education Regular Meeting

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

Monday, June 14, 2021 8:00 PM

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

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

2. Excuse Absent Board Members

Motion to excuse absent board member Passed with a motion by Ryan Osten and a second by Tara Schirmer.

Misti Fiddelke: Yea, Ryan Osten: Yea, Tara Schirmer: Yea, Mike Voelker: Yea
Yea: 4, 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, Tara Schirmer: Yea, Mike Voelker: Yea
Yea: 4, Nay: 0

7. Financial Report

8. Consent Agenda

Motion to approve the consent agenda Passed with a motion by Mike Voelker and a second by Tara Schirmer.

Misti Fiddelke: Yea, Ryan Osten: Yea, Tara Schirmer: Yea, Mike Voelker: Yea
Yea: 4, Nay: 0

- 8.1. Discuss, consider, and take all necessary action to minutes
- 8.2. Discuss, consider, and take all necessary action to bills
- 8.3. Notice of Meeting Publication: The notice for this board meeting was published in the June 9th edition of the Ravenna News
- 8.4. Discuss, consider, and take all action necessary to interfund loan repayment from the School Nutrition Fund to the General Fund
- 8.5. Discuss, consider, and take all action necessary to transferring \$41,470 from the General Fund to the Depreciation Fund
- 8.6. Declare IT Program's Pickup Truck as surplus for immediate sale or disposal:
- 8.7. Discuss, consider, and take all action necessary to declaring SPED Department items as surplus for sale or disposal
- 8.8. Discuss, consider, and take all action necessary to declaring 300 metal folding chairs, padded chair, folding desk, work desk, and computer desk as surplus for immediate sale or disposal
- 8.9. Discuss, consider, and take all action necessary to declaring music department items as surplus for immediate sale or disposal
9. Request to Address the Board and Correspondence
10. Board Report & Year One Goals Meeting Pulse
11. Information and Action Items
 - 11.1. Discuss, consider, and take all action necessary to the selection and appointment of a Board Member for the Ravenna Public School Board to replace Mrs. Marilyn Bohn
Motion to appoint Dawn Standage to the board of education Passed with a motion by Tara Schirmer and a second by Ryan Osten.
Misti Fiddelke: Yea, Ryan Osten: Yea, Tara Schirmer: Yea, Mike Voelker: Yea
Yea: 4, Nay: 0
 - 11.2. Discuss, consider, and take all action necessary to a facility study and master building plan RFP
Motion to approve facility study and master building plan request for proposals (RFP) and to advertise the RFP Passed with a motion by Ryan Osten and a second by Mike Voelker.
Misti Fiddelke: Yea, Ryan Osten: Yea, Tara Schirmer: Yea, Mike Voelker: Yea
Yea: 4, Nay: 0
 - 11.3. Discuss, consider, and take all action necessary to the Parking Lot Project
 - 11.4. Discuss, consider, and take all action necessary to high school gym scoreboard
Motion to approve purchase of high school gym scoreboard from ScoreVision in the amount of \$86,534 Passed with a motion by Mike Voelker and a second by Ryan Osten.

Misti Fiddelke: Yea, Ryan Osten: Yea, Tara Schirmer: Yea, Mike Voelker: Yea
Yea: 4, Nay: 0

12. Discussion Items

12.1. Policy Review-6000 Series

12.2. Discuss, consider, and take all action necessary to the annual school board policy review in conjunction with KSB School Law

13. Elementary Principal's Report

14. Secondary Principal's Report

15. Superintendent's Report

16. Positive Comments

Thanks to all of the patrons who showed up to express their concerns at the June Board Meeting regarding the proposed State Health Standards. The Ravenna Board of Education is listening to you and understands your concerns. -Ravenna Board of Education

Thanks to Dr. Schroeder for all the hardwork he's done for the school district over the last 6 years. -Ravenna School Board & Administration

17. Adjournment

Motion to adjourn at 9:28 PM Passed with a motion by Ryan Osten and a second by Tara Schirmer.

Misti Fiddelke: Yea, Ryan Osten: Yea, Tara Schirmer: Yea, Mike Voelker: Yea
Yea: 4, Nay: 0

PUBLIC PARTICIPATION

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

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

Year One Board Goals

1) We will continually strive to improve our facilities by;

developing and deploying a fiscally responsible plan to improve the facilities for the educational benefit of our students. (drainage west end of track, storage, locker room, paving parking lot, ditch and arch ways-west football field entry gates, ag building/youth center, roof evaluation)

improving and creating a safe traffic flow for the elementary school.

Developing and deploying a strategy to get our external landscaping reflecting the quality of our school.

2) We will improve the quality of our food service so that more kids will eat school lunch, while living within our financial limitations by;

developing an improvement plan for the food service program

developing and implementing an employee improvement process

3) We will continue to develop the board by;

increasing understanding around student performance measures. (Target, Measurements & Interventions)

conduct an annual board retreat.

Bring in NASB/outside resource to help us address a strategic issue.

Providing a mentoring program for new board members.

4) We will continue to establish timely, accurate and effective communication to all stakeholders by;

performing a quarterly audit of the district website.

developing a regular systemized communication strategy to parents and community members.

developing a 1.5 to 10 minute bi-annual video communication to all stakeholders.
(video agenda established, 2 done)

explore different avenues to improve communication through parent / teacher conferences.

explore communication applications for smart phones.

Who Is Responsible	Completed Date
Brad	
Paul	
Brad/Tara	
Brad	
Brad	
Paul/Cannon	
Misti	
Brad	
Misti	

Paul/Dave
Brad
Brad/Dave
Misti
Ryan/Dave

**Request for Proposal
School Facilities Assessment
Ravenna Public Schools**

Return Completed Proposal To:

Responses Due By: July 26, 2021 @ 2 p.m.

Responses Due To: Brad Kjar, Ravenna Superintendent of Schools

41750 Carthage Road; PO Box 8400, Ravenna, NE 68869

Owner Contact: Mr. Brad Kjar, Superintendent

308-440-8357

Facilities Needs Assessment

Ravenna Public Schools

Introduction

The Ravenna Public School District is soliciting written proposals from qualified and experienced firms to provide a comprehensive assessment of all facilities. This plan shall address the maintenance, renovation, addition, and building replacement needs through capital improvement over the next two to ten years. The plan shall address building and safety needs and the educational needs to meet today's students and learning.

Marketing, preparation and budgeting utilization of the school district's Special Building Fund are vital for the project to move forward. The proposal shall include steps to include community and employee involvement. In addition, the plan shall provide a communication and marketing plan for proposed capital improvements.

The Ravenna Public School District comprises one high school/middle school, and one elementary building, which are joined together to create one physical plant. In addition, auxiliary buildings for weight room, special education, art, FFA, and Youth Center programming are located on the same site as the junior/senior high school and elementary building.

The assessment should provide for potential future utilization of the underutilized Youth Center as a potential site for renovation and addition for use as a "CTE Center" to house FFA, welding, automotive, and other CTE course offerings. This plan will be a valuable tool in future decision-making processes. The Ravenna Public School District reserves the right for a future request for architectural services for any potential building project. It is the objective of the Ravenna Public School District to employ a consultant who can evaluate the educational adequacy of existing school facilities, bring creative alternatives for consideration, establish standards and benchmarks in the development of options and recommendations, establish accurate budgets, prepare final documents, and present recommendations as requested to the Ravenna Board of Education.

Ravenna Public School District

The student population is approximately 430.

Site	Age of building	Student Population	Sq Footage
High School/Middle School	1968	200	60,000
Elementary School	1995	230	40,000
North Auxiliary Buildings (Weight Room, Special Education, Art, FFA/Welding Shop)	North Buildings-1984; 1993	N/A	6,200
	FFA/Welding-1974		4,500
Youth Center	2003	N/A	2,500

The District contains 113,200 square feet of building space and approximately 125 acres. The buildings range in age from 53 to 18 years old.

Ravenna is located in a relatively stagnant section of Buffalo County. The student population for Ravenna Public Schools could best be described as very slowly declining.

Purpose

The Ravenna Public Schools (Owner) is requesting proposals from qualified firms to conduct a facilities study at the high school, middle school, elementary school, and auxiliary facilities.

The facilities study shall include physical, and space needs analysis, as well as preliminary designs, cost estimates, and scheduling/phasing information for any recommended improvements, renovations, reorganization and/or new construction.

1. Assessment of each building's potential for future growth, expansion, and building consolidation. If building consolidation is feasible, develop estimated costs and savings as a result of consolidation.
2. Develop practical and realistic recommendations with budgets by year of maintenance, renovations, and additions, based on condition assessments, life-cycle analysis, safety, and

regulatory considerations, space considerations, energy improvements, and educational facility standards.

3. Recommend prioritization of needs.
4. Prepare draft reports and preliminary recommendations for the Ravenna Board of Education

Request for Proposal - Scope of Services and Timeline

Scope of Service:

The Ravenna Public School District is searching for a team that has experience in conducting a district facilities assessment that will enable the school board to collaborate with the community and district-level leadership to make decisions about the current and future needs of our schools. We would like to have this team do an on-site assessment investigation of our school buildings that will include a review.

The Facilities Study would consist of three basic programs of service:

Condition Survey

A complete physical survey of all district-owned buildings to ascertain existing conditions. Interview building-level administration and maintenance personnel regarding space and program needs, as well as building and site concerns. 21st-century learning trends shall be incorporated into condition surveys and recommendations.

The following shall be included in the surveys:

- Building exterior and interior
- Site and traffic patterns
- Electrical
- HVAC
- Plumbing
- Documentation of code violations or recommendations for improvement
- A.D.A. recommendations for improvement
- Life safety (intrusion alarm system, cameras, fire system, P.A. system)
- Safety and security (secure entrances)
- School options (early learning, grade level configurations, etc.)
- Technology and innovative integration

Capital Improvements, Repair Recommendations, and Energy Savings Opportunities

The results of the surveys and interviews shall be organized along with an assessment of each area and/or asset. A priority schedule will be developed using a matrix to assign priorities to the recommendations. All energy-saving opportunities with a simple payback period of less than ten years shall be identified accordingly.

Cost Estimates

Cost estimates shall be assigned to each item and totaled in a manner that allows the Owner to summarize cost based on priorities and by areas or buildings.

After completion of the above phases, all of the data shall be combined into a report for each of the facilities. The Firm shall present the final report to the Ravenna Public Schools Board of Education.

Timeline

07/1/21 Issue Request for Proposal (R.F.P.) through advertisements in *Grand Island Independent & Kearney Hub*

Contact district for a tour: Mandatory Pre-Proposal Meeting at Ravenna Public Schools Superintendent Office, 41750 Carthage Road, Ravenna, NE 68869 by appointment with the Superintendent of Schools, Mr. Brad Kjar.

07/19/21 Questions due to the District by 2:00 pm. To: brad.kjar@ravennabluejays.org
07/26/21 R.F.P. Responses Due by 2:00 pm.
07/26/21 Facilities Committee meet to determine a shortlist for the interview
07/30/21 Firms shortlisted for the interview, notified by 10:00 am.
08/16/21 Firm Interviews with the Board in Conjunction with August Board Meeting
09/13/21 School Board Approval of Firm at Regular September Board Meeting
 Facilities assessment completed in November/December
01/10/22 Facilities Assessment Report and Presentation to Board

Proposals may be withdrawn before the closing time and date noted herein, provided that notice to withdraw is received by the District via email to the address above, at least 24 hours prior to the closing time and date.

Proposals are irrevocable after the closing time and date and must remain valid for 60 days following the closing time and date.

Proposal Submission Procedures

1. Written proposals in response to this R.F.P. will be accepted at the Office of the Superintendent; Attention: Mr. Brad Kjar, 41750 Carthage Road, PO Box 8400, Ravenna, NE 68869 on or before July 26, 2021 at 2:00 pm.

This includes the approximate costs of the facilities assessment.

2. Submittals must include one (1) original and eight (8) copies of the proposal.

The original proposal must be marked “original” and be dated and signed by a duly authorized partner or corporate officer.

Proposals must be sealed in an envelope and clearly marked “School Facilities Assessment Proposal” Attention: Mr. Brad Kjar, Superintendent.

3. Standard company brochures and literature can be submitted as separate informational documents but must not be bound as a part of the proposal. Standard company brochures will not be evaluated.
4. Five recommendations from similar size districts along with their district name, contact person, and contact information.

Thank you for giving Daktronics the opportunity to be your equipment provider. It is important to us that we capture your vision for this project. The provided quote outlines your product selection. Please look it over carefully and work with your salesperson to review and answer any questions.

We look forward to partnering with you on this exciting opportunity!

Placing Order:

When you are ready to place your order, contact your salesperson to obtain order documents. Daktronics will need the following information:

- Finalized equipment decision, including colors
- Delivery location/address
- Bill to information – Invoice Remit

If you are incorporating school or sponsorship logos into your project, please view [Daktronics Graphics File Standards](#) and submit with your order documents.

Additional Information:

Our website and blog offer helpful information. Learn more about what our customers are talking about by visiting the following:

- Could your PA system use an upgrade?
 - Check out our [Sports Sound Systems](#).
- Wishing you could check off more items on your list of needs?
 - See how [Daktronics Sports Marketing](#) could add revenue to your budget.
- Curious what other schools have installed?
 - Look through our [Daktronics Sports Photo Gallery](#) for ideas.
- Did you know we have an in-house reliability laboratory?
 - Experience the testing your components undergo in our [Product Reliability Lab](#).
- Interested in financing options for orders over \$25,000?
 - View our [Getting Started Guide](#) to see what Daktronics offers.
- Want to view helpful information related to our products, in addition to stories on how other schools are developing students and generating revenue?
 - Check out our [blog](#).

DAKTRONICS QUOTE # 760669-1-0

Ravenna High School
 Dave Huryta
 740 Carthage Rd # 84A
 Ravenna, NE USA 68869
 Phone: (308)452-4146
 Fax:
 Email: dave.huryta@ravennabluejays.org

13/Apr/2021
 Quote valid for: 90 days
 Terms: Net 30 days from shipment with
 Purchase Order
 Subject to Credit Review
 FCA: DESTINATION
 Delivery: Call for Production Time

Reference: Indoor Video

Alt 1 Terms: If the Alt 1 list is purchased terms will be 30% with the order, 60% Payment before shipment, 10% Net 30 days from shipment.

Item No.	Model	Description	Qty	Price
1	DVN-3000-5.9MN-1400-BR-MA-84x84-AUTOBR-LT-SR-FOR-PCA-CNTLRM-None	1 Panel Built Video Display - 420x756, 5.9mm - 8' 3" H X 14' 10" W X 0' 4" D (Approx. Dimensions) - With Comprehensive Spare Parts Package including 6 Modules Matrix: 84 lines by 84 columns Line Spacing: 5.9mm	45 Panels	\$87,127.00
	Daktronics System Installation Drawings <100	Attachment support system drawings	1	
	Daktronics System Electrical Drawings <100	Power and control system drawings	1	
	DVN/LVN Control-1 video input (Primary Player & Display Interface Only) w/ Laptop for All Sport® Pro	Standard Definition or High Definition (1080p); 1 video input for All Sport® Pro	1	
	Indoor Scoreboard Radio Communication (Transmitter)	Frequency of 2.4 GHz	1	
	All Sport® Pro - Basketball/Volleyball/Wrestling	Software installed on one computer	1	
	System Startup	Final Commissioning of Equipment	1	
2	BB-2103-W-PV	Tuff Sport® PanaView® Basketball/Volleyball/Wrestling Scoreboard; Scoreboard Color: _____; Caption Color: _____ Cabinet Dimensions: 6' 0" H X 8' 0" W X 0' 6" D (Approx. Dimensions) Digit Type: PANAVIEW Digit Color: WHITE Max Power: 200 watts/display Weight: Unpackaged 161 lbs per display; Packaged 185 lbs per display	1	\$4,725.00
	TNMC_6 for BB-2xxx (White LEDs)	8x48-6 Indoor LED Team Name Message Center Digit Color: WHITE Max Power: 100 watts/display Weight: Unpackaged 15 lbs per display; Packaged 20 lbs per display	1	

DAKTRONICS QUOTE # 760669-1-0

	Stripe; Indoor	Indoor Scoreboard Border Stripe; Color: _____	1	
	PanaView Double Bonus Option (White LEDs)	For use on indoor basketball scoreboards	1	
	PanaView Time Outs Left Option (White LEDs)	For BB-2103 Scoreboards	1	
	Radio Receiver	Frequency of 2.4 GHz	1	
3	FREIGHT	Shipping to site via Partial Load (enclosed trailer). Usually unloads at a dock. Forklift or pallet jack may be required.	1	\$940.00
Services				
4	G5C5-W	Five Year Warranty - Parts Coverage - G5G5	1	
	Standard Video with SCS One-on-One Webinar Training		1	

Total Price Excluding Applicable Tax:	\$92,792.00

Please reference listed sales literature: DD1569120 for On-site Labor, DD1628383 for G5C5-W, DD2481852 for BB-2103-W-PV, DD2563729 for Custom RTD Frames -- Single Logo Background, DD4738400 for LVN-3000-512X896-3.9MN-MA-CNTLRM-SR-LT, SL-04342 for TNMC_6 for BB-2xxx (White LEDs), SL-04370 for Indoor Scoreboard Radio Communication (Transmitter), SL-04370 for Radio Receiver

Options

Please contact your sales representative for additional information

Live Score Bug	Device to output Score Bug from All Sport®	1	\$928.00
EN-1810 Case	Soft Sided Carrying Case for All Sport® 1600 Controller Kit or MX-1 Mobile Scoring Kit	1	
DVN/LVN Control-1 video input (Primary/Backup Player & Display Interface) w/ Laptop for All Sport® Pro	*Upgrade* Standard Definition or High Definition (1080p); 1 video input for All Sport® Pro	1	\$7,429.00

Service Options

On-site Labor	One Year Extended Service for on-site labor coverage	1	\$3,244.00
Custom RTD Frames -- Single Logo Background	Custom Logo RTD Frames. 1-3 RTD Frames	1	\$1,000.00
Team Spirit Vol.1 Animations Starter Package	Personalized Package - Your School Colors, Mascot/Logo - 20 Pre-Selected Popular/Essential Animations Included	1	\$2,000.00

DAKTRONICS QUOTE # 760669-1-0

Alternate Equipment: 1

Item No.	Model	Description	Qty	Price
1	DVN-3000-3.9MN-1400-BR-MA-128x128-AUTOBR-LT-SR-FOR-PCA-CNTLRM-None	1 Panel Built Video Display - 640x1152, 3.9mm - 8' 3" H X 14' 10" W X 0' 4" D (Approx. Dimensions) - With Comprehensive Spare Parts Package including 6 Modules Matrix: 128 lines by 128 columns Line Spacing: 3.9mm	45 Panels	\$99,205.00
	Daktronics System Installation Drawings >100	Attachment support system drawings	1	
	Daktronics System Electrical Drawings >100	Power and control system drawings	1	
	DVN/LVN Control-1 video input (Primary Player & Display Interface Only) w/ Laptop for All Sport® Pro	Standard Definition or High Definition (1080p); 1 video input for All Sport® Pro	1	
	Indoor Scoreboard Radio Communication (Transmitter)	Frequency of 2.4 GHz	1	
	All Sport® Pro - Basketball/Volleyball/Wrestling	Software installed on one computer	1	
	System Startup	Final Commissioning of Equipment	1	
2	BB-2103-W-PV	Tuff Sport® PanaView® Basketball/Volleyball/Wrestling Scoreboard; Scoreboard Color: _____; Caption Color: _____ Cabinet Dimensions: 6' 0" H X 8' 0" W X 0' 6" D (Approx. Dimensions) Digit Type: PANAVIEW Digit Color: WHITE Max Power: 200 watts/display Weight: Unpackaged 161 lbs per display; Packaged 185 lbs per display	1	\$4,725.00
	TNMC_6 for BB-2xxx (White LEDs)	8x48-6 Indoor LED Team Name Message Center Digit Color: WHITE Max Power: 100 watts/display Weight: Unpackaged 15 lbs per display; Packaged 20 lbs per display	1	
	Stripe; Indoor	Indoor Scoreboard Border Stripe; Color: _____	1	
	PanaView Double Bonus Option (White LEDs)	For use on indoor basketball scoreboards	1	
	PanaView Time Outs Left Option (White LEDs)	For BB-2103 Scoreboards	1	
	Radio Receiver	Frequency of 2.4 GHz	1	

DAKTRONICS QUOTE # 760669-1-0

3	FREIGHT	Shipping to site via Partial Load (enclosed trailer). Usually unloads at a dock. Forklift or pallet jack may be required.	1	\$940.00
Services				
4	G5C5-W	Five Year Warranty - Parts Coverage - G5G5	1	
	Standard Video with SCS		1	
	One-on-One Webinar Training			

Total Price Excluding Applicable Tax:	\$104,870.00

Please reference listed sales literature: DD1569120 for On-site Labor, DD1628383 for G5C5-W, DD2481852 for BB-2103-W-PV, DD2563729 for Custom RTD Frames -- Single Logo Background, DD4738400 for LVN-3000-512X896-3.9MN-MA-CNTLRM-SR-LT, SL-04342 for TNMC_6 for BB-2xxx (White LEDs), SL-04370 for Indoor Scoreboard Radio Communication (Transmitter), SL-04370 for Radio Receiver

Options

Please contact your sales representative for additional information

Live Score Bug	Device to output Score Bug from All Sport®	1	\$928.00
EN-1810 Case	Soft Sided Carrying Case for All Sport® 1600 Controller Kit or MX-1 Mobile Scoring Kit	1	
DVN/LVN Control-1 video input (Primary/Backup Player & Display Interface) w/ Laptop for All Sport® Pro	*Upgrade* Standard Definition or High Definition (1080p); 1 video input for All Sport® Pro	1	\$7,429.00

Service Options

On-site Labor	One Year Extended Service for on-site labor coverage	1	\$2,954.00
Custom RTD Frames -- Single Logo Background	Custom Logo RTD Frames. 1-3 RTD Frames	1	\$1,000.00
Team Spirit Vol.1 Animations Starter Package	Personalized Package - Your School Colors, Mascot/Logo - 20 Pre-Selected Popular/Essential Animations Included	1	\$2,000.00

DAKTRONICS QUOTE # 760669-1-0

Alternate Equipment: 2

Item No.	Model	Description	Qty	Price
1	LVN-3000-512X896-3.9MM-MA-CNTLRM-SR-LT	1 Daktronics Video Display - 3.9mm Un-Coated Modules - with Comprehensive Spare Parts Package including 4 Modules Matrix: 512 lines by 896 columns Line Spacing: 3.9mm LED Color: RGB- Cabinet Dimensions: 6' 10" H X 11' 9" W X 0' 6" D (Approx. Dimensions) Max Power: 4800 watts/display Weight: Unpackaged 468 lbs per display; Packaged 755 lbs per display	1	\$58,947.00
	Daktronics System Installation Drawings <100	Attachment support system drawings	1	
	Daktronics System Electrical Drawings <100	Power and control system drawings	1	
	DVN/LVN Control-1 video input (Primary Player & Display Interface Only) w/ Laptop for All Sport® Pro	Standard Definition or High Definition (1080p); 1 video input for All Sport® Pro	1	
	Indoor Scoreboard Radio Communication (Transmitter)	Frequency of 2.4 GHz	1	
	All Sport® Pro - Basketball/Volleyball/Wrestling	Software installed on one computer	1	
	W-1489	Fiber Optic Cable; 50 µm Multimode; 6 Fiber with non-terminated ends	500	
	System Startup	Final Commissioning of Equipment	1	
2	BB-2103-W-PV	Tuff Sport® PanaView® Basketball/Volleyball/Wrestling Scoreboard; Scoreboard Color: _____; Caption Color: _____ Cabinet Dimensions: 6' 0" H X 8' 0" W X 0' 6" D (Approx. Dimensions) Digit Type: PANAVIEW Digit Color: WHITE Max Power: 200 watts/display Weight: Unpackaged 161 lbs per display; Packaged 185 lbs per display	1	\$4,725.00
	TNMC_6 for BB-2xxx (White LEDs)	8x48-6 Indoor LED Team Name Message Center Digit Color: WHITE Max Power: 100 watts/display Weight: Unpackaged 15 lbs per display; Packaged 20 lbs per display	1	
	Stripe; Indoor	Indoor Scoreboard Border Stripe; Color: _____	1	
	PanaView Double Bonus Option (White LEDs)	For use on indoor basketball scoreboards	1	

DAKTRONICS QUOTE # 760669-1-0

	PanaView Time Outs Left Option (White LEDs)	For BB-2103 Scoreboards	1	
	Radio Receiver	Frequency of 2.4 GHz	1	
3	FREIGHT	Shipping to site via LTL (enclosed trailer). Usually unloads at a dock. Forklift or pallet jack may be required.	1	\$550.00
Services				
4	G5C5-W	Five Year Warranty - Parts Coverage - G5G5	1	
	Standard Video with SCS		1	
	One-on-One Webinar Training			

Total Price Excluding Applicable Tax:	\$64,222.00

Please reference listed sales literature: DD1569120 for On-site Labor, DD1628383 for G5C5-W, DD2481852 for BB-2103-W-PV, DD2563729 for Custom RTD Frames -- Single Logo Background, DD4738400 for LVN-3000-512X896-3.9MN-MA-CNTLRM-SR-LT, SL-04342 for TNMC_6 for BB-2xxx (White LEDs), SL-04370 for Indoor Scoreboard Radio Communication (Transmitter), SL-04370 for Radio Receiver

Options

Please contact your sales representative for additional information

Live Score Bug	Device to output Score Bug from All Sport®	1	\$928.00
EN-1810 Case	Soft Sided Carrying Case for All Sport® 1600 Controller Kit or MX-1 Mobile Scoring Kit	1	
DVN/LVN Control-1 video input (Primary/Backup Player & Display Interface) w/ Laptop for All Sport® Pro	*Upgrade* Standard Definition or High Definition (1080p); 1 video input for All Sport® Pro	1	\$7,429.00

Service Options

On-site Labor	One Year Extended Service for on-site labor coverage	1	\$2,966.00
Custom RTD Frames -- Single Logo Background	Custom Logo RTD Frames. 1-3 RTD Frames	1	\$1,000.00
Team Spirit Vol.1 Animations Starter Package	Personalized Package - Your School Colors, Mascot/Logo - 20 Pre-Selected Popular/Essential Animations Included	1	\$2,000.00

Leasing Program

If your purchase exceeds \$25,000, you may qualify for our leasing program allowing you more flexibility to spread out the cost of your Daktronics display over of a period up to five (5) years. Benefits of our leasing program include fixed rate financing, non-appropriation clause, no prepayment penalty, and customizable payment schedules. Plus, at the end of the lease, the equipment is yours to keep with no additional balloon payments.

Sample payment options as follows:

\$50,000 in total equipment cost = \$10,700 per year

\$100,000 in total equipment cost = \$21,199 per year

\$250,000 in total equipment cost = \$52,899 per year

****Payments based on 5 year/annual payment in advance structure. Leasing is subject to credit approval and agreed upon documentation with Daktronics lending partner. Contact your Daktronics representative for additional options and details.**

Notes: Due to the dynamic COVID-19 situation, the freight pricing and proposed schedule for delivery and performance of services are subject to change.

Exclusions:

- Electrical Installation	- Physical/Mechanical Installation
- Structure	- Foundation
- Power	- Hoist
- Engineering Certification	- Signal Conduit
- Labor to Pull Signal Cable	- Applicable Permits
- Taxes	- Electrical Switch Gear or Distribution Equipment
- Front End Equipment	

Unless expressly stated otherwise in this Quote # 760669-1 Rev 0 or the attachments, if Daktronics performs installation of the Equipment, the price quoted does not include the following services pertaining to physical installations: digging of footings (including dirt removal), any materials fabrication, installation of steel cages, rebar, or bolt attachments, or pouring and finishing of concrete footings. Those service may be provided for an additional cost beyond the quoted price. Purchaser shall be fully responsible for any and all additional costs plus overhead in the event anything unexpected of any nature whatsoever is found while digging the footings including but are not limited to rock, water, utility lines, pipes or any other unforeseen circumstance. The Purchaser acknowledges and agrees that it is fully responsible for all site conditions.

Installation Responsibilities:

If applicable please reference Attachment A for Installation Responsibilities.

Ad/ID Copy Approval Process

Customer shall provide digital artwork for advertising and identification panels, conforming to [Daktronics' graphic file standards](#), at the time of order.

Daktronics will create a proof of provided artwork and require approval of that proof three weeks prior to the initial anticipated ship date. Advertising and identification panels not approved in time, will be shipped without copy in Daktronics' standard finish.

Brandon Noel
PHONE: 402-689-9876
FAX:
EMAIL: Brandon.Noel@daktronics.com

Ben Moen
PHONE: 605-692-0200
FAX:
EMAIL: Ben.Moen@daktronics.com

Terms And Conditions:

The Terms and Conditions which apply to this order available on request.

SL-02374 Standard Warranty and Limitation of Seller's Liability (www.daktronics.com/terms_conditions/SL-02374.pdf)

SL-02375 Standard Terms and Conditions of Sale (www.daktronics.com/terms_conditions/SL-02375.pdf)

SL-07862 Software License Agreement (www.daktronics.com/terms_conditions/SL-07862.pdf)

NOTE:

The pricing may be adjusted for freight and taxes depending on the options selected.

Please request order documents to submit your order.

ATTACHMENT A Installation Responsibilities Checklist: Indoor

Responsible Party		Description
Daktronics	Customer	
	✓	1. Provide payment and performance Bond.
	✓	2. Secure necessary construction permits.
	✓	3. Removal of existing equipment.
	✓	4. Removal of existing structure.
	✓	5. Disposal of existing equipment.
	✓	6. Disposal of existing structure.
✓		7. Generate and issue standard product attachment drawings.
✓		8. Generate and issue standard product electrical and signal drawings.
✓		9. Generate and issue site specific electrical and signal drawing submittals for scoring, video equipment.
✓		10. Generate and issue site specific equipment shop drawing and attachment detail submittals for scoring, video equipment.
	✓	11. Provide approval of all engineering drawings, electrical drawings, shop drawings, equipment locations, color renderings, and ad copy layouts.
	✓	12. Customer is responsible to ensure the existing structure/building is adequate, including any necessary modifications, for the installation of the Equipment, including but not limited to (i) obtaining certified engineer drawings to the extent required by law and (ii) providing Daktronics, upon reasonable request, documentation relating to the existing structure and modifications necessary for Daktronics perform its work.
	✓	13. Engineering design and certification for Equipment attachment design.
	✓	14. Unobstructed access to equipment and control room installation site until display is 100%.
	✓	15. Mark location of the new Equipment as delineated in the quote.
	✓	16. Provide camera-ready artwork for ad panels, and logos at time of order.
	✓	17. Provide all required floor protection.
	✓	18. Site clean-up after Daktronics work.
✓		19. Crating and shipping of all equipment to facility via common or independent carrier.
	✓	20. Accept, lift, unload, and inspect all scoring, video equipment and control equipment from carrier.
	✓	21. Provide storage of scoring, video equipment and control equipment in a safe, dry, and secure location until installation.
✓		22. Provide Equipment attachment hardware.
	✓	23. Install Equipment attachment hardware.
	✓	24. Steel fabrication and install support structure - excluding catwalk(s), ladder-way(s).
	✓	25. Fabricate and install substructure.
	✓	26. Prime and paint main support structure.
	✓	27. Prime and paint substructure

DAKTRONICS QUOTE # 760669-1-0

	✓	28. Lift and mount Equipment listed in this quotation.
	✓	29. Provide and install all required floor and wall boxes as per provided system electrical and signal drawings – provide written verification that all deck/wall boxes are installed and all cable has been pulled prior to installers' arrival.
	✓	30. Provide primary power feed up to and including demarcation point in the form of transformer and electrical disconnect with over current protection per all applicable electrical codes and regulations. Note: Maximum voltage of 120 volts line to neutral for all display systems.
	✓	31. Provide secondary power conduits, distribution panel, power cable and power hook-up from the demarcation point to all Daktronics supplied load centers/termination panel at/within the Equipment.
	✓	32. Mount and install fiber patch panel as required by electrical and signal drawings.
	✓	33. Provide and install signal cable conduit, with pull string, from control location to all Equipment locations/signal termination points, as delineated in the electrical and signal drawings.
	✓	34. Provide and install signal cable conduit, with pull string, from control location to each camera location, as delineated in the electrical and signal drawings.
	✓	35. Communication responsibility (DSL line, Network, Static IP address and associated monthly fees) as necessary for this system. Supply static IP address five (5) days prior to installation.
✓		36. Furnish signal cable as delineated on the quote.
	✓	37. Labor to pull all new signal cable (and remove existing cable, if required).
	✓	38. Interface cabling with audio system including conduit, cabling, and installation of cabling.
	✓	39. Remote power control/switching (contactors and wiring).
✓		40. Terminate signal cable at control location and scoring, video Equipment.
	✓	41. Provide a climate controlled and secure control room for all control systems. Normal operating temperature should be between 40° to 90° Fahrenheit (4° to 32° Celsius). Normal operating humidity should be less than 80% non-condensing. Storage temperature should be between -10° to 105° Fahrenheit (-23° to 41° Celsius). Storage humidity should be less than 95% non-condensing. Keep computers and monitors out of direct sunlight during storage. Allow control equipment taken out of storage to return to operating temperature range prior to turning it on (24 hours recommended).
	✓	42. Provide high speed internet connection to control room equipment.
	✓	43. Required power outlets on clean dedicated circuit(s) for all scoring, video and control equipment.
✓		44. Provide computer(s) for control software.
✓		45. Unpack, set-up, hook-up, and testing of control system.
✓		46. Set-up and testing of results/statistics/timing system including portable cabling and Daktronics software installation.
	✓	47. Provide personnel for maintenance and operator training.
✓		48. Perform maintenance training during installation.
✓		49. Perform operator training.
✓		50. Perform final systems testing and commissioning.

DAKTRONICS QUOTE # 760669-1-0

✓

51.Final acceptance, per DF-1252.

NOTE: All change order work performed by Daktronics or Daktronics subcontractor will be performed at cost plus 20% overhead and profit.



CONCEPTUAL DESIGN DOCUMENT

RAVENNA HIGH SCHOOL

RAVENNA, NEBRASKA. MAY 2021



INDOOR DISPLAYS COMPARISON



Ravenna High School is considering the following display sizes:

✓ iB1006 (10' W x 6' H)

✓ iB1207 (12' W x 7' H)

✓ iB1609 (16' W x 9' H)

iB1810 (18' W x 10' H)

iB2212 (22' W x 12' H)







BLUEJAYS



	PTS	FLS
61	10	2
18	8	0
38	2	1
12	1	1
20	1	0

BLUEJAYS

23

PERIOD 2

FOULS 4

05:20

McCormick DODGE

CENTURIONS

19

FOULS 3



	PTS	FLS
20	10	2
10	8	0
05	2	1
00	1	1
45	1	0



iB1609 Indoor Display
Approx. 16' W x 9' H



RAVENNA HIGH SCHOOL CONCEPTUAL DESIGNS





BLUEJAYS



PALMER

	PTS	FLS
61	10	2
18	8	0
38	2	1
12	1	1
20	1	0

BLUEJAYS

CENTURIONS

23

PERIOD 2

19

FOULS 4

05:20

FOULS 3



STIENIKE

	PTS	FLS
20	10	2
10	8	0
05	2	1
00	1	1
45	1	0



RAVENNA

iB1207 Indoor Display
Approx. 12' W x 7' H





iB1207 Indoor Display
Approx. 12' W x 7' H



iB1006 Indoor Display
Approx. 10' W x 6' H



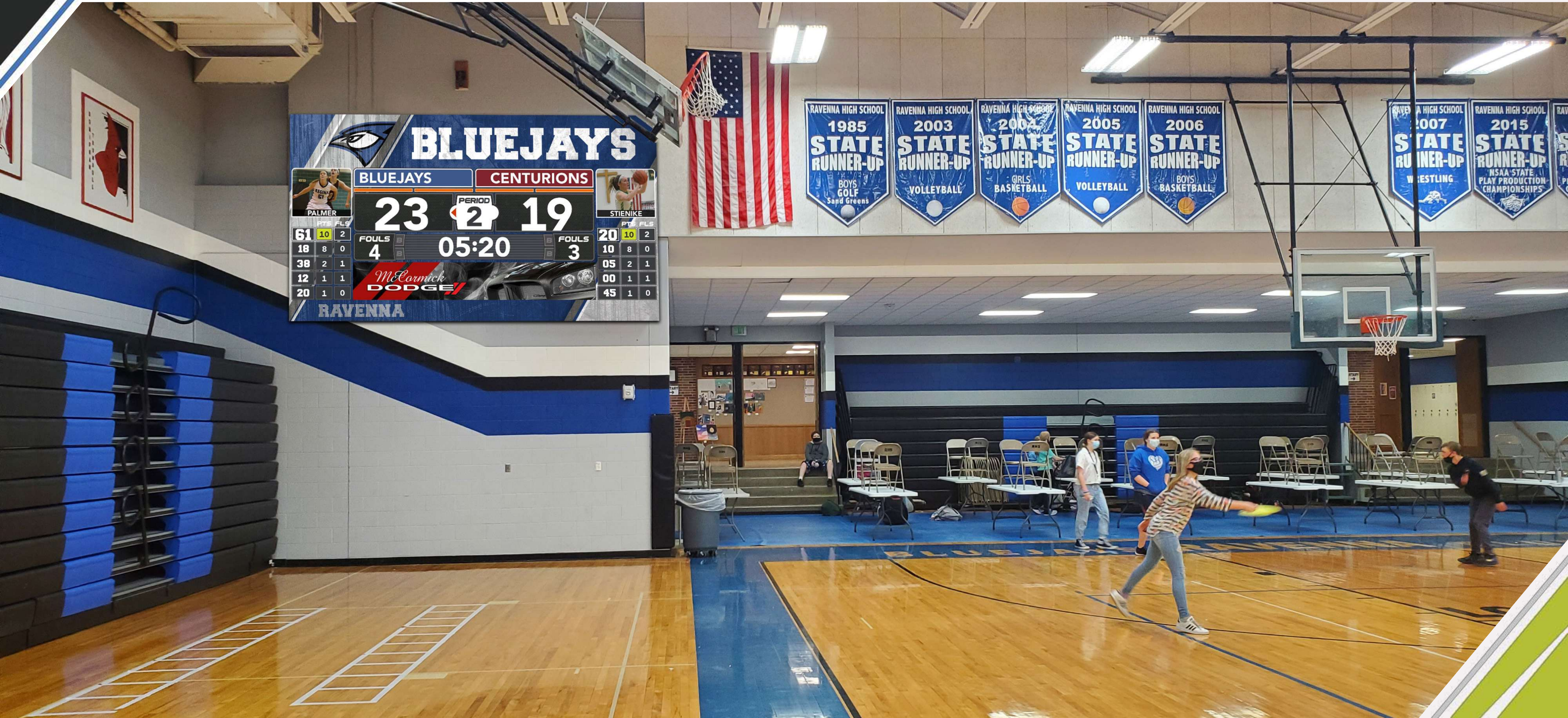
RAVENNA HIGH SCHOOL CONCEPTUAL DESIGNS Existing Scoreboard



RAVENNA HIGH SCHOOL CONCEPTUAL DESIGNS Installation Concept



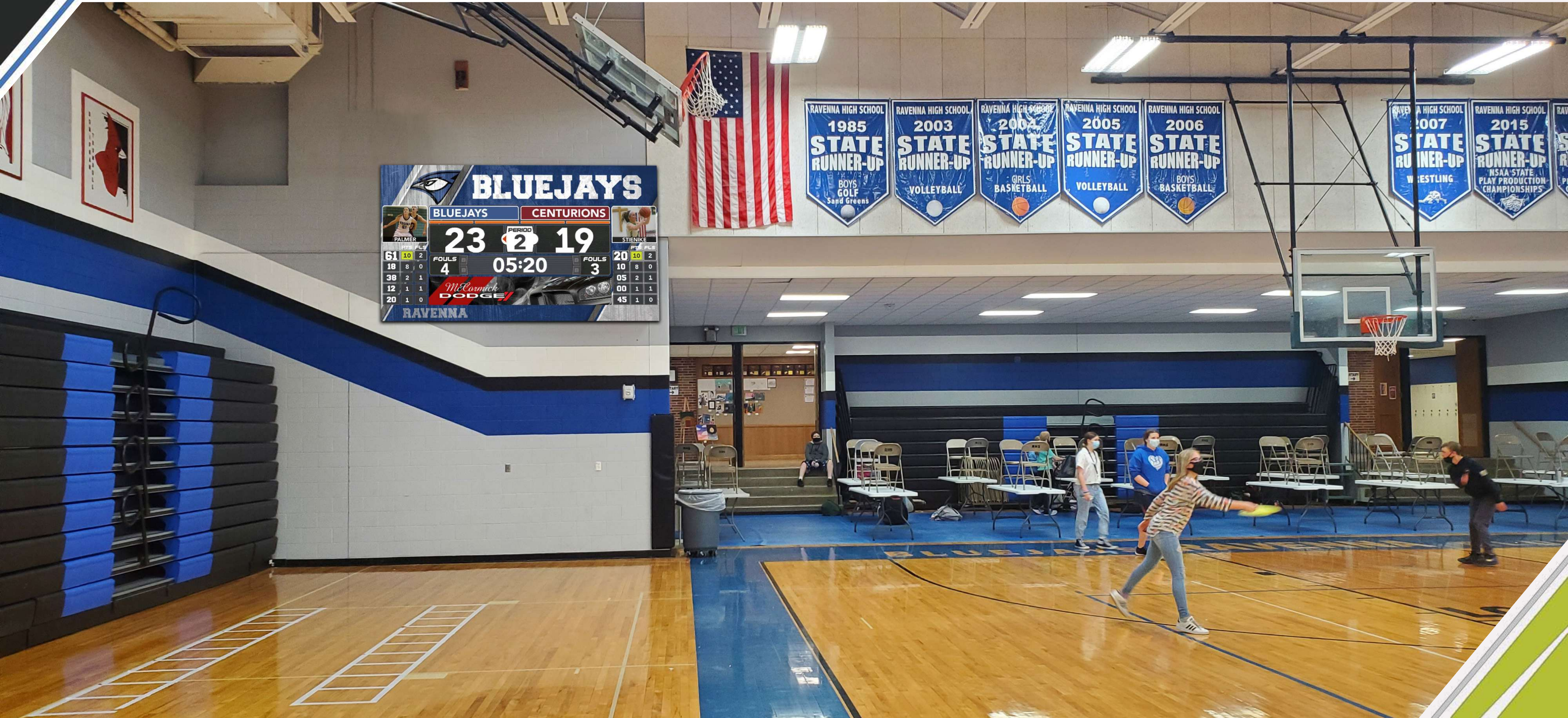
iB1609 Indoor Display | Approx. 16' W x 9' H



RAVENNA HIGH SCHOOL CONCEPTUAL DESIGNS Installation Concept



iB1207 Indoor Display | Approx. 12' W x 7' H



RAVENNA HIGH SCHOOL CONCEPTUAL DESIGNS Installation Concept



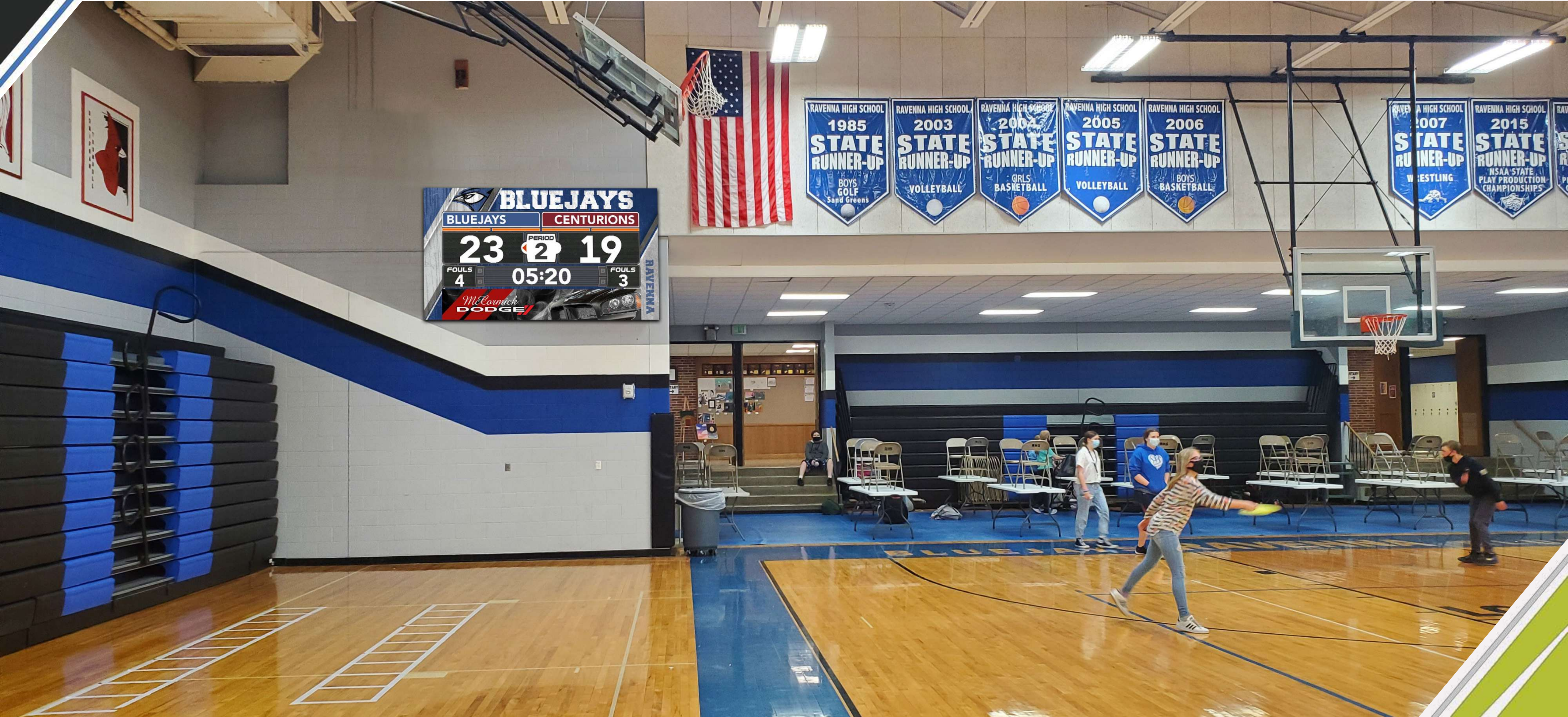
iB1207 Indoor Display | Approx. 12' W x 7' H



