

Board of Education Regular Meeting  
Monday, March 13, 2023 7:00 PM  
High School Library  
P.O. Box 8400  
Ravenna, NE 68869-8400

1. Call to Order and Roll Call - Open Meeting Law
2. Excuse Absent Board Members
3. The Pledge of Allegiance
4. Recitation of School Mission Statement: ***Preparing Students Today to Succeed Tomorrow: Family-Community-School***
5. Recitation of Board Mission Statement: ***Providing collaborative leadership to prepare students today to succeed tomorrow.***
6. Approval of Agenda
7. Financial Report
8. Consent Agenda
  - 8.1. Discuss, consider, and take all necessary action to minutes
  - 8.2. Discuss, consider, and take all necessary action to bills
  - 8.3. Notice of Meeting Publication: The notice for this board meeting was published in the March 8th edition of the Ravenna News
  - 8.4. Discuss, consider, and take all action necessary to the resignation of staff
9. Request to Address the Board and Correspondence
10. Information and Action Items
11. Discussion Items
  - 11.1. Policy Review-4000 Series
  - 11.2. Policy Review-5000 Series

11.3. Policy Review-6000 Series

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

12. Elementary Principal's Report

13. Secondary Principal's Report

14. Superintendent's Report

15. Positive Comments

16. Adjournment

**Ravenna Public Schools  
Fund Balance Report  
February 28th, 2023**

**Special Building**

Last month ending balance	\$	432,477.93
Buffalo Co Taxes	\$	29,810.21
Sherman Co Taxes	\$	11,990.29
Settlement Checks	\$	-
Interest	\$	314.49
Check(s)	\$	-
Bank Statement Balance	\$	<b>474,592.92</b>
Outstanding Checks		
Flex 9 mo. CD 043	\$	5,000.00
Interest	\$	220.07
Flex 11 mo. CD 286	\$	499,642.59
Interest	\$	2,042.92
Total	\$	<b>981,498.50</b>

**Depreciation Fund**

Last month ending balance	\$	388,473.30
Interest		\$42.43
ESSERS II		\$0.00
Transfer		\$0.00
Check(s)		(\$23,995.00)
Bank Statement Balance	\$	<b>364,520.73</b>

**Employee Benefit Fund**

Last month ending balance	\$	14,787.46
Deposit for Employee Benefits	\$	-
Interest	\$	1.70
Check(s)	\$	-
Bank Statement Balance	\$	<b>14,789.16</b>
Flex 9 mo. CD 094	\$	100,000.00
Interest	\$	1,368.15
Total	\$	<b>116,157.31</b>

**Qualified Cap**

Last month ending balance	\$	-
Buffalo Co Taxes	\$	0.40
Sherm Co Taxes	\$	-
US Treas.		
Interest	\$	-

check(s) Transfer to GF	\$	-
Bank Statement Balance	\$	<b>0.40</b>

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID	01	Fund Number 01	General	
	09132797	AKRS Equipment	09/12/2023	4,925.00
01 2710 610 000 000		Tires And Parts		4,925.00
Total	AKRS Equipment			4,925.00
	3646	ALPHA REHABILITATION	02/28/2023	1,069.59
01 2151 320 001 602		PROFESSIONAL ED SERVICES		692.64
01 2161 320 001 601		PROFESSIONAL ED SERVICES		376.95
Total	ALPHA REHABILITATION			1,069.59
	4905153979. Feb23	BLACK HILLS ENERGY	02/13/2023	221.03
01 2610 621 001 000		Fuel Secon		110.52
01 2610 621 002 000		Fuel Elem		110.51
	8985166782. Feb23	BLACK HILLS ENERGY	02/17/2023	5,539.57
01 2610 621 001 000		Fuel Secon		2,769.79
01 2610 621 002 000		Fuel Elem		2,769.78
Total	BLACK HILLS ENERGY			5,760.60
	132079.3	BOOK SYSTEMS, INC	12/06/2023	295.00
01 2220 735 001 000		Computer Software		147.50
01 2220 735 