RAVENNA HIGH SCHOOL CONCEPTUAL DESIGNS Installation Concept



iB1006 Indoor Display | Approx. 10' W x 6' H





RAVENNA HIGH SCHOOL CONCEPTUAL DESIGNS Installation Concept



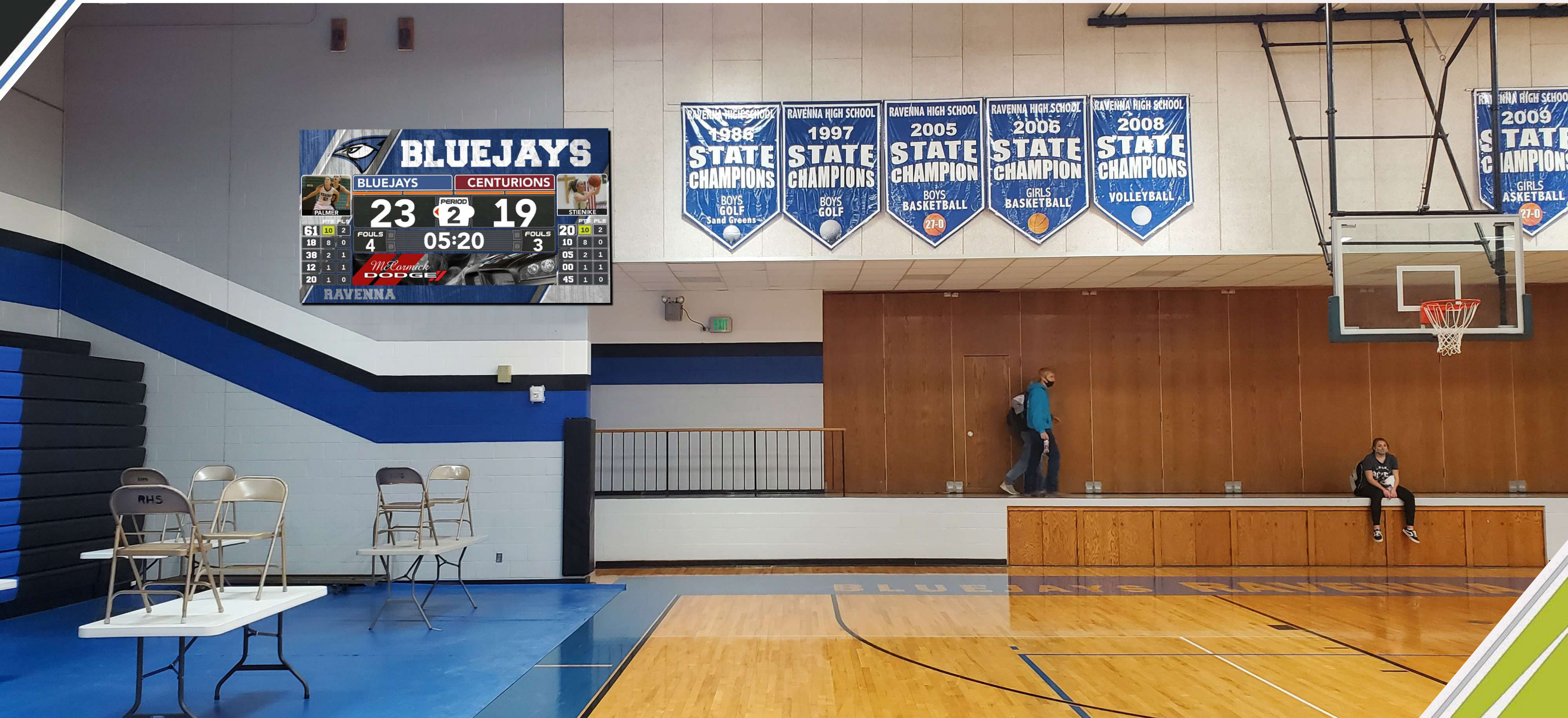
iB1609 Indoor Display | Approx. 16' W x 9' H



RAVENNA HIGH SCHOOL CONCEPTUAL DESIGNS Installation Concept



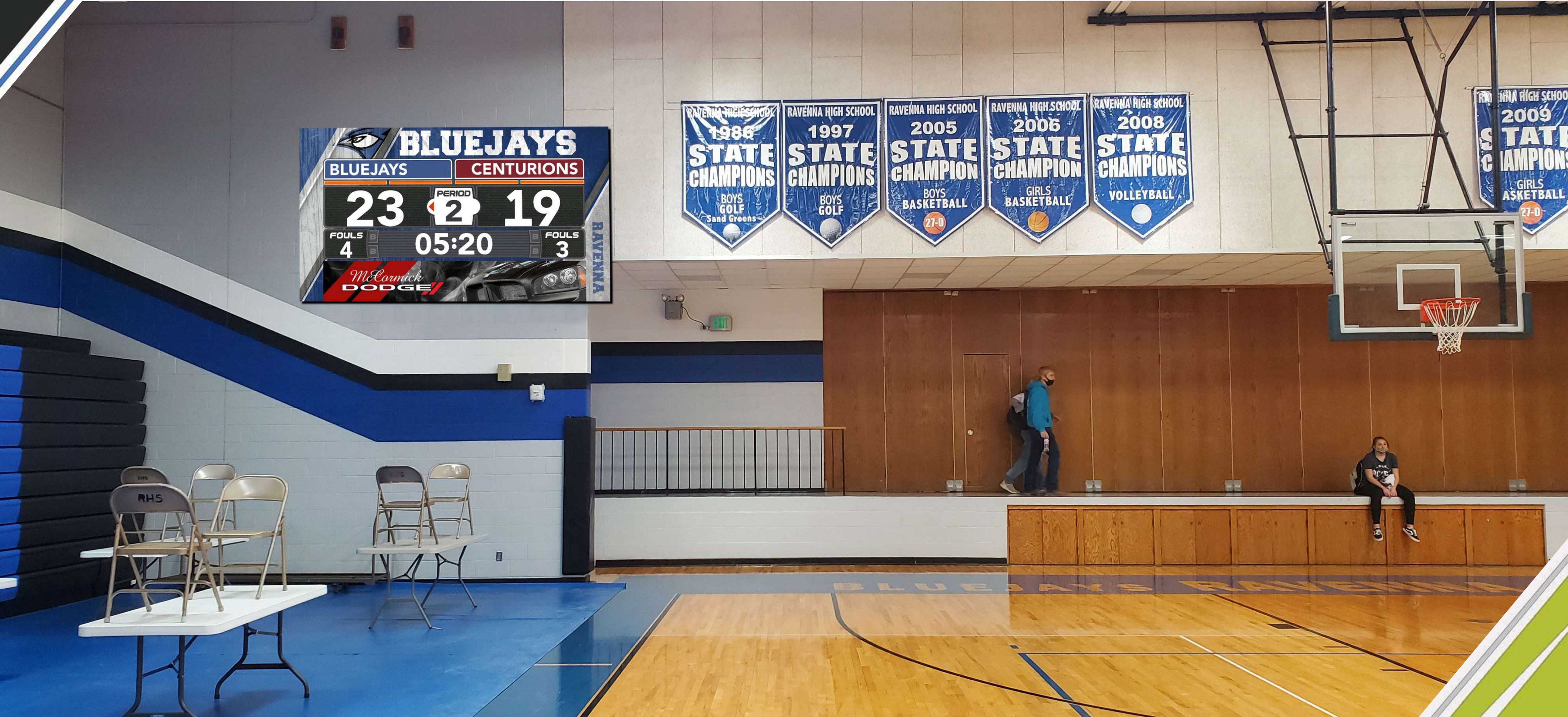
iB1207 Indoor Display | Approx. 12' W x 7' H



RAVENNA HIGH SCHOOL CONCEPTUAL DESIGNS Installation Concept



iB1207 Indoor Display | Approx. 12' W x 7' H



RAVENNA HIGH SCHOOL CONCEPTUAL DESIGNS Installation Concept



iB1006 Indoor Display | Approx. 10' W x 6' H





ENHANCE THE GAME TIME EXPERIENCE

The ScoreVision system offers benefits including:



Full
Personalization



Integrated Ad
Revenue System



Educational
Opportunities



Multiple
Sports In One



Fan Engagement
Features



Exclusive
Fan App



Multiple Purposes
Outside of Games



Intuitive App
Interface





YOUR SCHOOL'S BRANDING HERE



PLAYER NAME

	PTS	FLS
01	10	2
10	8	0
05	2	1
00	2	1
45	1	0

EAGLES

23

PERIOD 2

GATORS

19



PLAYER NAME

	PTS	FLS
23	8	0
12	7	1
03	2	1
20	1	1
11	1	0

FOULS 4 05:20 3

McCormick DODGE

YOUR SCHOOL'S BRANDING HERE



PLAYER NAME

	A	K	B
17	3	4	2
10	2	2	3
05	2	1	2
22	-	2	-
45	1	-	-
52	-	1	-

EAGLES

21

SET 4

GATORS

20



PLAYER NAME

	A	K	B
17	3	4	2
10	2	2	3
05	2	1	2
22	-	2	-
45	1	-	-
52	-	1	-

won 2 won 1

McCormick DODGE

YOUR SCHOOL'S BRANDING HERE

PLAYER 1

3

WEIGHT 160

1:32

PERIOD 2

PLAYER 2

2

EAGLES ADVANTAGE 1:02.30 GATORS

McCormick DODGE

ONE SCOREBOARD, EVERY SPORT.

ScoreVision's system provides a custom display on the scoreboard for each sport: Basketball, Volleyball, and Wrestling for indoor.

ENHANCE YOUR FAN EXPERIENCE

Every ScoreVision system comes with pre-built layouts that help you showcase your content your way.



LIVE VIDEO FEED

Share live video feeds and replays of game action on the displays, even with the scoreboard in full view and full function.

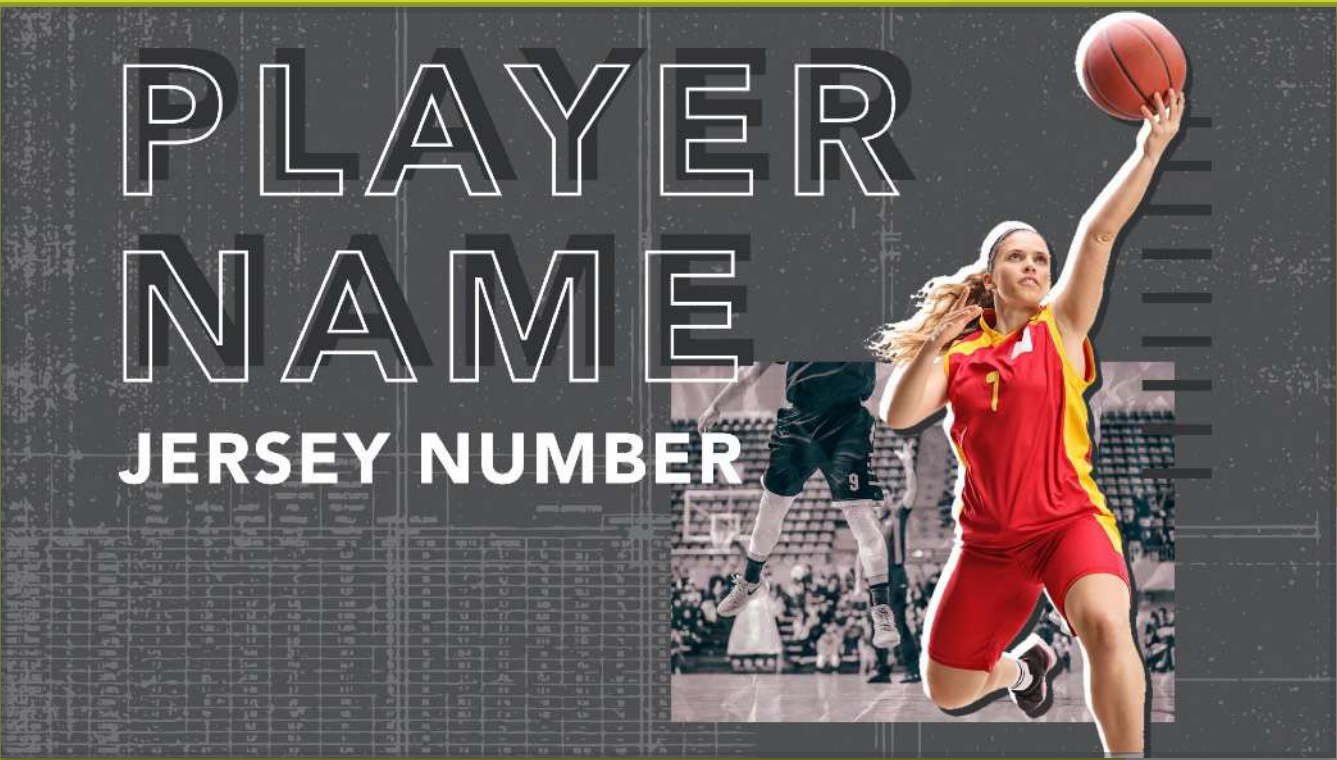


FULL SCREEN LIVE VIDEO

Share full screen video of game action on the displays, even with the time and scores in view.

PLAYER PROFILES

Showcase players during starting lineups and other announcements with your own custom player profile cards at the tap of a button.



PLAYER ACCOLADES

Reward players with a built-in player accolade after a great play.

ENHANCE YOUR FAN EXPERIENCE

Every ScoreVision system comes with pre-built layouts that help you showcase your content your way.



GAME ACTION LAYOUTS

Engage spectators with built-in layouts during special game events and activities.

YOUR SCHOOL'S BRANDING HERE

EAGLES			23	05:20	19	GATORS		
FLS	PTS					PTS	FLS	
1	7	03				22	1	1
0	10	10				19	10	4
1	4	23				28	2	4
3	1	11				16	1	3
-	-	34				10	-	-

PLAYER PLAYER

McCormick DODGE

MAKE SOME NOISE

TIMEOUT 05:20

EAGLES	23	19	GATORS

CROWD ENGAGEMENT

Excite the crowd with sport-specific animations and hype clips to celebrate big plays and get the crowd engaged.

FEATURE SPONSORS

Provide valued sponsors with prime space on the displays during period breaks and times when the full scoreboard view isn't necessary.

NOT ALL HEROES WEAR CAPES

CHI Health

TIMEOUT 05:20

EAGLES	23	19	GATORS

EAGLES

SHARKS

NEXT MATCHUP VS Friday 6:30p

TIMEOUT 05:20

EAGLES	23	19	GATORS

DELIVER ANNOUNCEMENTS

Leverage the power of an all-digital display to share important announcements with the audience.



FILM REVIEW

Take coaching to another level. Review game film from Hudl®, Krossover®, or any other online coaching support system with your team right on the display at any time.

ENDLESS POSSIBILITIES BEYOND SPORTS



GRADUATION CEREMONIES

A ScoreVision display provides the perfect opportunity to make an important occasion, such as graduation, even more monumental for students and their families.



SCHOOL COMPETITIONS

Use the gym as an overflow area for spectators at popular show choir or other student competitions. The jumbotron can also be used to display the awards presentation.



MOVIE NIGHTS

One of the most popular alternative uses for the ScoreVision displays is movie nights – it's just like a theater right on your field!



WE'RE A SOFTWARE COMPANY.

It's our software that really makes the difference.



ONE INTEGRATED SYSTEM FOR

Scoring, fan engagement, video capture, and so much more.





APP-BASED CONTROLLERS

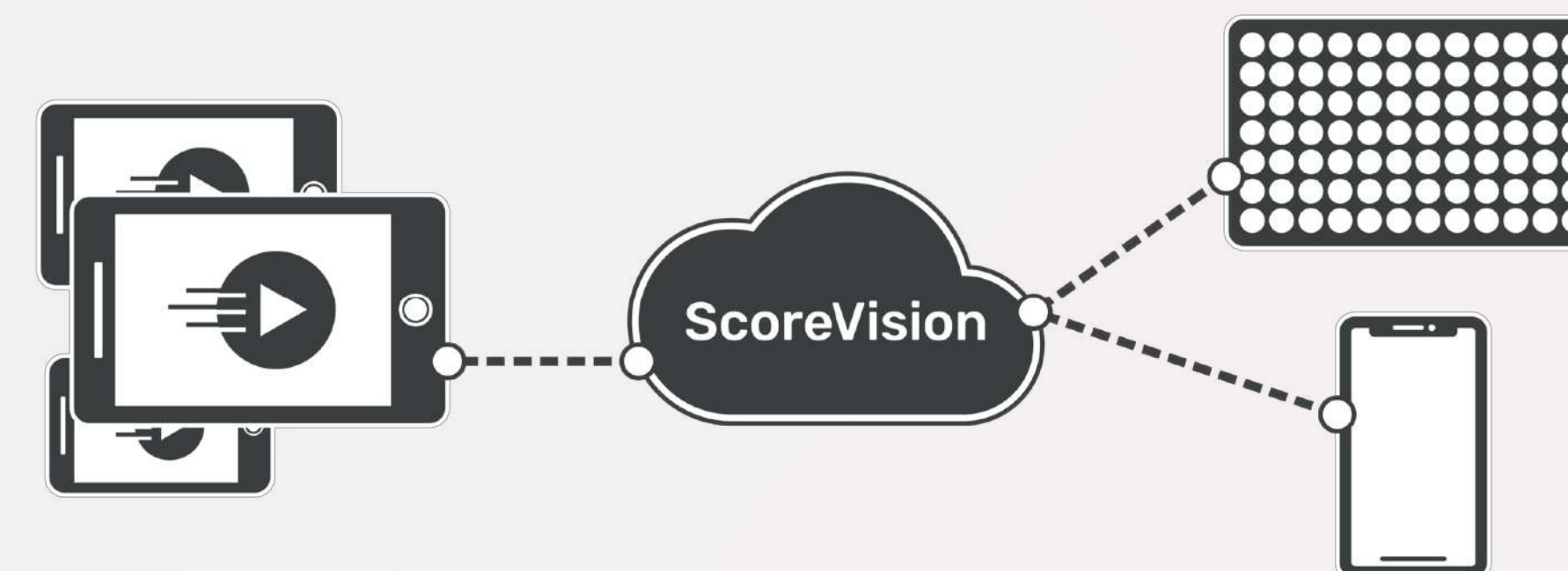
Not only are the displays custom to each sport, so are the scorekeeper apps. Our custom scorekeeping apps and exclusive event production software are driven by familiar and easy-to-use app-based interfaces.

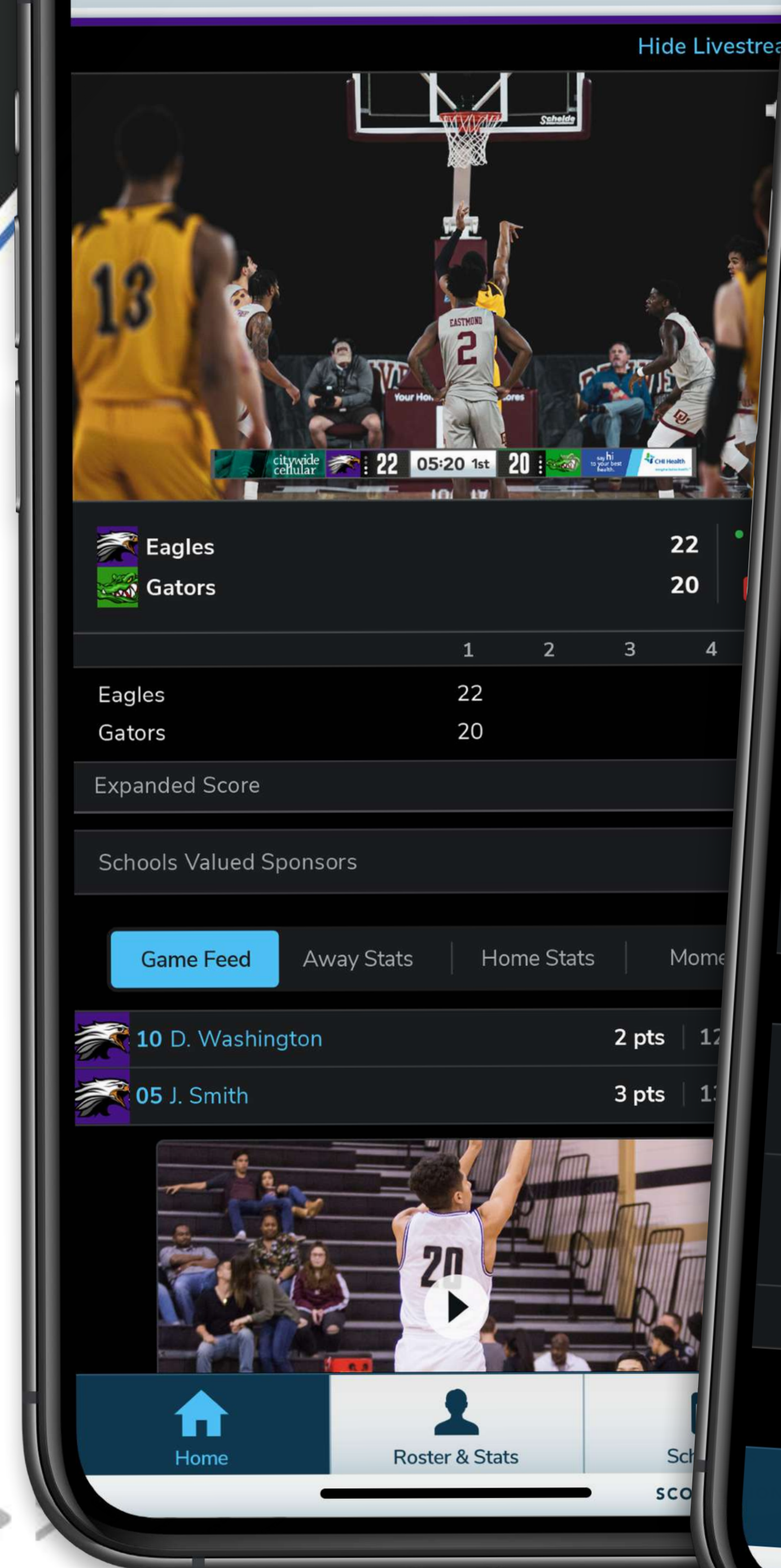




CAPTURE APP

Easily capture a variety of video content with the ScoreVision Capture App. Then send it automatically to your Fan App and play them on your LED Display.

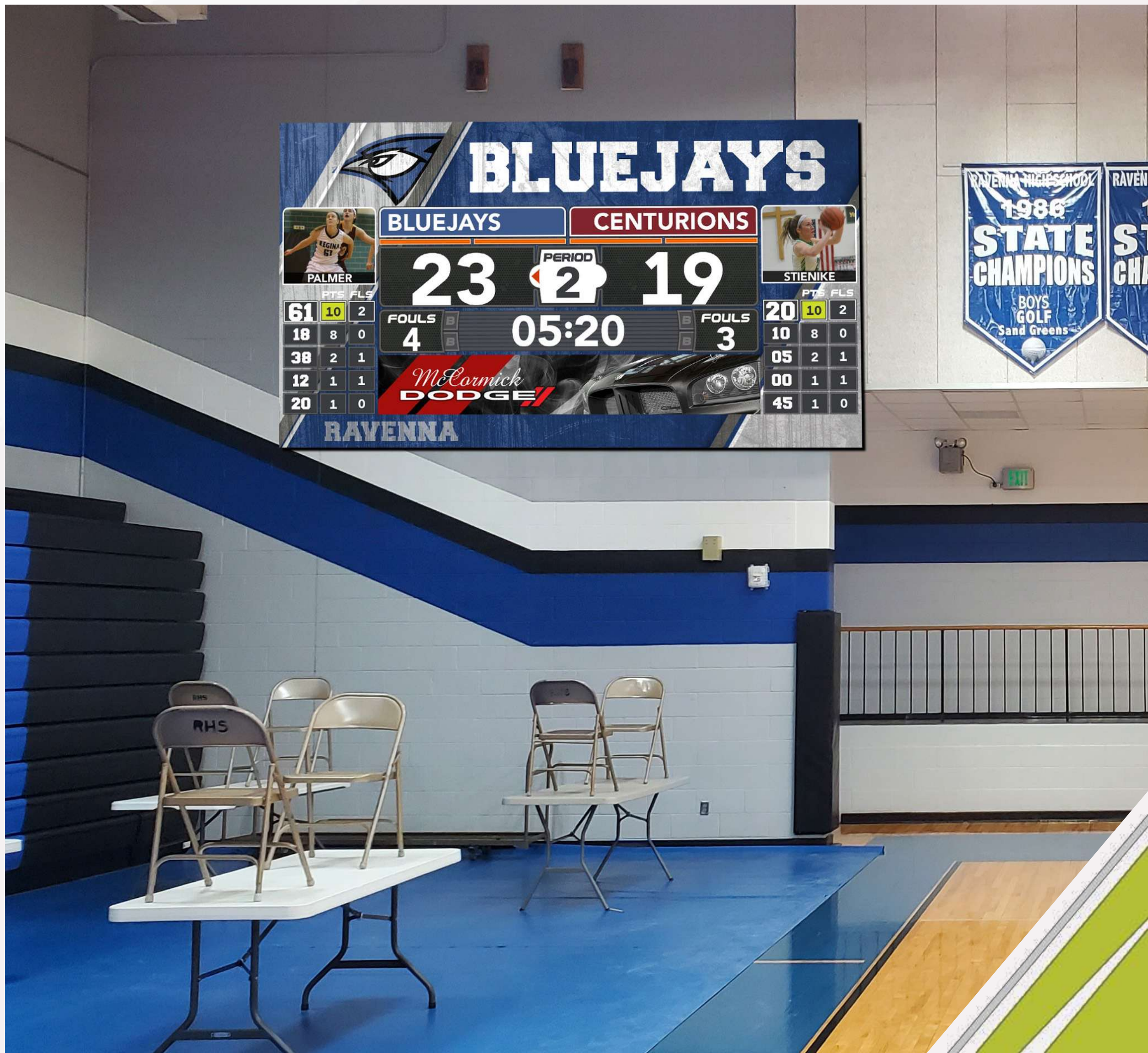




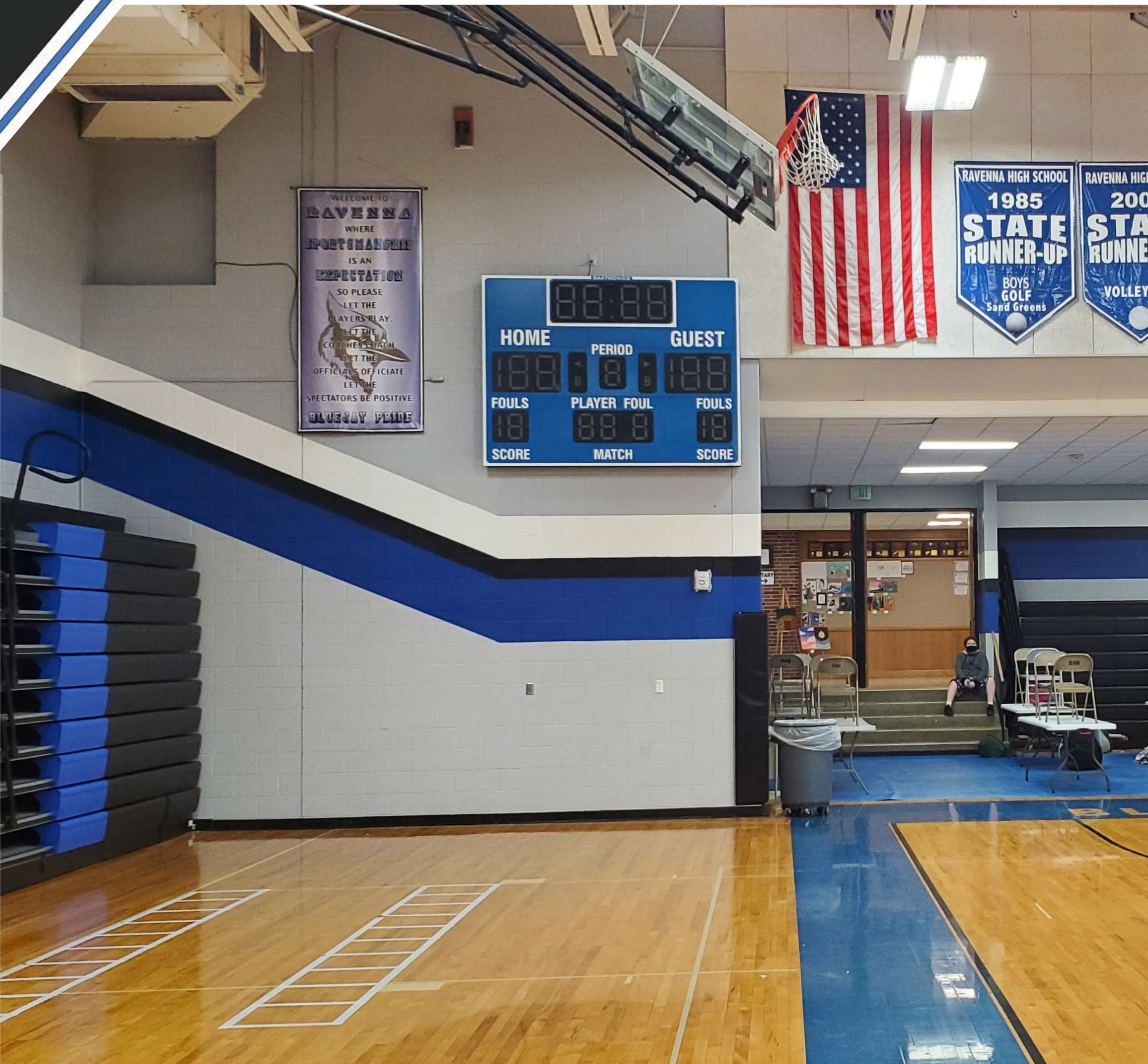
FAN APP

Scores, stats, and video content is pushed automatically to ScoreVision's exclusive Fan App. It all comes from the ScoreVision scoring and video capture apps without any additional effort or double data entry.

IMAGINE SCOREVISION AT
RAVENNA HIGH SCHOOL



IMAGINE SCOREVISION AT RAVENNA HIGH SCHOOL





DISCLAIMER:

This Conceptual Design Document is being furnished solely for the purpose of providing a “visualization” of what a possible ScoreVision system might look like in your facility. This document should not be relied upon for any measurements, construction, engineering, sponsorship, or any financial endeavor including costing estimates. Actual dimensions of the display option(s) presented in this document will vary depending on the specific LED product you purchase. The branding artwork shown in this document does not represent the custom artwork to be developed by the ScoreVision Creative Team upon purchase of a ScoreVision system. The companies and products referenced in the Conceptual Design Document do not have affiliation with nor provide endorsement of ScoreVision’s products, each reserving its own trademark rights. This document should not be copied in whole or in part without the express written consent of ScoreVision, LLC.

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Dear Selection Committee,

Thank you for taking the time to read through our proposal as we have provided a wealth of information that has resulted in over 500 High Schools across the country to select Daktronics manufactured video displays. Here are a few key areas we want to focus on in our proposal.

Student Development

By partnering with Daktronics, you have the opportunity of providing your students with a skill no other vendor can provide. Your students will learn on the same equipment that is in place at the Huskers, Creighton, Wayne State, Chadron State, Kansas, Kansas State, Iowa, and Iowa State as well as 80% of the professional arenas across the country. This experience can put your students in a position to obtain a college internship, a part-time job or even a long-term career with one of these institutions. To help you provide the best student experience, we have included a full classroom curriculum, in-person game production consultation and many more ways for your students to interact with the industry.

Continued Support

Each year Daktronics host Video Summits across the country for video production teachers to share experiences and gain knowledge from other teachers in the field. We understand that you are new to owning a video display and we want to make sure you have the opportunities to maximize the benefit of having a display.

In addition to video summits, we have a private Facebook User Group for your teachers and students to share ideas and communicate with other users across the country.

Display Manufacturer

Daktronics manufactures all of our own scoreboards, sound systems and video displays in South Dakota. Most of our competitors rely on off shore manufacturing companies to build these products and struggle to control the quality of what they are brokering. Daktronics has been in the business for 50 years because we stand behind OUR products. We have our own in-house component testing lab to control the quality of every part we put in our scoreboards and displays. If needed, Daktronics handles repairs in the field or at our factory repair center, increasing the longevity of your equipment, and saving you from purchasing a new display in 5-10 years. We pride ourselves in our manufacturing process and the quality of products and services we provide.

Sports Marketing

We have worked with 100's of high schools to help secure enough revenue to fund video displays and create long term revenue for their school districts. We have created partnerships with more companies than any other video display provider. Our hands-on approach means we will attend meetings with your staff and sponsors to ensure you receive the maximum revenue off your display. All at no cost to you, just the commitment of selecting Daktronics as your provider.

There are many other reasons in our proposal that showcase how Daktronics is the correct choice for high schools to select as their LED display provider. Consider the importance of partnering with a company that focuses on the best in all areas; **entertainment for fans, education for your students**, and on your investment through **sponsorships**.

VIDEO DISPLAY CONSIDERATIONS

Choosing the right vendor means selecting a company that will ensure your success before, during and after the sale. Here is a list of what Daktronics brings to the table.

See how the others compare at each stage of the buying process. Go ahead, ask them.



OTHER
PROVIDER



ONE SOURCE

We design, manufacturer, test and provide support all under one roof. With 1+ million square feet of manufacturing space and 2,700+ workers, we control the entire process.



LOCAL SALES & SERVICE

With representatives nationwide, there's always someone to help you from sale to installation and beyond. Your local sales representative is with you every step of the way.



EXPERIENCE

In our 50+ years of designing and manufacturing scoring systems, we've experienced what works. We are the world leader with thousands of installs around the world.



FREE ON-SITE DEMO

We come to your facility where our technicians show you firsthand what our product can do for you and answer any questions you may have.



MANUFACTURED IN THE USA

We hand select each component for your system right here in the Midwest, so you never have to worry where they're sourced from or what goes into your system.



RELIABILITY TESTED

Our state-of-the-art product reliability lab provides our engineers the information needed to design and build tough-rated products made from high quality parts.



DESIGNED TO LAST

Our continuous research and development paired with our reliability lab enables us to make the highest quality parts for your scoring system and test them to their limits.



FUNDING OPTIONS

You have options when it comes to paying for your scoring system. Check out our co-op purchasing, leasing options and Daktronics Sports Marketing team for help.



REVENUE GENERATION

Daktronics Sports Marketing helps you create an annual revenue stream by providing the tools needed in gaining sponsor buy-in and resources to keep your sponsors happy.



TRAINING OPTIONS

Search keywords on our site, attend webinars or take a read through our blog to keep your school up-to-date on the latest trainings and trends.



CONTINUED SUPPORT

From potential operator questions to future add-ons, you can be confident in your relationship with us. After installation, we're here to help you make the most of your display.



DO YOU KNOW WHERE YOUR LED DISPLAY CAME FROM?

Saving money upfront by purchasing from an LED broker that uses hundreds of suppliers who promise “lower prices” can be tempting. But in the long run, purchasing a subpar digital display can lead to additional cost, headaches and even lost revenue.

When you have a Daktronics digital display, you partner with a worldwide leader in digital manufacturing with a commitment to longevity and quality. Whether you purchase a standard or customized display, you can rest assured that your Daktronics display is built with tested, reliable components that will outlast any supplier’s parts.

WHO MAKES YOUR DISPLAY COMPONENTS? DAKTRONICS HAS A CLEAR ADVANTAGE.

FEWER, MORE CONSISTENT SOURCES. When you choose your LED display solution, ask where the product originates. It makes a real difference in the longevity and reliability of your display. Daktronics displays are manufactured in the USA using globally sourced parts. Each step is carefully planned and executed.

Daktronics vets our product suppliers very carefully, and you can see that we use a very limited number of trusted partners. In fact, our engineers spend a lot of time with each supplier, developing products and ensuring that their quality is up to our standards.

DEDICATION TO RELIABILITY. We are so adamant about the reliability of our displays that we have our own extensive on-site Reliability Lab. The Daktronics Reliability Lab puts every single component through vigorous testing. The industry standard is 17 steps of testing. Daktronics implemented a staggering 63 steps, testing everything from electrical components to plastics to LEDs. You are invited to visit our Reliability Lab at our headquarters in Brookings, SD. Or, watch our lab’s testing videos at [daktronics.com/Lab](https://www.daktronics.com/Lab)

Why all the emphasis on our testing? To provide you with robust, long-lasting displays with brilliant color and contrast that you can put through its paces for years.

MAKE SURE THE FUTURE REMAINS BRIGHT

COMPONENTS MATTER. The truth is, most digital displays can look good for the first few years. But at Daktronics, we believe your display should look amazing for the life of the display. When you purchase from a supplier that uses cheaper components, there is no guarantee that you’ll even have access to replacement parts.

Suppliers with lower standards may change their technology with no warning. That means your display may end up with varying degrees of brightness and color quality, which reflects poorly on you and your advertisers or sponsors. That’s not acceptable.

FAST, DEPENDABLE SERVICE. You can also count on a fast response from Daktronics if you ever need service. More than 90% of our customers in the US have onsite support personnel within two hours of their location. These are factory-trained Daktronics service people who have quick access to the necessary repair parts. You won’t be left to fend for yourself.

SAVE MONEY, TIME AND HEADACHES FOR YEARS TO COME. When your display is engineered and built by Daktronics – the leader in LED technology – you eliminate the unknowns that you deal with when you take the low bid from a broker who uses hundreds of component suppliers.

After all, how can a broker slap a 10-year guarantee on a display they may not be able to get parts for? Be sure to ask for references and read the fine print to really understand what’s included in a guarantee.

LEARN MORE. Find us on our website at [Daktronics.com](https://www.daktronics.com) or contact your sales representative today.

DAKTRONICS

VS

U.S. BROKER/DISTRIBUTOR

**VETTED & TRUSTED
SUPPLIERS**



**LED
COMPANIES**

2-3



100+

**CIRCUIT BOARD
COMPANIES**

2-3



500+

**POWER SUPPLY
COMPANIES**

2-3



200+

**PLASTIC
COMPANIES**

2-3



500+

**CABINET
COMPANIES**

2-3



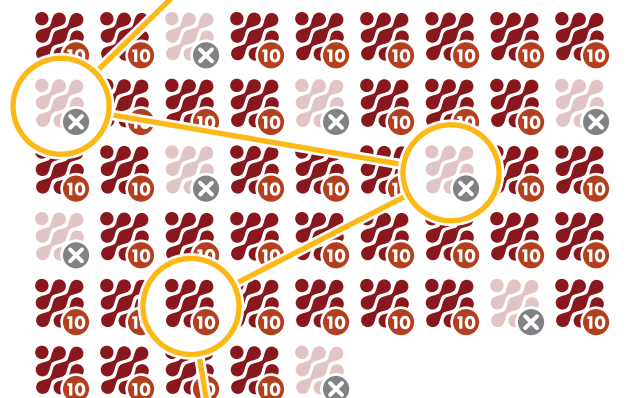
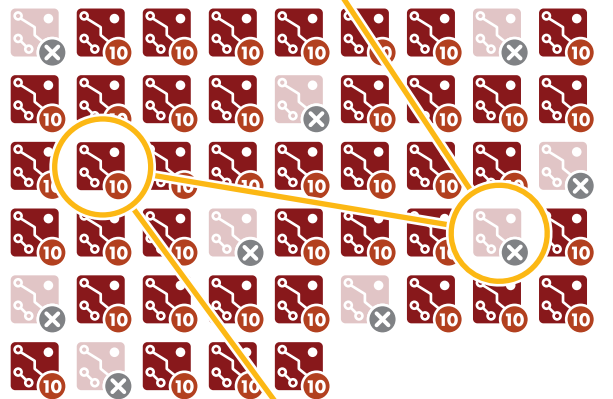
200+

**High-Quality Display with
10+ Years of Support**

VS

**Low-Cost Display with
Unpredictable Components and Support**

**LOW-BUDGET & UNRELIABLE
SUPPLIERS**





DAKTRONICS CURRICULUM PACKAGE

VIDEO DISPLAYS **EXPAND CLASSROOM LEARNING**

What makes game days exciting? Athleticism and the cheering crowd come to mind, but an additional element can take the experience to another level: a video display! Did you know the benefits of the display can go beyond the game?

To bring video board learning to the classroom, Daktronics created **Event Production Curriculum**.

This course lends itself to CTE learning by introducing technical terminology and production requirements for game day. Teachers have an actionable plan for the classroom and students learn valuable career-ready skillsets.

75%

of universities and professional venues use Daktronics products.

EDUCATION THAT **BUILDS CAREERS**

With the rise of CTE courses, teachers see an opportunity for students to learn video production operations in high school by working with their school's digital display.

The technology and experiences students encounter build a solid foundation for collegiate-level display operations on the same equipment. Students learn valuable skillsets of teamwork, event planning and production requirements.

However, those possibilities extend beyond the collegiate level to the professional level. Those scholars will graduate and become the next workforce with an advantage under their belt. They already know how to manage game day operations for professional sports facilities.

“

*The average high school graduation rate for students concentrating in **CTE** programs is 93 percent, compared to an average national freshman graduation rate of 80 percent.*

—Association for Career and Technical Education®

”

INNOVATIVE **CURRICULUM**

The Daktronics High School Event Production Curriculum was developed by event producers who operated professional sports video systems and vetted by a committee of educators for maximum impact in the classroom. Students learn how to operate the most-chosen video and control system in all levels of sports.

With the growing need for technology-based education, teachers have an A-to-Z guide in hand to introduce video display basics, content creation and ideas for game outlines.

This course is the only video board curriculum of its kind on the market. At a cost comparable to standard curriculums, it delivers a valuable investment in your students' future careers.





DAKTRONICS CURRICULUM PACKAGE

BASIC - TARGET MARKET: DVNMC

Master the basics with in-depth learning on Display Studio and Content Studio.

- › Learn basic content creation using Content Studio
 - › Includes generic background templates for messages, trivia games, etc.
- › Learn how to showcase your newly-created content using Display Studio

INTERMEDIATE - TARGET MARKET: 1 OR 4 INPUT

Take your program to the next level to include live video (from cameras/TriCaster) to build a full production.

- › Master the basics of video production and front-end equipment
- › Gain a deeper level of understanding how front-end equipment works with the Daktronics control system
- › Develop the skills to write a game outline (script)—the key to producing a well-organized show
 - › Selling sponsorships
 - › Creative element ideas

ADVANCED - TARGET MARKET: 1 OR 4 INPUT

Be like the pros and immerse your audience in the full game experience!

- › Take the intermediate knowledge and add powerful real-time data (RTD) to incorporate live game stats
- › Up the ante with included After Effects and Photoshop templates to gain valuable graphic design skills
- › Explore possible careers with further insight and opportunities in the sports production industry through Daktronics worldwide presence in the sports market

EVENT PRODUCTION CURRICULUM CHAPTER OVERVIEW

CHAPTER 1 Students will research production trends and attempt to incorporate them into their production plan. Students will also investigate potential career paths and the skills needed to achieve a position in that field.

CHAPTER 2 In this chapter students will review Daktronics terminology as well as operational procedures for gameday. Activities are focused on identifying equipment and understanding functionality.

CHAPTER 3 Event production terminology and activities is the focus in this chapter. Students will evaluate and create a game-day script as well as identify new content opportunities within their production.

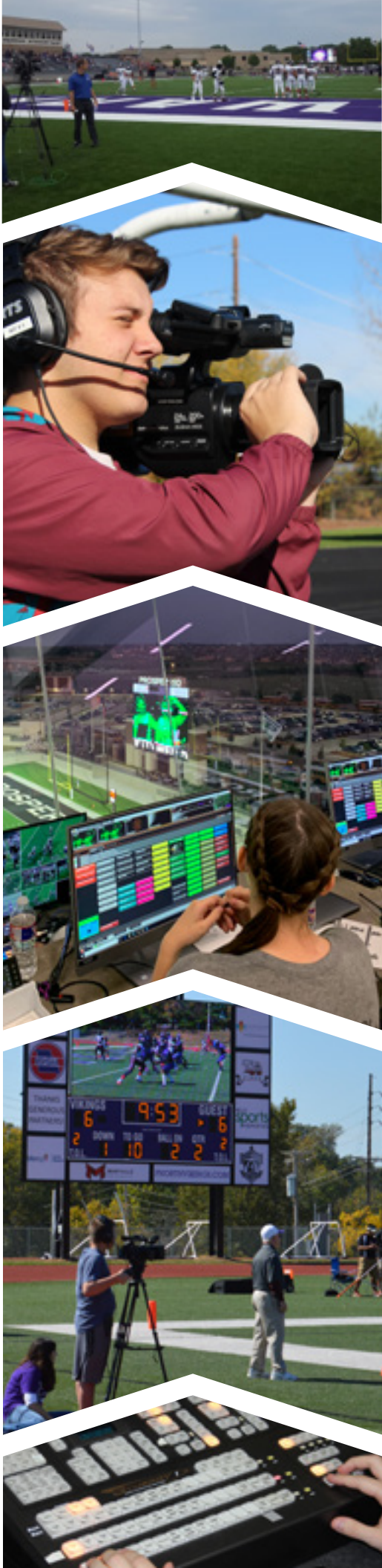
CHAPTER 4 This chapter gives students the ability to create graphics that include text, photos, videos and scoring data. Students will also study the terminology important to the Content Studio software.

CHAPTER 5 Students will focus on terminology that is important to Display Studio and understand the organizational capabilities of the system. The students will create buttons utilizing the content from the previous chapter.

CHAPTER 6 This chapter allows students creativity to flourish. Once students understand the terminology and best practices associated with content creation, they will create content for game-day that could include player head shots or student PSA videos.

CHAPTER 7 Students will focus on understanding the scoring system and participate in a simulated game.

CHAPTER 8 In this chapter, students will create new scoreboard and statistic layouts for your video display as well as understand the technology behind how the data gets on the display.



DAKTRONICS CREW CONNECT

A VISION TO CONNECT OPERATORS

As the industry leader in large screen video displays, Daktronics is striving to connect exceptional high school students in event production with colleges and universities across the country.

By creating this connection, Daktronics will assist college and university partners by providing them access to a pool of skilled and experienced operators that are graduating and ready for the next level of event production.

PROGRAM BENEFITS

- Continuing educational opportunities for students.
- Develops skills that translate to jobs or opportunities.
- Provides exposure to the High School Media/Production at the upper levels of the industry.
- Creates connections between high schools and the next level of event operation.
- Gives students more enthusiasm for their own programs due to visibility of Alumni.

GETTING INVOLVED

To get involved, complete this [Crew Connect form](#). For additional information, contact Daktronics at Professional Services@daktronics.com today.

www.Daktronics.com/ProfessionalServices

Phone: 800-325-8766

email: professionalservices@daktronics.com

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YOUR LED SOLUTION: DAKTRONICS

If you're comparing options for your LED display manufacturer, it's important to understand what you can expect from each company. What sets us apart from our competitors?

Daktronics is:



PROVEN

A stable, publicly traded company with 50 years of experience.



PROTECTED

Environmentally sealed components — modules, power supplies and embedded controllers — so you never have to worry.



WORLD LEADER

Equipped to handle any condition or application. We have the most installations and experience in the industry.



CONNECTED

Secure, cloud-based software to create, manage and publish to your sign from any Internet-capable device. Unlimited users/hierarchy capabilities, proof-of-play reporting and thousands of free, created graphics to customize your messages.



AMERICAN PROUD

Corporate headquarters in Brookings, SD with LED message displays made in the USA using global parts.



SECURE COMMUNICATION

Daktronics-Verizon lifetime cellular communication for the life of display, up to 600,000 pixels. A Virtual Private Network (VPN) provides secure data transmission.



READY

Complete parts coverage for the entire warranty period. Renewable warranties available upon expiration.



SERVICE ORIENTED

Most comprehensive service network in the industry for customer support. We have our customers' backs.



AVAILABLE

Part(s) availability guaranteed for a minimum of 10 years for LED message displays.



RELIABLE

The most comprehensive reliability lab in the industry. Field-tested to ensure unmatched quality.

We've earned our position as the leading provider by keeping our focus on our customers every step of the way.

Daktronics.com/WhyDaktronics

DAKTRONICS.COM 800-DAKTRONICS

201 Daktronics Drive PO Box 5128 Brookings, South Dakota 57006-5128
800-325-8766 605-692-0200 fax 605-697-4700 email sales@daktronics.com
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Questions for Bidders

	QUESTION	VENDOR #1
1	Are you employed by the manufacturer or a reseller?	
2	Are your scoreboard, locker room clocks, video board modules, software, and controller designed and manufactured by one company? (Ensures compatibility between systems and one number to call for future	
3	What is the address of the SCOREBOARD factory?	
4	What is the address of the VIDEO BOARD MODULE factory? (Not where modules are inserted into cabinet)	
5	Can we tour your factories for scoreboards and video displays? (To allow us to compare the total design, manufacturing, and quality testing methods)	
6	How many years have you manufactured video board modules?	
7	Are the manufacturers of your products FINANCIALLY SOUND to ensure future parts and support? (provide link to income statements)	
8	Has your company been recognized with industry awards?	
9	Will critical game info such as Time and Scores be displayed at all times and in the same location?	
10	Do the Stat Panels require a separate controller?	
11	Can your scoreboards withstand impact from air-filled balls?	
12	Can you operate your video board and fixed-digit scorebord with ONE iPad?	
13	Do you have a mobile app that will operate the fixed-digit scoreboards?	

Questions for Bidders

14	Does your video board have signal redundancy so if one module goes out, no others are affected?	
15	Are you including a basketball statistics software? Who developed and supports it?	
16	Can we calibrate the modules in your display ourselves to prevent bright spots when new modules are inserted?	
17	What control software will you be providing for the video display? Who developed and supports it?	
18	Can you create messages during the game with your software?	
19	Once created, how long does it take to display messages on video board?	
20	How much is your annual software licensing fee?	
21	How much do you charge for software updates?	
22	Do you offer class curriculum to teach students video event production?	
23	Do you offer a pre-season session with our operators to consult and prepare for events?	
	Do you have a Facebook user group for video board operators?	
	Do you have annual operator training seminars?	
24	Do you have a program to connect our operators with college programs looking for video board operators?	
25	What phone numbers do we call for service for the scoreboard, video board, and software?	
26	When can we talk to a factory technician on a weeknight?	
27	When can we talk to a factory technician on the weekend?	
28	Who will come to our site for service?	
29	Where is your factory-trained service technician located?	
30	Are your scoreboard radio receivers covered under your warranty?	
31	Are your all your parts and equipment available for more than just a 5 year parts warranty?	
32	What spare parts will be remaining on-site?	

Questions for Bidders

33	What operator training is included?	
34	Is there an existing location we can visit with the same scoreboard, video board, control system, and software?	
35	How many total video installations have you done?	
36	What remote monitoring is included with the video board?	
37	What video board animations are included?	
38	What additional video board content do you offer?	
39	What Sports Marketing is included?	
39	How much do you charge to help sell sponsorships?	

Questions for Bidders

[illegible]



Date Submitted:
May 2021

Ravenna High School Indoor Gym Project



Prepared for:

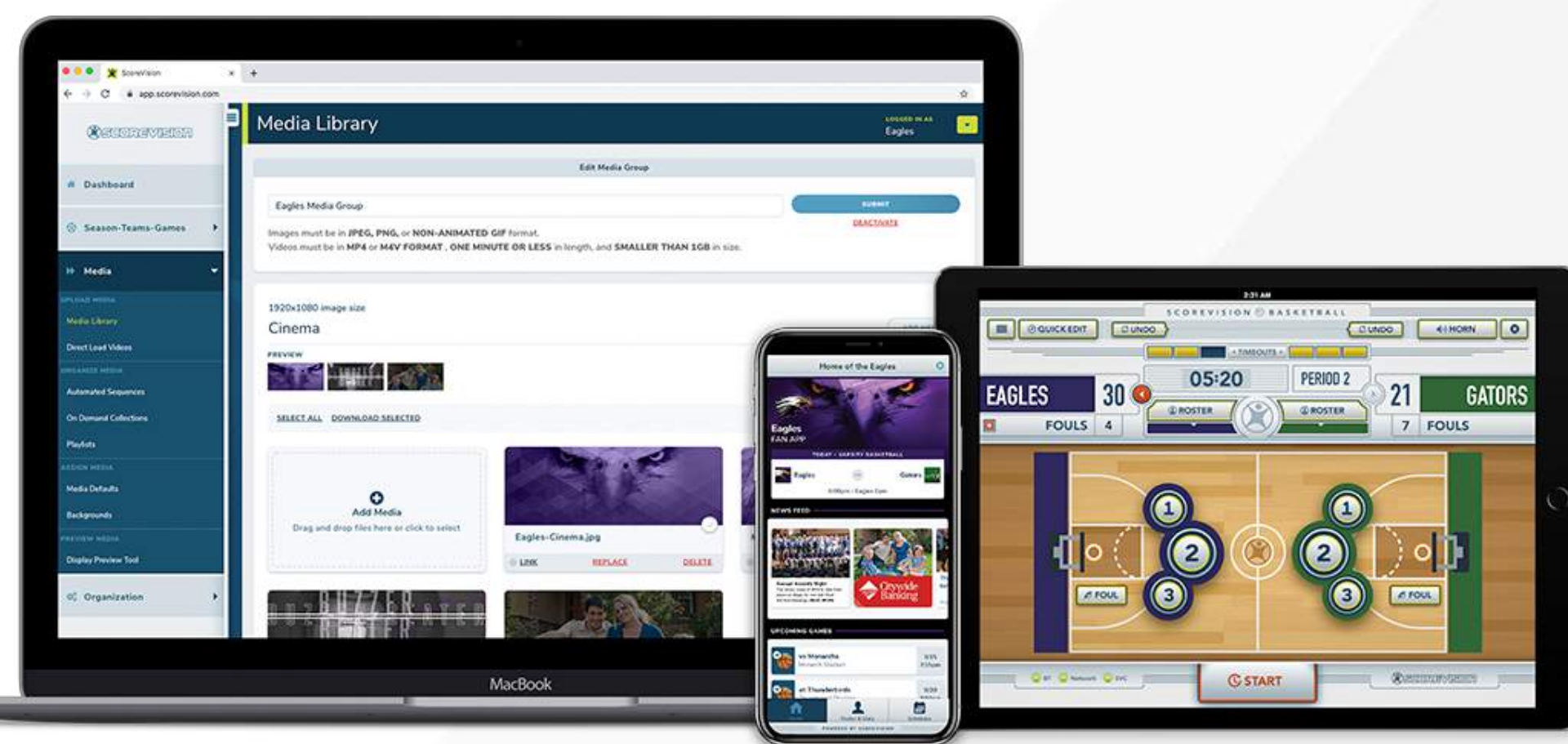
Dave Huryta
Ravenna HS

Prepared by:

Jon Meier
jon.meier@scorevision.com
402.578.3413

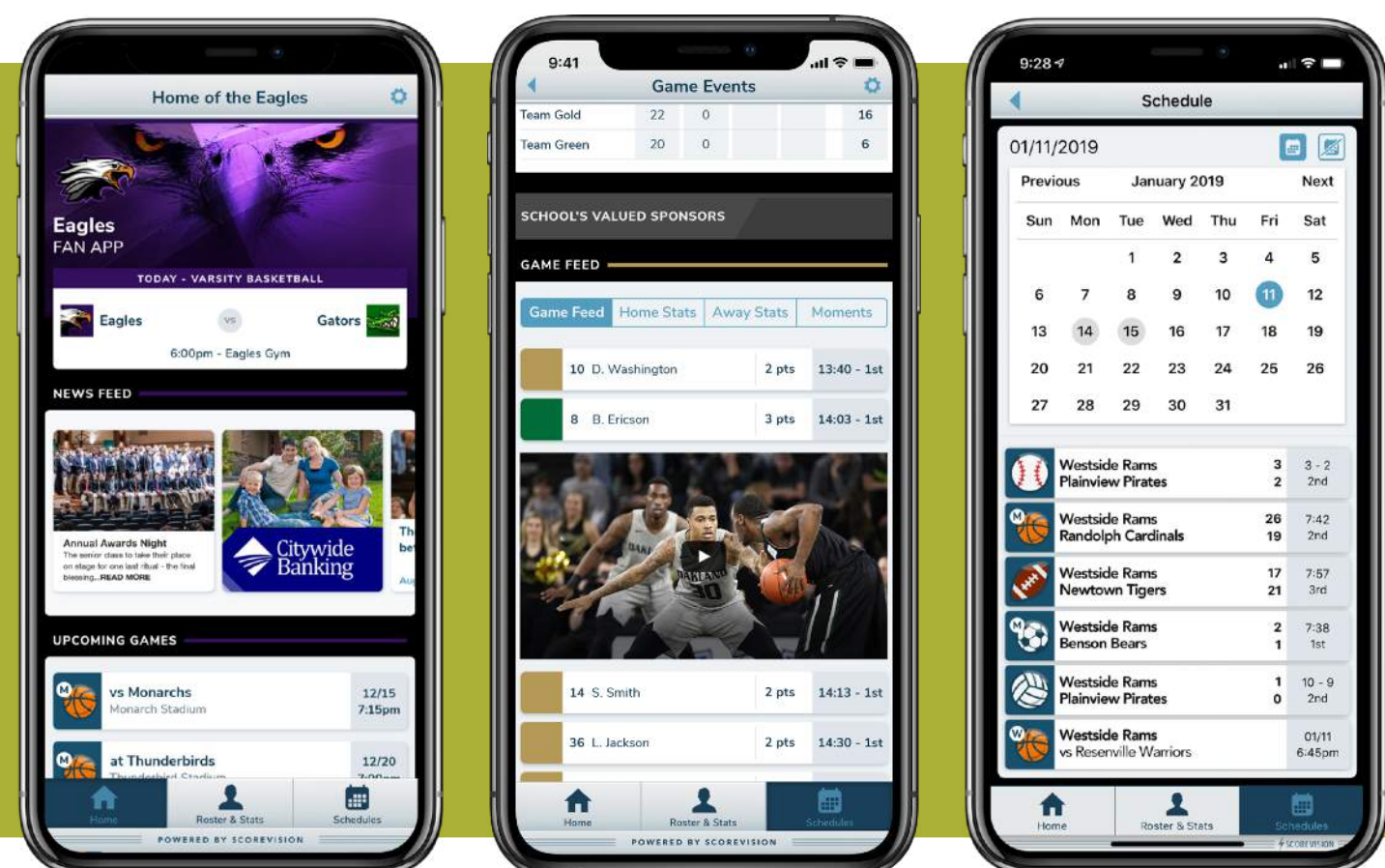


ScoreVision Software



ScoreVision software offers an all-in-one platform for fan engagement. Our software makes it easy for teams to engage their fans with tools for scoring, video capture, streaming, social media management, and fan engagement – all in one easy-to-use, cloud-based platform backed by top-notch customer support.

SCOREVISION SOFTWARE HELPS YOU ENGAGE FANS WITH:



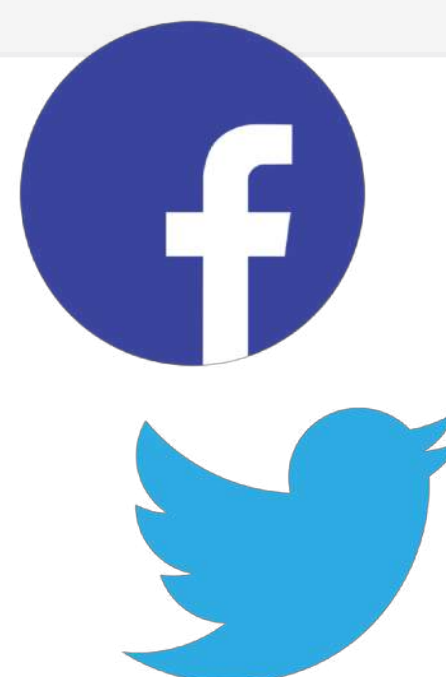
MOBILE FAN APP

- ▶ Personalized with your team's branding
- ▶ Scores, stats, and game information
- ▶ Video content including highlights, game footage, and live streams
- ▶ Game schedules, rosters, player profiles and more
- ▶ Announcements and messages to your fans
- ▶ Free for your fans to download on iOS & Android



VIDEO CONTENT

- ▶ 10-second video highlights
- ▶ Game videos up to 2 minutes each
- ▶ Live streams in the Fan App and a branded webpage for your team



SOCIAL MEDIA

- ▶ Easily schedule and share announcements, graphics, score updates and more to your team's social media accounts and Fan App

POWERED BY:



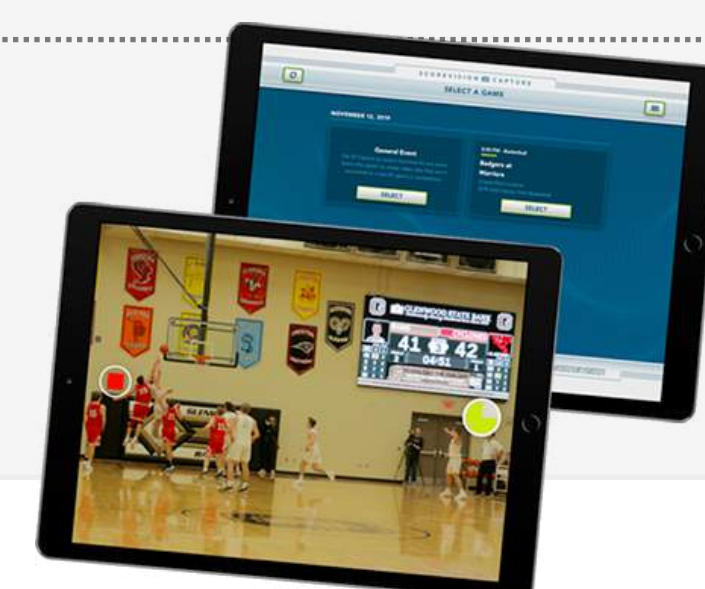
SCOREVISION CLOUD

Manage games, teams, schedules, rules, ads, media content, video moderation, ads, social media and more



SCORING SOFTWARE

Score games played at home or away using our easy-to-use, iPad-based scoring software



VIDEO CAPTURE SOFTWARE

Capture video highlights and game footage from tablets with no specialized equipment needed





Annual Software License

Your access to ScoreVision's innovation



Unlike many of our competitors, ScoreVision prides itself on being a software company first, *not* a traditional scoreboard company. ScoreVision's software is custom-built by our in-house Software Development Team, a team that's dedicated to the constant innovation and continuous improvement you'd expect from a technology company.

With ScoreVision, you don't have to worry about your scoreboard becoming outdated in 5-10 years – our Annual Software License & Support fee means we're partnering with you to bring you the latest technology, more functionality, and new features year after year. You get full access to scorekeeping apps for new sports as we release them, enhancements to our event production and fan engagement apps, and prompt attention from our dedicated Customer Support Team.

Our Annual Software License & Support Plan Includes:

- 5-year LED display warranty
- Manufacturer's warranty on rack components (most are 1-3 years)
- Sport-specific Scorekeeper Apps, as available
- ScoreVision Producer App (universal remote for content and displays)
- Digital ad platform & reporting capabilities
- Software-specific features as available, such as:
 - Player accolades
 - Dynamic, digital leaderboards
 - One-touch hype animations
- ScoreVision Fan App
- Dedicated cloud-based content storage (50GB)
 - Additional 200GB cloud storage option – \$500
- Software updates and developments as available
- On-going, unlimited remote training and technical support
- Customer support via email and phone, 8AM - 10PM CST
- Remote monitoring of components and fail-safe reporting
- In-person training during installation

All ScoreVision system installations also receive a Starter Pack of creative elements and design resources.

Learn more about our Creative Packages on the following page!



> > > > > > > >

- (1) iB1609 4MM Display
- (1) iB1609 4MM Display
- Standard Rack Configuration



- (1) iB1207 4MM Display
- (1) iB1207 4MM Display
- Standard Rack Configuration



- (1) iB1006 4MM Display
- (1) iB1006 4MM Display
- Standard Rack Configuration

> > > > > > > >

- (1) iB1609 4MM Display
- (1) iB1207 4MM Display
- Standard Rack Configuration



- (1) iB1609 4MM Display
- (1) iB1006 4MM Display
- Standard Rack Configuration



ITEMS

PRICE

\$111,200

- ## Option #2

\$86,534

- ### Option #3

\$68,518

- (1) iB1006 Display
- (1) iB1006 Display
- Standard Rack Configuration
- ScoreVision Software Package
- Capture App, Scoring App (3 Sports) , Producer App, EZ Stream, Fan App
- ScoreVision Annual Software Subscription and Support Fee \$8,000 starting year 2





A ScoreVision System That’s Right for Your School

Explore the pricing for the LED display configurations presented on the previous page and let us know which configuration option would be best for your facility. If none of the configuration options are the right fit for your school, please let us know so we can explore additional options with you.

ITEMS	PRICE
Option #4 • (1) iB1609 Display • (1) iB1207 Display • Standard Rack Configuration • ScoreVision Software Package • Capture App, Scoring App (3 Sports), Producer App, EZ Stream, Fan App • ScoreVision Annual Software Subscription and Support Fee \$8,000 starting year 2	\$98,867
Option #5 • (1) iB1609 Display • (1) iB1006 Display • Standard Rack Configuration • ScoreVision Software Package • Capture App, Scoring App (3 Sports), Producer App, EZ Stream, Fan App • ScoreVision Annual Software Subscription and Support Fee \$8,000 starting year 2	\$89,859
*Add locker room clocks to system for \$350 Each **Add Backboard Lights to system for \$2,678 ***Add Shot Clocks to system for \$9,500	



Ravenna Public Schools

Return to School Plan 2021-22

UPDATED 7/8/2021

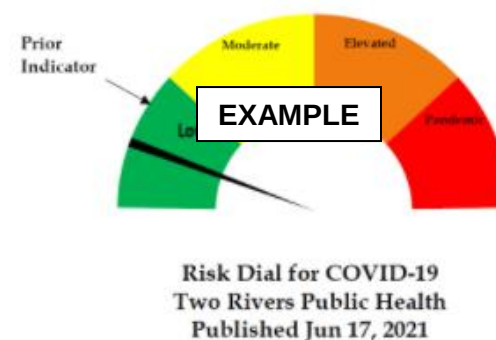
RAVENNA PUBLIC SCHOOLS Mission Statement:

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

Ravenna Public Schools intends to be prepared to meet the health and safety needs of its students and staff during the 2021-22 school year, in light of the COVID-19 pandemic. This framework is structured to allow the district to be responsive to the current health climate and to articulate expectations for students, staff, and parents, amid changing school and community health conditions. The tiered structure of this framework coincides with the “Risk Dial for COVID-19” from the Two Rivers Health Department. This framework may be adjusted, as needed, to meet the needs of students, staff, and parents of Ravenna Public Schools.

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

Risk Dial Zones



Description & Rationale for Use of Risk Dial Zones:

Two Rivers Health Department provides a Covid-19 “Risk Dial” for the geographic area it serves, which informs the public about the activity level of COVID-19 virus in its service area and the area medical services’ ability to respond to current demands. This “risk dial” will serve as a barometer for the school’s operational response to the virus. Ravenna Public Schools administration will use the “risk dial” in conjunction with the school’s monitoring of the virus activity within the school to determine which “risk dial operational zone” the school may operate in. The current “risk dial operational zone” will be clearly communicated to students, staff, and parents through the school’s website and

through the school’s messaging system, along with specific guidance based on the school’s current operational zone when necessary. By fostering collaboration between the Two Rivers Health Department, the school’s nurse, and the school’s administration to closely monitor current health conditions relevant to the COVID-19 virus, the administration will be able to assess the safest and most non-restrictive educational environment for students, staff, and parents at Ravenna Public Schools and make a final decision on the operational zone for Ravenna Public Schools.

To be clear Ravenna Public Schools is planning to resume school on August 12th, 2021 the “green zone” and will not require the wearing of masks. However, at some point during the school year mask wearing could be required.

Risk Zone Indicators				
Green--DHM Phase IV--Low Risk		Yellow--DHM Phase III--Moderate Risk	Orange--DHM Phase II--Elevated Risk	Red--DHM Phase I--Pandemic
- No Directed Health Measures that limit the school building capacity - A vaccine for the virus is available		- Limited confirmed case(s) in the immediate geographic area (Buffalo County) or within the school - Consultation with Health Department - Directed Health Measures - Governor or Commissioner of Education Guidance	- Confirmed and increasing case(s) and transmission in the immediate geographic area (Buffalo County) and within the school - Consultation with Health Department - Directed Health Measures which limit building capacity - Governor or Commissioner of Education Guidance	- Widespread confirmed case(s) and transmission in the immediate geographic area (Buffalo County) or within the school - Consultation with Health Department - Directed Health Measures - Governor or Commissioner of Education Guidance
Risk Zone Procedures				
Green--DHM Phase IV--Low Risk		Yellow--DHM Phase III--Moderate Risk	Orange--DHM Phase II--Elevated Risk	Red--DHM Phase I--Pandemic
School/Academic Plan	- School conducted as normal - School open	- Increased social distancing - School open	- Limited student contact - Possible alternate learning schedule	- School buildings closed - Remote learning for PK-12 students
Self-Screening & Temperature Checks	All students and staff are encouraged to perform “self-screening” before reporting to school each day. If students or staff display any of the following symptoms, they are advised to stay home: - Flu-like or COVID-like symptoms - Temperature of 100.4 or greater - Difficulty breathing - Sore throat - New uncontrolled cough that causes difficulty breathing (for students or staff with chronic allergic/asthmatic cough, a change in their cough from baseline) Students and staff with a temperature is 100.4 or greater will need to be fever free without the assistance of medication for 24 hours before returning to school. Staff Temperature Check: - Staff are expected to take their own temperature every morning and perform a “self-screening.”	All students and staff should perform “self-screening” before reporting to school each day. If students or staff display any of the following symptoms, they are advised to stay home: - Flu-like or COVID-like symptoms - Temperature of 100.4 or greater - Difficulty breathing - Sore throat - New uncontrolled cough that causes difficulty breathing (for students or staff with chronic allergic/asthmatic cough, a change in their cough from baseline) Students and staff with a temperature is 100.4 or greater will need to be fever free without the assistance of medication for 24 hours before returning to school. Staff Temperature Check: - Staff will take their own temperature every morning and perform a “self-screening.”	All students and staff should perform “self-screening” before reporting to school each day. If students or staff display any of the following symptoms, they are advised to stay home: - Flu-like or COVID-like symptoms - Temperature of 100.4 or greater - Difficulty breathing - Sore throat - New uncontrolled cough that causes difficulty breathing (for students or staff with chronic allergic/asthmatic cough, a change in their cough from baseline) Temperature checks will be conducted twice per day. - Students with a temperature of 100.4 or greater will be required to stay home 24 hours and be fever free, without medication, before returning to school. - Temperatures for tardy students will be taken in the office prior to going to class. - Temperature checks in classroom indicating a temperature of 100.4 or greater will be	Daily temperature checks are required for all essential personnel upon entry into the building.

	All students or staff who have a temperature of 100.4 or greater while at school will be sent to the school nurse and be required to be fever free without the assistance of medication for 24 hours before returning to school. A screening log will be maintained by the school district for all school district personnel and students. Information will be recorded on the screening log each time a temperature and symptoms check are performed.	All students or staff who have a temperature of 100.4 or greater while at school will be sent to the school nurse and be required to be fever free without the assistance of medication for 24 hours before returning to school. A screening log will be maintained by the school district for all school district personnel and students. Information will be recorded on the screening log each time a temperature and symptoms check are performed.	verified by the school nurse through a second temperature check by the school nurse before sending a student home. - Temperatures will be taken in the morning upon arrival and prior to the start of the school day and again before lunch, while in the lunch line. Elementary classes that have PE immediately before lunch will have their temperatures taken prior to PE. Temperatures will not be taken immediately after recess (preK-6) or open gym (7-12) to minimize false elevated temperature readings due to physical activity. Staff Temperature Check: - Staff will take their own temperature every morning and again at lunch. A screening log will be maintained by the school district for all school district personnel and students. Information will be recorded on the screening log each time a temperature and symptoms check are performed.	
Custodial	- Daily routine cleaning procedures of student attendance centers - Routine infectious disease protocol - Staff will comply with State and/or local health department requirements and CDC cleaning and disinfecting protocols - Staff will follow manufacturer's instructions regarding the use and maintenance of equipment & use & storage of chemicals for cleaning & sanitizing. - Spray bottles with disinfectant or disinfectant wipes will be provided for all PK-12 classrooms. - HVAC system will be adjusted to allow as much fresh air as feasibly possible to be introduced into the HVAC system while operating. - Air filters in the HVAC system will be of the highest MERV rating possible to allow for maximum filtration and cleanliness of air. - Windows of classrooms will be open whenever possible, to allow as much fresh air as possible to circulate through the room.	- Continue Level I cleaning and disinfecting procedures in addition to heightened disinfection of frequent high touch points and high traffic areas. - School nurse, head of maintenance, and administration will identify and address any additional areas in need of intensive cleaning and disinfecting. - Head of Maintenance and superintendent will determine routine cleaning schedules at each building and will modify cleaning schedules and work assignments of custodial staff to meet any heightened disinfection needs. - Spray bottles with disinfectant or disinfectant wipes will be provided for all PK-12 classrooms. - HVAC system will be adjusted to allow as much fresh air as feasibly possible to be introduced into the HVAC system while operating. - Air filters in the HVAC system will be of the highest MERV rating possible to allow for maximum filtration and cleanliness of air. - Windows of classrooms will be open whenever possible, to allow as much fresh air as possible to circulate through the room.	- Continue Level I & Level II cleaning and disinfecting procedures in addition to heightened disinfection of frequent high touch points and high traffic areas. - School nurse, head of maintenance, and administration will identify and address any additional areas in need of intensive cleaning and disinfecting. - Head of Maintenance and superintendent will determine routine cleaning schedules at each building and will modify cleaning schedules and work assignments of custodial staff to meet any heightened disinfection needs. - Spray bottles with disinfectant or disinfectant wipes will be provided for all PK-12 classrooms. - HVAC system will be adjusted to allow as much fresh air as feasibly possible to be introduced into the HVAC system while operating. - Air filters in the HVAC system will be of the highest MERV rating possible to allow for maximum filtration and cleanliness of air. - Windows of classrooms will be open whenever possible, to allow as much fresh air as possible to circulate through the room. - Closing affected buildings - Superintendent will shut down and secure affected building(s) for deep cleaning and disinfecting. Building	- The school will be secured and no unauthorized or essential personnel will be allowed to enter the school. - Cleaning of buildings - The school will be cleaned as directed by the Health Department, with heightened disinfecting and cleaning performed. - Superintendent will determine staffing assignments and/or required procedure modifications.

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

	sanitizer available in all classrooms and commons areas.	and hand sanitizer available in all classrooms and commons areas.	and hand sanitizer available in all classrooms and commons areas.	
Hallways	● PK-6 students transition normally with staff support ● 7-12--Regular transitions with encouraged social distancing in hallway areas.	● PK-6 students transition normally and specialists come to classrooms, whenever feasible. When it is not feasible for teachers to come to classroom, students are allowed to transition to specialist teachers’ classrooms. ● 7-12--Scheduled transitions through the hallways using a “one-way traffic pattern”.	● PK-6 students transition and all specialists come to classrooms. ● PK-12 students may be in isolated classrooms with only limited and scheduled hallway access.	
Lockers	● Lockers will be used as normal	● 7-12 students will have limited and staggered use of lockers, in conjunction with scheduled transitions during class period breaks.	● 7-12 students will implement a limited and staggered use of lockers.	
Beginning of the day staff	PK-6 ● Teachers should be outside their room and ready to receive students by 7:50 AM. Ravenna JR./SR. High ● Students in the building prior to 7:40 AM need to be in an approved meeting/practice and be supervised by a teacher/coach/sponsor until the 8:00 AM bell. ● Students who are dropped off or arrive with a ride before 8:00 should report to their 1st period classroom or the cafeteria until the start of school ● When the 8:00 bell rings, all students will report to their 1st period classroom. ● Teachers should be outside rooms and ready to receive students by 7:50 AM.	PK-6 ● Teachers should be outside their room and ready to receive students by 7:50 AM. Ravenna JR./SR. High ● Teachers should be outside rooms and ready to receive students by 7:50 AM. ● Students in the building prior to 7:50 AM need to be in an approved meeting/practice and be supervised by a teacher/coach/sponsor until the 8:00 AM bell. ● Students who are dropped off or arrive with a ride before 8:00 should remain in the cafeteria or high school gym and socially distance themselves. ● When the 8:00 bell rings, all students will report to their 1st period classroom.	● Teachers will report based on the instructional schedule created and direction provided by the administration. PK-6 ● Students must wear a mask to enter the building. ● Teachers should be outside their room, wearing a mask, and ready to receive conduct temperature checks by 7:50 AM. ● Students will enter the building, wearing a mask, when the doors open at 7:50 and report outside the door of their classroom, while wearing a mask, for temperature checks. Ravenna JR./SR. High ● Students must wear a mask to enter the building. ● Teachers should be outside their room, wearing a mask, and ready to receive conduct temperature checks by 7:50 AM. ● Students will enter the building, wearing a mask, when the doors open at 7:50 and report outside the door of their classroom for temperature checks. ● Students in the building prior to 7:50 AM need to be in an approved meeting/practice and be supervised by a teacher/coach/sponsor until the 8:00 AM bell. ● Students who are dropped off or arrive with a ride before 8:00 should remain in the cafeteria or high school gym and socially distance themselves. ● When the 8:00 bell rings, all students will report to their 1st period classroom for temperature checks.	
Beginning of the day students	PK--6th Grade ● Students will enter the building when doors open at 7:40 and report to the cafeteria or gym social distancing is encouraged Ravenna JR./SR. High	PK--6 ● Students must wear a mask to enter the building. ● Students will enter the building when doors open at 7:50 and go directly to the hallway outside their classroom for temperature checks.	● Students will report based on the instructional schedule created and direction provided by the administration. ● Students must wear a mask to enter the building. PK--6	

	Students will enter the building when the doors open at 7:40 and report to their first period classroom or cafeteria until the bell rings for 1st period class	Ravenna JR./SR. High - Students must wear a mask to enter the building. - Students in the building prior to 7:50 need to be in an approved meeting/practice and be supervised by a teacher/coach/sponsor until the 8:00 bell - Students who are dropped off or arrive with a ride before 8:00 should remain in the cafeteria or high school gym and socially distancing themselves. - When the 8:00 bell rings, all students will be released from their practice/meeting/cafeteria and will report outside their 1st period classroom	- Students will enter the building, while wearing a mask, when doors open at 7:50 and go directly to the hallway outside their classroom for temperature checks. Ravenna JR./SR. High - Students will enter the building, while wearing a mask, when doors open at 7:50 and go directly to the hallway outside their classroom for temperature checks. - Students in the building prior to 7:50 need to be in an approved meeting/practice and be supervised by a teacher/coach/sponsor until the 8:00 bell - Students who are dropped off or arrive with a ride before 8:00 should remain in the cafeteria or high school gym and socially distancing themselves. - When the 8:00 bell rings, all students will be released from their practice/meeting/cafeteria and will report outside their 1st period classroom for temperature checks.	
End of the day	- Regular dismissal. - All students will be required to leave the building at the end of the day unless in an activity, assigned to Jay Time, or working under the direct supervision of a teacher. - Parents are encouraged to wait in their cars and not enter the building to pick up their students when possible.	- Regular dismissal. - All students will be required to leave the building at the end of the day unless in an activity, assigned to Jay Time, or working under the direct supervision of a teacher. - Parents are encouraged to wait in their cars and not enter the building to pick up their students when possible.	- Dismissal from classrooms will be conducted in 10-minute time frame to allow for adequate social distancing. - All students will be required to leave the building at the end of the day unless in an activity, assigned to Jay Time, or working under the direct supervision of a teacher. - Parents are required to wait in their cars and not enter the building to pick up their students when possible.	
Building Access	- Visitors that enter the building must report to the office and to sign into the building. - Ravenna Public Schools will not require a mask - Non-Ravenna Public Schools event guidelines (community use) are at the discretion of the event sponsors. - Parents will be allowed to eat lunch with students	- Parents and visitors to the school must be regularly scheduled and check into the school office upon arrival. - Masks are required at indoor activities. Masks are required for entry to outdoor activities and strongly encouraged. Attendees at outdoor activities can remove masks, provided they can socially distance. Wearing masks and maintaining social distancing at all events at all times is strongly encouraged. - Non-Ravenna Public Schools event guidelines (community use) are at the discretion of the event sponsors. - Parents will not be allowed to eat lunch with students	Masks are required at indoor activities. Masks are required for entry to outdoor activities and strongly encouraged. Attendees at outdoor activities can remove masks, provided they can socially distance. Wearing masks and maintaining social distancing at all events at all times is strongly encouraged.	No campus access available beyond required personnel.
Facemasks	Facemask will not be required	- Facemasks and/or shields will be provided and required to be used by staff and students on school fleet vehicles, in classrooms, and during passing periods, and when social distancing of 6 ft. or more is not possible. - Teachers may use professional judgment and remove facemasks when necessary for instruction	- Students and staff must wear a mask to enter the building for temperature screening upon morning arrival. - Facemasks and/or face shields provided and required to be worn by all staff and students on school fleet vehicles, in classrooms, and during passing periods, and when social distancing of 6	Facemasks will be worn by all who enter the building.

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

	practices. - Parents are encouraged perform a symptom screening and temperature reading for the students each morning before putting them on the bus, if the child's temperature is 100.4 or greater, or if they have flu-like or covid-like symptoms, they will not be allowed on the bus. - Students are encouraged to use hand sanitizer upon entering the bus. - Students who become sick during the day, may not use "group" transportation vehicles and will be transported home by a parent. - Windows should be open, whenever it is deemed appropriate and safe by the driver, to maximize fresh air in the vehicle cabin. - Transportation fleet vehicles should be aired out and disinfected daily. - Drivers "self-monitor" symptoms and temperature. If they are sick or believe they may be sick, they should not transport students.	- Parents will perform a symptom screening and temperature reading for the students each morning before putting them on the bus, if the child's temperature is 100.4 or greater, or if they have flu-like or covid-like symptoms, they will not be allowed on the bus. - Students are encouraged to use hand sanitizer upon entering the bus. - Facemasks are required to ride in all school district vehicles. - Students ride in assigned seats to provide maximum social distancing. - Students who become sick during the day, may not use "group" transportation vehicles and will be transported home by a parent. - If 6 ft. of social distancing is not possible on a bus or van, students are required to wear masks while in transit. - Windows should be open, whenever it is deemed appropriate and safe by the driver, to maximize fresh air in the vehicle cabin. - Transportation fleet vehicles should be aired out and disinfected daily. - Drivers "self-monitor" symptoms and temperature. If they are sick or believe they may be sick, they should not transport students. - Drivers wear face masks.	to and from school will be encourage to do so. - Parents will perform a symptom screening and temperature reading for the students each morning before putting them on the bus, if the child's temperature is 100.4 or greater, or if they have flu-like or covid-like symptoms, they will not be allowed on the bus. - Temperature checks are performed by drivers for all riders, prior to getting on the bus. If the child's temperature is 100.4 or greater, they will not be allowed on the bus. - Facemasks are required to ride in all school district vehicles. - Students are encouraged to use hand sanitizer upon entering the bus. - Students ride in assigned seats to provide maximum social distancing, preferably 6 ft. or greater. - Students who become sick during the day, may not use "group" transportation vehicles and will be transported home by a parent. - Bus routes, such as the "Town Route" may be broken up into smaller groupings sizes to allow for greater social distancing. - Routes may be adjusted to reflect any modified learning schedule implemented by the school. - Windows should be open, whenever it is deemed appropriate and safe by the driver, to maximize fresh air in the vehicle cabin. - Transportation fleet vehicles should be aired out and disinfected after each route. - Drivers "self-monitor" symptoms and temperature. If they are sick or believe they may be sick, they should not transport students. - Drivers wear face masks.	
Technology	1-to-1 devices provided to all 1st-12 students, as needed, and at the discretion of the classroom teacher and building principal.	1-to-1 devices provided to all K-12 students, as needed, and at the discretion of the classroom teacher and building principal. - Devices will be cleaned daily according to tech department guidance.	1-to-1 devices sent home daily 1st-12. - Devices will be cleaned daily according to tech department guidance.	Chromebooks are used to complete online/remote learning.
7-12 Activities	Activities and Athletics will be conducted in accordance with NSAA guidelines.	- Activities and athletics will be conducted in accordance with NSAA guidelines and DHM guidelines. - Masks are required at indoor activities. Masks are required for entry to outdoor activities and strongly encouraged. Attendees at outdoor activities can remove masks, provided they can socially distance. Wearing masks and maintaining social distancing at all events at all times is strongly encouraged.	- Cancellations and postponements of activities and athletics are possible. Activities and athletics will be conducted in accordance with NSAA guidelines and DHM guidelines. - Masks are required at indoor activities. Masks are required for entry to outdoor activities and strongly encouraged. Attendees at outdoor activities can remove masks, provided they can socially distance. Wearing masks and maintaining social distancing at all events at all times is strongly encouraged. - Some Ravenna Public Schools events may require masks and seating may be limited	Cancellations and postponements of activities and athletics are likely. Any activities and athletics will be conducted in accordance with NSAA guidelines and DHM guidelines.

			depending upon the current district health measure. When limiting seating is used, family members of students participating in the event will have priority over others.	
Student Attendance	- All students in grades PK-12 will attend school in person. - Accommodations will be made for students in K-12 who are unable to attend in person to utilize synchronous online learning through Zoom, Google Classroom, and other remote learning tools. Synchronous means that students log on to receive instruction with their class at certain set times during the school day. Students will only have this option with a medical excuse provided by a doctor with a specified period of time notated or in conjunction with their IEP (Individualized Education Plan).	- All students in grades PK-12 will attend school in person. - Accommodations will be made for students in K-12 who are unable to attend in person to utilize synchronous online learning through Zoom and other remote learning tools. Synchronous means that students log on to receive instruction with their class at certain set times during the school day. Students will only have this option with a medical excuse provided by a doctor with a specified period of time notated or in conjunction with their IEP (Individualized Education Plan).	- If district health measures (DHM's) allow for regular occupancy of the school, all students in grades K-12 will attend school in person Monday-Friday. - If district health measures (DHM's) require limited occupancy of classrooms spaces (50% or less), students will attend school on an A/B Schedule grouped by household on an "every other day basis." Group A will attend on Monday and Wednesday. Group B will attend on Tuesday and Thursday. Both Group A and Group B will engage in remote learning on Friday, through Zoom and Google Classroom. - Accommodations will be made for students in K-12 who are unable to attend in person to utilize synchronous online learning through Zoom and Goggle Classroom. Synchronous means that students log on to receive instruction with their class at certain set times during the school day. Students will only have this option with a medical excuse provided by a doctor with a specified period of time notated or in conjunction with their IEP (Individualized Education Plan).	Students will not be permitted on campus and remote learning will be provided by the school following the regular school calendar.
Special Education/504	- Students will be served as per their IEP/504 Plan. - Revisit the IEP/504 with the team before or early in the school year to discuss, whether or not there are underlying student medical conditions that make school attendance impractical or undesirable to parents, should there be an increase in active virus transmission.	- Revisit the IEP/504 with the team before or early in the school year to discuss, whether or not there are underlying student medical conditions that make school attendance impractical or undesirable to parents, should there be an increase in active virus transmission. - At the IEP/504 team meeting, ask "Have the student's needs changed based on the lack of in-person instruction during the 4th quarter of the 2019-20 school year?" If the answer is "yes," bring the team together to determine how services can be modified to meet the student's need. - If the answer is "no," carry out services to support goals. - At the IEP/504 team meeting, develop contingency plans for support services in the event of a modified instruction schedule or school closure, due to a potential future increase in transmission of the virus.	- Discuss whether or not continued attendance under the selected alternate learning schedule is feasible for the student, given any underlying health concerns. - If school attendance is not possible or desirable, as it may pose a substantial health risk to the student, conduct an IEP, change the student's placement, and coordinate delivery of services through the IEP process. - If school attendance is possible during elevated transmission of the virus, discuss with the IEP/504 team any additional supports or modifications that need to be made to the students plan during the time that the school is engaged in an alternate learning schedule.	- Students will not be allowed on school grounds. - Prior written notice will need to be provided to students' parents. - IEP Team Meetings will need to be held to discuss services during an extended school closure.
Mental & Social/Emotional Health	- Continue universal supports offered to all students through the school-wide MTSS Model - Increase staff awareness regarding the need to support the mental and social/emotional needs of students as they return to school.	- Continue universal supports offered to all students through the school-wide MTSS Model - Designate a mental health liaison, who will work with the school and mental health providers to ensure students' mental health needs are being addressed.	- Continue universal supports offered to all students through the school-wide MTSS Model - Use Access at the secondary level and counseling time at the elementary level to teach students resiliency and coping strategies.	- Continue to reach out to students through digital media to remind them that if they are struggling socially, emotionally, or psychologically, that the school can provide them with support. - If school is closed, assign staff to check in

		● Provide staff re-fresher on trauma informed care early in the year, perhaps during pre-service or the first professional development day after the start of the school year. ● Conduct universal screener of students as early in the year as possible, to help identify potential students in need of assistance. ● Provide staff self-care and resiliency strategies to staff. ● Encourage staff to use Wholeness Healing Center of Grand Island, NE, if they are experiencing a need for emotional or psychological support.		on them once every week through email or by phone.
Staff Attendance	● All staff will report as normal. ● Any questions or concerns relative to work expectations should be directed to the building principal.	● All staff will report as directed. ● Any questions or concerns relative to work expectations should be directed to the building principal.	● All staff will report as directed. ● Teachers may be asked to teach remotely from home. ● Any questions or concerns relative to work expectations should be directed to the building principal.	● All staff will report as directed and provide remote instruction. ● Staff may be asked to teach remotely from home while providing instruction. ● Any questions or concerns relative to work expectations should be directed to the building principal.
Communication	● Signage will be posted on all fleet vehicles, school entryways, and in conspicuous areas throughout the building indicating the common symptoms of COVID-19 and the steps to take when these symptoms are present. ● The school’s current “risk dial operation zone” will be posted on the school’s webpage. ● Updates will be sent out by school district administration via the school’s messaging system regarding the school’s “risk dial operational zone” and accompanying information to parents, students, and staff.	● Signage will be posted on all fleet vehicles, school entryways, and in conspicuous areas throughout the building indicating the common symptoms of COVID-19 and the steps to take when these symptoms are present. ● The school’s current “risk dial operation zone” will be posted on the school’s webpage. ● Weekly updates from the principal will be sent out via the school’s messaging system regarding the school’s “risk dial operational zone” and accompanying information to parents, students, and staff. ● Parents, students, and staff will be notified via the school’s messaging system, whenever there is a confirmed case of the virus in the school. ● Any short-term closures, long-term closures, or adjustments to the learning schedule, due to the virus, will be communicated to students, staff, and parents by the principals via the school’s messaging system.	● The school’s current “risk dial operation zone” will be posted on the school’s webpage. ● Weekly updates from the principal will be sent out via the school’s messaging system regarding the school’s “risk dial operational zone” and accompanying information to parents, students, and staff. ● Parents, students, and staff will be notified via the school’s messaging system, whenever there is a confirmed case of the virus in the school. ● Any short-term closures, long-term closures, or adjustments to the learning schedule, due to the virus, will be communicated to students, staff, and parents by the principals via the school’s messaging system.	● The school’s current “risk dial operation zone” will be posted on the school’s webpage. ● Weekly updates from the principal will be sent out via the school’s messaging system regarding the school’s “risk dial operational zone” and accompanying information to parents, students, and staff. ● District PSA’s will be provided to parents, students, and staff via the school’s messing system. ● Principals will continue to conduct weekly staff meetings via Zoom.

Potential Scenarios & Potential Responses to Elevated Risk Levels <i>Ravenna Public Schools recognizes that while it is best practice to have responses planned and to be prepared for a wide range of scenarios, individual health situations are unique and private information. Ravenna Public Schools will work with the staff, students, and families to develop the best possible response to the scenarios that actually occur and reserves the right to act in the best interest of the health of all students and staff of Ravenna Public Schools.</i>	
1 or more <i>confirmed case(s)</i> if COVID-19 in the school of a student or staff member.	● The school may consult with the health department for guidance on operational procedures. ● A more restrictive learning environment will be implemented, which <i><u>may</u></i> include elevating the “risk dial operational zone,” a short-term, or a long-term school closure. ● The school district will communicate the situation with students, staff, and parents through the school’s messaging system.

	• The school nurse will provide guidance to the administration on both the closure and reopening of the school, if the school is closed. • The sanitization plan will be executed by the head of maintenance to sanitize and disinfect the school. • The school will immediately implement a remote learning plan for all grades PK-12, if the building is closed for a short-term or long-term school closure. • Reopening communications will be provided to students, staff, and parents through the school’s messaging system. • The staff member will follow medical guidance of their physician and/or Two Rivers Health Department • Quarantined teachers will teach virtually from home with a substitute in the classroom, unless the staff member is unable to do so due to illness. • If the quarantined teacher is unable to virtually teach, due to a confirmed case of the virus, the teacher will apply for FFCRA and/or illness leave, and a substitute teacher will be placed in the classroom. • The quarantined teacher continues to teach the class virtually by following the remote learning plan (based on the situation) and/or a sub may be provided. • The staff member must be fever free, without the assistance of medication, and be non-symptomatic before returning to work. • The student must self-quarantine for 10-14 days. • The student will be provided remote instruction, as tolerated by his/her medical condition. • The student must be fever free, without the assistance of medication, and be non-symptomatic before returning to work.
1 or more <i>confirmed case(s)</i> of COVID-19 in the immediate household of a staff member.	• The staff member will follow medical guidance of their physician and/or Two Rivers Health Department • Teachers will teach virtually from home with a substitute in the classroom, unless the staff member is unable to do so, due to caring for a family member. • If the teacher is unable to virtually teach, due to caring for an immediate family member, the teacher will apply illness leave, and a substitute teacher will be placed in the classroom. • The teacher will teach the class virtually by following the remote learning plan (based on the situation) and/or a sub may be provided. • The superintendent will coordinate and communicate a return date with the staff member.
1 <i>confirmed case</i> of COVID-19 in the immediate household of a student.	• The student will follow medical guidance of their physician and/or Two Rivers Health Department • Teachers will provide remote learning opportunities and send learning materials home to the student during the self-quarantine period. • The student must be fever free, without the assistance of medication, and be non-symptomatic before returning to school. • The building principal will coordinate and communicate a return date with the student’s parents.
<i>Confirmed exposure</i> of staff member or travel by a staff member to a state, country, or location impacted by the COVID-19 virus.	• The staff member will follow medical guidance of their physician and/or Two Rivers Health Department • The staff member must be fever free, without the assistance of medication, and be non-symptomatic before returning to work. • Teachers will teach virtually with a substitute in the classroom, following the remote learning plan. • If the teacher is unable to virtually teach due to caring for an immediate family member with COVID-19, the teacher will apply for FFCRA or other leave, and a substitute teacher will be placed in the classroom.
<i>Confirmed exposure</i> of student or travel by a student to a state, country, or location impacted by the COVID-19 virus.	• The staff member will follow medical guidance of their physician and/or Two Rivers Health Department • Teachers will provide remote learning opportunities and send learning materials home to student during self-quarantine period. • The student must be fever free, without the assistance of medication, and be non-symptomatic before returning to work.
Visitor who has entered our building and has a <i>confirmed case</i> of COVID-19.	• District officials will confer with the health department to determine whether a closure of the building is necessary. • The school district will communicate the situation with students, staff, and parents through the school’s messaging system. • A more restrictive environment (elevated risk dial operational zone) could be implemented or the building could be closed to allow for cleaning. The length of the closure will be determined through consultation with Two Rivers Health Department, the head of maintenance, the school nurse, and the superintendent to ensure a safe re-entry to the school for students and for staff. • The school nurse will provide guidance to the administration for building both school closure and reopening. • The sanitization plan will be executed by the head of maintenance to “deep clean” and sanitize the building. • If the school is closed, the school will execute the remote learning plan or modified attendance schedule. • Reopening communications will be provided to parents, students, and staff through the school’s messaging system.
Student or staff member has fever of 100.4 or greater.	• Student or staff will immediately be sent to the school nurse for a temperature check and symptoms screening. • The student or staff member will be required to go home and be fever free for 24 hours, without the assistance of medication, before returning to school. • Student or staff will be immediately asked to wear a mask to reduce the threat of transmission to others. • Parents of students will be contacted and informed of the student’s symptoms and be asked to pick up their student. • Student will remain in quarantine at the school, until the parents arrive to pick them up. • Students sent home will engage in remote learning with the teacher during their absence. • Teachers will teach remotely, if able and willing to do so. If they are not able or willing to do so, a substitute will be placed in the classroom. • The student or staff member must be fever free, without the assistance of medication, and be non-symptomatic before returning to work.
Student or staff member is displaying COVID-like or flu-like symptoms	• Student or staff will immediately be sent to the school nurse for a temperature check and symptoms screening. • Student or staff will be immediately asked to wear a mask to reduce the threat of transmission to others. • Parents of students will be contacted and informed of the student’s symptoms and be asked to pick up their student.

	• Student will remain in quarantine at the school, until the parents arrive to pick them up. • Students sent home will engage in remote learning with the teacher during their absence, as health permits. • Parents are asked to voluntarily keep their student home for 24-hours and communicate symptoms to the school for monitoring purposes. • The student or staff member must be fever free, without the assistance of medication, and be non-symptomatic before returning to work.

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

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

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

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

Return to School Plan - Timeline

Date	Group	Focus
Thursday, July 8th	Administration, Teaching, Guidance, Activities Director, Nursing, Custodial, Food Service, Office Staff, REA Representatives, & Transportation	Reviewed draft of Return to School Plan
Thursday, July 8th	Two Rivers Health Department & Administrative Team	Discuss and modify draft of Return to School Plan based on Two Rivers Health Department’s Recommendations
Monday, July 12th	Ravenna Board of Education & Administrative Team	Discuss, consider, and take all action necessary to the draft of Return to School Plan
	RPS Staff, Administration, and Community	Digitally share the proposed Return to School Plan with RPS Staff for feedback and suggestions
	RPS Staff & Administration	Digitally share the proposed Return to School Plan with RPS Parents and the Community for feedback and suggestions
	Administrative Team	Finalize Return to School Plan & Present to the Board for Review
	Administrative Team	Publish final draft of Return to School Plan & Present to the Public

2008 Meetings

1. Open Meetings

The formation of policy is public business and will be conducted openly.

2. Types of Meetings

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. Work sessions and retreats. The board may schedule informal work sessions between regular meetings in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion without taking immediate action.

Topics for discussion and study will be announced publicly. Work sessions and retreats will be conducted in open session; however, no board action shall take place at a work session or retreat.

3. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings. Such notice shall be transmitted to all members of the board and to the public. Notice of regular and special meetings shall be posted in three prominent places within the school district at least 48 hours before the announced beginning of the meeting. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting in a newspaper of general circulation within the district if, in the opinion of the superintendent, it is convenient and useful to do so.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and that any formal action taken in such meeting

shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and may be published on the school district's website.

Adopted on: December 12, 2016

Revised on: _____

Reviewed on: July 13, 2020

5018

Parent and Guardian Involvement In Education Practices

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

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

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

- b. State Assessments

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

- c. National Assessment of Educational Progress

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

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

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

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

Adopted on: August 14, 2017

Revised on: _____

Reviewed on: July 13, 2020

5057
Parental Involvement In the Title I Program

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

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

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

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

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

Adopted on: October 10, 2016

Revised on: _____

Reviewed on: July 13, 2020

7/12/2021

Ravenna Public Schools Mail - Parent Involvement Policy Review



Brad Kjar <brad.kjar@ravennabluejays.org>

Parent Involvement Policy Review

1 message

Paul Anderson <paul.anderson@ravennabluejays.org>
To: Brad Kjar <brad.kjar@ravennabluejays.org>

Mon, Jul 12, 2021 at

Paul Anderson <paul.anderson@ravennabluejays.org>
to Myra, [myra14_6](#)

Fri, Jul 9, 12:16 PM (3 days ago)

Myra,

Thanks again for reviewing our Parent Involvement Policy. Please let us know if you have anything you'd like to add.

See Attached

Thanks,

Paul Anderson
Elementary Principal
Ravenna Public Schools

MYRA k
to me

9:55 AM (2 minutes ago)

Looks good. Myra

Sent from [Mail](#) for Windows 10

5057 Parental Involvement In the Title I Program.docx
18K

5045 Student Fees

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

A. Definitions.

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

B. Listing of Fees Charged by this District.

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

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

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

5. Extracurricular Activities.

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

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

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

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

6. Post-Secondary Education Costs.

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

7. Transportation Costs.

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

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

8. Copies of Student Files or Records.

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

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

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

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

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

10. Participation in Summer School or Night School.

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

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

11. Charges for Food Consumed by Students.

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

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

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

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

12. Charges for Musical Extracurricular Activities.

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

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

13. Contributions for Junior and Senior Class Extracurricular Activities.

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

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. Fund-Raising Activities

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

G. Student Fee Fund.

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

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

5054 Student Bullying

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

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

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

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

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

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

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

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

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

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

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

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

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

5001
Compulsory Attendance and Excessive Absenteeism

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

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

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

Discontinuing Enrollment – 5 Year Old Students

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

Discontinuing Enrollment – 16 and 17 Year Old Students

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

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

Attendance Officer

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

Excused Absences

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

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

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

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

Excessive Absenteeism

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

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

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

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

Adopted on: October 10, 2016

Revised on: _____

Reviewed on: July 13, 2020

RAVENNA PUBLIC SCHOOLS STUDENT HANDBOOK

2021-2022 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 20th, 2021.

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

Sincerely,

Bradley D. Kjar

Mr. Bradley D. Kjar – Superintendent

Intent of Handbook

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

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

Notice of Nondiscrimination

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

Name: Bradley D. Kjar
Title: Superintendent
Address: 41750 Carthage Road, Ravenna, NE 68869
Telephone: 308-452-3249
E-mail: brad.kjar@ravennabluejays.org

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

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

MISSION STATEMENT

FAMILY – COMMUNITY – SCHOOL

Preparing Students Today to Succeed

Tomorrow

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

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

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

Discontinuing Enrollment – 5 Year Old Students

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

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

Discontinuing Enrollment – 16 and 17 Year Old Students

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

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

Attendance Officer

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

Excused Absences

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

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

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

Excessive Absenteeism

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

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

Absences due to illness

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

Planned absences

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

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

Students are obligated to:

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

Parents are obligated to:

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

Pregnant and Parenting Students

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

Make up allowance

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

Loss of Credit

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

1. Loss of Credit 11-13 days 1 credit per class
 14-16 days 2 credits per class
 17-19 days 3 credits per class
 19+ days No credit given
2. Approved computer courses may be used to recover credit. Once the student goes over the limitation, the administration will determine credit recovery opportunity. Parents will be informed of excessive absences each quarter and up to date attendance information is available for parents on Infinite Campus.

Band

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

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. to the school bookkeeper's office or building secretary. Any check for these payments should be made out to Ravenna Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an

additional penalty of \$30 for any check returned from the bank for insufficient funds.

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

Books and Supplies

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

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

Bulletin Boards

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

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

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

Bullying

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

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

Reporting Bullying

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

Bullying Investigations

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

Cafeteria Rules

1. All food is to be eaten by the student or left on the tray when returned to the dishwasher. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray into the correct container.

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

Candy & Pop

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

Cell Phones and Other Electronic Devices

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

Students may use cell phones or other electronic devices on the school sidewalks, in hallways, and in the common areas of the school before school, after school, during lunch, during passing periods, and any time with staff member permission so long as they do not create a distraction or a disruption. Students may not have cell phones or other electronic devices while they are in locker rooms, classrooms or restrooms.

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

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

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

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

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

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

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

Child Abuse and Neglect

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

or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Class Dismissal

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

Classroom Behavior

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

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

Teachers will establish classroom conduct rules which students must obey.

Closed Campus

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

Coats and Boots

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

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

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

College Visits

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

Communicable Diseases

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

Communicating with Parents

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

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

Complaint Procedure

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

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

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator

shall, in his or her sole discretion, determine whether the complaint should be pursued further.

- b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
- a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) calendar days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

- d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
- a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.

- 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
- b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

No Retaliation.

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

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

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

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

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

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

Bad Faith or Serial Filings.

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

Computer Network Use by Students

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

I. Student Expectations in the Use of the Internet

A. Acceptable Use

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

B. Unacceptable Use

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

8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, malware or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard

use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet and cell phone usage through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

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

III. Protection of Students

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

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context.

The school's use of student information is solely for education purposes.

B. Education About Appropriate Online Behavior

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

Conferences

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

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

Contact Information

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

Contraband

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

Damage to School Property

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

Dances and Outside Dates

Dances may be held by clubs and organizations at regularly scheduled times and appropriate seasons but outside the regular school hours. Such activities must end by 10 PM on school days and 11:45 PM on Fridays and Saturdays unless changed by the Principal. School events which allow for outside dates must have these dates registered with the principal's office at least one week before the activity is to occur. Forms for registration will be made available prior to the event. Verification of outside dates must be approved by the guest's school administration. Once at the dance, if a student leaves, they will not be permitted to return.

The Junior-Senior prom is to be held each year during the spring semester. Only Ravenna High School Junior and Senior students (and their dates) may attend. Ravenna High School students in the 9th and 10th grades may only attend as dates of Juniors and Seniors. Foreign exchange students and prom servers are also allowed to attend prom. Junior High Students are ineligible to attend prom. Outside dates of Ravenna High School Juniors and Seniors must be at least 9th grade students and cannot be older than 20 years old.

Dating Violence

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

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

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

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

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

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Tony Schirmer at 308-452-3249, <tony.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.

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

Driving and Parking Personal Vehicles

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

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

Drones and Unmanned Aircraft

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

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

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

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

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

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

Drug Free Schools

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

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

Emergency Contact Information

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

Evacuations

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

Eye Exams

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

Field Trips

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

First-Aid

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

Food Service Program

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

Breakfast

The school will serve breakfast daily from 7:30 a.m. until 7:50 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students K-6 \$2.00, 7-12 \$2.15 and adults \$2.70 for breakfast.

Second Chance Breakfast

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

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-6 is \$2.95, Lunch for 7-12 lunch is \$3.15 for students and \$4.25 for adults.

Milk Break/Snack

The school will offer a milk program to students in grades preK-3. All milk served to a student (except the initial carton served with lunch) will cost \$.40 per half pint and \$.15 per half pint and \$.40 per snack for preschool students. The price for milk may change during the school year.

Payment for Meals

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

Low balance notices will be provided to parents when the account balance reaches less than \$5.00.

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

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

Notice of Non-discrimination

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

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

speech disabilities may contact USDA through the Federal Relay Service at [\(800\) 877-8339](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 head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

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

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

Health Problems

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

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

Homebound Instruction

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

Homeless Children and Youth

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

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

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have

an opportunity to meet the same student performance standards to which all students are held.

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

Illness or Injury at school

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

Immunizations

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

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

Provisional Enrollment.

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

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

Initiations and Hazing

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

Lockers and Other School Property

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

Lost and Found

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

Medications

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

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

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

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

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

Media Center

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

Memorials

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

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

Parental Involvement

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

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, and parents of migratory

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

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

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

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

Parties

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

Personal Hygiene

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

Personal Items

The school provides the necessary equipment for classroom and school day activities. The school is not responsible for ruined or lost personal equipment.

Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator.

Physical Education

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

Physical Exam

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

Pictures

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

Playground Rules

Students must follow these rules to keep the playground safe:

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

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

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

Police Questioning and Apprehension

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

Protection of Student Rights

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

ACT Exam

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

Public Displays of Affection

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

Rights of Custodial and Noncustodial Parents

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

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

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

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

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

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

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person

or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society or association.

School Day

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

Self-Management of Diabetes or Asthma/Anaphylaxis

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

Smoking and Tobacco

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

Sniffer (Drug) Dogs

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

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

Standardized Testing

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

Student Assistance

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

Student Fee Policy

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

Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.

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

Listing of Fees Charged by this District.

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

property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

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

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

- Student activity card- \$25.00 (covers admission to all home extracurricular events, away events and certain conference and district events are not covered by the student activity card)
- Future Business Leaders of America- \$0
- Cheerleading, drill team, flag corps. Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- Football-Students must provide their own football shoes and undergarments.
- Golf-Students must provide their own golf shoes, undergarments, and clubs.
- Track, volleyball, wrestling and basketball. Students must provide their own shoes and undergarments.
- Future Farmers of America- \$20.00. Students must purchase their own jackets in addition to paying dues.

6. Post-Secondary Education Costs. Some students enroll in postsecondary courses while still enrolled in high school. As a general

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

7. Copies of Student Files or Records. The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of 5 cents per page for reproduction of student records.

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

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

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

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

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

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

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

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

Waiver Policy.

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

Voluntary Contributions to Defray Costs.

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

Student Illness

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

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will

contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Government

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

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

Student Records

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

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

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

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

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

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

student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

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

Non-Directory Information

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

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

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

Transfer of Records Upon Student Enrollment

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

Complaints

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

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

Student Class Requirements

REQUIREMENTS FOR JUNIOR HIGH STUDENTS

Junior High students will have to pass a minimum of 110 credits or a minimum amount of credits approved by the school administration during their 7th and 8th grade years to move on to high school. This would include 60 units from core classes and 50 units from electives or satisfy their IEP. Any Junior High student that fails a core class (Math, Science, Social Studies, or English) both semesters will be required to attend Summer school during June in order to continue to develop their basic knowledge of the curricular material in that subject area.

HIGH SCHOOL GRADUATION REQUIREMENTS

1. All students will be required to take at least 7 subjects per day for a 1-8 period day during the school year and a maximum of 1 study hall unless there are special circumstances. Any special circumstances must have prior approval of the principal.

2. The requirements for graduation are:

- **English (Language Arts):** **40** credits required in 9th, 10th, 11th and 12th grade
- **Speech:** **5** credits required during 10th grade
- **Mathematics:** **30** credits required in 9th, 10th and 11th
- Beginning with the 2011-2012 school year, the minimum math requirements will reflect the following to earn the 30 credits (requirements are for all incoming 9th grade students in fall 2011)
 - 9th Grade Students > Algebra I OR Pre-Algebra
 - 10th Grade Students > Geometry OR Algebra I
 - 11th Grade Students > Algebra II OR Geometry
 -
- **Science:** **30** credits required 9th, 10th and 11th grades.

9th Grade Students > Biology

10th Grade Students > Physical Science

11th Grade Students > Earth and Space Science

- **Social Studies:** **30** credits--Including 10 credits of American Government
- **Physical Education:** **10** credits
- **Health** **5** credits (beginning in 2012-2013 for all sophomores)
- **Business:** **10** credits—Info Tech I
- **Electives:** **90** credits--Must pass a minimum of 90 credits

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

Tardiness

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

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

Telephone Calls

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

Threat Assessment and Response

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

1. Definitions

- a. A **threat** is an expression of willful intent to physically or sexually harm someone or to damage property in a way that indicates that

an individual poses a danger to the safety of school staff, students or other members of the school community.

- i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to 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.

a) Rules of Conduct on School Vehicles:

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.

- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Student must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges,

exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) **Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

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

Transportation to Activities

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

Video Surveillance and Photographs

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

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

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

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

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow or

ice. School closings will be announced on NTV Television Network and through the School Messenger Alert System. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

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

Withdrawal from School

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

Work Permits

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

SECTION TWO

ACADEMIC INFORMATION

Academic Dishonesty

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

Certificate of Attendance

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

Class Rank

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

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

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

Credit for Non-Academic Work

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

Correspondence and Online Courses

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

Eligibility Grades 7-12

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

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, speech contests, and similar organizations or events.
2. Cheerleading
3. Music competition, performances (except Christmas and Spring concerts), and clinics

4. Ineligible students are not allowed to attend extracurricular activities unless they are a participant in the activity
5. Other activities deemed appropriate by the principal

Grades

Students will receive letter grades for their academic core classes.

A+	98-100	Superior	4.00	B+	90-92	Excellent	3.50
A	95-97	Superior	4.00	B	88-89	Excellent	3.00
A-	93-94	Superior	3.75	B-	85-87	Excellent	2.75
C+	82-84	Average	2.50	D+	75-77	Needs Additional Help	1.50
C	80-81	Average	2.50	D	72-74	Needs Additional Help	1.00
C-	78-80	Average	1.75	D-	70-71	Needs Additional Help	.75
F	0-69	Failure of Subject	0.00	Incomplete	0.00		
NG	No Grade			P - Pass	0.00		

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

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

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

Graduation Awards

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

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

Graduation Requirements

1. All students will be required to take at least 7 subjects per day for a 1-9 period day during the school year and a maximum of 1 study hall unless there are special circumstances. Any special circumstances must have prior approval of the principal.

2. The requirements for graduation are:

- **English (Language Arts):** **40** credits required in 9th, 10th, 11th and 12th grade
- **Speech:** **5** credits required during 10th grad
- **Mathematics:** **30** credits required in 9th, 10th and 11th
- Beginning with the 2011-2012 school year, the minimum math requirements will reflect the following to earn the 30 credits (requirements are for all incoming 9th grade students in fall 2011)
 - 9th Grade Students > Algebra I OR Pre-Algebra
 - 10th Grade Students > Geometry OR Algebra I
 - 11th Grade Students > Algebra II OR Geometry
- **Science:** **30** credits required 9th, 10th and 11th grades.

9th Grade Students > Biology

10th Grade Students > Physical Science

11th Grade Students > Earth and Space Science

- **Social Studies:** **30** credits--Including 10 credits of American Government
- **Physical Education:** **10** credits
- **Health** **5** credits (beginning in 2012-2013 for all sophomores)

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

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

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

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

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

Homework

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

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each

student. The APL Instructional model provides a guideline that time spent on homework should be approximately 10 minutes x Grade level (i.e. 3rd grade = 30 min).

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

Honor Roll

Roll of Excellence: Average that falls between 97.00 and 100.00. No grade below a 70.00. Roll of Honor: Average that falls between 93.00 and 96.9999. No grade below a 70.00.

Honor Days Rewards

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

1. At the end of each semester, students who reach the "Roll of Excellence" honor roll will earn one day of release time from school.
2. At the end of the semester, students who make the "Roll of Honor" will earn ½ day of release time from school.
3. Students earning release time must request and fill out the release form, signed by their parents, and file it with the principal designating the day or ½ day they plan to be gone from school. Students must take release time in ½ or full days; four periods constitute ½ day. The form must be returned to the principal prior to taking the Honor Day or the absences will be counted as an "unexcused absence". Students may not use an honor day if they are failing a class. All grades must be passing.

4. All work must be made up before students can take release time. Once the work is handed in, the teachers will then sign the release form.
5. Students will not be counted absent during release time.
6. Students may only earn two full days of release time per year and can only carry over a maximum of one release day into the next school year.
7. Students who are over the attendance limit for a semester cannot use honor days.

Mid-Term Graduation

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

The Board of Education, upon receiving administrative recommendation, may grant mid-term exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian should apply during the first quarter of the student's senior year. The Board of Education will act on all requests. Any student who is granted mid-term exit from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises.

Report Cards

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

Study Halls

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

1. Student must sit in an assigned seat when coming into the room.
2. Students must get a tardy slip if late for study hall.

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

SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy

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

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

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

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

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

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

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

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

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

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this

handbook or violates classroom-specific conduct rules set by individual teachers.

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

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

Jay Time

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

In-School Suspension

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

Emergency Exclusion

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

Short-Term Suspension

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

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

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student

returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: all assignments due during the time of suspension will be finished/completed upon reentry to school.

Weapons and/or Firearms

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

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

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

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

Exceptions Regarding Firearms. This prohibition does not apply to (1) the issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this state, or Reserve Officers Training Corps or peace officers or other daily authorized law enforcement officers when on duty or training, (2) firearms which may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor, or (3) firearms contained within a private vehicle **operated by a non-student adult** which are not loaded and are encased or are in a locked firearm rack that is on a motor vehicle.

Definition of encased. The term encased shall mean enclosed in a case that is expressly made for the purpose of containing a firearm and that is

completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

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

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

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

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

Long-Term Suspension

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

Expulsion

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

suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures:** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in

section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the law of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;

- b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
- c. Violating school bus rules as set by the school district or district staff;
- d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
- i. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or

- humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual stimulation and sexual assault;
- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
 - k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
 - l. Knowingly possessing, handling, transmitting any object or material that is ordinarily or generally considered a simulated of "look-a-like" weapon;
 - m. Using any object to simulate possession of a weapon;
 - n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and

- o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

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

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

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

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

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

- a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the

superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (Neb. Rev. Stat. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

SECTION FOUR

STAFF DIRECTORY

Members of the Board of Education:

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

Administrative Staff:

Mr. Bradley D. Kjar	Superintendent
Mr. Cannon Blauvelt.....	High School Principal
Mr. Paul Anderson	Elementary Principal

Teaching Staff:

Michelle Abels.....	Grade One
Lisa Anderson.....	Speech Path
Dan Bolling.....	Phys Education, Elem
Brandy Brodersen.....	Special Education
Brook Bult.....	Grade Four
Cody Chilewski.....	Ag Education
Kaleb Christensen.....	Science
Libby Clark.....	Art
Tiffani Drabek.....	Grade Three
Angie Drahota.....	Counselor, K-12
Barbara Ellis.....	HS Music/Band
Tanner Ellis.....	Business
Haley Gadeken.....	Grade Five
James Habe.....	Grade Six
Paige Havranek.....	English, Journalism
Jody Hutsell.....	Speech Path

Tiffany Jacobsen.....	Social Studies
Erin Jarvi.....	Grade Three
Kelley Jarzynka.....	Science
Heidi Kjar.....	English
Myriah Leisher.....	Media Specialist
Katie Lewandowski.....	Grade Two
Julie Maulsby.....	English, Reading
Noah Maulsby.....	Phys Education, HS
Adam Mingus.....	Math
Caley Mingus.....	Kindergarten
Kinsley Musil.....	Behavior Interventionist
Sherry Nelson.....	Grade Six
Levi Nielsen.....	Ind Arts / AD
Melodie Nozicka.....	Grade Five
Allan Osburn.....	Special Education
Jenna Pritchard.....	Grade Four
Sonya Rasmussen.....	Life Skills
Michelle Riens.....	Grade Two
Trey Rossman.....	Social Studies
Tony Schirmer.....	Math
Kirby Sheets.....	Grade One
Scott Stecklein.....	Science, Health
Abby Steele.....	Kindergarten
Kayla Wiarda.....	Preschool
Korina Wick.....	Instructional Coach
Cindy Wilke.....	Special Education
Alison Yendra.....	Spanish
Teresa Zinnel.....	Special Education
Shelbi Zinnell.....	Elem Music/Office Staff

Para Professionals

Angie Barent, Tina Cacy, Judith Dunning (elementary librarian), Terry Hervert, Jarrod Hinrichs, Brittney Lutz, Julie McGuigan, Julie Otte, Krissy Reisbeck, JoEllen Russell, Vickie Sieczkowski, MacKenzie Stubbs, Amy Styren, Stephanie Yost

Office Staff

Hilary Bolling General Fund/Payroll/HR
Shari Spaulding..... HS/Sup/AD Secretary/Activity Fund
Lacey Rager.....Elem Secretary/Lunch Fund

School Nutrition Program

Lynda Endecott - Manager	Nancy Chizek
Chris Bruning	Joana Velez
Colleen Cornelius	

Custodians

Dan Cyboron (head)	Marcie Gross	Kristi Hagge

Transportation Department

Groundskeeper/Transportation - Todd VanWinkle

Bus Drivers

Cheryl Deines	Peg Dethlefs
Richard Douglas	Jill Manring
Gary Psota	Heidi Downer
Lenay Palser	

Title IX Policy

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

1. Title IX Coordinator

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

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

2.1. Actual knowledge means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met

when the only district employee with actual knowledge is the respondent (as that term is defined below). “Notice” as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

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

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

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

2.5. Consent for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity,

disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

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

2.6.5. Domestic violence, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2.6.6. Stalking, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

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

2.6.6.2. suffer substantial emotional distress.

2.7. Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

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

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

- 3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
- 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- 3.2.3. Deny any person any such aid, benefit, or service;
- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

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

4. Response to Sexual Harassment

4.1. Reporting Sexual Harassment. Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based

on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. General Response to Sexual Harassment. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. Emergency Removal. Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately

following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

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

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

5. Grievance Process for Formal Complaints of Sexual Harassment.

5.1. General Requirements.

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

5.1.2. Objective Evaluation. This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations

may not be based on a person's status as a complainant, respondent, or witness.

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

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

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

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

5.1.4.2.1. The definition of sexual harassment in subsection **2.6**;

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

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and

informal resolution processes, as applicable;
and

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

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

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

5.1.5. Presumption. It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. Reasonably Prompt Time Frames. This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

5.1.7. Range of Possible Sanctions and Remedies. Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

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

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

5.2. Notice of Allegations.

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

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection **2.6**, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made

at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

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

5.3. Dismissal of Formal Complaint.

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

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

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

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

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

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

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

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

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

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

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

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

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

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;

- 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose

of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

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

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

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

prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.7. Determination Regarding Responsibility

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

5.7.2. Written Determination. The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

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

5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.7.2.3. Findings of fact supporting the determination;

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

5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the

district's education program or activity will be provided by the district to the complainant; and

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

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

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

5.8. Appeals. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.8.1. Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection **5.8.2** below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

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

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

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

5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.8.3. As to all appeals, the district will:

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

5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

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

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

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

5.8.3.6. Provide the written decision simultaneously to both parties.

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

5.9.1. Provides to the parties a written notice disclosing:

5.9.1.1. The allegations;

5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

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

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

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

5.10. Recordkeeping.

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

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

5.10.1.2. Any appeal and the result therefrom;

5.10.1.3. Any informal resolution and the result therefrom; and

5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response

was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

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

7. Access to Classes and Schools.

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

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

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

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

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

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

8. Athletics. It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

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

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

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

10. Retaliation Prohibited. Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. Specific Circumstances.

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

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. Notification of Policy. The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R.

part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. Publication of Policy. The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

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

14. Scope of Policy. Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

Ravenna Public Schools Option C

2021-2022 School Calendar

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School Closed

Early Release Day

Parent Teacher Conferences

Teacher In-Service (no school for students)

Noon Dismissal

First and Last Day of School

P/T Conf (No school for students)

Board Meetings

End of the Quarter

First Day of School - August 12

Labor Day - September 7 - No School

Parent/Teacher Conf - Sept 14 (4-8pm); Students have 2:00 Dismissal

Parent/Teacher Conf - Sept 17 (8-11:00am) No School for Students

Fall Break - October 22 - No School

Professional Development - Oct 25 - No School for Students

Professional Development - Nov 22 - No School for Students

Thanksgiving Break - Nov 24 (Noon Dismissal) 25,26

Professional Development - December 3 - No School for Students

Winter Break - Dec 22 (Noon Dismissal) Dec 24-Jan 3

Professional Development - January 3 - No School for Students

Professional Development - February 7 - No School for Students

No School for Students - Feb 16

Spring Break - March 10 & 11

Parent/Teacher Conf - March 17 (4-8pm); Students have 2:00 Dismissal

Professional Development - March 18 - No School for Students

Ravenna Track Meet - April 14 - Noon Dismissal

Easter Break - April 15, 18, & 19(PD) - No School

Graduation - May 7 at 4:00 pm 173 Student Days

Last Day of School for Students - May 13 - Noon Dismissal 185 Staff Days

SECTION FIVE

FORMS

This section contains forms which students and their parents must complete and return to the school office **NO LATER THAN August 20th, 2021.**

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 20th, 2021.

PARENT/STUDENT AGREEMENT

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

Student's Signature

Date

Parent/Guardian's Signature Date

Student Cell Phone Number Parent Cell
Phone Number

Parent's Email Address

Parent's Email Address

STUDENT CENSUS SHEET

Student's Name (Print) _____ Student Grade _____

Place of Birth (town and state) _____ Male _____ Female _____

Date of Birth _____ Social Security Number _____

Parent's Name _____ Home Phone Number _____

Cell #'s (Dad's) _____ (Mom's) _____

Emergency Number _____ e-mail address _____

Home Address _____ Town _____

Name of Last School Attended _____
(School) (Address) (City) (State) (Zip)

Parents/Guardian Work (Dad's) _____ (Mom's) _____

Place _____

Address _____

Phone No. _____

Contact person besides Parent _____ Phone # _____

Family Physician _____ Phone no. _____ Hospital Preference _____

Race: (**Choose one**) Asian/Pacific _____ Black _____ Hispanic _____ Am. Indian _____ White _____ Other _____

(Definitions are below)

Race Ethnicity

White, Not Hispanic – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, India, and Vietnam.

Hispanic – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

American Indian/Alaska Native – A person having origins in any of the original peoples of North America, or who maintains cultural identification through tribal affiliation or community recognition.

Black, Not Hispanic – A person having origins in any of the black racial groups of Africa

Parent's Signature _____

**PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF OVER THE COUNTER AND PRESCRIPTION
DRUGS TO STUDENTS**

The undersigned are the parent(s), guardian(s), or person(s) in charge of

(name of the student)

It is necessary that the student receive (name of drug) _____, a physician-prescribed drug, during school intervals beginning on (date) _____ and continuing through _____. (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this _____ day of _____, 20__.

Parent/Guardian

**ADMINISTRATION OF OVER THE COUNTER OR PRESCRIPTION
MEDICATION TO STUDENTS
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION
MEDICATIONS BY SCHOOL PERSONNEL**

DATE _____

CHILD'S FULL NAME _____ is under
my care and must take medication which I have prescribed during the school
day.

Name of medication (as it appears on container in which the drug is stored)

Dosage and time _____
Date _____ administration _____ of _____ drug _____ is _____ to _____ begin

Possible adverse reactions to be reported to physician _____

Special instructions for the administration and storage of the drug _____

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

Name of Physician and Designee

Print or Type

Primary Phone Number

Secondary Phone Number

Signature of Physician

**RECORD OF THE ADMINISTRATION OF
SELF-ADMINISTRATION OF MEDICATION**

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

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

DATED this _____ day of _____, 20____.

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

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

Doctor's Signature

A Parent's Guide to Concussions

WHAT IS A CONCUSSION?

A concussion is a brain injury which results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

CONCUSSION FACTS

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms which interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child’s physician, explain what has happened, and follow the physician’s instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent’s doctor or emergency room immediately.

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices**. The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.

Step 2: Running in the gym or on the field. No helmet or other equipment.

Step 3: Non-contact training drills in full equipment. Weight training can begin.

Step 4: Full contact practice or training.

Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

WHAT CAN YOU DO?

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

OTHER FREQUENTLY ASKED QUESTIONS:

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

Is a "CT scan" or MRI needed to diagnose a concussion?

Diagnostic testing which includes CT ("CAT") and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete's story of the injury and the health care provider's physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports is a decision best reached following a complete evaluation by your child’s primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I’ve read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of “chronic encephalopathy” in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions which happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from [A Parent’s Guide to Concussion in Sports](#), National Federation of High School Associations.

Some of this information has been adapted from the CDC’s “Heads Up: Concussion in High School Sports” materials by the NFHS’s Sports Medicine Advisory Committee. Please go to www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

AUTHORIZATION AND ACKNOWLEDGEMENT

WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION 2021-22

Many forms of athletic competition result in violent physical contact among players, the use of equipment which may result in accidents, strenuous physical exertion and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the activities handbook, including the code of conduct. **This means that I may not possess, use or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the school term unless I am accompanied by a parent.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

Signature of Student

Printed Name of Student

Date

I understand that my student is obligated by this handbook, including the statements above.

Signature of Parent

Printed Name of Parent

Date

Ravenna Public School Activities Handbook

**Rules and Regulations
2021-22**

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Introduction

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

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

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

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

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

SECTION ONE: GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Academic Eligibility

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

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

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

Eligibility Grades 7-12

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

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

Attendance at Practices and Contests

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance. The coach, sponsor, or director of an activity may require a participant who has an excused absence to complete an alternate assignment for

missing a practice, meeting, event, performance, or contest. A participant who is unable to attend a scheduled practice, meeting, or game must contact the coach or sponsor in advance. Students who are absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice.

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

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

Closings

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

Colors

The Ravenna School colors are royal blue and white.

Complaint Procedure

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

Concussion Awareness

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

The School District will:

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

- Sports Safety International
- ConcussionWise
- ACTIVE™ Athletic Concussion Training for Coaches; and

*Currently used by Ravenna Public Schools

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

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

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

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

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

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

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

Dances

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

Junior High/Middle School Dances

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

High School Dances

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

The Junior-Senior prom is to be held each year during the spring semester. Only Ravenna High School Junior and Senior students (and their dates) may attend. Ravenna High School students in the 9th and 10th grades may only attend as dates of Juniors and Seniors. Foreign exchange students and prom servers are also allowed to attend prom. Junior High Students are ineligible to attend prom. Outside dates of Ravenna High School Juniors and Seniors must be at least 9th grade students and cannot be older than 20 years old. Students who are academically ineligible will not be allowed to attend school dances.

Electronic Communication

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law,

district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see the Social Media Policy For School District Employees for further explanation.

Equipment

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

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

Fundraising

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

Individual Training Rules and Rules of Conduct

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

Initiations and Hazing

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

Injuries

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

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

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

Insurance

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

Lettering Requirements

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

Basketball:

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

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

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

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

Cross Country:

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

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

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

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

- **First 6 runners for Ravenna

-Have an average course time of less than:

- 24:00 minutes for boys

- 27:00 minutes for girls

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

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

Football:

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

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

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

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

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

Golf (Boys & Girls):

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

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

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

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

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

Instrumental and Vocal Music:

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

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

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

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

Play Production:

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

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

Speech:

- Compete in at least four tournaments.

- Practice with his or her coach once a week.

- Be recommended to letter by their coach.

Student Managers:

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

Track:

An athlete must:

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

- Finish the season with the track team.

- Coach’s discretion can be used to determining lettering requirements.

Volleyball:

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

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

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

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

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

Wrestling:

An athlete must:

- Place in the top 3 in a tournament containing 8 or more teams (OR)
- Score at least 6 team points in Dual Meets (OR)
- Wrestle at least ½ of all varsity matches throughout the year (OR)
- Be a senior and wrestled all 4 years
- Coach's discretion can be used in determining lettering requirements

Mascot

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

Practices

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

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

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

Reimbursement

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

Reimbursement for "extended" stays at national/state/district level competition and for students attending such events who did not qualify for the competition at such events will be handled in the following manner. If an activity sponsor would like to take students to competition who did not qualify to compete, for the purpose of "program development" or "rewarding" the student for participation in the activities program, they may do so, but they must use money from their activity fund to do so. As an example, if a student did not qualify to go wrestle at the state wrestling meet, and the coach still wants to take that student along to the state meet, the fees (room, lodging, entry fee to event) associated with that will be taken from the wrestling activity account. If an activity sponsor wants to arrive "early" or "stay late" at a competition that his/her team or individual competitor has qualified for, they may do that with administrative approval and provided that they have the money in their activity account to pay for the "extended stay". An example of this would be state basketball. If the team plays at 2:00 on Thursday, they could easily leave Thursday morning and make it to the game. However, if the coach would like to go down the night before (Wednesday), the coach would need to have that money in their activity account to pay for the meals and lodging associated with the Wednesday night stay. Furthermore, if the team were to get "beat out" on Thursday and wish to stay and have the student athletes experience the rest of the tournament play on Friday and Saturday for the purpose of "program development" or "reward," the money for such an "extended stay" would come out of the basketball activity fund for the hotel, meals, entry free for the event associated with the extended stay. In essence, general fund money will support the activity participants and sponsors with the necessary food, lodging, and entry fees needed to compete for the time they are qualified/required to compete. However, any "extended" time they stay at the event will be the financial responsibility of that activity sponsor's activity account, which is energized through charitable donations and fundraising, not tax revenue. If the funds required for the "extended stay" are not available at the time of the request for the "extended stay," it will not be approved by the administration.

Secret Organizations

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

Student Manager, Helpers, or Activity Aids

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

Sunday and Wednesday Night Activities

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

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

Transportation

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

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

Weight Room

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

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

1. Physical education instruction
2. By the team sports, which are in season

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

SECTION TWO: AVAILABLE ACTIVITIES

AcaDeca

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

Athletic Teams

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

Band

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

Cheer Squad

Participants are selected by the sponsor(s) or judges appointed by the sponsor. Members of the cheer squad will attend all home and selected away athletic contests.

Dance Team

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

Drama Club

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

Future Business Leaders of America (FBLA)

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

Future Farmers of America (FFA)

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

SkillsUSA

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

National Honor Society (NHS)

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

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

Robotics

In Robotics, teams of students are tasked with designing and building a robot to play against other teams from around the world in a game-based engineering challenge. Classroom STEM concepts are put to the test on the playing field as students learn lifelong skills in teamwork, leadership, communications, and more. Tournaments are held year-round at the regional, state, and national levels.

Science Olympiad

Science Olympiad is a national non-profit organization dedicated to improving the quality of K-12 science education, increasing male, female and minority interest in science, creating a technologically-literate workforce and providing recognition for outstanding achievement by both students and teachers. These goals are achieved by participating in Science Olympiad

tournaments and non-competitive events, incorporating Science Olympiad into classroom curriculum and attending teacher training institutes.

Student Council

The purpose of student government is to arouse the spirit of loyalty toward the school, to promote good citizenship, to sponsor school activities, to extend the spirit of good fellowship throughout the student body, to foster a spirit of cooperation between the students and faculty and to seek to develop a spirit of cooperation, good will and better understanding with other schools. The organization, operation and scope of the student government shall be administered by the superintendent or designee.

Speech

Students compete in 12 different categories of competition. These include debate, current events speaking, and several theatre type acting events.

STAR

STAR stands for Students Teaching About Responsibilities. STAR is a group of student leaders selected from grades 7-12, who elect to promote positive leadership in the school and in the community.

Student Publications

The yearbook is published by the Journalism class along with the help of its teacher. The annual is financed by funds raised from the sale of the books.

Vocal Music

Vocal Music provides students with the opportunity to learn the essentials of vocal music performance. Various forms of vocal music are performed. Students have the opportunity to participate in swing choir and show choir competitions throughout the course of the year.

Quiz Bowl

Quiz Bowl is a game in which two teams compete head-to-head to answer questions from all areas of knowledge including history, literature, science, fine arts, current events, sports, and popular culture.

SECTION THREE: NEBRASKA STATE ACTIVITY ASSOCIATION RULES

Eligibility

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at <http://nsaahome.org/yearbook.php>. A summary of the major rules governing student eligibility and participation is given below. The established NSAA Constitution & Bylaws overrule any conflicting or inaccurate information presented below. Contact the principal, activities director, or the activity sponsor or coach for an explanation of the complete rule.

1. Student must be a bonafide student of their member school and have not graduated from any high school.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
6. Student must have been enrolled and received twenty hours in school the immediate preceding semester.
7. **Guardianship does not fulfill the definition of a parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his/her review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, 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.
9. **Student eligibility related to domicile can be attained in the following manners:**
 - a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until

- the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
- b. If the parents moved during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.
 - c. If a student elects to remain at the high school where he/she initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.
 - d. **If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.**
10. Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall. Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
 11. Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2021-22 school year prior to May 1, 2021; 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, 2021. 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, 2021, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
 12. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
 13. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school.
 14. A student shall not participate on an all-star team while a high school undergraduate.
 15. A student must maintain his/her amateur status.

NSAA Sportsmanship Rules

Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>. Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts, which may endanger the personal safety of individuals involved, or acts, which hinder the normal progress of a contest or lead to the restriction or discontinuance of a contest.

If a student, participant, patron, and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during such competition the member school and/or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

SECTION FOUR: CODE OF CONDUCT

All students associated with Ravenna Public Schools and participating in extracurricular or school sponsored activities (including all NSAA activities) are required to avoid conduct that is detrimental to the integrity of and public confidence in the school. Rules promoting lawful, ethical, and responsible conduct serve the interests of all people associated with the school. Illegal and irresponsible conduct puts people at risk, tarnishes the reputation of the offender and everyone else associated with the school, and undermines the public support and respect of the school district.

Standard of Conduct - Participation in school-sponsored or extracurricular activities is a privilege and not a right. Participants must follow board policy, this code, and all the training rules and rules of conduct of the coaches and/or activity sponsors. Students participating in school-sponsored or extracurricular activities are held to a high standard. Students are expected to conduct themselves in a way that is lawful, responsible, promotes the values upon which the school is based, and that brings credit to themselves and the school. Students who fail to live up to the required standard of conduct are guilty of detrimental conduct and subject to discipline under all school policies, the general student code of conduct, and these Activity Participation Rules.

Coach and Sponsor Rules - Coaches and/or activity sponsors shall establish training rules or rules of conduct for participation in and for attendance at the activity or event. General training rules or rules of conduct shall be established prior to the activity or event. This Code shall control in the event that there is a conflict with coach or sponsor rules.

Prohibited Conduct - Students in school-sponsored and/or extracurricular activities may not engage in the following conduct:

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, use, distribution, or being at parties in the presence of alcohol, illicit drugs, tobacco/nicotine, or controlled substances, or any lookalike or imitations thereof, without parental supervision, or being under the influence of alcohol, illicit drugs, tobacco/nicotine, or controlled substances, or any lookalike or imitations thereof. "Lookalike or

imitations" means substances such as K2 and products like electronic cigarettes, vapor pens, etc. (Note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).

6. Hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/newbies; 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 timeframe.

f) Activity sponsors are allowed to develop disciplinary consequences specific to their activity that restrict event/competition participation based on their specific activity guidelines, provided they are in the sponsor's specific activities by-laws or handbook. As a result, the student may receive an additional event/competition suspension, due to the specific by-laws or handbook of an activity. This additional event/competition suspension can only be applied by the activity sponsor with administrative approval and with the understanding that the parent and student have due process rights to contest such suspension to the administration. As an example, if a student in FFA is at a summer, school-sponsored FFA activity and earns a 10-day activity suspension, and the corresponding 1 minimum event/competition suspension, the student's activity suspension would begin the first day of fall practice and end 10 days thereafter. Even if the student were to be suspended from 1 event/competition during the 10-day suspension that was not an FFA event/competition, the FFA Sponsor could still suspend the student from 1 or more FFA event/competition, provided such suspension was provided for in the FFA Handbook or FFA By-Laws.

Review of Coach's Decision - A student or the student's parents may, within 5 school days of the notice of disciplinary action from the coach or activity sponsor, notify the principal/AD in writing of their request for a review of the coach or activity sponsor's determination. The principal/AD or his or her designee shall review the situation and render a decision within 3 school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

Misrepresentations - Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Questions - Any parent or student who has questions about board policy, this code, training rules or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

Assistance - Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

A Parent's Guide to Concussions

WHAT IS A CONCUSSION?

A concussion is a brain injury which results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

CONCUSSION FACTS

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms which interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child’s physician, explain what has happened, and follow the physician’s instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent’s doctor or emergency room immediately.

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices.** The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.

Step 2: Running in the gym or on the field. No helmet or other equipment.

Step 3: Non-contact training drills in full equipment. Weight training can begin.

Step 4: Full contact practice or training.

Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete’s class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

WHAT CAN YOU DO?

- Both you and your child should learn to recognize the “Signs and Symptoms” of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season’s sports.

OTHER FREQUENTLY ASKED QUESTIONS:

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

Is a “CT scan” or MRI needed to diagnose a concussion?

Diagnostic testing which includes CT (“CAT”) and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete’s story of the injury and the health care provider’s physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports is a decision best reached following a complete evaluation by your child’s primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I’ve read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of “chronic encephalopathy” in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions which happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from [A Parent’s Guide to Concussion in Sports](#), National Federation of High School Associations.

Some of this information has been adapted from the CDC’s “Heads Up: Concussion in High School Sports” materials by the NFHS’s Sports Medicine Advisory Committee. Please go to www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

AUTHORIZATION AND ACKNOWLEDGEMENT

WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

2021-22

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.

2. Notice. Each student who participates or seeks to participate in extracurricular activities shall be given a copy of this policy. This policy may also be included in the student and activities handbooks.

3. Drug Testing Coordinator. The Drug Testing Coordinator shall be the Secondary Principal, Activities Director, or his or her designee unless otherwise indicated.

4. Extracurricular Activities. This policy applies to any activity that meets the guidelines of an extracurricular activity at the school district which includes but is not necessarily limited to the following:

Band	One Act Play
Basketball	Quiz Bowl
Cheer	School Dances
Cross Country	Show Choir
Dance Team	Skills USA
DECA	Speech
FBLA	Spring Play
Flag Corp	Student Council
Football	Track
Golf	Volleyball
Musicals	Wrestling

5. **Students Who Are Required to Submit to Drug Testing**

- a. Grades.** All students in grades 7-12 who participate in any extracurricular activity are part of the pool subject to random drug testing.
- b. Consent.** A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to try out for, practice with, or participate in the extracurricular activity. The consent form is attached to this policy.
- c. Selection Pool Eligibility.** Students shall remain in the selection pool for an entire calendar year (365 days) from the date the consent form is received by the school district except students who quit during the season.

Random testing will be completed a minimum of 3 times per year or as determined by the DTC. Each selection pool will consist of:

Three students from 7th and 8th grades
Six students from 9th through 12th grades

- d. Withdrawal.** Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a Withdrawal of Student from Activity form signed by the student and his or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for the remainder of the school year. A student who files a Withdrawal of Student from Activity form after selected for a random drug test but before submitting to the

test or after testing positive shall be ineligible to participate in any extracurricular activities for one calendar year from the date the Withdrawal of Student from Activity form is received by the Drug Testing Coordinator.

6. Drugs. Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs, alcohol, and nicotine/tobacco present in their system. For the purpose of this policy, “drugs” means:

- a.** Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 *et seq.*
- b.** Any substance which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs;
- c.** Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in NEB. REV. STAT. § 48-1902(1).
- d.** Any tobacco or other substance which introduces nicotine and other tobacco-related substances into the body, including alternative nicotine products ingested in any way, such as by use of an e-cig, vape pen, or Juul.

7. Testing Procedures

a. Student Selection. All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list shall be submitted to the company employed by the district to conduct the testing.

b. Reasonable Suspicion Testing. In addition to random drug testing, a student is subject to drug testing at any time when the Drug Testing Coordinator determines there is individualized reasonable suspicion based upon articulable facts to believe that the student has used a drug. The Drug Testing Coordinator will notify the student and take the necessary steps to schedule a test as soon as practicable. Reasonable suspicion testing may be used during school sponsored summer activities and camps.

c. Parental Request. Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request. Parent(s)/guardian's may also request that their student be subject to non-random drug screening. The school will arrange for the test as soon as practicable. The

parent(s)/guardian(s) making a request under this subparagraph must submit a signed consent form and indicate which type of test is being requested. Any cost associated with tests administered as a result of parental request must be paid by the parent(s)/guardian(s) in advance of the test.

- d. Type of Test.** The school district reserves the right to utilize breath, saliva, hair, urinalysis, or any other reliably recognized testing procedures. Urine and oral fluid samples which screen positive will be confirmed by GC/MS. Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester). Other testing will be confirmed via industry-recognized processes and equipment.
- e. Collection Site.** The Drug Testing Coordinator will designate the collection site at which student will provide specimens. The collection site may be off the premises of the school district.
- f. Collection Procedures.** The school board will select a Drug Program Administrator (DPA). The DPA shall randomly select the students subject to drug testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request.
- g. Drugs.** Students may be randomly tested for any drugs, including but not limited to nicotine, alcohol, amphetamines, marijuana or cannabinoids, cocaine, methadone, methaqualone, propoxyphene, hallucinogens, opiates, phencyclidine, synthetic opiates and PCP, steroids, barbiturates, benzodiazepines, and any prescription drug that was obtained without proper authorization.
- h. Results.** The DPA shall notify the student and the Drug Testing Coordinator of any positive test after the initial screening. The school representative shall notify the student's parents. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). The MRO will be certified by an MRO accreditation body. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or

parent(s)/guardian(s) to discuss the result either face-to-face or over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will report results of verified positives to the DPA. The DPA shall then notify the Drug Testing Coordinator of the positive test result. The Drug Testing Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.

- i. **Request for a Retest.** A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. In the event of a positive test a split specimen will be tested at a second nationally certified laboratory from a list provided by the MRO. The school district will cover the cost associated with testing the split specimen. The student will remain eligible pending the results of the split specimen test. If the test is confirmed positive the student will begin any consequences associated with testing positive on the day the school district receives notice of the confirmed positive test.

8. Negative Tests. Students and their parents will receive verbal or written notice when the student's test result is negative.

9. Consequences for Testing Positive. Whenever the test results indicate the presence of drugs, Drug Testing Coordinator shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Drug Testing Coordinator shall explain the drug testing procedures and the policy of the district. The consequences shall be as follows (**All offenses are cumulative in grades 7-8. Offenses that occur in grades 7-8 shall not count as offenses in grades 9-12. All offenses are cumulative in grades 9-12**):

a. First Offense

- i. The student will be allowed to attend practice.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 10 calendar days and a minimum of 1 competition. The day of the positive test result shall be the first day for counting purposes. If the activity ends prior to the 10 calendar days the consequence will carry over to the next activity.

- iii. The student shall attend drug, alcohol, and/or nicotine/tobacco counseling or educational program at the student's expense or as arranged or approved by the District Testing Coordinator.
- iv. The student will have a follow up test to be conducted in conjunction with the next random test. This test will be conducted at the parent's expense. If the student were to test positive it will be considered a second offense. If the student tests negative they will return to the random pool.

b. Second Offense

- i. The student shall be allowed to attend practice.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 20 calendar days and a minimum of 2 competitions. The day of the positive test result shall be the first day for counting purposes. If the end of the activity precedes the end of the 20 days, the consequence will carry over to the next activity.
- iii. The student shall obtain a drug and alcohol assessment at student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. The student shall provide written proof of obtaining the assessment to the District Testing Coordinator. The student is strongly encouraged to comply with the assessment recommendations.
- iv. The student will have a follow up test to be conducted in conjunction with the next random test. This test will be conducted at the parent's expense. If the student were to test positive it will be considered a third offense. If the student tests negative they will return to the random pool.

c. Third Offense

- i. The student will be ineligible to practice or publicly perform in any extracurricular activity for one calendar year from the date

of the third positive test or end upon graduation. The day of the positive test result shall be the first day for counting purposes.

- ii. The student must submit to a district administered test and test negative before returning to activities.

d. Fourth Offense

- i. The student will be ineligible to participate in any extracurricular activity for the remainder of the student's time at the school district.

10. Refusal to Test. A student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for one calendar year.

11. Tampering. Tampering is the use of any agent or technique which is designed to avoid detection of a drug and/or compromise the integrity of a drug test and is prohibited. This includes providing false urine samples (for example, urine substitution), contaminating the urine sample with chemicals or chemical products, the use of diuretics to dilute urine samples, and the use of masking. If the Drug Testing Coordinator determines that a student tampered with a drug test, the student shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for one calendar year.

12. Maintenance of Records. All results of drug testing shall be confidential. Procedures for maintaining confidentiality will be developed by the school district and the testing organization. The Drug Testing Coordinator shall maintain records of positive tests in a secure location. This information will not be available to anyone other than appropriate school personnel and parents. This information will be destroyed upon the student's graduation or one year after the student's class graduates. Under no circumstances will this information become a part of the student's permanent file, nor will it be sent to another school when the student moves to another district or transfers to another school. The school district will not share drug testing results with any law enforcement agencies.

13. Appeal. The school district will rely solely upon the opinion of the MRO to determine whether the positive test result was the result of the consumption of a drug. There shall be no appeal of the test result to any school administrator or the board of education.

14. Severability. If any portion of this policy is deemed to be contrary to the law of the state of Nebraska or the United States by judicial decision or an act of Congress, then only such portion or provision directly deemed to be unconstitutional shall be stricken, and the remainder of the policy shall remain in full force.

Adopted on: May 11, 2018

Revised on: June 10, 2019

Reviewed on: June 10, 2019



CONSENT TO PERFORM RANDOM DRUG TESTING **2021-22**

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 2021-22 SCHOOL YEAR

I understand that by signing this form I am rescinding my permission for random drug, alcohol, and nicotine/tobacco screening and no longer wish to participate in any extracurricular activity. I further understand that I am forfeiting my privilege to participate in athletics and/or extracurricular activities for the remainder of this school year.

I hereby rescind my consent to the administration of the drug screening and forfeit all participation in extracurricular activities for the remainder of the school year at Ravenna Public Schools.

Student's Printed Name: _____

Signature: _____

Date: _____

Parent/Guardian's Printed

Name: _____

Signature: _____

Date: _____

Ravenna Public School Staff Handbook 2021-2022



Rules and Regulations

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INTRODUCTION

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a “contract” of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

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

Your suggestions about ways to improve the school are welcome and will always be considered.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

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

Name: Bradley D. Kjar
Title: Superintendent
Address: 41750 Carthage Road, Ravenna, NE 68869
Telephone: 308-452-3249
E-mail: brad.kjar@ravennabluejays.org

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

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

DRUG-FREE WORKPLACE REQUIREMENTS

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form which is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

Activity Accounts and Fundraising

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The administrators are responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

Activities Entry Fees for Staff & Family of Staff

All staff, spouses and their school-age children will be admitted to home events free of charge.

Agents, Salesmen and Other Business Representatives

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

Announcements and Circulars

No announcements that are not related to the instructional program or extra-curricular program shall be made before any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

Bell Schedules

2021-2022 Schedule			
	3 minute passing periods		
	1st Bell	8:00	
	1st Period	8:03 - 8:50	47
	2nd Period/Access	8:53 - 9:13	20
	3rd Period	9:16 - 10:03	47
	4th Period	10:06 - 10:53	47
	5th Period	10:56 - 11:43	47
Lunch	6th Period	11:46 - 1:03	47
	7th Period	1:06 - 1:52	46
	8th Period	1:55 - 2:41	46
	9th Period	2:44 - 3:30	46
1st Lunch	11:43 - 12:13	2nd Lunch	12:33 - 1:03

Friday 2021-2022 Schedule			
	3 minute passing periods		
	1st Bell	8:00	
	1st Period	8:03 - 8:45	42
	3rd Period	8:48 - 9:30	42
	4th Period	9:33 - 10:15	42
	5th Period	10:18 - 11:00	42
	6th Period	11:03 - 11:45	42
Lunch	7th Period	11:48 - 1:00	42
	8th Period	1:03 - 1:45	42
	9th Period	1:48 - 2:30	42
1st Lunch	11:45 - 12:15	2nd Lunch	12:30 - 1:00

2:00 Dismissal 2021-2022			
	3 minute passing periods		
	1st Bell	8:00	
	1st Period	8:03 - 8:41	38
	3rd Period	8:44 - 9:22	38
	4th Period	9:25 - 10:03	38
	5th Period	10:06 - 10:44	38
	6th Period	10:47 - 11:25	38
Lunch	7th Period	11:28 - 12:38	40
	8th Period	12:41 - 1:19	38
	9th Period	1:22 - 2:00	38
1st Lunch	11:25 - 11:55	2nd Lunch	12:08 - 12:38

Noon Dismissal 2021-2022			
	3 minute passing periods		
	1st Bell	8:00	
	1st Period	8:03 - 8:29	27
	3rd Period	8:32 - 8:59	27
	4th Period	9:02 - 9:29	27
	5th Period	9:32 - 9:59	27
	6th Period	10:02 - 10:29	27
	7th Period	10:32 - 10:59	27
	8th Period	11:02 - 11:29	27
	9th Period	11:32 - 12:00	28

10:00 Late Start 2021-2022				Friday 10:00 Late Start 2021-2022			
	3 minute passing periods				3 minute passing periods		
	1st Bell	10:00			1st Bell	10:00	
	1st Period	10:03 - 10:38	35		1st Period	10:03 - 10:28	25
	3rd Period	10:41 - 11:16	35		3rd Period	10:31 - 10:56	25
	4th Period	11:19 - 11:54	35		4th Period	10:59 - 11:24	25
Lunch	5th Period	11:57 - 1:07	40		5th Period	11:27 - 11:51	25
	6th Period	1:10 - 1:43	33	Lunch	6th Period	11:54 - 1:04	40
	7th Period	1:46 - 2:19	33		7th Period	1:07 - 1:32	25
	8th Period	2:22 - 2:55	33		8th Period	1:35 - 2:01	26
	9th Period	2:58 - 3:30	32		9th Period	2:04 - 2:30	26
1st Lunch	11:57 - 12:27	2nd Lunch	12:37 - 1:07	1st Lunch	11:51 - 12:21	2nd Lunch	12:34 - 1:04

Board Policies, Rules, and Directives

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook, Staff Handbook, and Activity Handbook, respectively. Each of these handbooks are available on the district's website and in the main administrative office. **By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

Child Abuse

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the

following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Children

Children of staff members should not interfere with the assigned duties of staff members during the contract day. If you need to interact with your child during the school day please contact the appropriate office. Children of staff members are not allowed to come to work with staff members without administrative approval. Children of staff members are allowed to be in the building before or after school provided that the staff member is providing adequate supervision of their children.

Complaint Procedure

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

below:

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

- 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. A complainant who is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint may appeal the decision to the superintendent.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the

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

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

- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

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

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

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

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504

Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

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

Computers and the Internet: Acceptable Use by Staff

Internet access is an important tool for keeping up to date with current education issues, for conducting personal research to enhance management, teaching and learning skills, and as a means of communication. The following procedures and guidelines are intended to ensure appropriate use of the Internet by the school's faculty and staff.

1. Acceptable Use

- a) Staff shall be restricted to use the Internet to conduct research for instructional purposes.
- b) Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
- c) Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
- d) Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

Unacceptable Use

- a) Staff shall not access obscene or pornographic material.
- b) Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
- c) Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
- d) The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
- e) Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

2. Methods of Enforcement

- a) The school district monitors all e-mail and other Internet communications, as well as Internet usage and patterns of Internet usage. The school district owns the computer system, and staff members have no right of privacy to any Internet communications or other electronic files. As with any school property, electronic files on the system are subject to search and inspection at any time.
- b) The school district uses a technology protection measure that blocks access to some sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
- c) Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for staff research. The system administrator may override the technology protection measure that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
- d) School officials will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

3. Violations

Staff members who violate the school policy or rules regarding computer and Internet usage face:

- a) Cancellation, non-renewal or termination of employment;
- b) The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member; and
- c) Other discipline that the school administration and/or the school board deem appropriate.

When appropriate, law enforcement agencies may be involved in investigating and prosecuting wrongdoing by a staff member.

Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

Copyright and Fair Use

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site:
<http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any reasons which may affect the staff member's ability to perform the tasks required by board policy.

Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Bradley D. Kjar at (308) 452-3249, brad.kjar@ravennabluejays.org or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Tony Schirmer at (308) 452-3249, tony.schirmer@ravennabluejays.org, or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Bradley D. Kjar at (308) 452-3249, brad.kjar@ravennabluejays.org, or in person at school. Employees may report discrimination or harassment to any staff member who will then

forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Drivers of School Vehicles

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

Dress Code

The attire worn by staff members conveys an important image to students and the general public.

Certified staff, paraeducators and office staff should generally dress in business casual attire.

Classroom staff may not wear the following types of clothing during the traditional school day from 7:50 a.m. to 3:50 p.m., when students or visitors are in attendance, or when the employee is supervising, directing or coaching students when the public is in attendance:

- Exercise or athletic attire, except when teaching a physical education activity in the gymnasium or on a playing field or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic practices, activity practices, or when allowed by the administration.
- Any clothing which is immodest and may distract other employees or students in the learning environment.

The building principal may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days").

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related worked based upon employees' duties and responsibilities.

Employee Assistance Program (EAP)

The school district recognizes that its staff may need some help at times in dealing with personal difficulties and that problems in their personal lives can affect their job performance. To help staff face and deal with personal difficulties, the district offers an Employee Assistance Program through Wholeness Healing Center. This voluntary, cost-free program is intended to assist staff in obtaining help to resolve problems in a confidential manner. However, staff must remember that they bear the responsibility to seek assistance and to resolve the problem.

The Employee Assistance Program can address a wide range of problems. Family, marital, legal, medical, drug and emotional problems are all covered, although some limitations do apply. All full-time staff are eligible to participate in the Program at no cost to the employee.

Wholeness Healing Center Employee Assistance Program programs provide confidential, short-term counseling for staff, their dependents and household members at no cost.

Expenses

The board of education will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense and credit card reimbursable fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal car use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available or if the use of a personal vehicle and corresponding travel reimbursement by the employee were not previously approved by the administration.

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and

to such property

Jury and Witness Duty Leave

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Locker Room Supervision

Staff members must review and comply with the board's policy regarding locker room supervision.

Maintenance & Cleaning Request Forms

Staff members should report maintenance and cleaning issues as soon as they need or see a maintenance or cleaning problem to the superintendent or the head of maintenance.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria for \$4.10 per meal. The lunch price includes one carton of milk. Extra cartons cost \$0.40 cents. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) will be governed by the FMLA and the board's policy regarding the FMLA.

Milk Expression

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom or classroom, which is shielded from view and free from intrusion from co-workers and the public for one year after the child's birth.

News and Press Releases

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio and print media promptly after matches or games to disseminate the results.

Communicating our schools to the public, keeping the public informed, and public relations with the community is one of our important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

Obligations Related to American Civics Instruction

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

Outside Employment

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district.

Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Professional Growth

Every six years, permanent certificated employees shall give evidence of professional growth. Permanent certificate employees shall earn 30 professional growth points every six-year cycle. Six semester hours of college credit shall be accepted as evidence of professional growth, and shall be equivalent to 30 points, with each semester hour representing 5 professional growth points.

The board of education believes the goal of professional self-improvement to be inherent in the responsibilities of each certificated district employee.

Other professional growth activities which may count toward the six-year requirement include non-credit courses, lecture series, workshops, conferences, study groups, local in-service courses, committee service, supervising a student teacher, serving with professional groups, travel of significant educational value, and membership in professional organizations. The employee must receive prior approval from the building principal for any of these activities to count toward professional growth.

One unit of professional growth credit will generally be equivalent to ten hours of personal time spent on an educational activity.

Purchasing

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office. Orders should not be placed until the district office has issued a printed purchase order. Once an order has been received, the staff member must notify the district bookkeeper so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact

the district bookkeeper. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

Records and Reports

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

School Calendar

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

School Property

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the superintendent as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office or the superintendent.

School Vehicle Use

The transportation of students in a pupil transportation vehicle is governed

by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends, are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Smoking on School Premises or at School Activities

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

Sniffer (Drug) Dogs

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

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.

4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Social Media Usage by Staff

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

Solicitation and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interference with school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds, except as approved by the administration.

Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Telephones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

Threat Assessment and Response

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

1. Obligation to Report threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

2. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the superintendent. Upon receipt of an initial report of any threat, the superintendent will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concerns person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the superintendent determines to be reasonable and useful.

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

report the results of his/her investigation to the student's individualized education plan team.

3. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence if that individual is a minor.

Ticket Taking

All staff will be expected to take tickets at one time or another at home events. Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the activities director of who will be taking their place.

Transportation Request Forms

Staff members must communicate transportation requests via email, phone, or direct contact as soon as they know they need school-provided transportation to allow the transportation coordinator adequate time to schedule drivers and vehicles.

Visitors

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building. Visitors must comply with the following guidelines:

- If a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- Children under the age of 10 years must be accompanied by a parent or guardian
- All visitors must have the prior approval of the principal or superintendent
- Salespeople and other such agents will not be allowed to solicit staff members during school hours.
- Visitors must wear the visitor's badge supplied by the building office.

Wage and Salary Payments

Staff members are paid on the 20th of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced on the NTV Website at: <https://nebraska.tv/weather/closings>. The district's messaging system will also be used to inform students and parents via text and automated call.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at

any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave.

1. Sick Leave

Certified staff members who are too ill to perform their teaching duties must contact their building principal before 6:00 a.m.

2. Personal Leave

Certified staff who wish to take personal leave must submit a leave request to the superintendent far enough in advance of the proposed leave to secure a substitute teacher. Building principals and the superintendent may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. Staff members may take personal leave adjacent to a school break, with administrative approval.

3. Professional Leave

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

4. Substitute Folders

Each teacher must prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk. The folder must

contain:

- a.) the current seating chart for each class;
- b.) the daily routine followed by each class;
- c.) all schedules (fire drill procedures, lunch schedule, etc.);
- d.) a copy of this handbook; and
- e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Certified staff members may not make arrangements for their own substitute.

Academic Dishonesty

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

Assemblies

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. retirement number,
- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Check-out Forms

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

Classroom Management and Student Discipline

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers may close the door to their rooms for safety and security purposes.

Classroom teachers should have well-defined behavioral expectations that have been taught to students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may remove a student from the classroom for failure to comply with established behavioral expectations. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to

assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without the authorization of the building principal.

Classroom teachers may not admit tardy students to class without a pass from the student's teacher from the previous period or the office.

Classroom Sanitation

1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions and saliva.

2. Infectious Diseases

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Coaching Supplies

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only

when they have run out of supplies.

Coaches must fill out requisition inventory forms or inventory requests to the activities director during the spring requisition period.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Ravenna Public Schools, unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students until full and proper payment is secured by the activity sponsor.

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

Computer Lab

Elementary students and staff who use computers owned by the district must abide by the district's acceptable use policies. Students may use the computer lab during lunch and after school. Classroom teachers may not send students to the computer lab during class unless they have made prior arrangements with the lab coordinator/elementary media para.

Classroom teachers who wish to bring classes to the computer lab must sign up as far in advance as possible with the lab coordinator. Absolutely no food or drink is allowed in the computer lab.

Disclosure of Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/guardians the right to obtain information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional teaching certificate.
- The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
- Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB.

Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use the window area of the office or the commons area to display student work or during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Turning in all monies collected to the main office by the end of the school day.
- j) Clearing all class meetings or trips through the principal's office.
- k) Participating in Student Assistance Teams pursuant to board policy.
- l) Assisting with the administration of standardized testing as assigned by the administration.
- m) Provide homebound instruction as assigned by the administration.
- n) Performing additional duties as assigned by the administration.

Eligibility Grades 7-12

Student academic eligibility for participation in extracurricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than seventy percent (70%) in two or more classes weekly. There is a two week grace period at the start of each quarter. Following the grace period the eligibility report will be run each

Tuesday at approximately 11:00 am. The eligibility period runs from Tuesday to the following Tuesday. Ineligible students, will at the discretion of the sponsor, be allowed to participate in practice. Activities affected by the eligibility rule are:

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

Extracurricular Activities

All staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the high school office. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities. Practices or events on Sunday must have prior approval of the superintendent.

Certain activities require time to be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non-school sponsors must be approved by the administration. If cars are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

1. Fire Drills

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help insure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff must cease the activity in which they are engaged immediately and leave the building at once, following these regulations:

- a) Students nearest the windows will close them before leaving.
- b) The classroom teacher will be the last to leave the room. He or she will turn out all lights and close the door as he or she leaves.
- c) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
- d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- f) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
 - 1) hold up a Green Card (all students accounted for)
 - 2) hold up a Red Card (missing student (s) listed)
 - 3) hold up a Yellow Card (extra students listed)

The signal to return to the school building will be an announcement over the intercom. An announcement to return into the building will be issued upon completion of the drill. Students will return in an orderly manner.

2. Tornado Drills

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated shelters areas in the building. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff must cease the activity in which they are engaged immediately and leave the building at once, following these regulations:

- a) All students and staff should proceed to their designated shelter area.
- b) Once in the designated shelter area, each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

3. Protocol for all Evacuations

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms are provided to all certificated staff annually.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

Field Trip Requests

Certified staff who wish to take students off school property during the instructional day must get permission to do so from the building principal, prior to the date of the requested activity.

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

Grading Policy

Grades are given as a letter or percentage as requested by the building principal. Incompletes may be given with the permission of the building principal.

A student is to be graded on academic performance. **A student's grade is not to be reduced for discipline.** Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student.

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card. Classroom teachers should use the following symbols for each subject area:

Students will receive letter grades for their academic core classes.

A+	98-100	Superior 4.00	B+	90-92	Excellent 3.50
A	95-97	Superior 4.00	B	88-89	Excellent 3.00
A-	93-94	Superior 3.75	B-	85-87	Excellent 2.75
C+	82-84	Average 2.50	D+	75-77	Needs Additional Help 1.50
C	80-81	Average 2.50	D	72-74	Needs Additional Help 1.00
C-	78-80	Average 1.75	D-	70-71	Needs Additional Help .75
F	0-69	Failure of Subject 0.00			Incomplete 0.00
NG	No Grade				P - Pass 0.00

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

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

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from

school attendance until the classroom assignments are completed to the teacher's satisfaction.

Report Cards

A= Excellent

B= Above Average

C= Average

D= Below Average

F= Failing

S= Satisfactory Progress

U= Unsatisfactory Progress

In Kindergarten & 1st Grade, students will receive standards-based grades in designated curricular and non-curricular areas. Elementary teachers should report student progress on grade reports using the following system:

Kindergarten & 1st Grade

Work Habits

Behavior/Attitude

Math

Writing

Reading Mastery

Art

P.E.

Music

Performance Level Indicators

E-Excellent

S-Satisfactory

I-Improving

U-Unsatisfactory

NA-Not Expected at This Time

In the elementary grades 2nd-6th, students will receive letter grades only in designated "core" curricular subjects. Elementary teachers should report student progress on grade reports using the following system:

2nd Grade – 4th Grade

A, B, C, D, F

Reading

Math

Spelling

5th-6th Grade

A, B, C, D, F

Reading

Math

Spelling

Language
Science
Health

S/U
Social Studies
Penmanship
Art

Language
Science
Health
Social Studies

S/U
Penmanship
Art

Guest Lectures

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms. Secondary teachers are expected to be hallway monitors between each class period.

Homework Policy

Homework is an important part of student learning. When parents, teachers and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

Infinite Campus

All teachers/classroom aides will be required to use Infinite Campus. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count will also be taken with Infinite Campus.

Certified staff who have trouble/problems with Infinite Campus, should contact Shari Spaulding.

Instructional Materials

Instructional materials are made available through the Education Service Unit. A catalog and order forms will be made available to all members

online. Digital media may be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

Lesson Plans

Each teacher will prepare and complete comprehensive and updated lesson plans and post them to their teacher webpage on a weekly basis, at a minimum. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must **identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.**

Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center during study halls, at lunch, after school and in the evenings. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Audiovisual materials are available to certified staff through the media center. Certified staff may obtain these materials by filling out the required requisition form and sending it to the media specialist in their building.

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching

responsibilities. Paras should not contact parents regarding student issues. All parental contact should be facilitated through the classroom teacher. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculate grades and record grades. Paraeducators are to work only on their assigned work days and within their assigned work day. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and utilize a planner where necessary as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

Parking

Staff members have the South and North parking lot reserved for them.

Students are not to park their cars in the staff lots. Staff members may not allow students to park in the staff lot when groups leave early in the morning on a school day for field trips or athletic events.

Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.

Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the superintendent or designee.

Pupils' Records

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.
2. Report cards will be issued following the end of the quarter. Teachers must have final grades reported within two days after the end of the 1st, 2nd, & 3rd quarters. Teachers must have final grades reported for the 4th quarter before checking out for the summer.
 - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
 - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
 - c) Each classroom teacher is responsible for distribution of class cards on time.

- d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

School Day

All certified staff must be at school or on duty between the hours of 7:45 a.m. and 3:45 p.m., Monday through Friday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Aides

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours. **Student aides must be approved by the secondary principal.**

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

Student Illness

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

Student Medication

No staff members other than the school nurse or unlicensed assistive personnel who have passed a "medication administration competency assessment" that meets the requirements in NDE Rule 59 may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.

The school nurse and unlicensed assistive personnel are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap, and directions for administering the medication.

After receiving the medication, the school nurse and unlicensed assistive personnel should lock the medication in a cabinet or place it in an area

where access is restricted to the school nurse.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period. Any compensation for this duty is pursuant to the current Negotiated Agreement.

Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

Bereavement Leave

A maximum of five sick leave days may be used each year as bereavement leave to allow a classified staff member to attend the funeral of a friend or relative not in the immediate family.

Holidays

Employees will receive paid time off on the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after Thanksgiving, Christmas Eve Day, and Christmas Day.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

Hours

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

Overtime and Compensatory Time

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who

accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy, unless they are an "exempt" status according to the FLSA (Fair Labor Standards Act).

Insurance / Health Benefits

Full-time year-round employees will be provided with health care coverage and single dental coverage. School-term employees that work at least 30 hours per week will be provided single health care and single dental coverage equal to the fraction of the year in which they are employed. The additional costs shall be borne by the employee.

Workman's compensation coverage for employees will be provided by the school district. Other insurance benefits provided at the employee's cost include long-term disability, vision, and family dental. The school district will provide employees working at least 30 hours per week with \$20,000 of life insurance benefits. The employee can purchase additional life insurance benefits at their expense.

School term employees who are hired to do summer custodial work are provided with single health and single dental insurance coverage by the district.

Internet Usage

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.

3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Full "Dock Days" Leave

Classified staff members are entitled to up to 10 "dock days" of additional leave in excess of the leave provided in this handbook, so long as their leave is otherwise qualifying under another leave provision in this agreement and they have complied with all of the requirements of that provision for taking the leave. Dock day leave will be taken at a reduction of a prorated amount of the staff member's total salary and benefit cost per day. This provision shall not apply, and the staff member is not allowed to take dock day leave, if the staff member is eligible for any other type of leave, including but not limited to leaves such as those provided in this agreement, the FMLA, and/or short or long term disability.

Personal Leave

Classified employees will receive up to 3 days of paid personal leave each school year for personal business that cannot be taken care of outside regular business hours and other events of personal significance. Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent. One-half or one day of unused personal leave will be carried over to the following year. Therefore, staff can accumulate three personal days.

Reporting When School is Closed

When school is closed due to inclement weather, classified staff should report to work unless they are asked not to do so by the superintendent.

Sick Leave

Year-round employees shall be provided sick leave of ten days per year that may accumulate year to year up to 40 days. A doctor's note may be required after five consecutive days of absence. Full-time school term employees (9 or 10 months of service) will be provided with a prorated number of sick leave days per year that is based on their number of months of service and the total number of days provided annually to year-round employees. As an example, if year-round employees are provided with 10 sick leave days annually, and a full-time school term employee works 9 months of the year, the full-time school term employee would receive 75% (9/12 months) of 10 sick leave days, or 7.5 sick leave days. Sick leave days may accumulate year to year up to 30 days for full-time school term employees. A day's sick leave will be equal to the number of hours normally worked by the employee, not to exceed 8 hours.

Sick leave will be allowed to use for the employee or employee's immediate family: (spouse, children, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, grandparent, son-in-law, or daughter-in-law).

A maximum of five sick leave days may be used each year as bereavement leave to allow a staff member to attend the funeral of a friend or relative not in the immediate family.

Vacation

Eligible classified employees will receive paid vacation each school year. Employees should consult with the superintendent for vacation information.

Full-time year round employees will be entitled to an annual vacation with full pay in accord with the following provisions. After six months of

employment, employees will receive 5 days of vacation for the first year. After two years of employment (based on anniversary date) the employee will earn 10 days per year. As of the fifth year of employment (fiscal year), the employee will accrue one additional day of vacation for each year of service up to a maximum total of 15 days per year.

Employee Protection

Assault Disability: Upon determination of the board that an employee has been physically disabled because of an assault on his/her person arising out of and/or in the course of employment, the board will grant the injured employee leave of absence with contract pay for a period not to exceed one year.

Workers Compensation: The assaulted injured employee shall immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Personal Property: Employees whose personal property (including but not limited to eye glasses, hearing aids, dentures, watches, or articles of clothing) is damaged in an assault on his/her person arising out of and in the course of his/her employment may apply for reimbursement of costs, of repairs, or replacement. If an item is damaged beyond repair, actual value at the time of damage may be reimbursed.

STAFF DIRECTORY

Members of the Board of Education:

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

Administrative Staff:

Bradley D. Kjar.....	Superintendent
Cannon Blauvelt.....	High School Principal
Paul Anderson.....	Elementary Principal

Teaching Staff:

Michelle Abels.....	Grade One

Lisa Anderson.....	Speech Path
Dan Bolling.....	Phys Education, Elem
Brandy Brodersen.....	Special Education
Brook Bult.....	Grade Four
Cody Chilewski.....	Ag Education
Kaleb Christensen.....	Science
Libby Clark.....	Art
Tiffani Drabek.....	Grade Three
Angie Drahota.....	Counselor, K-12
Barbara Ellis.....	HS Music/Band
Tanner Ellis.....	Business
Haley Gadeken.....	Grade Five
James Habe.....	Grade Six
Paige Havranek.....	English, Journalism
Jody Hutsell.....	Speech Path
Tiffany Jacobsen.....	Social Studies
Erin Jarvi.....	Grade Three
Kelley Jarzynka.....	Science
Heidi Kjar.....	English
Myriah Leisher.....	Media Specialist
Katie Lewandowski.....	Grade Two
Julie Maulsby.....	English, Reading
Noah Maulsby.....	Phys Education, HS
Adam Mingus.....	Math
Caley Mingus.....	Kindergarten
Kinsley Musil.....	Behavior Interventionist
Sherry Nelson.....	Grade Six
Levi Nielsen.....	Ind Arts / AD
Melodie Nozicka.....	Grade Five
Allan Osburn.....	Special Education
Jenna Pritchard.....	Grade Four
Sonya Rasmussen.....	Life Skills
Michelle Riens.....	Grade Two
Trey Rossman.....	Social Studies
Tony Schirmer.....	Math
Kirby Sheets.....	Grade One
Scott Stecklein.....	Science, Health
Abby Steele.....	Kindergarten
Kayla Wiarda.....	Preschool
Korina Wick.....	Instructional Coach
Cindy Wilke.....	Special Education
Alison Yendra.....	Spanish

Teresa Zinnel.....Special Education
Shelbi Zinnel.....Elem Music/Office Staff

Nurse:

Karalee Fiddelke.....School Nurse

Para Staff:

Angie Barent, Tina Cacy, Judith Dunning (elementary librarian), Terry
Hervert, Jarrod Hinrichs, Brittney Lutz, Julie McGuigan, Julie Otte, Krissy
Reisbeck, JoEllen Russell, Vickie Sieczkowski, MacKenzie Stubbs, Amy Styren,
Stephanie Yost

Office Staff:

Hilary Bolling..... Payroll/Bookkeeper
Shari Spaulding.....HS/Sup Secretary/Activities Fund
Lacey Rager.....Elem Secretary/Lunch
Fund

Technical Support:

Dave Huryta.....Tech Support K-12

Child Nutrition Program:

Lynda Endecott.....Cafeteria Manager
Nancy Chizek..... Assistant Cook
Colleen Cornelius.....Assistant Cook
Chris Bruning.....Assistant Cook
Joanna Velez.....Assistant Cook
Marcie Gross.....Point of Sale

Custodians:

Dan Cyboron.....Head of Maint/Cust
Kristi Hagge..... Secondary Custodian
Marcie Gross..... Elementary Custodian

Transportation Department:

Todd VanWinkle..... Transportation Director
Cheryl Deines.....Route Driver
Peg Dethlefs.....Route Driver
Richard Douglas.....Route Driver
Heidi Downer.....Route Driver
Jill Manring.....Route Driver
Gary Psota.....Route Driver

Jason Abels.....Activity Driver
Lenay Palser.....Activity Driver

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the Ravenna School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook. Further, if I have any questions about any provision, I should confer with my supervisor or building principal.

Signature

Date

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



COADY H. PRUETT ^{NE, CO}
JORDAN JOHNSON ^{NE}
TYLER COVERDALE ^{SD}
SHARI RUSSELL, Paralegal

M E M O R A N D U M

To: KSB Policy Service Subscribers
From: KSB School Law
Date: June 8, 2021
Re: Annual Policy Updates

Attached are the 2021 KSB School Law policy updates. Below, we discuss the policy changes, the changes to our standard forms, and some issues that are raised by certain laws that do not necessarily require a policy change but do present new obligations or things to keep in mind as you enter the 2022-22 school year. We have broken these down into 3 sections: "Policy Changes;" "Forms Changes;" and "Other Issues to Consider."

Keep in mind that most passed bills go into effect three months after the legislature adjourns. This year the Unicameral adjourned May 27th, so the effective date of most bills will be August 27, 2021. However, if a bill includes a specific effective date or an emergency clause, it goes into effect on the stated date or when passed and approved according to law.

To assist subscribers in implementing these policy changes and the other considerations laid out in this Memo, **KSB will hold a webinar on Thursday, June 10, 2021, at 10:00 a.m. Central Time.** In the webinar, we will give a brief overview of the changes and then answer questions from attendees regarding the policies and other considerations. We have included the link to the ZOOM conference in the cover e-mail that transmitted these updates. We will also record the webinar and will post it on the KSB School Law website in the Policy Updates section.

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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 2005: Conflict of Interest

LB 65 amends Section 49-14,103.01, a provision in the Nebraska Political Accountability and Disclosure Act, relating to local elected officials (including school board members) who have an interest in a contract with their own governing body. LB 65 eliminates the phrase "direct pecuniary fee or commission" and replaces it with "payment, fee or commission."

This change is required.

REVISION OF POLICY 3001: Budget and Property Tax Request

Several districts asked why we include the budget hearing procedures but not the property tax request procedures. To satisfy those inquiries and assist boards and administrators in understanding them, we have added the details about the process that boards now must follow in making property tax requests to this policy. We also changed the name of this policy to reflect the fact that it now includes the property tax request process from the new requirements discussed below.

In addition, LB 528 requires the published budget hearing notice to 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: [Insert Internet address for the web site established pursuant to Laws 2021, LB528, section 5].

The district must "prominently display" this statement on the school district web site 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.

LB 644 creates the Property Tax Request Act for the alleged purpose of "increased transparency for impacted political subdivisions to raise their property tax levies." If a school district seeks to increase its property tax request by more than the allowable growth percentage, the district must:

- Give notice of the public hearing by sending a postcard to all affected property taxpayers, posting notice of the hearing on the home page of the relevant county's website, and publishing notice in a legal newspaper of general circulation within the county;
- Hold a (joint) public hearing that includes a presentation that includes certain statutorily required information; and
- Pass a resolution.

The hearing must be held during an evening 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.

This change is not required but is highly recommended.

REVISION OF POLICIES

3003: Bidding for Construction, Remodeling, Repair, or Site Improvement

AND

3003.1: Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds

State law requires the State Board of Education, once every five years, to adjust the dollar amount threshold that requires schools to solicit bids for construction, remodeling, repair, or site improvements. In December, the threshold amount was raised from \$100,000 to \$109,000. Similarly, state law requires the State of Nebraska Board of Engineers and Architects, once every five years, to adjust the dollar amount threshold for projects that require schools to retain the services of an architect or engineer. The board adjusted this amount from \$100,000 to \$118,000. That's right - now you get to remember two different numbers!

These changes are required.

REVISION OF POLICIES

3003.1 Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds AND

3004.1 Fiscal Management for Purchasing and Procurement Using Federal Dollars

During a recent round of federal fiscal review, NDE determined that it wants even more information in your federal purchasing/procurement policies and procedures, especially as it relates to internal controls and grant compliance. We have added a Financial Management section to both policies as well as incorporated some provisions in 3004.1 into 3003.1 to address these concerns.

These changes are required.

REVISION OF POLICIES 3042: Construction Management at Risk Contracts AND 3043: Design-Build Contracts

LB 414 amends the Political Subdivisions Construction Alternatives Act to allow schools to use the design-build or construction management at risk contracts for a project that includes water, wastewater, utility, or sewer construction. Using these methods for these purposes was previously prohibited. However, before the school may use either of these construction methods for any of these construction purposes, the board must pass a resolution that includes a statement that the school district has made a determination that the design-build contract or construction management at risk contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract or construction management at risk contract delivery system.

These changes are required.

NEW POLICY 3058: Naming School Facilities and Property

Several of our districts have inquired about this type of policy over the years. A policy subscriber specifically requested that we draft this policy this year, so here it is. These policy provisions are not required. If you wish to adopt such a policy, you can tailor it to best fit your needs.

This policy is OPTIONAL.

REVISION OF POLICY 5063: Audio and Video Recordings

Remote learning opportunities necessitated by the pandemic led us to revisit our policies regarding audio and video recordings. This policy was revised to broaden the limiting language regarding the use of audio and video recordings. The revised language continues to prohibit inappropriate uses of recordings while permitting appropriate uses consistent with administrative discretion.

This change is required.

REVISED POLICY 6036: Reading Instruction and Intervention Services

LB 528 mostly made grammar and style changes to the Nebraska Reading Improvement Act. However, one substantive change to note is that you now have the first 45 calendar days that school is in session to administer the first approved reading assessment to kindergartners. The deadline for administering the assessment to first, second, and third grades remains the first 30 calendar days that school is in session.

This change is required.

Form Changes

Title IX Notice of Policy Forms

Last year, federal law required you to modify your Title IX policies and procedures prior to August 14, well after many of you already published and distributed your handbooks. As a result, our form notifications referred to the fact that previously published handbooks may be inconsistent with the newly adopted Title IX Policy. These form notifications have been updated to remove these references as you incorporate your policy into next year's handbooks.

This form is required, but the board does not need to approve the form.

Other Issues To Consider

LB 2: Valuation Of Agricultural Land And Horticultural Land For Certain School District Taxes

LB 2 reduces the valuation of agricultural and horticultural land solely for the purposes of educational bonds. Such land will be valued at 50% of its actual value for the purpose of school district taxes levied to pay the principal and interest on bonds that are approved by a vote of the people on or after January 1, 2022.

LB 2 also amends the law to allow the Tax Equalization and Review Commission (TERC) to use 44% to 50% of actual value or special valuation as an "acceptable range" for agricultural and horticultural land for school district taxes levied to pay the principal and interest on bonds that are approved by a vote of the people on or after January 1, 2022.

LB 5: The Purple Stars School Act

LB 5 establishes the Purple Star Schools Program. This program encourages, but doesn't require, every school in the state to appoint a "military liaison" who will then create a transition program for students who might be recent transfers into the school district after moving to the district with their military family; set up a website that demonstrates how to establish a "military-friendly" atmosphere at the school; and offer professional development for staff members on issues related to military-connected students. Choosing to voluntarily participate in the programming would then designate the school as a "Purple Star" school.

LB 83: Meetings During an Emergency Declaration

LB 83 changes provisions of the Open Meetings Act that allow some public bodies to meet through "virtual conferencing." No, schools still cannot "usually" meet by virtual conferencing. However, there is now an exception that allows all public bodies to meet via virtual conferencing if the Governor declared an emergency within any part of your district's territorial jurisdiction. In addition to any formal action taken pertaining to the emergency, the board may hold such a meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the board. The board must provide public access by providing

a dial-in number or a link to the virtual conference. The board must also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act. Finally, reasonable arrangements shall be made to accommodate the public's right to hear and speak at the meeting and record the meeting. LB 83 has an emergency clause, so this law is already in effect.

LB 139: COVID-19 Liability Protection Act

LB 139 creates the COVID-19 Liability Protection Act. This Act prohibits anyone from filing a civil lawsuit against school districts and other entities seeking recovery for any injuries or damages sustained from exposure or potential exposure to COVID-19 on or after May 25, 2021, if the act or omission alleged to violate a duty of care was in substantial compliance with any federal public health guidance that was applicable to the person, place, or activity at issue at the time of the alleged exposure or potential exposure.

LB 143: Require Notice to School Districts Regarding Changes in Child Placement

LB 143 provides that if a determination is made by the Nebraska Department of Health and Human Services that it is in the best interest of a child who is in the care of the department to not remain in the same school district after a placement change is made, the notice of placement change that is filed with the court shall also be provided to the new school where the child will be enrolled. The new law also allows school districts that disagree with a "best interest determination" by DHHS to go to court and challenge that decision. This means you should train your staff to (1) require DHHS to submit a written best interest determination from DHHS any time they seek to enroll a foster child in your school district; and (2) think critically about the merits of that determination rather than just accepting the case worker's unfettered discretion on the issue of where to enroll the student.

LB 147: Retired Teachers as Substitute Teachers

The main purpose of LB 147 was to transfer management of the OPS (Class V) Retirement Plan to NPERS. However, hidden away in the 115-page bill is a little nugget that may prove useful to many districts. Typically, recently retired teachers were prohibited from providing any services to a district during the first 180 days after a "bona fide separation from service of

employment” (i.e. retirement). However, section 3 of LB 147 allows the retired employee to provide services to the district on an “intermittent basis,” defined to mean up to eight days of service during a calendar month during the 180 day period. This change should help ease the shortage of quality (or any!) substitute teachers.

LB 154: Tracking of Student Discipline

LB 154 requires the implementation of a state-wide system for tracking individual student discipline. Data tracked will include suspensions, expulsions, and incidents involving violence or requiring restraint, and when law enforcement are required to be involved. In addition to the incident reports, data collected will include, but not be limited to, demographic information, race, poverty, attendance, disabilities, and English proficiency.

LB 322: The School Safety and Security Reporting System Act

LB 322 creates the School Safety and Security Reporting System Act. The Act requires NDE to establish the Safe2HelpNE report line as a statewide, anonymous reporting system to support threat assessment teams and reduce potential risks and incidents of violence resulting in harm to self, others, or school property. The Safe2HelpNE report line allows anyone to anonymously report concerns and information about concerning behavior or possible harm to persons or property by telephone call, mobile application, web site, or email. The report line will be staffed 24 hours per day, 7 days per week.

The report line staff must immediately alert the appropriate threat assessment team of any concern directly regarding a student, school staff member, or school property or that is likely to impact a student, school staff member, or school property. If there is an immediate life safety concern, report line staff must contact emergency services before contacting any threat assessment team. The threat assessment team must assess any alert that is not referred to emergency services, law enforcement, or child protective services. If a threat assessment team decides a report regarding a student is credible, a representative of the school administration must, within a reasonable period of time, attempt to notify a parent or guardian of the student except when such notification could reasonably be believed to contribute to the endangerment of the student or others. Such notification or attempted notification must be documented in a manner prescribed by NDE.

Any information or material in the possession of the threat assessment team must remain separate from educational records and shall be considered security records.

More training for educators! NDE must provide training for the members of any threat assessment team serving a public or nonpublic school. The training must provide the knowledge and skill to allow threat assessment teams to work collaboratively to conduct threat assessments, engage in crisis intervention, increase awareness of concerning behavior among school staff, students, and the public, and interrupt violence in the planning stage to thwart potential harm to persons and property.

NDE will be issuing rules and regulations to carry out the Act. We are awaiting these rules and regulations before amending our threat assessment team policy.

LB 396: The Nebraska Farm-to-School Program Act

LB 396 creates the Nebraska Farm-to-School Program Act. The program links schools with Nebraska farms to provide schools with fresh and minimally processed food for school meals and snacks, encourages children to develop healthy eating habits, and allows Nebraska producers to enjoy direct access to consumer markets. The program may also include activities that provide students with hands-on learning opportunities, including, but not limited to, farm visits, cooking demonstrations, and school gardening and composting programs, and that integrate nutrition and agricultural education into the school curricula.

LB 451: Race Includes Hair Texture and Protective Hairstyles

The Nebraska Fair Employment Practice Act prohibits discrimination in employment on the basis of race. LB 451 expands the definition of race to include characteristics such as skin color, hair texture, and protective hairstyles. Protective hairstyles include braids, locks, and twists. The Statement of Intent for this bill states that it prohibits discrimination in employment based upon natural hair styles and conditions.

Keep in mind this specific change applies only to employees protected by the Act and does not amend any other aspect of law, such as those that would otherwise apply to students. Students can certainly allege discrimination

based on skin color, hair texture, and protective hairstyles, but the bill did not specifically add these items to any state law directly applicable to students.

LB 452: The Financial Literacy Act

LB 452 creates the Financial Literacy Act.

Beginning with school year 2023-24, each school district, in consultation with the State Department of Education, must include financial literacy instruction, as appropriate, in the instructional program of its elementary and middle schools and require each student to complete at least one five-credit high school course in personal finance or financial literacy prior to graduation.

On or before December 31, 2024, and on or before December 31st of each year thereafter, each school district must provide an annual financial literacy status report to its school board, including, but not limited to, student progress in financial literacy courses and other district determined measures of financial literacy progress from the previous school year.

Finally, the State Board of Education must adopt measurable academic content standards for financial literacy as part of the social studies standards.

LB 527: “Developmental Disability” Transition Services

LB 527 changed section 83-1225, a law outside of the school or special education statutes. Section 83-1225 is part of the Developmental Disabilities Services Act, a set of statutes generally enforced by Nebraska DHHS. The Act permits DHHS to contract with local entities who provide services to individuals with developmental disabilities. It also allows DHHS to develop its own programs and to implement rules and regulations governing services to individuals with developmental disabilities.

However, section 83-1225 specifically requires school districts to provide “transition services” to students with “developmental disabilities.” Since 1996, the statute has said that each school district must provide transition services for each student with a developmental disability “no later than when the student reaches sixteen years of age.” These DD services must be provided until the student graduates or no longer meets the definition of “a

child with a disability” pursuant to section 79-1117. Section 79-1117 is the special education statute that defines when a child is no longer eligible for special education services under the IDEA.

This process should look familiar, because it mostly parallels the definitions and obligations of “transition services” from the IDEA and Rule 51. However, there are very key differences between the definitions and requirements in section 83-1225 and schools’ requirements under the IDEA. For example, many students eligible for special education services under the IDEA are not eligible to receive DD transition services under section 83-1225.

Here’s where things get interesting. LB 527 lowers the age of DD transition services from 16 years of age to 14 years of age. This begs the question: does LB 527 effectively require school districts to provide IDEA/Rule 51 transition services to all students age 14 and older? Rule 51 did not change; Chapter 79 did not change.

We believe NDE is going to answer, “Yes.” In our discussions with NDE, they are planning to open and amend Rule 51 to lower the age of eligibility for transition services from 16 to 14. This would mean all IDEA-eligible students’ IEPs must have transition goals and services in place by their 14th birthday. That requires a cascading effect of obligations: additional transition assessments, revised meeting notices when teams will consider transition services, etc.

NDE intends to issue a regulatory memorandum prior to proposing amendments to Rule 51. We believe they plan to do this because LB 527 becomes effective August 27, but NDE could not comply with the procedural requirements of amending Rule 51 by that time. What all of this means for IDEA compliance, school obligations, and your case managers’ summer/fall workload should be clarified when NDE releases its guidance. Once the guidance is released, we plan to review it, determine its legal effect, and provide additional guidance to our clients. This may or may not include changes to policy or our special education procedures document, found in the 6000 series forms.

LB 528: ID Card Notice

Beginning with the 2022-23 school year, schools must include the telephone number for a national suicide prevention hotline, a local suicide prevention

hotline, or a crisis text line on each new middle school or high school student identification card issued.

LB 639: Seizure Safe Schools Act

LB 639 creates the Seizure Safe Schools Act.

Beginning with the 2022-23 school year, each school must have at least one school employee at each school who has met the training requirements necessary to administer or assist with the self administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms as approved by the United States Food and Drug Administration.

Before the administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms by a school employee, a student's parent or guardian must:

- Provide the school with a written authorization to administer the medication at school;
- Provide a written statement from the student's health care practitioner containing specific information;
- Provide the medication to the school in its unopened, sealed package with the intact label affixed by the dispensing pharmacy; and
- Collaborate with school employees to create a seizure action plan.

The parental authorization must be renewed each school year.

Beginning with the 2022-23 school year, every certificated school employee must participate in a minimum of one hour of self-study review of seizure disorder materials at least once in every two school years.

The Unicameral has directed NDE to adopt and promulgate rules and regulations to carry out the Act.

B.L. v. Mahanoy Area School District

On April 28th, the U.S. Supreme Court heard oral arguments in this case, which asks this question: what authority and jurisdiction do schools have to regulate and discipline for off-campus speech students make online? In this case, a student sent a series of profanity-laced Snapchat rants related to a cheer team. The Third Circuit Court of Appeals essentially held that schools

have no authority to discipline students for off-campus, online speech or conduct. One trip through the federal case law would show this is not how most federal courts have interpreted school authority under the *Tinker* standard. The U.S. Supreme Court took the case, presumably because of the stark contrast between the Third Circuit's opinion in *B.L.* and other cases from across the country.

What we're left with is a waiting game to see what, if anything, this means for additional policy work and training for principals. During the oral arguments, the advocates and Justices were all over the place. The Court could narrowly decide the case and avoid sweeping changes to the classic *Tinker* "material and substantial disruption" standard. On the other end of the spectrum, the Court could fundamentally redefine this area of the law.

Decisions for the current term are typically issued by the end of June or early July, and we expect the *B.L.* decision to run right up to the deadline. Once we know, you'll know, but if the Court issues a sweeping opinion we could be looking at a second round of policy updates and a lot of training....

Biden Administration Title IX and Inclusion Executive Orders

President Biden has signed a handful of executive orders related to inclusivity, including one specifically aimed at Title IX signed on March 8. That order gave the U.S. Department of Education 100 days to review its current rules, regulations, and guidance. The USDOE's Office for Civil Rights has already received over 15,000 comments, and OCR is holding public hearings from June 7 to June 11.

Based on comments from Secretary of Education Cardona and others, we fully expect the current administration to propose amendments to the Title IX regulations and issue new guidance. In addition to *another* set of updates to the formal grievance process regulations implemented last August, we anticipate updates on other key issues like gender identity, sexual orientation, and transgender individuals participating in sports and activities (for example, Sec. Cardona recently gave an interview to ESPN discussing transgender athlete participation and the formal grievance process under Title IX).

We plan to follow this process closely. The executive order did not specify a timeline for putting out proposed changes and updated guidance, but we suspect it will be out this summer. At that point, we'll keep you posted on whether any modified policies and additional training are necessary.

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.

2005 Conflict of Interest

Any member of the board of education who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

1. Definitions. For purposes of this policy:

a. Business with which a board member is associated shall include the following:

- (1) A business in which the board member or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.
- (2) A business in which the board member or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or the board member or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the board member reports the name and address of the company and stockbroker.

b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, or a business in which the individual or member of the immediate family is a stockholder.

c. Immediate family member or member of the immediate family shall mean a child residing in an individual's household, a spouse of an individual, or an individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes.

2. Contracts with the School District.

a. No board member or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in

- any one year, with this school district unless the contract is awarded through an open and public process that (1) includes prior public notice and (2) allows the public to inspect during the school district's regular office hours the proposals considered and the contract awarded. Board members who enter into employment contracts with the school district must also comply with the board's policy on the employment of board members.
- b. The existence of any conflict of interest in any contract in which the board member has an interest and in which the school district is a party, or the failure to make public the board member's interest known, may render a contract null and void.
 - c. The prohibition of a conflict of interest or requirement for the board member to make public notice shall apply when the board member, or his or her ~~immediate family~~parent, spouse, or child has a business association with the business involved in the contract or will receive a ~~direct pecuniary payment~~, fee, or commission as a result of the contract.
 - d. The prohibition in this section does not apply if the contract is an agenda item approved at a board meeting and the board member:
 - (1) Makes a declaration on the record to the school board regarding the nature and extent of his or her interest prior to official consideration of the contract;
 - (2) Does not vote on the matters of granting the contract, making payments pursuant to the contract, or accepting performance of work under the contract, or similar matters relating to the contract, except that if the number of members of the school board declaring an interest in the contract would prevent the board with all members present from securing a quorum on the issue, then all members may vote on the matters; and
 - (3) Does not act for the school board as to inspection or performance under the contract in which he or she has an interest.

3. Contracts with Board Member's Immediate Family.

- a. If a person in a board member's immediate family is an employee of this school district, the board member may vote on all issues of a contract which are generally applicable to:
 - (1) All district employees.
 - (2) All employees within a specific classification but which does not single out the member of his or her immediate family.

4. Employing Members of the Immediate Family.

- a. A board member may recommend for employment or supervise the employment of an immediate family member if:
 - (1) The board member does not abuse his or her position.
 - (2) Abuse of official position shall include, but not be limited to, employing an immediate family member:
 - (i) who is not qualified for and able to perform the duties of the position;
 - (ii) for any unreasonably high salary;
 - (iii) who is not required to perform the duties of the position.
 - (3) The board makes a reasonable solicitation and consideration of applications for employment.
 - (4) The board member makes a full disclosure on the record to the governing body of the school district and to the secretary of the board. If the secretary of the board of education would be the individual filing the disclosure statement, the statement shall be filed with the president of the board of education.
 - (5) The board approves the employment or supervisory position.

- b. The board has not terminated the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.

5. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment

- a. No board member shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:

- (1) a public official, public employee, or candidate.
- (2) a member of the immediate family of an individual listed in Subparagraph 'a' above.
- (3) a business with which an individual listed in Subparagraph (1) or (2) above is associated.

- b. No board member shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the board member would thereby be influenced.

- c. A board member shall not use or authorize the use of his or her public office or any confidential information received through the holding of a public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which he or she is associated.

- d. A board member shall not use personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.

6. Conflict of Interest Relating to Campaigning or Political Issues

- a. Except as provided below, the board shall not authorize the use of personnel, property, resources, or funds under its jurisdiction for the purpose of campaigning for or against the nomination or

election of a candidate or the qualification, passage, or defeat of a ballot question.

- b. This does not prohibit the board from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.
- c. This does not prohibit the board from discussing and voting upon a resolution supporting or opposing a ballot question.
- d. This does not prohibit the board, while legally seated as a body, from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.
 - (1) The board may designate one or more members of its body, or one or more of its school administrators, to speak on behalf of the board on specific occasions such as public meetings or legislative hearings.
 - (2) Any member of the board may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the board. However, this shall not be done during a time that the individual is engaged in his or her official duties.

7. Conflict of Interest Statement

- a. Any board member who would be required to take any action or make any decision in the discharge of his or her official duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:

- (1) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict;
 - (2) Deliver a copy of the statement to the school board secretary who shall enter the statement onto the school district's public records; and
 - (3) Abstain from participating or voting on the matter in which he or she has a conflict of interest.
- b. If the board member would like a formal opinion from the NADC as to whether there is an actual conflict of interest, he/she shall deliver a copy of the statement to the NADC.

8. Recordkeeping

- a. The board secretary shall maintain a separate record of the following information for every contract entered into by the school board in which a board member has an interest and for which disclosure was made pursuant to section 2d of this policy:
 - (1) The names of the contracting parties.
 - (2) The nature of the interest of the board member in question.
 - (3) The date that the contract was approved.
 - (4) The amount of the contract.
 - (5) The basic terms of the contract.
- b. The information supplied relative to the contract shall be provided no later than ten (10) days after the contract has been signed by both parties. The ledger kept by the board secretary shall be available for public inspection during normal working hours of the office in which it is kept.

9. Conflict. To the extent that there is a conflict between this policy and the Nebraska Political Accountability and Disclosure Act ("Act"), the Act shall control.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects
Financed with Federal Funds

I. Applicability of the Policy

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$~~100~~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 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 \$~~100~~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 \$~~100~~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 \$~~100~~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 ~~publically~~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 ~~publically~~publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
4. The contract will be awarded to the lowest responsive and responsible bidder.
 - a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
 - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
 - c) Any or all bids may be rejected if there is a sound documented reason.
5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on

the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.

2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the

lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible and consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in the U.S. or processed in the U.S. substantially using agricultural commodities produced in the U.S.

C. Full and Open Competition

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed

procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

E. Settlements of Issues Arising Out of Contract

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

F. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
 - c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.
2. Maintenance of Construction Records for Projects Financed with Federal Funds
- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
 - b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

- A.** Board and staff member conflicts of interest are governed by the district's conflict of interest policies.
- B.** Contracts covered by this policy are subject to the following additional provisions.
 - 1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
 - 2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
 - 3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

VII. Financial Management

A. Identification.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and

number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes. -

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in

federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

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

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b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings

involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

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

2. Maintenance of Procurement Records

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

b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

3003

Bidding for Construction, Remodeling, Repair, or Site Improvement

I. Applicability of this policy.

Construction and contracts undertaken with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Construction with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases and contracts made by the school district for construction, remodeling, repair and other site improvements.

II. Projects with an Estimated Cost of Less than \$109,000

- A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than \$109,000.
- B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
- C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
- D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.
- E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than \$109,000 they must follow the formal procedures outlined in this policy.

III. Formal Bidding for Major Purchases and Construction

- A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project

exceeds \$109,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

- B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds \$118,000.

C. Advertising for Bids

1. The superintendent or designee will arrange to advertise for bids under this section by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
2. Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

D. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.
2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.
3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
6. Sealed bids will be opened in a place and at the specific time

stated in the bid form. Bidders shall be notified of the opening and invited to be present.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications.

E. Any or all bids may be rejected if there is a sound documented reason

F. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3004.1

Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to \$10,000 (Micro-Purchases)

Micro-purchase means 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.

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.

V. Financial Management

A. Identification.

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Adopted on: _____
Revised on: _____
Reviewed on: _____

3058

Naming School Facilities and Property

The purpose of this policy is to establish the criteria and procedures for naming and renaming school district facilities or property.

Authority. The board shall have the authority to name all school district facilities or property. The board reserves the right to refuse to name any facility or piece of property and to make name changes at any time.

Definition. “Facilities or property” means any physical structure owned by the school, including any new, existing, or leased building; a wing of a building; any room; or other significant features or portion thereof such as a fountain, monument, plaza, garden, landscaped area, street, running course, running track, playing field, practice field, playing court, practice court, bench, memorial, or stage.

Committee or Administrative Review. Prior to formal naming action by the board, the matter may be referred to the superintendent or a school committee for consideration, review, and recommendation to the board.

Naming Criteria. The district may name facilities or property after the community, subdivision, or street on which the school is located; the geographic location of the school; or any significant landmark. The district may name facilities or property for an individual, family, or entity meeting at least one of the following criteria:

1. A faculty member, staff member, board member, alumni, volunteer, or other community member who has made an outstanding contribution to education, humanity, or community; or have displayed outstanding leadership; or be a person of historical significance; and who has been deceased for at least five years;
2. Financial donors who make a significant financial contribution to the school generally or to a specific school activity or program; and
3. Financial donors who make a significant financial contribution toward the construction of a new facility/property or facility/property renovation.

The district will not grant a naming right without the informed consent of the named party or his/her/its authorized representative.

Due Diligence Review. The board or its designee shall conduct a due diligence review of any proposed facility or property name to consider whether it is and will continue to be a positive and appropriate reflection on the school,

whether the name conforms with the purpose and mission of the school, and whether there are any conflict of interest issues. The board or its designee shall also consult with district legal counsel to ensure that any proposed name complies with applicable policies, laws, and regulations and to determine if any proposed name would have an adverse impact on existing or future tax-exempt bond issues.

Renaming Facilities. Once established, the name of school district facilities or property generally shall not be changed absent compelling reason to do so as determined by the board. Compelling reasons include, but are not limited to, the person or entity or any of its officers, agents, or employees committing any act or doing anything which might tend to bring the person or entity or any of its officers, agents, or employees into public disrepute, contempt, scandal, or ridicule, or which might tend to reflect unfavorably on the district or if the continued use of the name is contrary to the educational mission of the district. The named party may, without refund of any consideration paid or provided, terminate his/her/its acceptance of the naming rights prior to the scheduled termination date upon request to and approval of the board. If the request is granted, the named party shall be solely responsible for all costs of removal of the names.

Current Facilities or Property. Facility and property names that exist at the time this policy is adopted shall remain in effect, subject to future renaming consistent with this policy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3042

Construction Management at Risk Contracts

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

The board shall adopt a resolution by a two-thirds affirmative vote selecting the construction management at risk contract delivery system prior to proceeding with any of the steps involved with solicitation or execution of any construction contract. For a project authorized under subsection (3) of section 13-2914, the resolution shall include a statement that the political subdivision has made a determination that the construction management at risk contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the construction management at risk contract delivery system.

Definitions. For purposes of this policy:

1. Construction management at risk contract means a contract by which a construction manager (a) assumes the legal responsibility to deliver a construction project within a contracted price to the school district, (b) acts as a construction consultant to the school district during the design development phase of the project when the school district's architect or engineer designs the project, and (c) is the builder during the construction phase of the project;
2. Construction manager means the legal entity which proposes to enter into a construction management at risk contract pursuant to the Act;
3. Proposal means an offer in response to a request for proposals by a construction manager to enter into a construction management at risk contract for a project pursuant to the act;
4. Request for proposals means the documentation by which a school district solicits proposals; and
5. School district means _____ Public Schools.

Procedures.

1. Procedures for the preparation and content of requests for proposals shall include the following:

- A. At least thirty days prior to the deadline for receiving and opening proposals, notice of the request for proposals shall be published in a newspaper of general circulation within the school district and filed with the State Department of Education. The request for proposals shall contain, at a minimum, the following elements:
 - 1. The identity of the school district for which the project will be built and the school district that will execute the contract;
 - 2. Policies adopted by the school district pursuant to the Act;
 - 3. The proposed terms and conditions of the contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the construction manager selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
 - 4. Any bonds and insurance required by law or as may be additionally required by the school district;
 - 5. General information about the project which will assist the school district in its selection of the construction manager, including a project statement which contains information about the scope and nature of the project, the project site, the schedule, and the estimated budget;
 - 6. The criteria for evaluation of proposals and the relative weight of each criterion; and
 - 7. A description of any other information which the school district chooses to require.
- 2. Procedures for the preparation and submission of proposals by the

construction manager shall be determined on a project-by-project basis and included within the requests for proposals.

3. Procedures for evaluating requests for proposals submitted to the school district by a construction manager shall include the following:
 - A. The school district shall refer the proposals for recommendation to a selection committee. The selection committee shall be a group of at least five persons designated by the school district. Members of the selection committee shall include (1) members of the school board, (2) members of the school administration or staff, (3) the school's architect or engineer (4) any person having special expertise relevant to selection of a construction manager under the Act, and (5) a resident of the school district other than an individual included in subdivisions (1) through (4) of this subsection. A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a construction manager who has a proposal being evaluated and shall not be employed by the school district or the school's architect or engineer.
 - B. The selection committee and the school district shall evaluate proposals taking into consideration the criteria enumerated in subdivisions (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:
 - (1) The financial resources of the construction manager to complete the project **(up to ten percent)**;
 - (2) The ability of the proposed personnel of the construction manager to perform **(up to thirty percent)**;
 - (3) The character, integrity, reputation, judgment, experience, and efficiency of the construction manager **(up to thirty percent)**;
 - (4) The quality of performance on previous projects **(up**

to thirty percent);

- (5) The ability of the construction manager to perform within the time specified **(up to thirty percent);**
- (6) The previous and existing compliance of the construction manager with laws relating to the contract **(up to ten percent);** and
- (7) Such other information as may be secured having a bearing on the selection **(up to twenty percent).**

NOTE TO BE DELETED: The percentages listed above must be modified so that they add up to 100%. This can be done directly in the policy, at the time the school board designates the CM@R method for a specific project, or at a later time but before the RFP is published and sent out.

The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84-712.01.

- C. The school district shall then evaluate and rank each proposal on the basis of best meeting the criteria in the request for proposals and taking into consideration the recommendation of the selection committee.
4. Procedures for negotiations between the school district and the construction managers submitting proposals prior to the acceptance of a proposal if any such negotiations are contemplated shall include the following:
- A. The school district may attempt to negotiate a construction management at risk contract with the highest ranked construction manager and may enter into a construction management at risk contract after negotiations.
 - B. The negotiations shall include a final determination of the manner by which the construction manager selects a subcontractor.
 - C. If the school district is unable to negotiate a satisfactory contract with the highest ranked construction manager, the school district may terminate negotiations with that construction manager. The school district may then undertake negotiations with the second highest ranked

- construction manager and may enter into a construction management at risk contract after negotiations.
- D. If the school district is unable to negotiate a satisfactory contract with the second highest ranked construction manager, the school district may undertake negotiations with the third highest ranked construction manager, if any, and may enter into a construction management at risk contract after negotiations.
 - E. If the school district is unable to negotiate a satisfactory contract with any of the ranked construction managers, the school district may either revise the request for proposals and solicit new proposals or cancel the construction management at risk process under the act.
 - F. If the school district is able to negotiate a satisfactory contract with a construction manager, the school district shall file a copy of all construction management at risk contract documents with the State Department of Education within thirty days after their full execution. Within thirty days after completion of the project, the construction manager shall file a copy of all contract modifications and change orders with the State Department of Education.
5. Procedures for filing and acting on formal protests relating to the solicitation or execution of construction management at risk contracts shall include the following:
- A. Definitions.
 - (1) Interested party shall mean an actual or prospective bidder whose direct economic interest would be affected by the award of a contract by the school district to another party or by the failure of the school district to award a contract to such actual or prospective bidder.
 - (2) Protest shall mean a written objection by an interested party on any phase of the bidding process, including specification, preparation, bid solicitation, and intent to award.
 - B. Right to Protest. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after public notice of the bid. Protests based on alleged apparent

improprieties in a solicitation or other request for proposals must be filed before bid opening or the closing date for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the construction manager. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

- (1) The name and address of the interested party;
- (2) Appropriate identification of the relevant solicitation, and if a bid has been opened, its number, and date of opening;
- (3) A detailed statement of reasons for the protest;
- (4) Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
- (5) The action(s) the protestor desires the school district to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The school district shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the school district.

- C. Authority to Resolve Protests. Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a

Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protestor and all other bidders. If not satisfied with the decision of the Superintendent, any interested party protestor may appeal to the Board, but the decision shall be final unless the interested party protestor files a timely appeal with the Board.

- D. Board Appeal Procedures. Any interested party protestor, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. The school district board of education shall consider the Decision of the Superintendent and shall make the final decision on the protest. The school district board of education's decision shall be final.

6. A construction management at risk contract may be conditioned upon later refinements in scope and price and may permit the school district in agreement with the construction manager to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the project statement contained in the request for proposals.

Prohibitions. The school district shall not use a construction management at risk contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3043

Design-Build Contracts

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

The board shall adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps involved with solicitation or execution of any construction contract. For a project authorized under subsection (3) of section 13-2914, the resolution shall include a statement that the political subdivision has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.

Definitions. For purposes of this policy:

1. Board means the District's Board of Education.
2. Department means the Nebraska Department of Education.
3. Design-Build Contract (DB Contract) means a contract which is subject to qualification-based selection between the District and a Design-Builder to furnish (a) architectural, engineering, and related design services for a project pursuant to the Nebraska Political Subdivisions Construction Alternatives Act (Act) and (b) labor, materials, supplies, equipment, and construction services for a project pursuant to the Act.
4. Design-Builder means a legal entity which proposes to enter into a DB Contract which is subject to qualification-based selection pursuant to the Act.
5. District means _____ Public Schools.
6. NEARA means the Nebraska Engineers and Architects Regulation Act.
7. Performance-Criteria Developer (PCD) means any person licensed or any organization issued a certificate of authorization to practice architecture or engineering pursuant to the NEARA who is selected by the District pursuant to this policy to assist the District in the development of Project Performance Criteria, Requests For Proposals, evaluation of Proposals, evaluation of construction under

a DB Contract to determine adherence to the Project Performance Criteria, and any additional services requested by the District to represent its interests in relation to a project.

8. Project Performance Criteria means the performance requirements of the project suitable to allow the Design-Builder to make a Proposal. Performance requirements include the following, if required by the project: capacity, durability, standards, ingress and egress requirements, description of the site, surveys, soil and environmental information concerning the site, interior space requirements, material quality standards, design and construction schedules, site development requirements, provisions for utilities, storm weather retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the project.
9. Proposal means an offer in response to a Request For Proposals ("RFP") by a Design-Builder to enter into a DB Contract for a project pursuant to the Act.
10. Act means the Nebraska Political Subdivisions Construction Alternatives Act.
11. Request for Proposals (RFP) means the documentation by which the District solicits Proposals.
12. Superintendent means the District's Superintendent of Schools.

Procedures. The District shall follow the procedures below in connection with any DB Contract.

1. Rules and Procedures for Selecting and Hiring a PCD for a Specific Project.

- A. The District shall encourage eligible persons or organizations who desire to provide services to the District as a PCD to submit a statement of qualifications and performance data to the District. At least thirty days prior to selecting and hiring a PCD, the District shall publish notice in a newspaper of general circulation in the District that it is seeking a PCD for a design-build project. The notice shall include the following:

- (1) A general description of the Design-Build project;

- (2) Directions regarding how interested persons or organizations can apply for consideration by the District;
 - (3) The date by which persons or organizations must submit their applications; and
 - (4) A statement that any person or organization applying for consideration by the District must obtain a copy of the District's Design-Build Contract Policy from the Superintendent.
- B. To apply to be the District's PCD, applicants must submit a current statement of qualifications and performance data to the District. The statement of qualifications must include evidence that the applicant is licensed or certified to practice architecture or engineering pursuant to the NEARA. Applicants must update any information provided to the District to reflect any changed conditions of the applicant.
- C. Applicants shall first be certified by the Superintendent as qualified to act as a PCD for the District. In order to certify an applicant, the Superintendent shall make a finding that a PCD is fully qualified to render the required service. Factors to be considered in making this finding shall include capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; experience; equipment and facilities; promptness, and the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it strictly in accordance with its terms capabilities to perform.
- D. The Board shall evaluate each qualified applicant's current statement of qualifications and performance data. The Board shall conduct discussions with, and may require public presentations by no less than three applicants regarding their qualifications, approach to the project, ability to furnish the required service, and other factors identified above.
- E. The Board shall select, in order of preference, at least three applicants deemed to be most highly qualified to perform the required services after considering the factors outlined above.

- F. The Board shall negotiate a contract with the most qualified applicant for compensation which the Board determines is fair and reasonable. In making this determination, the Board shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For all lump-sum or cost-plus-a-fixed-fee professional service contracts, the Board shall require the applicant receiving the award to execute a certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any contract under which such a certificate is required shall contain a provision that the original contract price and any additions thereto shall be adjusted to exclude any significant sums by which the Board determines the contract price had been increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one year following the end of the contract.
- G. If the Board is unable to negotiate a satisfactory contract with the applicant considered to be the most qualified at a price the Board determines to be fair and reasonable, it shall terminate negotiations with that applicant. The Board may then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified applicant, it shall terminate negotiations with that applicant. The Board shall then undertake negotiations with the third most qualified applicant.
- H. If the Board is unable to negotiate a satisfactory contract with any of the selected applicants, it shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.
- I. The Board may designate a committee to carry out any or all of the Board's duties under the PCD selection section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.

- J. The public shall not be excluded from the meetings or proceedings under this section of this policy in accordance with the Open Meetings Act.
- K. The contract between the District and the PCD shall contain a prohibition against contingent fees as follows: "The PCD warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the PCD, to solicit or secure this agreement and that the PCD has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the PCD, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or the making of this agreement." Upon violation of such provision, the District shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, or consideration.
- L. The PCD is ineligible to be included as a provider of any services in a Proposal for the project on which it has acted as a PCD.
- M. A PCD may not be employed by or may not have a financial or other interest in a Design-Builder that will submit a Proposal.

2. Procedures and standards to be used to prequalify Design-Builders.

- A. The District, with the help of the PCD, shall prepare a request for letters of interest. The request for letters of interest shall:
 - (1) Describe the project in sufficient detail to permit a Design-Builder to submit a letter of interest;
 - (2) Be published in a newspaper of general circulation within the District at least 30 days prior to the deadline for receiving letters of interest; and
 - (3) Be sent by first-class mail to any Design-Builder upon request.
- B. Letters of interest shall be reviewed by the District in consultation with the PCD. The District and the PCD will evaluate prospective Design-Builders based on the information submitted to the District in response to the request for letters of interest.

- C. The District shall select at least three prospective Design-Builders, except that if only two Design-Builders have submitted letters of interest, the District shall select at least two prospective Design-Builders. Such selected Design-Builders shall be considered prequalified and eligible to receive and respond to the RFP.
- D. The District and PCD shall use the following standards when selecting which prospective Design-Builders to prequalify: capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; experience; equipment and facilities; promptness, and the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it strictly in accordance with its terms capabilities to perform.

3. Procedures for the preparation and content of RFPs.

- A. The District, with the help of the PCD, shall prepare the RFP, which shall contain:
 - (1) The identity of the school district for which the project will be built and will execute the Design-Build Contract;
 - (2) A copy of this Design-Build Contract Policy and all other policies adopted by the District relating to the DB Contract;
 - (3) The proposed terms and conditions of the DB Contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the Design-Builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
 - (4) A project statement which contains information about the scope and nature of the project;
 - (5) Project Performance Criteria;
 - (6) Budget parameters for the project;

- (7) Any bonds or insurance required by law or as may be additionally required by the District;
- (8) The criteria for evaluation of Proposals and the relative weight of each criterion;
- (9) A requirement that the Design-Builder provide a written statement of its proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction but shall not include price proposals;
- (10) A requirement that the Design-Builder agree to the following conditions:
 - (i) An architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;
 - (ii) At the time of the design-build offering, the Design-Builder will furnish to the Board a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project;
 - (iii) The architect or engineer engaged by the Design-Builder to perform the architectural or engineering work with respect to the design-build project will have direct supervision of such work and may not be removed by the Design-Builder prior to the completion of the project without the written consent of the Board;
 - (iv) A Design-Builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will: (a) comply with the NEARA by procuring a certificate of authorization to practice architecture or engineering and (b) submit proof of sufficient professional liability insurance; and
 - (v) The rendering of architectural or engineering services by a licensed architect or engineer employed by the Design-Builder will conform to the NEARA and rules and regulations adopted under the Act; and
- (11) Other information the District chooses to require.

- B. At least 30 days prior to the deadline for receiving and opening Proposals, the notice of the RFP shall be:
 - (1) Published in a newspaper of general circulation within the District;
 - (2) Filed with the Department; and
 - (3) Sent by first-class mail to the prequalified Design-Builders only.

4. Procedures for preparing and submitting Proposals.

- A. Prequalified Design-Builders shall prepare and submit Proposals as required by the RFP.
- B. All Proposals shall be sealed. Proposals shall not be opened until expiration of the time established for making Proposals as set forth in the RFP.
- C. Proposals may be withdrawn at any time prior to acceptance.
- D. The District has the right to reject any and all Proposals except for the purpose of evading the law. The District may thereafter solicit new Proposals using the same or a different Project Performance Criteria.

5. Procedures for evaluating Proposals.

- A. The District may only proceed to negotiate and enter into a DB Contract if there are at least two proposals from prequalified Design-Builders.
- B. The District shall refer the proposals for recommendation to a selection committee. The selection committee shall be a group of at least five persons designated by the District. Members of the selection committee shall include (1) members of the school board, (2) members of the school administration or staff, (3) the school's architect or engineer (4) any person having special expertise relevant to selection of a design-builder under the Act, and (5) a resident of the District other than an individual included in subdivisions (1) through (4) of this subsection. A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a design-builder who has a proposal being evaluated and shall not be employed by the District or the school's architect or engineer.

C. The selection committee and the District shall evaluate proposals taking into consideration the criteria enumerated in subdivisions (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

- (1) The financial resources of the design-builder to complete the project **(up to ten percent)**;
- (2) The ability of the proposed personnel of the design-builder to perform **(up to thirty percent)**;
- (3) The character, integrity, reputation, judgment, experience, and efficiency of the design-builder **(up to thirty percent)**;
- (4) The quality of performance on previous projects **(up to thirty percent)**;
- (5) The ability of the design-builder to perform within the time specified **(up to thirty percent)**;
- (6) The previous and existing compliance of the design-builder with laws relating to the contract **(up to ten percent)**; and
- (7) Such other information as may be secured having a bearing on the selection **(up to twenty percent)**.

NOTE TO BE DELETED: The percentages listed above must be modified so that they add up to 100%. This can be done directly in the policy, at the time the school board designates the Design-Build method for a specific project, or at a later time but before the RFP is published and sent out.

The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84-712.01.

D. The District shall then evaluate and rank each proposal on the basis of best meeting the criteria in the request for

proposals and taking into consideration the recommendation of the selection committee.

6. Procedures for Negotiations between the District and Design-Builders Submitting Proposals Prior to the District's Acceptance of a Proposal.

- A. The District may attempt to negotiate a DB Contract with the highest ranked Design-Builder selected by the Board and may enter into a DB Contract after negotiations.
- B. The negotiations shall include a final determination of the manner by which the design-builder selects a subcontractor.
- C. If the District is unable to negotiate a satisfactory DB Contract with the highest ranked Design-Builder, it may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the second highest ranked Design-Builder and may enter into a DB Contract with that Design-Builder after negotiations.
- D. If the District is unable to negotiate a satisfactory DB Contract with the second highest ranked Design-Builder, it may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the third highest ranked Design-Builder, if any, and may enter into a DB Contract with that Design-Builder after negotiations.
- E. If the District is unable to negotiate a satisfactory DB Contract with any of the ranked Design-Builders, it may either revise the RFP and solicit new Proposals or cancel the design-build process.
- F. If the District is able to negotiate a satisfactory contract with a design-builder, the District shall file a copy of all design-build contract documents with the State Department of Education within thirty days after their full execution. Within thirty days after completion of the project, the design-builder shall file a copy of all contract modifications and change orders with the State Department of Education.

7. Procedures for Filing and Acting on Formal Protests Relating to the Solicitation or Execution of DB Contracts.

- A. Definitions.
 - (1) Interested party shall mean an actual or prospective bidder whose direct economic interest would be affected by the award of a contract by the District to another party

or by the failure of the District to award a contract to such actual or prospective bidder.

- (2) Protest shall mean a written objection by an interested party on any phase of the bidding process, including specification, preparation, bid solicitation, and intent to award.

B. Right to Protest. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after public notice of the bid. Protests based on alleged apparent improprieties in a solicitation or other request for proposals must be filed before bid opening or the closing date for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the design-builder. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

- (1) The name and address of the interested party;
- (2) Appropriate identification of the relevant solicitation, and if a bid has been opened, its number, and date of opening;
- (3) A detailed statement of reasons for the protest;
- (4) Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
- (5) The action(s) the protestor desires the school district to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The school district shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the District.

- C. **Authority to Resolve Protests.** Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protester and all other bidders. If not satisfied with the decision of the Superintendent, any interested party protester may appeal to the Board, but the decision shall be final unless the interested party protester files a timely appeal with the Board.
- D. **Board Appeal Procedures.** Any interested party protester, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. The school district board of education shall consider the Decision of the Superintendent and shall make the final decision on the protest. The school district board of education's decision shall be final.
- 8. Refinements and Changes.** A DB Contract may be conditioned upon later refinements in scope and price and may permit the District, in agreement with the Design-Builder, to make changes in the project without invalidating the DB Contract. Later refinements shall not, however, exceed the scope of the project statement contained in the RFP.
- 9. Projects Excluded.** The District shall not use a design-build contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5063 Audio and Video Recording

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used ~~by students for personal academic~~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.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings without a specific purpose or for a specific purpose when such recordings are deemed necessary or appropriate by the administration. The district will not maintain the recordings unless the recording is purposefully copied and saved, and the recordings will only be available for review for a limited time based on the district’s then-current recording capacity. The district administrators estimate that this is approximately **10** days but may change at any time.

Classroom Recordings by Staff. Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator.

Prohibited Recordings by Students. Unless otherwise authorized by this policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district’s appropriate use and student discipline policies.

For example, this policy does not prohibit students from making recordings of an athletic event for their personal use similar to a parent or other patron, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

Permitted Classroom Recordings by Students. Students may make audio or video recordings of classroom lectures or discussions:

- (1) For their convenience after providing notice to the classroom teacher and receiving the teacher's permission;
- (2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission;
- (3) If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

Staff may revoke permission to record if the recording distracts from or disrupts the classroom environment, unless the recording is necessary to accommodate a student's disability.

Permitted Non-classroom Recordings. Students may make audio or video recordings otherwise prohibited by this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws and district policy. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6036 Reading Instruction and Intervention Services

The purpose of this policy is to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. It is the school district's goal that each student be able to read at or above grade level by third grade.

Effective Reading Teachers. It is the intent of the school district to employ teachers for kindergarten through third grade who are effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement.

Reading Assessment. ~~Beginning in 2019-20, the~~ The school district will administer a reading assessment approved by the Nebraska Department of Education three times during the school year to all students in kindergarten through third grade. Exceptions to this requirement include:

- Any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years;
- Any student receiving special education services for whom such assessment would conflict with the individualized education plan; and
- Any student receiving services under a plan pursuant to the requirements of section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794, or Title II of the federal Americans with Disabilities Act of 1990, 42 U.S.C. 12131 to 12165, as such acts and sections existed on January 1, 2018, for whom such assessment would conflict with such section 504 or Title II plan.

The first assessment for kindergarten students must occur within the first ~~30~~ 45 calendar days of the school year that school is in session of each school year. For all other grades, the first assessment must occur within the first 30 calendar days that school is in session of each school year.

Diagnostic assessments used within a supplemental reading intervention program do not require Nebraska Department of Education approval.

Deficiency Identification. Any student in kindergarten through third grade performing below the threshold level as determined by the Nebraska Department of Education shall be identified as having a reading deficiency for purposes of the Nebraska Reading Improvement Act and this policy. A student who is identified as having a reading deficiency shall remain identified as having a reading deficiency until the student performs at or above the

threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act or this policy shall prohibit a school district from identifying any other student as having a reading deficiency.

Supplemental Reading Intervention Program. The school district will provide a supplemental reading intervention program to ensure that students can read at or above grade level at the end of third grade. The school district may work collaboratively with a reading specialist at the Nebraska Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program must be:

- ~~Be p~~rovided to any student identified as having a reading deficiency;
- ~~Be i~~implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- ~~Make~~ Made available as a summer reading program between each summer for any student who has been enrolled in grade one, grade two, or grade three or in a higher grade and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. The summer reading program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or ~~may be~~ offered online.

The supplemental reading intervention program may also include:

- Reading intervention ~~techniques that are based on scientific research and best practices~~ that are evidence-based;
- Diagnostic assessments to identify specific skill-based strengths and weaknesses a student may have;
- ~~Frequent~~ frequently monitoring of student progress throughout the school year ~~and adjust~~ with instruction adjusted accordingly;
- Intensive intervention using strategies selected from the following list to match the weaknesses identified in the diagnostic assessment:
 - Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
 - Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
 - Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;

- Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
- Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

Parent/Guardian Notification. The school will give notice in writing or by electronic communication to the parent(s) or guardian(s) of any student identified as having a reading deficiency within 15 working days of such identification that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

Reading Improvement Plan. Any student who is identified as having a reading deficiency will receive an individualized reading improvement plan, that shall include a supplemental reading intervention program, no later than 30 days after the identification of the reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program to remedy the reading deficiency. The student must receive reading intervention services through the supplemental reading intervention program until the student is no longer identified as having a reading deficiency.

Reading Progress. Each student in kindergarten through third grade and his or her parent(s) or guardian(s) will be informed of the student's reading progress within a reasonable time after the school district receives the results from the student's approved reading assessment.

Adopted on: _____

Revised on: _____

Reviewed on: _____

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: [Insert Internet address for the web site established pursuant to Laws 2021, LB528, section 5].

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 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. If the board wishes to set its property tax request at an amount that exceeds its property tax request in the prior year, it may do so after holding the public hearing required above and by passing a resolution as provided below.

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 77-1601.02(4).

Certification. The resolution setting the property tax request shall be certified and forwarded to the county clerk on or before October 13th of the year for which the tax request is to apply.

Adopted on: _____

Revised on: _____

Reviewed on: _____

FAQ for you and your School Board on the Proposed Health Standards

April 2021

Q: What are "Content Area Standards"?

- A: Content area standards reflect the knowledge and skills students are expected to learn in a given content area. Because these standards create a framework for teaching and learning, they articulate a trajectory for knowledge acquisition across all grade levels so student learning builds on prior knowledge, becoming more in-depth over time. By setting clear benchmarks for learning, content area standards provide guidance to teachers as they develop learning experiences. Currently, Rule 10 (004.01A & 004.01C) requires school districts to have written guides, frameworks, or standards for all content areas in elementary, middle, and high school instructional programs.

Q: What are the proposed health standards and how can I see them?

- A: The proposed standards are posted on the Health Education Standards Development Webpage: <https://www.education.ne.gov/healthed/health-education-standards-development/>
 - The direct link to the standards is located here: <https://cdn.education.ne.gov/wp-content/uploads/2021/03/Nebraska-Health-Education-Standards-DRAFT-1-Public-Input-with-colors.pdf>

Q: Because the draft standards being discussed are health standards, it is up to local school boards to adopt or not?

- A: Yes, local school boards will determine if they adopt the Nebraska Health Education Standards.
 - More specifically, schools in Nebraska are required to include health education within their instructional programs for elementary, middle, and high schools. The instructional programs are to have written guides, frameworks, or standards. Unlike reading, writing, mathematics, science, and social studies, public school districts and accredited nonpublic school systems are not required by law to adopt the state Nebraska Health Education Standards but are required to have standards in place for health education. The decision to utilize the Nebraska Health Education Standards, in whole or part, is determined by each local school district or school system.

Q: Who wrote these proposed standards?

- A: Historically, the NDE has used Nebraska educators to write and/or revise content area standards. For Health Education, applications were made available to Physical Education, Health Education, and Family and Consumer Science teachers and administrators. The writing team was selected from the submitted applications. The Nebraska educators participating in the writing team is posted here: <https://cdn.education.ne.gov/wp-content/uploads/2021/02/Nebraska-Health-Education-Standards-Draft-1-Information.pdf>

Q: What is the role of the State Board of Education in this process?

- A: Nebraska Revised Statute 79-760.01 requires the Nebraska State Board of Education to “adopt measurable academic content standards for at least the grade levels required for statewide assessment.” Those standards shall cover the subject areas of reading, writing, mathematics, science, and social studies, and the State Board of Education shall develop a plan to review and update standards for those subject areas every seven years.

- o In addition to the content area standards required by statute, the Nebraska Department of Education has developed content area standards for fine arts, physical education, health education, and world languages, as well as course-based standards for Career and Technical Education. Although not required by law, these content area standards provide a framework for quality teaching and learning for all content areas.
- o An overview of the process to develop and/or revise content area standards is included in the [NDE's Content Area Standards Reference Guide](#).

Q: What is the process/timeline for standard adoption?

- A: The State Board will continue to weigh public input. They took input at their April meeting and may continue to get input in subsequent months. The Board will take final action on the draft standards likely in the Fall of 2021.

Q: How can the public weigh in on the proposed standards?

- A: Comments/input on the Nebraska Health Education standards can be provided via:
 - o Email: nde.standardsinput@nebraska.gov
 - o US Mail:
Nebraska Department of Education
P.O. Box 94987
Lincoln, NE 68509-4987
 - o Public Input Survey: https://nde.qualtrics.com/jfe/form/SV_8dl1y2pRSfXIG8R



July 11, 2021

Dear Nebraska School Administrators and Leaders,

I am extremely proud of the work across the Nebraska education system and especially the work you have all led to ensure students and communities were well served during the course of the Covid pandemic. Nebraska led the way in the dedication to return to schools safely and managed through the darkest times of the pandemic with a clear focus on local leadership and local decision making to manage in the midst of crisis. I know I can speak for the State Board of Education members and the whole of the Nebraska Department of Education in congratulating you on this impressive work.

Over the past year we have also experienced other forms of crisis including a deep concern about the health and well-being of students in the midst of the pandemic. Schools play a critical role in the services to students in partnership with parents, caregivers, communities, extended families, and many others. This sense of community around each of our schools established by boards, teachers, and all employees in schools is a unique and unwritten function and often forgotten part of the fabric of Nebraska.

Unfortunately, over the past few months, we've experienced a crisis of confidence as we try to resume normal expectations of system leadership. I regret that concerns over the proposed health education standards are fueling part of that crisis of confidence in the Department and across the education system in Nebraska. The State Board of Education has taken hours of comment and early on asked that we proceed to a second draft that addresses the concerns heard from parents, grandparents, schools and elected leaders. Perhaps lost in the other information available, but important for you to know, the State Board discussed in the June Board meeting creating a second draft with parameters that would remove many of the explicit examples and reframe sensitive topics as important process for local schools with the intentional inclusion of parents and families at the local level.

During the June State Board meeting, I outlined an intention to review the standards drafting process to better engage stakeholders, engage school leaders, and engage others. Though the health education standards were drafted in a similar process as other content areas, it clearly did not serve us well in this instance. This is unfortunate as it has created a still escalating concern and the Board and I are committed to bringing that to a resolution.

Over the last week, I have spoken with the Governor and many superintendents about the concerns and the next steps of the Board. I can share that before August we will be vetting a 2nd draft for public release. This second draft will also make clear that managing sensitive health related topics be thoughtfully conducted with parental input at a local level as I know is already a regular process across the state.

I remain dedicated to addressing equity and diversity in our schools, but I am not interested in basing that work on anything divisive. Our focus at NDE has always been on ALL Nebraskans and we continue to be driven by our mission. I, like most of you, was not familiar with Critical Race Theory (CRT) and the concerns that are now becoming a significant distraction to the necessary education work ahead. Without doubt, our nation has been gripped by concerns about race and equal treatment of people, but we will not heal through divisive rhetoric on any issue. Instead, we must focus on those things that unite us to ensure that every student across Nebraska can achieve the American dream of setting and accomplishing goals that make them successful and productive in their future and ensure that Nebraska is well served by a college, career and civic ready future generation.

I will share more with you in the coming weeks and also address the intentional slowdown of a pace of proposing changes in rules and regulations. Though there are many things we cannot control, I do hope to support all of you in your critical mission more effectively as we continue to manage in this challenging time.

I end this letter as I started it. I am extremely proud of the education system in Nebraska as it is established with strong local leadership and strong sense of community and family involvement in public and non-public schools. We remain focused on our shared mission in educating the next generations of Nebraskans to ensure a bright future for all. Each year is an opportunity of a lifetime for our students and for each of us. We can be confident to begin the 2021-22 school year with a great sense energy and excitement for our future.

Thank you for your leadership and commitment to education in Nebraska.

Sincerely,



Matthew L. Blomstedt, Ph.D.
Commissioner of Education

cc. State Board of Education

Nebraska Department of Revenue, Property Assessment Division
2020 to 2021 Real Property Value Percentage Change by County as of 3-30-2021

County	Residential & Recreational & AgResid % change	Resid & Rec & AgResid % change excl. growth	Commercial & Industrial % change	Commercial & Industrial % change excl. growth	AgOutbldg & FarmsiteLand % change	AgOutbldg & FarmsiteLand % change excl. growth	Total Agricultural Land % change	Total Real Property % change	Total Real Property % change excl. growth
1 Adams	4.54%	3.10%	3.36%	-2.12%	6.77%	4.10%	-3.86%	0.94%	-0.54%
2 Antelope	6.31%	4.62%	10.42%	0.50%	10.41%	-4.37%	0.07%	1.71%	0.46%
3 Arthur	1.12%	0.73%	0.15%	-4.30%	138.84%	0.68%	5.04%	4.67%	4.60%
4 Banner	0.93%	0.82%	1.55%	0.00%	1.28%	1.98%	-2.79%	-3.35%	-3.38%
5 Blaine	2.76%	-0.89%	-0.66%	-0.66%	-1.71%	0.73%	3.06%	2.96%	2.78%
6 Boone	4.52%	3.39%	1.62%	0.93%	2.37%	-0.08%	-2.27%	-0.98%	-1.26%
7 Box Butte	5.21%	4.71%	5.34%	3.30%	6.08%	12.65%	0.08%	2.92%	2.47%
8 Boyd	3.66%	1.13%	0.09%	-2.61%	1.91%	9.17%	-0.34%	0.53%	-0.01%
9 Brown	33.40%	32.13%	7.02%	4.19%	3.09%	4.24%	6.24%	11.25%	10.54%
10 Buffalo	2.08%	0.81%	-0.37%	-1.49%	5.26%	-6.21%	-5.69%	-0.65%	-1.60%
11 Burt	6.59%	5.32%	8.07%	7.14%	7.49%	0.59%	-2.17%	-0.08%	-0.40%
12 Butler	0.51%	-1.19%	3.28%	1.53%	46.90%	24.26%	-2.42%	0.13%	-1.03%
13 Cass	13.07%	11.41%	30.24%	27.85%	2.36%	161.36%	0.03%	11.90%	10.59%
14 Cedar	1.87%	0.71%	1.28%	-0.49%	1.07%	-2.85%	0.28%	0.76%	0.24%
15 Chase	0.40%	-0.64%	2.26%	-0.08%	2.03%	2.79%	1.54%	1.35%	1.02%
16 Cherry	2.93%	2.08%	3.96%	1.34%	1.66%	-4.04%	0.01%	0.55%	0.27%
17 Cheyenne	7.38%	6.33%	-3.77%	-4.17%	-3.50%	9.16%	-0.41%	1.88%	1.43%
18 Clay	-1.09%	-2.05%	2.62%	0.92%	9.27%	17.32%	-0.45%	0.15%	-0.16%
19 Colfax	5.83%	5.07%	-0.38%	-0.91%	26.81%	-4.93%	-1.27%	0.58%	0.11%
20 Cuming	11.41%	10.21%	1.42%	0.64%	19.42%	-6.51%	-1.65%	0.63%	0.29%
21 Custer	5.04%	3.76%	-0.41%	-0.52%	5.49%	1.20%	-2.74%	-1.26%	-1.46%
22 Dakota	8.34%	8.24%	5.44%	4.25%	-0.20%	74.49%	-0.04%	5.40%	5.08%
23 Dawes	3.94%	3.26%	0.29%	0.21%	2.51%	-7.77%	-1.66%	0.89%	0.45%
24 Dawson	2.49%	2.05%	2.83%	2.38%	1.32%	0.91%	-2.09%	0.17%	-0.16%
25 Deuel	6.05%	4.80%	16.46%	0.33%	12.43%	-0.33%	-10.39%	-3.99%	-5.73%
26 Dixon	8.23%	7.74%	0.21%	0.17%	0.23%	0.63%	0.44%	1.77%	1.62%
27 Dodge	7.95%	6.95%	10.07%	6.95%	7.65%	1.07%	-1.42%	4.65%	3.65%
28 Douglas	7.20%	5.84%	3.11%	2.23%	208.22%	-6.52%	-2.37%	5.91%	4.70%
29 Dundy	19.82%	19.06%	-0.30%	-0.36%	2.57%	59.84%	0.41%	2.05%	1.95%
30 Fillmore	2.08%	1.12%	6.39%	0.40%	-0.26%	-1.67%	0.05%	0.65%	0.15%
31 Franklin	1.76%	1.35%	2.47%	2.18%	1.57%	0.10%	-0.13%	0.08%	-0.06%
32 Frontier	6.40%	5.69%	2.80%	0.22%	14.80%	-0.21%	-0.06%	0.95%	0.73%
33 Furnas	14.10%	13.62%	13.19%	10.95%	-0.16%	2.63%	-2.66%	1.05%	0.79%
34 Gage	3.78%	2.33%	3.78%	1.19%	8.78%	8.36%	1.59%	2.71%	1.96%
35 Garden	2.41%	1.70%	0.57%	0.03%	5.51%	-3.75%	1.20%	1.34%	1.10%
36 Garfield	11.15%	9.92%	1.95%	-0.10%	6.79%	5.90%	-3.12%	0.67%	0.23%
37 Gosper	4.73%	3.39%	0.67%	0.11%	0.69%	8.01%	3.14%	3.53%	3.20%
38 Grant	3.87%	0.83%	0.44%	0.44%	-0.85%	-5.97%	6.96%	6.50%	6.13%
39 Greeley	4.58%	1.67%	4.20%	-0.41%	1.57%	-0.68%	-0.11%	0.44%	0.00%
40 Hall	6.10%	4.56%	9.33%	6.28%	60.31%	9.08%	-0.14%	5.57%	3.98%
41 Hamilton	4.43%	2.45%	2.79%	0.17%	3.19%	2.03%	0.01%	1.36%	0.64%
42 Harlan	6.11%	4.25%	2.50%	-0.22%	6.06%	16.33%	0.01%	1.49%	0.93%
43 Hayes	1.01%	-0.60%	2.11%	0.71%	1.93%	-0.22%	5.84%	5.13%	4.98%
44 Hitchcock	7.33%	6.98%	8.26%	7.86%	20.80%	-0.21%	0.02%	-0.31%	-0.46%
45 Holt	3.81%	2.67%	0.84%	0.28%	3.32%	-1.77%	-10.85%	-7.94%	-8.20%
46 Hooker	21.93%	14.81%	4.90%	0.35%	14.63%	-14.77%	-0.14%	2.04%	1.12%
47 Howard	5.00%	3.23%	17.93%	15.06%	1.90%	3.77%	-1.42%	1.17%	0.58%
48 Jefferson	3.99%	2.61%	3.11%	0.06%	0.67%	-0.54%	0.31%	1.36%	0.69%
49 Johnson	3.36%	1.76%	0.38%	-0.24%	11.94%	-18.21%	0.23%	0.28%	-0.12%
50 Kearney	5.82%	4.57%	7.72%	5.99%	-0.85%	-1.89%	-0.02%	1.76%	1.33%
51 Keith	4.87%	3.44%	8.68%	7.40%	17.34%	35.26%	-5.28%	1.48%	0.72%
52 Keya Paha	1.10%	-0.28%	0.00%	0.00%	6.08%	-0.05%	-0.01%	0.06%	-0.03%
53 Kimball	4.54%	3.99%	3.83%	-1.43%	1.13%	-7.77%	-0.04%	-0.32%	-1.44%

Nebraska Department of Revenue, Property Assessment Division
2020 to 2021 Real Property Value Percentage Change by County as of 3-30-2021

County	Residential & Recreational & AgResid % change	Resid & Rec & AgResid % change excl. growth	Commercial & Industrial % change	Commercial & Industrial % change excl. growth	AgOutbldg & FarmsiteLand % change	AgOutbldg & FarmsiteLand % change excl. growth	Total Agricultural Land % change	Total Real Property % change	Total Real Property % change excl. growth
54 Knox	4.04%	1.96%	-0.06%	-2.29%	18.86%	3.96%	-1.95%	-0.38%	-0.88%
55 Lancaster	12.37%	10.75%	10.48%	6.78%	-6.99%	-10.85%	-0.13%	11.22%	9.17%
56 Lincoln	1.70%	1.14%	0.52%	-1.57%	12.08%	20.35%	2.43%	2.10%	1.52%
57 Logan	-2.13%	-3.04%	-0.35%	-0.44%	0.64%	2.55%	9.35%	8.09%	7.98%
58 Loup	3.72%	1.65%	13.07%	12.42%	1.14%	-3.46%	0.00%	0.72%	0.31%
59 Madison	4.00%	2.79%	4.25%	0.88%	14.71%	0.53%	1.72%	3.28%	2.04%
60 McPherson	3.09%	-0.42%	0.10%	0.10%	0.08%	2.24%	8.77%	8.40%	8.23%
61 Merrick	7.42%	5.62%	2.46%	1.87%	17.57%	0.13%	-0.90%	1.92%	1.23%
62 Morrill	2.90%	1.87%	3.06%	0.36%	1.60%	0.50%	-0.09%	0.69%	0.28%
63 Nance	3.61%	2.07%	4.91%	1.83%	-3.92%	-0.82%	0.08%	0.94%	0.38%
64 Nemaha	1.80%	1.48%	-0.89%	-1.19%	17.32%	-2.22%	6.25%	4.71%	4.51%
65 Nuckolls	3.57%	1.45%	3.47%	1.59%	2.20%	-0.29%	1.62%	1.95%	1.54%
66 Otoe	6.75%	5.68%	2.51%	1.32%	11.71%	-0.58%	-0.29%	2.53%	2.05%
67 Pawnee	6.24%	5.17%	1.52%	0.08%	61.34%	0.70%	1.50%	2.04%	1.84%
68 Perkins	9.81%	8.75%	4.33%	-0.09%	8.67%	0.04%	-3.97%	-1.49%	-2.00%
69 Phelps	1.74%	1.39%	1.99%	0.75%	1.99%	0.20%	-2.07%	-0.91%	-1.10%
70 Pierce	6.31%	5.49%	-0.83%	-7.58%	15.71%	3.61%	1.12%	2.35%	1.73%
71 Platte	10.04%	8.14%	4.28%	0.09%	-0.63%	5.01%	-0.59%	4.90%	3.14%
72 Polk	1.20%	1.11%	23.32%	23.32%	-0.56%	7.77%	-0.69%	0.36%	0.33%
73 Red Willow	5.27%	3.90%	1.34%	1.13%	8.59%	4.44%	-0.24%	1.84%	1.27%
74 Richardson	6.07%	5.41%	0.71%	0.29%	0.33%	0.09%	1.68%	2.38%	2.15%
75 Rock	5.38%	4.88%	2.64%	1.81%	1.17%	6.68%	-0.01%	0.62%	0.56%
76 Saline	7.11%	5.91%	7.36%	0.13%	1.65%	0.95%	-0.84%	2.01%	1.11%
77 Sarpy	7.60%	5.01%	8.27%	3.00%	1.44%	-1.82%	1.85%	7.63%	4.42%
78 Saunders	8.26%	4.63%	21.86%	20.27%	5.68%	20.98%	-2.15%	4.03%	2.26%
79 ScottsBluff	5.74%	5.26%	1.52%	-0.32%	4.70%	-0.05%	-0.06%	3.70%	3.00%
80 Seward	5.11%	3.19%	5.59%	2.30%	15.68%	7.73%	-2.84%	1.13%	-0.03%
81 Sheridan	9.07%	8.96%	4.70%	4.32%	-2.04%	3.90%	2.86%	4.03%	3.97%
82 Sherman	6.14%	4.72%	9.64%	7.58%	0.48%	0.27%	0.03%	1.42%	1.02%
83 Sioux	0.37%	0.15%	0.00%	0.00%	2.42%	-1.00%	0.00%	0.06%	-0.01%
84 Stanton	4.20%	3.06%	3.36%	-1.69%	15.23%	-11.42%	2.90%	2.82%	2.13%
85 Thayer	11.26%	10.02%	2.16%	1.16%	20.62%	7.34%	-1.53%	0.62%	0.34%
86 Thomas	6.21%	6.03%	7.55%	0.63%	1.68%	1.39%	9.34%	8.76%	8.47%
87 Thurston	1.95%	0.84%	8.64%	3.84%	0.09%	1.83%	-0.03%	0.57%	0.24%
88 Valley	7.84%	6.92%	5.91%	2.28%	-1.82%	0.17%	-3.06%	-0.30%	-0.72%
89 Washington	6.64%	5.03%	6.24%	3.96%	0.77%	4.54%	0.02%	4.68%	3.46%
90 Wayne	4.85%	3.47%	3.52%	0.75%	-1.76%	0.03%	-0.02%	1.39%	0.81%
91 Webster	2.33%	1.54%	61.34%	39.91%	26.98%	32.96%	5.88%	7.76%	7.03%
92 Wheeler	0.36%	-0.72%	181.46%	0.00%	4.38%	0.14%	-0.12%	0.96%	-0.14%
93 York	3.73%	2.83%	0.90%	0.62%	0.08%	-1.13%	-4.82%	-2.13%	-2.55%
State Totals	7.58%	6.05%	5.59%	3.13%	8.80%	4.84%	-0.76%	4.17%	3.02%

New Account Number	Account Description	2017-18 Budget	2018-19 Budget	2019-20 Budget	2020-21 Budget	2021-22 Budget
01 1100 111 002 000	Salaries Elem	\$830,700	\$906,948	\$953,700	\$928,500	\$960,000
01 1100 281 002 000	Cash in lieu of BC Elem	\$18,150	\$20,065	\$22,200	\$9,740	\$10,023
01 1100 123 002 000	Sub Salaries Elem	\$22,000	\$15,000	\$25,000	\$38,200	\$30,000
01 1100 221 002 000	Fica Elem	\$66,620	\$72,064	\$76,568	\$73,687	\$76,502
01 1100 223 002 000	Fica Subs				\$1,010	\$2,295
01 1100 231 002 000	Retirement Elem	\$82,055	\$89,587	\$94,205	\$91,716	\$94,827
01 1100 211 002 000	Health Ins Elem	\$224,000	\$231,390	\$257,200	\$329,300	\$364,790
01 1100 211 002 000	Life Ins Elem	\$1,550	\$1,594	\$1,595	\$1,611	\$1,611
01 1100 213 002 000	Health Ins Sub				\$3,327	\$3,306
01 1100 330 002 000	Assemblies	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1100 430 002 000	Cont Repair Elem	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
01 1100 443 002 000	Leased Equipment	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500
01 1100 610 002 000	Gen Supplies Elem	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
01 1100 640 002 000	Textbooks Elem	\$20,000	\$20,000	\$30,000	\$30,000	\$30,000
01 1100 735 002 000	Comp Software Elem	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
01 1100 733 002 000	Equipment Elem	\$12,500	\$5,000	\$5,000	\$5,000	\$5,000
01 1100 733 002 000	Furniture Elem	\$7,000	\$2,500	\$2,500	\$2,500	\$2,500
01 1100 734 002 000	Comp Equip Elem	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
01 1100 810 002 000	Fees	\$500	\$500	\$500	\$500	\$500
01 1100 580 002 000	Travel Elem	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
01 1100 890 002 000	Other Misc Exp Elem	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
01 1100 111 001 000	Salaries Secon	\$841,400	\$918,500	\$971,000	\$995,000	\$1,013,090
01 1100 281 001 000	Cash in lieu of BC Secon	\$18,150	\$17,200	\$17,200	\$16,250	\$7,900
01 1100 123 001 000	Sub Salaries Secon	\$50,000	\$35,000	\$28,000	\$41,200	\$35,000
01 1100 120 001 000	Aides Secon	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1100 221 001 000	Fica Secon	\$69,657	\$74,336	\$77,815	\$79,579	\$80,860
01 1100 223 001 000	Fica Subs				\$1,010	\$2,678
01 1100 231 001 000	Retirement Secon	\$83,211	\$90,827	\$96,013	\$98,383	\$100,170
01 1100 211 001 000	Health Ins Secon	\$248,000	\$266,000	\$285,800	\$308,000	\$353,107
01 1100 211 001 000	Life Ins Secon	\$1,525	\$1,630	\$1,650	\$1,656	\$1,656
01 1100 213 002 000	Health Ins Sub				\$3,327	\$3,306
01 1100 330 001 000	Assemblies	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1100 430 001 000	Cont Repair Secon	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
01 1100 443 001 000	Leased Equipment	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
01 1100 382 001 000	Distance Education	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
01 1100 610 001 000	Gen Supplies Secon	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
01 1100 640 001 000	Textbooks Secon	\$15,000	\$15,000	\$30,000	\$30,000	\$30,000
01 1100 735 001 000	Comp Software Secon	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
01 1100 733 001 000	Equipment Secon	\$24,337	\$5,000	\$5,000	\$5,000	\$5,000
01 1100 733 001 000	Furniture Secon	\$10,000	\$5,000	\$5,000	\$5,000	\$5,000
01 1100 734 001 000	Comp Equip Secon	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
01 1100 810 001 000	Fees	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500
01 1100 580 001 000	Travel Secon	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
01 1100 890 001 000	Other Misc Exp Secon	\$7,500	\$2,500	\$2,500	\$2,500	\$2,500
01 1100 382 000 000	Internet Services	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
01 1100 334 000 000	Mileage for Psyche Service:	\$5,000	\$2,500	\$2,500	\$2,500	\$2,500
SALARIES		\$2,857,355	\$2,996,641	\$3,189,446	\$3,302,996	\$3,422,622

01 1100 610 002 007	Kingrt Materials	\$300	\$300	\$300	\$300	\$300
01 1100 640 002 007	Classroom Periodical	\$200	\$200	\$200	\$200	\$200
01 1100 640 002 007	Expendable Wrbk	\$600	\$600	\$600	\$600	\$600
1110		\$1,100	\$1,100	\$1,100	\$1,100	\$1,100
01 1100 610 002 001	Grade 1 Materials	\$400	\$400	\$400	\$400	\$400
01 1100 640 002 001	Classroom Periodical	\$100	\$100	\$100	\$100	\$100
01 1100 640 002 001	Expendable Wrkbk	\$1,700	\$1,700	\$1,700	\$1,700	\$1,700
1111		\$2,200	\$2,200	\$2,200	\$2,200	\$2,200
01 1100 610 002 002	Grade 2 Materials	\$400	\$400	\$400	\$400	\$400
01 1100 640 002 002	Classroom Periodical	\$150	\$150	\$150	\$150	\$150
01 1100 640 002 002	Expendable Wrkbk	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600
1112		\$2,150	\$2,150	\$2,150	\$2,150	\$2,150
01 1100 610 002 003	Grade 3 Materials	\$400	\$400	\$400	\$400	\$400
01 1100 640 002 003	Classroom Periodical	\$150	\$150	\$150	\$150	\$150
01 1100 640 002 003	Expendable Wrkbk	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400
1113		\$1,950	\$1,950	\$1,950	\$1,950	\$1,950
01 1100 610 002 004	Grade 4 Materials	\$400	\$400	\$400	\$400	\$400
01 1100 640 002 004	Classroom Periodical	\$150	\$150	\$150	\$150	\$150
01 1100 640 002 004	Expendable Wrkbk	\$500	\$500	\$500	\$500	\$500
1114		\$1,050	\$1,050	\$1,050	\$1,050	\$1,050
01 1100 610 002 005	Grade 5 Materials	\$400	\$400	\$400	\$400	\$400
01 1100 640 002 005	Classroom Periodical	\$150	\$150	\$150	\$150	\$150
01 1100 640 002 005	Expendable Wrkbk	\$400	\$400	\$400	\$400	\$400
1115		\$950	\$950	\$950	\$950	\$950
01 1100 610 002 006	Grade 6 Materials	\$400	\$400	\$400	\$400	\$400
01 1100 640 002 006	Classroom Periodical	\$150	\$150	\$150	\$150	\$150
01 1100 640 002 006	Expendable Wrkbk	\$150	\$150	\$150	\$150	\$150
1116		\$700	\$700	\$700	\$700	\$700
01 1100 610 002 017	Elem Art Materials	\$500	\$500	\$500	\$500	\$501
EL ART MATERIALS		\$500	\$500	\$500	\$500	\$501
01 1100 610 002 018	Music Materials	\$727	\$727	\$727	\$727	\$727
01 1100 733 002 018	Music Equipment	\$500	\$500	\$500	\$500	\$500
01 1100 610 001 018	Music Materials	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1100 733 001 018	Music Equipment	\$500	\$500	\$500	\$500	\$500
01 1100 600 001 018	Other (Band Uniforms)	\$0	\$0	\$0	\$0	\$0
01 1100 810 001 018	Choral Registration	\$831	\$831	\$831	\$831	\$831
MUSIC		\$3,558	\$3,558	\$3,558	\$3,558	\$3,558
01 1100 610 002 019	Elem Pe Materials	\$200	\$200	\$200	\$200	\$200
01 1100 733 002 019	Equipment	\$300	\$300	\$300	\$300	\$300
1119		\$500	\$500	\$500	\$500	\$500

01 1100 610 001 020	Lang Arts Materials	\$500	\$500	\$500	\$500	\$500
01 1100 640 001 020	Classroom Periodical	\$600	\$600	\$600	\$600	\$600
01 1100 735 001 020	Computer Software	\$200	\$200	\$200	\$200	\$200
01 1100 810 001 020	Student Registration	\$900	\$900	\$900	\$900	\$900
ELA		\$2,200	\$2,200	\$2,200	\$2,200	\$2,200
01 1100 610 001 021	Math Materials	\$200	\$200	\$200	\$200	\$200
Math		\$200	\$200	\$200	\$200	\$200
01 1100 430 001 022	Science Equip Repair	\$750	\$750	\$750	\$750	\$750
01 1100 610 001 022	Materials	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
01 1100 640 001 022	Classroom Periodical	\$350	\$350	\$350	\$350	\$350
01 1100 735 001 022	Computer Software	\$250	\$250	\$250	\$250	\$250
01 1100 733 001 022	Equipment	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
SCIENCE AND COMPUTER		\$9,350	\$9,350	\$9,350	\$9,350	\$9,350
01 1100 610 001 023	Soc Stud Materials	\$150	\$150	\$150	\$150	\$150
01 1100 640 001 023	Classroom Periodical	\$320	\$320	\$320	\$320	\$320
SOCIAL STUDIES		\$470	\$470	\$470	\$470	\$470
01 2580 432 002 000	Compu Repair Service	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
01 2580 650 002 000	Computer Parts-etc	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
01 2580 432 001 000	Compu Repair Service	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
01 2580 650 001 000	Computer Parts-etc	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
COMPUTER REPAIR & EQUIPMENT		\$14,000	\$14,000	\$14,000	\$14,000	\$14,000
01 1100 430 001 025	Ag Equip Repair Ser	\$600	\$600	\$600	\$600	\$600
01 1100 430 001 025	Other Purchased Serv	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1100 610 001 025	Instr Materials	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
01 1100 640 001 025	Expendable Wrbk	\$65	\$65	\$65	\$65	\$65
01 1100 735 001 025	Comp Software	\$500	\$500	\$500	\$500	\$500
01 1100 733 001 025	Equipment	\$125	\$125	\$125	\$125	\$125
01 1100 810 001 025	Instr Registration	\$50	\$50	\$50	\$50	\$50
01 1100 810 001 025	Student Registration	\$900	\$900	\$900	\$900	\$900
01 1100 580 001 025	Instructor Travel	\$700	\$700	\$700	\$700	\$700
01 1100 580 001 025	Student Travel	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
AGRICULTURE		\$8,940	\$8,940	\$8,940	\$8,940	\$8,940
01 1100 430 001 026	Business Repair Ser	\$200	\$200	\$200	\$200	\$200
01 1100 610 001 026	Instr Materials	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1100 640 001 026	Expendable Wrbk	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1100 735 001 026	Comp Software	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1100 733 001 026	Equipment	\$100	\$100	\$100	\$100	\$100
01 1100 810 001 026	Instru Registration	\$100	\$100	\$100	\$100	\$100
01 1100 810 001 026	Student Registration	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300
01 1100 580 001 026	Instructor Travel	\$200	\$200	\$200	\$200	\$200
01 1100 580 001 026	Student Travel	\$100	\$100	\$100	\$100	\$100
BUSINESS		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000

01 1100 610 001 027	Secon Art Materials	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
SECON ART MATERIALS		\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
01 1100 430 002 028	Instrument Repair	\$500	\$500	\$500	\$500	\$500
01 1100 610 002 028	Instrument Materials	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1100 733 002 028	Equipment	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1100 810 002 028	Student Registration	\$500	\$500	\$500	\$500	\$500
01 1100 430 001 028	Instrument Repair Secon	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
01 1100 430 001 028	Other Purchased Services	\$500	\$500	\$500	\$500	\$500
01 1100 610 001 028	Instr Materials	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1100 733 001 028	Equipment	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
01 1100 810 001 028	Registration	\$500	\$500	\$500	\$500	\$500
BAND		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
01 1100 430 001 029	REPAIR	\$500	\$500	\$500	\$500	\$500
01 1100 440 001 029	Secon Pe Rental	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500
01 1100 610 001 029	Instr Materials	\$800	\$800	\$800	\$800	\$800
01 1100 733 001 029	Equipment	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
P.E.		\$8,800	\$8,800	\$8,800	\$8,800	\$8,800
01 1100 610 001 030	FCS Instr Materials	\$500	\$500	\$500	\$500	\$500
HOME ECONOMICS		\$500	\$500	\$500	\$500	\$500
01 1100 430 001 031	Ind Art Equip Repair	\$300	\$300	\$300	\$300	\$300
01 1100 610 001 031	Instruc Materials	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
01 1100 735 001 031	Comp Software	\$300	\$300	\$300	\$300	\$300
01 1100 733 001 031	Equipment	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1100 810 001 031	Instru Registration	\$80	\$80	\$80	\$80	\$80
01 1100 810 001 031	Student Registration	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1100 580 001 031	Instructor Travel	\$200	\$200	\$200	\$200	\$200
01 1100 580 001 031	Student Travel	\$50	\$50	\$50	\$50	\$50
INDUSTRIAL ARTS		\$4,930	\$4,930	\$4,930	\$4,930	\$4,930
01 1100 610 001 032	Foreign Lang Mater	\$200	\$200	\$200	\$200	\$200
01 1100 640 001 032	Classroom Period	\$150	\$150	\$150	\$150	\$150
01 1100 810 001 032	REGISTRATION	\$50	\$50	\$50	\$50	\$50
FOREIGN LANGUAGE		\$400	\$400	\$400	\$400	\$400
01 1100 610 001 033	Journalism Materials	\$300	\$300	\$300	\$300	\$300
01 1100 733 001 033	Journalism Equip	\$300	\$300	\$300	\$300	\$300
JOURNALISM		\$600	\$600	\$600	\$600	\$600
01 1160 111 002 000	Poverty Instruction	\$0	\$0	\$105,948	\$111,246	\$80,000
01 1160 221 002 000	Poverty FICA	\$0	\$0	\$8,105	\$8,510	\$3,000
01 1160 231 002 000	Poverty Retirement	\$0	\$0	\$10,466	\$10,989	\$5,000
01 1160 211 002 000	Poverty Health	\$0	\$0	\$21,970	\$27,961	\$12,000
01 1160 211 002 000	Poverty Life	\$0	\$0	\$147	\$160	\$3
POVERTY		\$0	\$0	\$146,636	\$158,866	\$100,003

01 1190 111 002 000	PreK Salary	\$35,204	\$36,990	\$39,300	\$43,366	\$45,049
01 1190 123 002 000	PreK Subs	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
01 1190 112 002 000	PreK Para	\$39,100	\$40,100	\$38,000	\$38,000	\$41,000
01 1190 221 002 000	PreK Fica	\$5,799	\$6,012	\$6,028	\$6,339	\$6,698
01 1190 231 002 000	PreK Retire	\$7,340	\$7,615	\$7,636	\$8,038	\$8,500
01 1190 211 002 000	PreK Health	\$32,200	\$32,200	\$34,000	\$37,000	\$38,196
01 1190 211 002 000	PreK Life	\$192	\$192	\$192	\$192	\$192
01 1190 610 002 000	PreK Supplies	\$500	\$500	\$500	\$500	\$500
01 1190 890 002 000	PreK Misc Exp	\$500	\$500	\$500	\$500	\$500
PREK		\$122,335	\$125,609	\$127,656	\$135,435	\$142,135
01 1200 591 002 000	Sped Supervision School Age	\$35,000	\$33,888	\$33,888	\$33,888	\$33,888
Sped Supervision		\$35,000	\$33,888	\$33,888	\$33,888	\$33,888
01 2141 591 002 606	D/E Psychology School Age	\$50,000	\$46,700	\$46,700	\$46,700	\$46,700
01 1200 591 001 608	Vocational School Age	\$10,000	\$5,343	\$5,343	\$5,343	\$5,343
D/E & Vocational		\$60,000	\$52,043	\$52,043	\$52,043	\$52,043
01 2171 591 002 600	PT Therapy School Age	\$16,000	\$12,070	\$12,070	\$12,070	\$12,070
01 2161 591 002 601	OT Therapy School Age	\$22,000	\$25,387	\$25,387	\$25,387	\$25,387
01 1200 591 001 604	Deaf Education Services Sc	\$2,500	\$862	\$862	\$862	\$862
01 2181 591 001 000	Vision Services School Age	\$4,500	\$3,568	\$3,568	\$3,568	\$3,568
PT/OT/Deaf/Vision		\$45,000	\$41,887	\$41,887	\$41,887	\$41,887
01 2151 591 002 607	D/E Audiology School Age	\$2,000	\$1,614	\$1,614	\$1,614	\$1,614
Audiological Services		\$2,000	\$1,614	\$1,614	\$1,614	\$1,614
01 2151 591 002 602	Speech Therapy Elementary	\$160,000	\$163,618	\$163,618	\$163,618	\$163,618
01 2151 591 001 602	Speech Therapy-Secondary	\$0	\$0	\$0	\$0	\$0
Speech		\$160,000	\$163,618	\$163,618	\$163,618	\$163,618
01 1195 320 002 000	Spec Ed Flex Funding	\$0	\$0	\$0	\$0	\$0
01 1195 320 001 000	Spec Ed Flex Funding	\$0	\$0	\$0	\$0	\$0
SPEC ED FLEX		\$0	\$0	\$0	\$0	\$0
01 1200 116 002 000	Nurse Sp Ed Services	\$10,373	\$10,638	\$11,120	\$12,500	\$13,460
01 1200 226 002 000	Fica	\$793	\$813	\$850	\$956	\$1,030
01 1200 236 002 000	Retire	\$1,025	\$1,051	\$1,099	\$1,235	\$1,330
01 1200 216 002 000	Health Ins	\$1,681	\$1,681	\$1,765	\$1,885	\$1,939
01 1200 216 002 000	Life Ins	\$22	\$22	\$22	\$22	\$22
01 1200 116 001 000	Nurse Sp Ed Services	\$10,373	\$10,638	\$11,120	\$12,500	\$13,460
01 1200 226 001 000	Fica	\$793	\$813	\$850	\$956	\$1,030
01 1200 236 001 000	Retire	\$1,025	\$1,051	\$1,099	\$1,235	\$1,330
01 1200 216 001 000	Health Ins	\$1,681	\$1,681	\$1,765	\$1,885	\$1,939
01 1200 216 001 000	Life Ins	\$22	\$22	\$22	\$22	\$22
NURSE SP ED		\$27,788	\$28,410	\$29,712	\$33,196	\$35,562

01 1200 111 001 000	Sp Ed Lvl2 Secon	\$143,650	\$145,849	\$172,500	\$171,080	\$182,296
01 1200 281 001 000	Cash in lieu of BC	\$8,750	\$8,273	\$8,529	\$8,575	\$8,827
01 1200 123 001 000	Sub Secon	\$2,400	\$2,400	\$6,200	\$8,000	\$10,000
01 1200 112 001 000	Aide Secon	\$176,300	\$193,500	\$173,764	\$187,500	\$176,000
01 1200 221 001 000	Fica Secon	\$25,329	\$26,777	\$27,615	\$28,700	\$28,850
01 1200 231 001 000	Retire Secon	\$31,604	\$33,521	\$34,204	\$35,420	\$35,392
01 1200 211 001 000	Health Ins	\$58,000	\$58,000	\$76,348	\$82,600	\$60,772
01 1200 211 001 000	Life Ins Secon	\$630	\$672	\$703	\$697	\$700
01 1200 330 001 000	Inservice	\$250	\$250	\$250	\$250	\$250
01 1200 320 001 000	Contracted Services	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
01 1200 610 001 000	Gen Supplies	\$100	\$100	\$100	\$100	\$100
01 1200 610 001 000	Instruc Mater Secon	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1200 640 001 000	Expendable Workbooks	\$150	\$150	\$150	\$150	\$150
01 1200 640 001 000	Textbooks	\$500	\$500	\$500	\$500	\$500
01 1200 640 001 000	Periodicals	\$100	\$100	\$100	\$100	\$100
01 1200 450 001 000	Audio Visual Secon	\$200	\$200	\$200	\$200	\$200
01 1200 735 001 000	Comp Software Secon	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1200 733 001 000	Equipment Furn Secon	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
01 1200 734 001 000	Comp Equip Secon	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
01 1200 810 001 000	Registration Secondary	\$250	\$250	\$250	\$250	\$250
01 1200 520 001 000	Liability Insurance	\$150	\$150	\$150	\$150	\$150
01 1200 580 001 000	Travel Secon	\$150	\$150	\$150	\$150	\$150
SPECIAL ED SECONDARY		\$458,013	\$480,342	\$511,213	\$533,922	\$514,187
01 1200 111 002 000	Sp Ed Lvl2 Elem	\$212,089	\$216,129	\$201,000	\$204,600	\$205,633
01 1200 281 002 000	Cash in lieu of BC	\$1,111	\$634	\$507	\$0	\$0
01 1200 123 002 000	Sub Elem	\$6,500	\$9,300	\$8,000	\$8,000	\$10,000
01 1200 112 002 000	Aide Elem	\$69,000	\$93,000	\$141,453	\$155,500	\$171,000
01 1200 221 002 000	Fica Elem	\$22,085	\$24,409	\$26,848	\$28,159	\$29,578
01 1200 231 002 000	Retire Elem	\$27,766	\$30,536	\$33,827	\$35,570	\$37,203
01 1200 211 002 000	Health Ins Elem	\$90,000	\$92,700	\$101,534	\$111,800	\$105,817
01 1200 211 002 000	Life Ins Elem	\$546	\$540	\$655	\$649	\$650
01 1200 320 002 000	Contracted Services	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
01 1200 610 002 000	Gen Supplies Elem	\$750	\$750	\$750	\$750	\$750
01 1200 610 002 000	Instruc Mater Elem	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
01 1200 640 002 000	Expendable Wrkb Elem	\$100	\$100	\$100	\$100	\$100
01 1200 640 002 000	Textbooks Elem	\$500	\$500	\$500	\$500	\$500
01 1200 450 002 000	Audio Visual Elem	\$100	\$100	\$100	\$100	\$100
01 1200 735 002 000	Comp Software Elem	\$610	\$610	\$610	\$610	\$610
01 1200 733 002 000	Furniture Equip Elem	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1200 734 002 000	Computer Equip Elem	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1200 810 002 000	Registration Elem	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 1200 580 002 000	Travel Elem	\$250	\$250	\$250	\$250	\$250
SPECIAL ED ELEMENTARY		\$443,907	\$482,058	\$528,634	\$559,088	\$574,691
01 1200 562 002 000	Sped Tuition LVL III	\$39,536	\$39,536	\$39,536	\$39,536	\$39,536
01 1200 562 001 600	SpEd LVL III OT/PT	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
01 1200 562 001 000	Sped Tuition LVL III	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
SPED Level III Services		\$224,536	\$224,536	\$224,536	\$224,536	\$224,536

01 2152 591 002 602	PRE SCHL SPEECH (3-5)	\$20,000	\$9,090	\$9,090	\$9,090	\$9,090
01 1291 591 002 603	PRE SPED Supervision (3-5)	\$5,000	\$6,695	\$6,695	\$6,695	\$6,695
01 1291 591 002 604	PRE Deaf Ed Services (3-5)	\$19,000	\$862	\$862	\$862	\$862
01 2142 591 002 606	PRE D/E Psychologist Serv	\$5,000	\$5,838	\$5,838	\$5,838	\$5,838
01 2152 591 002 607	PRE D/E Audiology (3-5)	\$200	\$202	\$202	\$202	\$202
01 2162 591 002 601	PRE OT Services (3-5)	\$3,000	\$4,821	\$4,821	\$4,821	\$4,821
01 2172 591 002 600	PRE PT Services (3-5)	\$2,500	\$3,794	\$3,794	\$3,794	\$3,794
01 1291 610 002 000	SUPPLIES (3-5)	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
01 1291 640 002 000	PERIODICALS (3-5)	\$200	\$200	\$200	\$200	\$200
01 1291 733 002 000	EQUIPMENT (3-5)	\$1,700	\$1,700	\$1,700	\$1,700	\$1,700
SPED PRESCHOOL (Ages 3-5)		\$59,600	\$36,202	\$36,202	\$36,202	\$36,202

01 2153 591 002 602	PRE SCHL SPEECH (0-2)	\$0	\$9,090	\$9,090	\$9,090	\$9,090
01 2153 591 002 607	D/E Audiology Birth - 2 year	\$0	\$202	\$202	\$202	\$202
01 1292 591 002 603	Pre Sped Supervision (0-2)	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
01 2153 591 002 604	Pre Deaf Ed Services (0-2)	\$20,000	\$862	\$862	\$862	\$862
01 2143 591 002 606	Pre D/E Pyschological Serv	\$5,000	\$5,838	\$5,838	\$5,838	\$5,838
01 2163 591 002 601	Pre Sped OT Services (0-2)	\$2,500	\$1,929	\$1,929	\$1,929	\$1,929
01 2173 591 002 600	Pre Sped PT Services (0-2)	\$2,500	\$1,380	\$1,380	\$1,380	\$1,380
PRE SPED Services (0-2)		\$35,000	\$24,301	\$24,301	\$24,301	\$24,301

01 2120 111 002 000	Counselor Sal Elem	\$13,187	\$13,704	\$14,040	\$14,352	\$14,431
01 2120 221 002 000	Fica Elem	\$1,008	\$1,048	\$1,074	\$1,098	\$1,104
01 2120 231 002 000	Retirement Elem	\$1,303	\$1,354	\$1,387	\$1,418	\$1,426
01 2120 211 002 000	Health Ins. Elem	\$2,770	\$2,770	\$2,915	\$3,114	\$3,207
01 2120 211 002 000	Life Ins Elem	\$20	\$20	\$20	\$20	\$20
01 2120 320 002 000	Purch Prof Ser Elem	\$4,000	\$1,000	\$1,000	\$1,000	\$1,000
01 2120 610 002 000	Supplies Elem	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 2120 640 002 000	Resource Texts	\$150	\$150	\$150	\$150	\$150
01 2120 580 002 000	Travel Elem	\$60	\$60	\$60	\$60	\$60
01 2120 111 001 000	Counselor Sal Secon	\$52,748	\$54,815	\$56,158	\$57,406	\$57,726
01 2120 112 001 000	Aide Secon	\$5,500	\$5,600	\$5,700	\$0	\$0
01 2120 221 001 000	Fica Secon	\$4,456	\$4,621	\$4,732	\$4,391	\$4,416
01 2120 231 001 000	Retirement Secon	\$5,754	\$5,968	\$6,111	\$5,671	\$5,702
01 2120 211 001 000	Health Ins. Secon	\$12,200	\$12,200	\$12,840	\$12,600	\$12,972
01 2120 211 001 000	Life Ins Secon	\$85	\$85	\$86	\$80	\$80
01 2120 320 001 000	Purch Prof Ser Secon	\$5,000	\$1,000	\$1,000	\$1,000	\$1,000
01 2120 610 001 000	Supplies Secon	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 2120 640 001 000	Resource Texts	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
01 2120 735 001 000	Computer Software	\$100	\$100	\$100	\$100	\$100
01 2120 580 001 000	Travel Secon	\$500	\$500	\$500	\$500	\$500
COUNSELOR		\$113,341	\$109,495	\$112,373	\$107,460	\$108,394

01 2130 320 002 000	Purch Prof Serv Elem	\$50	\$50	\$50	\$50	\$50
01 2130 610 002 000	Instruc Mater Elem	\$200	\$200	\$200	\$200	\$200
01 2130 320 001 000	Purch Prof Ser Secon	\$50	\$50	\$50	\$50	\$50
01 2130 610 001 000	Instruc Mater Secon	\$100	\$100	\$100	\$100	\$100
01 2130 116 000 000	Nurse Salary	\$26,403	\$27,077	\$28,300	\$30,500	\$35,000

01 2130 226 000 000	Fica	\$2,019	\$2,071	\$2,164	\$2,333	\$2,677
01 2130 236 000 000	Retirement	\$2,608	\$2,675	\$2,795	\$3,013	\$3,457
01 2130 216 000 000	Health Ins	\$4,278	\$4,278	\$4,493	\$4,796	\$4,936
01 2130 216 000 000	Life Ins	\$54	\$54	\$54	\$54	\$54
01 2130 610 000 000	Health Supplies	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
01 2130 733 000 000	Equipment	\$300	\$300	\$300	\$300	\$300
01 2130 810 000 000	Dues And Fees	\$150	\$150	\$150	\$150	\$150
01 2130 580 000 000	Travel	\$200	\$200	\$200	\$200	\$200
NURSE		\$38,912	\$39,705	\$41,356	\$44,246	\$49,674
01 2190 110 002 000	Act Trans Sal Elem	\$1,000	\$1,000	\$1,086	\$1,139	\$1,200
01 2190 220 002 000	Fica Elem	\$77	\$77	\$85	\$90	\$1,000
01 2190 230 002 000	Retirement Elem	\$50	\$50	\$50	\$113	\$115
01 2190 580 002 000	Meals/mileage	\$90	\$90	\$90	\$90	\$90
01 2190 110 001 000	Act Trans Sal Secon	\$12,500	\$11,500	\$12,023	\$12,607	\$13,000
01 2190 220 001 000	Fica Secon	\$1,000	\$1,000	\$1,000	\$1,100	\$995
01 2190 230 001 000	Retirement Secon	\$750	\$750	\$750	\$1,245	\$1,284
01 2190 340 001 000	Random Drug Testing for A	\$0	\$1,000	\$1,000	\$1,000	\$1,000
01 2190 580 001 000	Meals/travel	\$3,500	\$0	\$0	\$0	\$0
ACT TRANS & DRUG TESTING		\$18,967	\$15,467	\$16,084	\$17,384	\$18,684
01 2212 111 002 000	Staff Dev Salaries	\$5,500	\$2,000	\$2,000	\$2,000	\$2,000
01 2212 123 002 000	Staff Development	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
01 2212 221 002 000	Staff Dev Fica	\$600	\$200	\$200	\$200	\$200
01 2212 231 002 000	Staff Dev Retire	\$550	\$200	\$200	\$200	\$200
01 2212 211 002 000	HEALTH INSURANCE	\$101	\$0	\$0	\$0	\$0
01 2212 211 002 000	LIFE	\$1	\$0	\$0	\$0	\$0
01 2212 330 002 000	Purch Prof Ser Elem	\$4,000	\$2,000	\$2,000	\$2,000	\$2,000
01 2212 610 002 000	Supplies Elem	\$2,300	\$500	\$500	\$500	\$500
01 2212 810 002 000	Dues And Fees Elem	\$2,200	\$500	\$500	\$500	\$500
01 2212 580 002 000	Travel Elem	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
01 2212 123 001 000	Staff Development	\$3,000	\$3,500	\$3,500	\$3,500	\$3,500
01 2212 221 001 000	Staff Dev Fica	\$229	\$268	\$268	\$268	\$268
01 2212 330 001 000	Purch Prof Ser Secon	\$4,615	\$2,500	\$2,500	\$2,500	\$2,500
01 2212 610 001 000	Supplies Secon	\$2,300	\$1,500	\$1,500	\$1,500	\$1,500
01 2212 810 001 000	Dues And Fees Secon	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000
01 2212 580 001 000	Travel Secon	\$2,340	\$500	\$500	\$500	\$500
STAFF		\$38,736	\$24,668	\$24,668	\$24,668	\$24,668
01 2214 610 002 000	Assessment Supplies	\$375	\$375	\$375	\$375	\$375
01 2214 810 002 000	Assessment Dues/fees	\$1,425	\$1,425	\$1,425	\$1,425	\$1,425
01 2214 580 002 000	Assessment Travel	\$150	\$150	\$150	\$150	\$150
01 2214 610 001 000	Assessment Supplies	\$375	\$375	\$375	\$375	\$375
01 2214 810 001 000	Assessment Dues/fees	\$1,425	\$1,425	\$1,425	\$1,425	\$1,425
01 2214 580 001 000	Assessment Travel	\$150	\$150	\$150	\$150	\$150
01 2214 111 000 000	Assessment	\$5,100	\$5,100	\$5,100	\$5,100	\$5,100
01 2214 221 000 000	Assessment Fica	\$650	\$650	\$650	\$650	\$650
01 2214 231 000 000	Assessment Retire	\$650	\$650	\$650	\$650	\$650
ASSESMENT		\$10,300	\$10,300	\$10,300	\$10,300	\$10,300

01 2580 114 000 000	Tech Support Salary	\$55,258	\$60,000	\$62,500	\$65,000	\$67,500
01 2580 112 000 000	Tech Support Aides	\$1,000	\$3,000	\$3,000	\$3,000	\$3,000
01 2580 224 000 000	Tech Support Fica	\$4,303	\$4,819	\$5,010	\$5,202	\$5,393
01 2580 234 000 000	Tech Support Retir	\$5,558	\$6,223	\$6,470	\$6,717	\$6,964
01 2580 214 000 000	Tech Support Health Ins	\$20,915	\$20,915	\$21,988	\$23,504	\$24,211
01 2580 214 000 000	Tech Support Life Ins	\$96	\$96	\$96	\$96	\$96
01 2580 432 000 000	Support/Network/Backup	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
01 2580 810 000 000	Registration	\$3,000	\$500	\$500	\$500	\$500
01 2580 580 000 000	Tech Support Travel	\$3,000	\$500	\$500	\$500	\$500
TECH SUPPORT		\$95,630	\$98,553	\$102,564	\$107,019	\$110,664
01 2220 111 002 000	Librarian Sal Elem	\$20,310	\$24,489	\$24,563	\$25,805	\$25,048
01 2220 221 002 000	Fica Elem	\$1,554	\$1,873	\$1,879	\$1,974	\$1,916
01 2220 231 002 000	Retire Elem	\$2,007	\$2,419	\$2,426	\$2,549	\$2,474
01 2220 211 002 000	Health Ins Elem	\$7,832	\$10,458	\$10,994	\$11,752	\$12,106
01 2220 211 002 000	Life Ins Elem	\$48	\$48	\$48	\$48	\$48
01 2220 320 002 000	Purchased Ser Elem	\$50	\$50	\$50	\$50	\$50
01 2220 430 002 000	Repair Elem	\$350	\$350	\$350	\$350	\$350
01 2220 610 002 000	Supplies Elem	\$568	\$568	\$568	\$568	\$568
01 2220 640 002 000	Library Books Elem	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
01 2220 640 002 000	Magazines Elem	\$750	\$750	\$750	\$750	\$750
01 2220 642 002 000	Av Mater Elem	\$250	\$250	\$250	\$250	\$250
01 2220 735 002 000	Elem Software	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
01 2220 733 002 000	Equipment Elem	\$600	\$600	\$600	\$600	\$600
01 2220 890 002 000	Other Misc Exp Elem	\$100	\$100	\$100	\$100	\$100
01 2220 111 001 000	Librarian Sal Secon	\$20,310	\$24,489	\$24,563	\$25,805	\$25,048
01 2220 221 001 000	Fica Secon	\$1,554	\$1,873	\$1,879	\$1,974	\$1,916
01 2220 231 001 000	Retire Secon	\$2,007	\$2,419	\$2,426	\$2,549	\$2,474
01 2220 211 001 000	Health Ins Secon	\$7,832	\$10,458	\$10,994	\$11,752	\$12,106
01 2220 211 001 000	Life Ins Secon	\$48	\$48	\$48	\$48	\$48
01 2220 320 001 000	Purchased Ser Secon	\$700	\$700	\$700	\$700	\$700
01 2220 430 001 000	Repair Secon	\$150	\$150	\$150	\$150	\$150
01 2220 610 001 000	Supplies Secon	\$500	\$500	\$500	\$500	\$500
01 2220 640 001 000	Library Books Secon	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
01 2220 640 001 000	Magazines Secon	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
01 2220 642 001 000	Av Mater Secon	\$250	\$250	\$250	\$250	\$250
01 2220 735 001 000	Computer Software	\$3,800	\$3,800	\$3,800	\$3,800	\$3,800
01 2220 733 001 000	Equipment Secon	\$600	\$600	\$600	\$600	\$600
01 2220 890 001 000	Other Mis Exp Secon	\$40	\$40	\$40	\$40	\$40
01 2220 641 000 000	EBOOKS	\$500	\$500	\$500	\$500	\$500
LIBRARY		\$81,410	\$96,482	\$97,728	\$102,164	\$101,092
01 2310 340 000 000	Services	\$750	\$750	\$750	\$750	\$750
01 2310 315 000 000	Audit	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500
01 2310 540 000 000	Advertising & Print	\$10,000	\$7,500	\$7,500	\$7,500	\$7,500
01 2310 610 000 000	Supplies	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
01 2310 735 000 000	Software (E-Meetings)	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
01 2310 810 000 000	Dues And Fees	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500

01 2310 520 000 000	Liability Ins	\$10,000	\$15,000	\$15,000	\$15,000	\$15,000
01 2310 520 000 000	Fidelity Bond Prem	\$500	\$500	\$500	\$500	\$500
01 2310 580 000 000	Board Travel	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
01 2310 890 000 000	Other Misc Exp	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
BOARD OF ED		\$49,750	\$52,250	\$52,250	\$52,250	\$52,250

01 2320 105 000 000	Supt Salary	\$128,467	\$131,170	\$134,896	\$136,000	\$125,100
01 2320 110 000 000	Clerical	\$17,527	\$17,974	\$18,783	\$21,000	\$22,000
01 2320 220 000 000	Fica-Clerical				\$0	\$1,683
01 2320 225 000 000	Fica	\$11,168	\$11,410	\$11,756	\$12,010	\$9,570
01 2320 230 000 000	Retirement-Clerical				\$0	\$2,152
01 2320 235 000 000	Retirement	\$14,421	\$14,683	\$15,114	\$15,432	\$12,235
01 2320 210 000 000	Group Ins. - Clerical				\$0	\$7,263
01 2320 215 000 000	Health Ins	\$25,700	\$28,120	\$29,520	\$31,500	\$1,000
01 2320 215 000 000	Life Ins	\$137	\$137	\$137	\$137	\$137
01 2320 610 000 000	Supplies	\$500	\$500	\$500	\$500	\$500
01 2320 735 000 000	Software (North Star)	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
01 2320 810 000 000	Dues And Fees	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
01 2320 580 000 000	Travel	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
01 2320 890 000 000	Other Misc Exp	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
SUPERINTENDENT		\$208,420	\$214,494	\$221,206	\$227,079	\$192,140

01 2330 317 000 000	Legal Services	\$15,000	\$15,000	\$20,000	\$20,000	\$20,000
DISTRICT LEGAL SERVICES		\$15,000	\$15,000	\$20,000	\$20,000	\$20,000

01 2410 111 002 000	Prin Sal Elem	\$90,524	\$94,000	\$96,000	\$96,400	\$99,762
01 2410 151 002 000	Cash in lieu	\$20,571	\$20,571	\$21,641	\$23,149	\$24,211
01 2410 110 002 000	Clerical Sal Elem	\$34,000	\$33,000	\$34,000	\$42,000	\$46,000
01 2410 220 002 000	Fica-Clerical Elem					\$3,519
01 2410 130 002 000	OT-Clerical Elem					
01 2410 221 002 000	Fica Elem Princ.	\$11,176	\$11,365	\$11,601	\$12,358	\$13,003
01 2410 230 002 000	Retirement-Clerical Elem					\$4,205
01 2410 231 002 000	Retirement Elem	\$12,400	\$12,644	\$12,842	\$13,671	\$9,757
01 2410 210 002 000	Group Ins. Elem Clerical					\$0
01 2410 211 002 000	Health Ins Elem	\$21,000	\$21,000	\$23,000	\$24,000	
01 2410 211 002 000	Life Ins Elem	\$170	\$170	\$170	\$170	\$170
01 2410 280 002 000	HSA-Clerical					\$24,211
01 2410 610 002 000	Supplies Elem	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 2410 733 002 000	Equipment Elem	\$50	\$50	\$50	\$50	\$50
02 2410 734 002 000	Computers	\$0	\$0	\$0	\$0	\$0
01 2410 810 002 000	Dues And Fees Elem	\$3,500	\$500	\$500	\$500	\$500
01 2410 580 002 000	Travel Elem	\$3,096	\$500	\$500	\$500	\$500
01 2410 890 002 000	Other Misc Exp Elem	\$2,057	\$500	\$500	\$500	\$500
01 2410 111 001 000	Princ Sal Secon	\$90,404	\$99,600	\$105,600	\$107,230	\$85,721
01 2410 151 001 000	Cash in lieu	\$0	\$0	\$0	\$0	
01 2410 122 001 000	Student Aide	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
01 2410 110 001 000	Clerical Sal Secon	\$39,869	\$42,360	\$44,250	\$51,730	\$52,500
01 2410 220 001 000	Fica-Clerical Secon					\$4,246
01 2410 130 002 000	OT-Clerical Secon					

01 2410 221 001 000	Fica Secon	\$9,965	\$10,784	\$11,463	\$12,160	\$6,558
01 2410 230 001 000	Retirement-Clerical Second					\$5,428
01 2410 231 001 000	Retirement Secon	\$12,869	\$13,924	\$14,802	\$15,702	\$8,384
01 2410 210 001 000	Group Ins. Secon Clerical					
01 2410 211 001 000	Health Ins Secon	\$9,700	\$14,800	\$15,700	\$16,760	\$24,211
01 2410 211 001 000	Life Ins Secon	\$156	\$156	\$156	\$156	\$156
01 2410 280 001 000	HSA-Clerical Secon					\$24,211
01 2410 610 001 000	Supplies Secon	\$1,150	\$1,150	\$1,150	\$1,150	\$1,150
01 2410 733 001 000	Equipment Secon	\$50	\$50	\$50	\$50	\$50
01 2410 810 001 000	Dues And Fees Secon	\$2,000	\$500	\$500	\$500	\$500
01 2410 580 001 000	Travel Secon	\$2,500	\$500	\$500	\$500	\$500
01 2410 890 001 000	Other Misc Exp Secon	\$2,551	\$500	\$500	\$500	\$500
PRINCIPAL		\$372,758	\$381,624	\$398,475	\$422,736	\$443,503
01 2510 382 002 000	Telephone Elem	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
01 2510 382 001 000	Telephone Secon	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
01 2510 280 000 000/01 2510	Cash in lieu	\$11,170	\$9,549	\$8,022	\$8,570	\$8,821
01 2510 110 000 000	Clerical Salary	\$84,500	\$86,739	\$90,643	\$71,300	\$74,272
01 2510 220 000 000	Fica	\$7,300	\$7,366	\$7,547	\$6,110	\$6,357
01 2510 230 000 000	Retirement	\$8,347	\$8,568	\$8,954	\$7,043	\$7,336
01 2510 210 000 000	Health Ins	\$6,740	\$6,740	\$7,600	\$2,665	\$2,762
01 2510 210 000 000	Life Ins	\$90	\$90	\$96	\$70	\$70
01 2510 520 000 000	Workman's Comp	\$50,000	\$40,000	\$30,000	\$30,000	\$30,000
01 2510 430 000 000	Repair Maint Service	\$5,500	\$1,000	\$1,000	\$1,000	\$1,000
01 2510 443 000 000	Rental And Leases	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
01 2510 531 000 000	Postage	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
01 2510 610 000 000	Supplies	\$2,034	\$2,034	\$2,034	\$2,034	\$2,034
01 2510 735 000 000	Computer Software	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500
01 2510 733 000 000	Equipment	\$1,141	\$1,141	\$1,141	\$1,141	\$1,141
01 2510 734 000 000	Computer Hardware	\$2,000	\$1,000	\$1,000	\$1,000	\$1,000
01 2510 580 000 000	Travel	\$547	\$547	\$547	\$547	\$547
01 2510 890 000 000	Other Misc Exp	\$429	\$429	\$429	\$429	\$429
CLERICAL		\$205,798	\$191,203	\$185,013	\$157,909	\$161,769
01 2610 123 002 000	Sub/Summer Sal Elem	\$16,400	\$14,400	\$14,400	\$14,400	\$16,500
01 2610 110 002 000	Cust Sal Elem	\$41,679	\$42,742	\$42,750	\$49,735	\$50,400
01 2610 130 002 000	OT Sal Elem					
01 2610 220 002 000	Fica Elem	\$4,443	\$4,524	\$4,371	\$4,906	\$3,856
01 2610 223 002 000	Fica Subs					\$1,262
01 2610 230 002 000	Retirement Elem	\$5,244	\$5,349	\$5,646	\$6,135	\$6,608
01 2610 210 002 000	Health Ins Elem	\$20,400	\$25,700	\$26,650	\$28,450	\$30,823
01 2610 210 002 000	Life Ins	\$76	\$77	\$80	\$80	\$80
01 2610 621 002 000	Fuel Elem	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
01 2610 622 002 000	Electricity Elem	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
01 2610 410 002 000	Water Sewer Elem	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500
01 2610 610 002 000	Supplies Elem	\$15,055	\$15,055	\$15,055	\$15,055	\$15,055
01 2610 123 001 000	Sub/Summer Sal Secon	\$16,800	\$14,800	\$14,800	\$14,800	\$15,400
01 2610 110 001 000	Cust Sal Secon	\$78,529	\$84,532	\$89,000	\$95,335	\$100,066
01 2610 130 001 000	OT Sal Secon					

01 2610 220 001 000	Fica Secon	\$7,292	\$7,445	\$7,940	\$8,425	\$7,655
01 2610 223 001 000	Fica Subs					\$1,178
01 2610 230 001 000	Retirement Secon	\$8,923	\$9,121	\$10,254	\$10,678	\$11,406
01 2610 210 001 000	Health Ins Secon	\$24,100	\$24,100	\$28,000	\$25,100	\$37,955
01 2610 210 001 000	Life Ins	\$83	\$85	\$105	\$105	\$105
01 2610 621 001 000	Fuel Secon	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
01 2610 622 001 000	Electricity Secon	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
01 2610 410 001 000	Water Sewer Secon	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
01 2610 610 001 000	Supplies Secon	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
CUSTODIAL		\$367,024	\$375,930	\$387,051	\$401,203	\$426,349
01 2620 420 002 000	Cleaning Services/Trash					
01 2620 610 002 000	Cont/ser Repair Elem	\$10,694	\$10,694	\$10,694	\$10,694	\$10,694
01 2620 430 002 000	Other Purch Ser Elem	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
01 2620 520 002 000	Property Ins Elem	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
01 2620 915 002 000	Depreciation Fund Transfer	\$15,000	\$0	\$0	\$0	\$0
01 2620 720 002 000	Building Improvement	\$9,500	\$5,000	\$5,000	\$5,000	\$5,000
01 2620 733 002 000	Equipment Elem	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
01 2620 890 002 000	Other Exp Elem	\$1,950	\$1,950	\$1,950	\$1,950	\$1,950
01 2620 420 001 000	Cleaning Services/Trash					
01 2620 610 001 000	Con/ser Repair Secon	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
01 2620 430 001 000	Other Pur Ser Secon	\$45,000	\$35,000	\$35,000	\$35,000	\$35,000
01 2620 520 001 000	Property Ins Secon	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
01 2620 915 001 000	Depreciation Fund Transfer	\$15,000	\$0	\$0	\$0	\$0
01 2620 720 001 000	Building Improvement	\$15,000	\$5,000	\$5,000	\$5,000	\$5,000
01 2620 733 001 000	Equipment Secon	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
01 2620 890 001 000	Other Exp Secon	\$288	\$288	\$288	\$288	\$288
01 2620 110 000 000	Maintenance Sal	\$43,000	\$44,000	\$47,042	\$48,800	\$49,928
01 2620 220 000 000	Fica	\$3,289	\$3,366	\$3,598	\$3,733	\$3,820
01 2620 230 000 000	Retirement	\$4,248	\$4,347	\$4,647	\$4,821	\$4,932
01 2620 210 000 000	Health Ins	\$4,200	\$4,200	\$4,420	\$3,540	\$3,625
01 2620 210 000 000	Life Ins	\$40	\$40	\$40	\$40	\$40
MAINTENANCE		\$246,209	\$192,885	\$196,679	\$197,866	\$199,277
01 2710 110 000 000	Transp Salaries	\$123,000	\$117,200	\$130,000	\$135,000	\$136,319
01 2710 123 000 000	Sub Transp Sal				\$18,278	\$20,000
01 2710 220 000 000	Fica	\$9,410	\$8,966	\$9,945	\$10,328	\$10,428
01 2710 223 000 000	Fica Sub				\$1,398	\$1,530
01 2710 230 000 000	Retirement	\$3,590	\$3,683	\$4,290	\$5,651	\$5,693
01 2710 210 000 000	Health Ins	\$2,873	\$2,873	\$3,047	\$3,328	\$4,408
01 2710 210 000 000	Life Ins	\$44	\$44	\$65	\$65	\$65
01 2710 330 000 000	Testing	\$500	\$500	\$500	\$500	\$500
01 2710 340 000 000	Purch Ser(physicals)	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
01 2710 334 000 000	Option Stu Mileage	\$500	\$500	\$500	\$500	\$500
01 2710 442 000 000	Lease Vehicles	\$0	\$0	\$0	\$0	\$0
01 2710 626 000 000	Gas And Oil	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
01 2710 610 000 000	Tires And Parts	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
01 2710 430 000 000	Purchased Repair	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
01 2710 733 000 000	Equipment	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000

01 2710 520 000 000	Insurance	\$15,000	\$15,000	\$0	\$0	\$0
01 2710 890 000 000	Other Exp	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
TRANSPORTATION		\$251,917	\$245,766	\$245,347	\$272,049	\$276,443
01 2712 519 000 000	Sped Early Childhood Trans	\$0	\$0	\$0	\$0	\$0
01 2712 111 002 000	SPED Transp Salary	\$0	\$0	\$0	\$0	\$0
01 2712 110 002 000	SPED TRANSP	\$10,000	\$12,500	\$24,000	\$13,520	\$15,000
01 2712 220 002 000	SPED Transp FICA	\$765	\$956	\$1,683	\$1,034	\$1,148
01 2712 230 002 000	SPED Transp Retire	\$988	\$1,235	\$2,174	\$1,336	\$1,482
01 2712 210 002 000	SPED Trans Health Insuran	\$0	\$2,873	\$3,047	\$3,328	\$4,408
01 2712 210 002 000	SPED Trans Life Insurance	\$2,873	\$24	\$24	\$24	\$24
01 2712 519 002 000	Contracted Elem	\$24	\$2,000	\$2,000	\$2,000	\$2,000
01 2712 332 002 000	Mileage/parents Elem	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
01 2712 519 001 000	Contracted Transpor	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
01 2712 332 001 000	Mileage/parent Secon	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500
01 2712 626 001 000	Gas & Oil	\$500	\$500	\$500	\$500	\$500
01 2712 430 000 000	REPAIRS AND MAINTENA	\$0	\$0	\$0	\$0	\$0
01 2712 520 000 000	Insurance	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300
SPED TRANSP		\$31,450	\$36,388	\$49,728	\$38,042	\$40,862
01 3535 111 000 000	High Ability Instr	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
01 3535 221 000 000	High Ability Fica	\$230	\$230	\$230	\$230	\$230
01 3535 231 000 000	High Ability Retirement	\$297	\$297	\$297	\$297	\$297
01 3535 211 000 000	High Ability Health	\$1,000	\$1,000	\$1,000	\$1,200	\$1,200
01 3535 211 000 000	Life Ins	\$8	\$8	\$8	\$8	\$8
01 3535 610 000 000	High Abilt Learn Supplies	\$2,820	\$2,820	\$2,820	\$2,820	\$2,820
01 3535 735 000 000	HIGH ABIL SOFTWARE	\$520	\$520	\$520	\$520	\$520
01 3535 733 000 000	High Abilt Learn Equip	\$4,644	\$4,644	\$4,644	\$4,644	\$4,644
01 3535 810 000 000	High Abilt Learn Registratio	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
01 3535 580 000 000	High Abilt Learn Mileage	\$320	\$320	\$320	\$320	\$320
HIGH ABILITY		\$16,839	\$16,839	\$16,839	\$17,039	\$17,039
01 3300 120 000 000	Youth Center Wages	\$12,000	\$15,000	\$15,670	\$16,500	\$16,500
01 3300 220 000 000	Fica	\$1,000	\$1,148	\$1,199	\$1,262	\$1,262
01 3300 230 000 000	Retirement	\$1,000	\$741	\$741	\$900	\$900
01 3330 210 000 000	LIFE	\$0	\$0	\$0	\$0	\$0
YOUTH CENTER		\$14,000	\$16,889	\$17,610	\$18,662	\$18,662
01 3516 734 000 000	DIST LEARN EQUIP	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
DIST LEARN EQUIP		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
01 3570 610 000 000	Instructional Materials	\$0	\$0	\$0	\$0	\$0
01 3570 610 000 000	Supplies	\$0	\$0	\$0	\$0	\$0
01 3570 733 000 000	Equipment	\$0	\$0	\$0	\$0	\$0
01 3570 810 000 000	Dues And Fees	\$0	\$0	\$0	\$0	\$0
01 3570 580 000 000	Travel	\$0	\$0	\$0	\$0	\$0
TEACHER EVALUATION GRANT-FLOW THROUGH		\$0	\$0	\$0	\$0	\$0
01 3573 610 000 000	Instructional Materials	\$0	\$0	\$0	\$0	\$0

01 3573 610 000 000	Supplies	\$0	\$0	\$0	\$0	\$0
01 3573 733 000 000	Equipment	\$0	\$0	\$0	\$0	\$0
01 3573 810 000 000	Dues And Fees	\$0	\$0	\$0	\$0	\$0
01 3573 580 000 000	Travel	\$0	\$0	\$0	\$0	\$0
reVISION GRANT-FLOW THROUGH		\$0	\$0	\$0	\$0	\$0

01 6200 111 000 000	Title 1 Elem	\$43,626	\$45,134	\$51,375	\$51,375	\$47,000
01 6200 221 000 000	Fica	\$3,124	\$3,345	\$3,713	\$3,713	\$5,000
01 6200 231 000 000	Retirement	\$4,310	\$4,458	\$5,075	\$5,075	\$3,500
01 6200 211 000 000	Health Ins	\$12,600	\$13,943	\$15,686	\$15,686	\$7,000
01 6200 211 000 000	Life Ins	\$63	\$64	\$72	\$72	\$72
01 6200 610 000 000	Supplies/materials	\$120	\$120	\$120	\$120	\$120
01 6200 580 000 000	Travel	\$250	\$250	\$250	\$250	\$250
TITLE 1		\$64,093	\$67,314	\$76,291	\$76,291	\$62,942

01 6210 610 000 000		\$8,151	\$8,151	\$8,151	\$8,151	\$8,151
TITLE 1 Accountability		\$8,151	\$8,151	\$8,151	\$8,151	\$8,151

01 6310 111 000 000	Title IIA Class Size Reducti	\$18,299	\$18,299	\$28,800	\$28,800	\$28,800
01 6310 221 000 000	TITLE IIA Fica	\$1,343	\$1,167	\$1,912	\$1,912	\$1,900
01 6310 231 000 000	TITLE IIA Retirement	\$1,808	\$1,808	\$2,845	\$2,845	\$2,850
01 6310 211 000 000	TITLE IIA Health	\$5,810	\$7,906	\$11,571	\$11,571	\$11,500
01 6310 211 000 000	TITLE IIA Life Ins	\$29	\$37	\$53	\$53	\$53
TITLE IIA		\$27,289	\$29,217	\$45,181	\$45,181	\$45,103

01 6315 810 000 000	Title II	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
TITLE II		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000

01 6330 111 000 000	REAP Salary	\$15,253	\$15,253	\$18,825	\$18,825	\$33,009
01 6330 221 000 000	REAP Fica	\$1,113	\$973	\$1,221	\$1,221	\$5,750
01 6330 231 000 000	REAP Retirement	\$1,506	\$1,507	\$1,860	\$1,860	\$5,100
01 6330 211 000 000	REAP Health	\$4,843	\$6,591	\$7,563	\$7,563	\$16,750
01 6330 211 000 000	REAP Life	\$24	\$30	\$35	\$35	\$35
REAP		\$22,739	\$24,354	\$29,504	\$29,504	\$60,644

01 6403 591 000	IDEA Vocational/Vision	\$7,469	\$7,469	\$7,469	\$7,469	\$7,469
IDEA		\$7,469	\$7,469	\$7,469	\$7,469	\$7,469

01 6404 591 000	SPED IDEA PRE-K	\$7,514	\$7,514	\$7,514	\$7,514	
01 6404 111 000 000	SPED IDEA instr	\$22,566	\$22,566	\$25,253	\$25,253	
01 6404 112 000 000	SPED IDEA PARA	\$11,895	\$11,895	\$14,855	\$14,855	
01 6404 221 000 000	SPED IDEA FICA	\$1,938	\$1,938	\$2,363	\$2,363	
01 6404 222 000 000	FICA PARA					
01 6404 231 000 000	SPED IDEA RETIRE	\$3,404	\$3,404	\$3,962	\$3,962	
01 6404 232 000 000	RETIREMENT PARA					
01 6404 211 000 000	SPED IDEA HEALTH	\$7,467	\$13,385	\$15,482	\$15,482	
01 6404 212 000 000	GROUP INS PARA					
01 6404 211 000 000	SPED IDEA LIFE	\$86	\$90	\$106	\$106	
SPED IDEA		\$54,870	\$60,792	\$69,535	\$69,535	

01 6406 111 000 000	BASE 3-5 SPED INSTR	\$2,329	\$2,329	\$2,464	\$2,464	
01 6406 221 000 000	BASE 3-5 SPED FICA	\$84	\$175	\$188	\$188	
01 6406 231 000 000	BASE 3-5 SPED RETIR	\$124	\$231	\$244	\$244	
01 6406 211 000 000	BASE 3-5 SPED HEALTH	\$0	\$1,012	\$1,044	\$1,044	
01 6406 211 000 000	BASE 3-5 SPED LIFE	\$5	\$6	\$7	\$7	
01 6406 320 000 000	Professional Services	\$0	\$0	\$0	\$0	\$2,529
BASE 3-4 SPED		\$2,542	\$3,753	\$3,947	\$3,947	\$2,529
01 6408 111 002 000	IDEA Instr	\$0	\$0	\$0	\$0	\$25,353
01 6408 112 002 000	IDEA Pov Early Child Para	\$0	\$0	\$0	\$0	\$13,245
01 6408 221 002 000	IDEA Fica	\$0	\$0	\$0	\$0	\$3,552
01 6408 222 002 000	IDEA FICA PARA					
01 6408 231 002 000	IDEA Retire	\$0	\$0	\$0	\$0	\$3,525
01 6408 232 002 000						
01 6408 211 002 000	IDEA Health	\$0	\$0	\$0	\$0	\$14,221
01 6408 211 002 000	IDEA Life	\$0	\$0	\$0	\$0	
01 6408 212 002 000	GROUP INS PARA					\$105
01 6408 591 002 602	IDEA Speech Teacher Pres	\$22,000	\$22,000	\$22,000	\$22,000	\$22,000
01 6408 591 002 603	IDEA Sped Supervision Pre	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
01 6408 591 002 607	IDEA D/E Audiology Presch	\$250	\$250	\$250	\$250	\$250
01 6408 591 002 604	IDEA Deaf Education Servic	\$0	\$0	\$0	\$0	\$0
01 6408 591 002 606	IDEA D/E Psychological Ser	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500
01 6408 591 002 601	IDEA OT Therapy Preschoc	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
01 6408 591 002 600	IDEA PT Therapy Preschoc	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
01 6408 591 002 605	IDEA Vision Services Presc	\$0	\$0	\$0	\$0	\$0
IDEA E-P		\$38,750	\$38,750	\$38,750	\$38,750	\$98,751
01 6412 320 000 000						\$3,493
IDEA E-P						\$3,493
01 6700 111 000 000	Vocational Wages	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400
01 6700 221 000 000	Vocational FICA	\$183	\$183	\$183	\$183	\$183
01 6700 231 000 000	Vocational Retire	\$238	\$238	\$238	\$238	\$238
01 6700 211 000 000	Vocational Health	\$300	\$300	\$300	\$300	\$300
01 6700 211 000 000	Vocational Life	\$2	\$2	\$3	\$3	\$3
VOCATIONAL		\$3,123	\$3,123	\$3,124	\$3,124	\$3,124
01 6997	ESSERS II					
01 6998	ESSERS III					
01 5000 734 002 000	Computer Equip Elem	\$0	\$0	\$0	\$0	\$0
01 5000 734 001 000	Computer Equip Secon	\$0	\$0	\$0	\$0	\$0
DEBT SERVICES		\$0	\$0	\$0	\$0	\$0
01 8000 913 001 000	Activity Fund Transfer	\$15,000	\$17,500	\$25,000	\$44,999	\$44,999
01 8000 910 001 000	Special Building Transfer	\$0	\$0	\$0	\$0	\$0
01 8000 914 000 000	Bond Fund Transfer	\$0	\$0	\$0	\$0	\$0

01 8000 915 000 000	Depreciation Fund Transfer	\$213,769	\$110,000	\$71,959	\$71,959	\$573,646
01 8000 912 000 000	Lunch Fund Transfer	\$8,072	\$22,492	\$25,000	\$25,000	\$25,000
TRANSFERS (OUTGOING)		\$236,841	\$149,992	\$121,959	\$141,958	\$643,645

	Account Description	2017-18 Budget	2018-19 Budget	2019-20 Budget	2020-21 Budget	2021-22 Budget
1100	All Instruction Except SPED	\$3,061,538	\$3,204,098	\$3,398,950	\$3,520,279	\$3,746,609
1200	Special Education Instructio	\$1,550,844	\$1,568,899	\$1,647,648	\$1,704,295	\$1,702,529
2100/2150	Support Services - Pupils	\$171,220	\$164,667	\$169,813	\$169,090	\$176,752
2200	Support Services - Staff	\$226,076	\$230,003	\$235,260	\$244,151	\$136,060
2310	Board of Education	\$49,750	\$52,250	\$52,250	\$52,250	\$52,250
2320	Executive Administration Se	\$208,420	\$214,494	\$221,206	\$227,079	\$192,140
2330	District Legal Services	\$15,000	\$15,000	\$20,000	\$20,000	\$20,000
2400	Office of the Principal	\$372,758	\$381,624	\$398,475	\$422,736	\$443,503
2500	General Administration - Bu	\$205,798	\$191,203	\$185,013	\$157,909	\$272,433
2520	Vehicle Acquisition & Mainte	\$0	\$0	\$0	\$0	\$0
2600	Maintenance & Operation o	\$613,233	\$568,815	\$583,730	\$599,069	\$625,626
2750	Regular Pupil Transportatio	\$251,917	\$245,766	\$245,347	\$272,049	\$276,443
2760	School Age Special Educati	\$31,450	\$36,388	\$49,728	\$38,042	\$40,862
3000	Community Services	\$14,000	\$16,889	\$17,610	\$18,662	\$18,662
18039	State Categorical Programs	\$17,839	\$17,839	\$17,839	\$18,039	\$18,039
4000	Federal Programs	\$231,026	\$244,923	\$283,952	\$283,952	\$296,822
5000	Debt Services	\$0	\$0	\$0	\$0	\$0
6000	Summer School	\$0	\$0	\$0	\$0	\$0
7000	Adult Education	\$0	\$0	\$0	\$0	\$0
8000	Transfers to _____	\$236,841	\$149,992	\$121,959	\$141,958	\$643,645
	Interfund Loan/Repayment f	\$0	\$0	\$0	\$0	\$0

TOTAL GF EXPENDITURE	\$7,257,710	\$7,302,850	\$7,648,780	\$7,889,559	\$8,662,375
SPED EXPENDITURES	\$1,582,294	\$1,605,287	\$1,697,376	\$1,742,337	\$1,920,143
TOTAL NON-SPED EXPEN	\$5,675,416	\$5,697,563	\$5,951,404	\$6,147,222	\$6,742,232

NECESSARY CASH RESE	\$1,200,000	\$1,500,000	\$2,000,000	\$2,091,388	\$2,000,000

TOTAL DISBURSE, TRANS	\$8,457,710	\$8,802,850	\$9,648,780	\$9,980,947	\$10,662,375

% +/-	\$ +/-
3.4%	\$31,500
2.9%	\$283
-21.5%	-\$8,200
3.8%	\$2,815
127.3%	\$1,285
3.4%	\$3,111
10.8%	\$35,490
0.0%	\$0
-0.6%	-\$21
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
1.8%	\$18,090
-51.4%	-\$8,350
-15.0%	-\$6,200
0.0%	\$0
1.6%	\$1,281
165.2%	\$1,668
1.8%	\$1,787
14.6%	\$45,107
0.0%	\$0
-0.6%	-\$21
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
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0.0%	\$0
0.0%	\$0
3.6%	\$119,626

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#DIV/0!	\$0
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[illegible][illegible]

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0.0%	\$0
0.0%	\$0

0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0

0.0%	\$0
0.0%	\$0
0.0%	\$0

-28.1%	-\$31,246
-64.7%	-\$5,510
-54.5%	-\$5,989
-57.1%	-\$15,961
-98.1%	-\$157
-37.1%	-\$58,863

3.9%	\$4,066
0.0%	\$0
7.9%	\$0
5.7%	\$311
5.7%	\$402
3.2%	\$3,000
0.0%	\$0
0.0%	\$0
0.0%	\$0
4.9%	\$6,700

ESU CODE

0.0%	\$0
0.0%	\$0

0001

0.0%	\$0
0.0%	\$0
0.0%	\$0

1002

4007

0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0

4005

4006

2014

2008

0.0%	\$0
0.0%	\$0

1003

0.0%	\$0
#DIV/0!	\$0
0.0%	\$0

4001

4001

#DIV/0!	\$0
#DIV/0!	\$0
#DIV/0!	\$0

7.7%	\$960
7.7%	\$74
7.7%	\$95
2.9%	\$54
0.0%	\$0
7.7%	\$960
7.7%	\$74
7.7%	\$95
2.9%	\$54
0.0%	\$0
7.1%	\$2,366

6.6%	\$11,216
2.9%	\$252
25.0%	\$2,000
-6.1%	-\$11,500
0.5%	\$150
-0.1%	-\$28
-26.4%	-\$21,828
0.4%	\$3
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
-3.7%	-\$19,735
0.5%	\$1,033
#DIV/0!	\$0
25.0%	\$2,000
10.0%	\$15,500
5.0%	\$1,419
4.6%	\$1,633
-5.4%	-\$5,983
0.2%	\$1
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
2.8%	\$15,603
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0

		ESU CODE
0.0%	\$0	4001
0.0%	\$0	0001
0.0%	\$0	2014
0.0%	\$0	1002
0.0%	\$0	1003
0.0%	\$0	4006
0.0%	\$0	4005
0.0%	\$0	
0.0%	\$0	
0.0%	\$0	
0.0%	\$0	

		ESU CODE
0.0%	\$0	4001
0.0%	\$0	1003
0.0%	\$0	0001
0.0%	\$0	2014
0.0%	\$0	1002
0.0%	\$0	4006
0.0%	\$0	4005
0.0%	\$0	

0.6%	\$79
0.5%	\$6
0.6%	\$8
3.0%	\$93
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.6%	\$320
#DIV/0!	\$0
0.6%	\$25
0.5%	\$31
3.0%	\$372
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.9%	\$934

0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
14.8%	\$4,500

[illegible]

0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
-8.0%	-\$10,900
4.8%	\$1,000
#DIV/0!	\$1,683
-20.3%	-\$2,440
#DIV/0!	\$2,152
-20.7%	-\$3,197
#DIV/0!	\$7,263
-96.8%	-\$30,500
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
-15.4%	-\$34,939
0.0%	\$0
0.0%	\$0
3.5%	\$3,362
4.6%	\$1,062
9.5%	\$4,000
#DIV/0!	\$3,519
#DIV/0!	\$0
5.2%	\$645
#DIV/0!	\$4,205
-28.6%	-\$3,914
#DIV/0!	\$0
-100.0%	-\$24,000
0.0%	\$0
#DIV/0!	\$24,211
0.0%	\$0
0.0%	\$0
#DIV/0!	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
-20.1%	-\$21,509
#DIV/0!	\$0
0.0%	\$0
1.5%	\$770
#DIV/0!	\$4,246
#DIV/0!	\$0

-46.1%	-\$5,602
#DIV/0!	\$5,428
-46.6%	-\$7,318
#DIV/0!	\$0
44.5%	\$7,451
0.0%	\$0
#DIV/0!	\$24,211
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
4.9%	\$20,767

0.0%	\$0
0.0%	\$0
2.9%	\$251
4.2%	\$2,972
4.0%	\$247
4.2%	\$293
3.6%	\$97
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
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0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
2.4%	\$3,860

14.6%	\$2,100
1.3%	\$665
#DIV/0!	\$0
-21.4%	-\$1,050
#DIV/0!	\$1,262
7.7%	\$473
8.3%	\$2,373
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
4.1%	\$600
5.0%	\$4,731
#DIV/0!	\$0

-9.1%	-\$770
#DIV/0!	\$1,178
6.8%	\$728
51.2%	\$12,855
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
6.3%	\$25,146

0.0%	\$0
0.0%	\$0
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#DIV/0!	\$0
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#DIV/0!	\$0
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0.0%	\$0
#DIV/0!	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
2.3%	\$1,128
2.3%	\$87
2.3%	\$111
2.4%	\$85
0.0%	\$0
0.7%	\$1,411

1.0%	\$1,319
9.4%	\$1,722
1.0%	\$100
9.4%	\$132
0.7%	\$42
32.5%	\$1,080
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
#DIV/0!	\$0
0.0%	\$0
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0.0%	\$0
0.0%	\$0

#DIV/0!	\$0
0.0%	\$0
1.6%	\$4,394

#DIV/0!	\$0
#DIV/0!	\$0
10.9%	\$1,480
11.0%	\$114
10.9%	\$146
32.5%	\$1,080
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
#DIV/0!	\$0
0.0%	\$0
7.4%	\$2,820

0.0%	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
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#DIV/0!	\$0
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	\$0
0.0%	\$0
0.0%	\$0

-8.5%	-\$4,375
34.7%	\$1,287
-31.0%	-\$1,575
-55.4%	-\$8,686
0.0%	\$0
0.0%	\$0
0.0%	\$0
-17.5%	-\$13,349
	\$0
0.0%	\$0
0.0%	\$0
0.0%	\$0
-0.6%	-\$12
0.2%	\$5
-0.6%	-\$71
0.0%	\$0
-0.2%	-\$78
0.0%	\$0
0.0%	\$0
75.3%	\$14,184
370.9%	\$4,529
174.2%	\$3,240
121.5%	\$9,187
0.0%	\$0
105.5%	\$31,140
0.0%	\$0
0.0%	\$0

ESU CODE

4001
0001
1003
2014
1002
4006
4005
2008

6.4%	\$226,330
-0.1%	-\$1,766
4.5%	\$7,662
-44.3%	-\$108,091
0.0%	\$0
-15.4%	-\$34,939
0.0%	\$0
4.9%	\$20,767
72.5%	\$114,524
#DIV/0!	\$0
4.4%	\$26,557
1.6%	\$4,394
7.4%	\$2,820
0.0%	\$0
0.0%	\$0
4.5%	\$12,870
#DIV/0!	\$0
#DIV/0!	\$0
#DIV/0!	\$0
353.4%	\$501,687
#DIV/0!	\$0
9.8%	\$772,816
10.2%	\$177,806
9.7%	\$595,010
-4.4%	-\$91,388
6.8%	\$681,428

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.

Tax Request to Actual Reciept Historial Comparison

Year	General Fund Tax Request	Actual Audited Tax Reciepts	Difference	% Difference
14-15	\$4,969,998	\$4,771,274	\$198,724	4.0%
15-16	\$5,231,086	\$4,726,568	\$504,518	9.6%
16-17	\$5,559,406	\$4,989,681	\$569,725	10.2%
17-18	\$5,559,406	\$5,222,795	\$336,611	6.1%
18-19	\$5,050,505	\$4,610,010	\$440,495	8.7%
19-20	\$5,036,840	\$4,469,553	\$567,287	11.3%
20-21	\$4,824,626	\$4,498,854	\$325,772	6.8%
		Tax Reciepts Through June 2021		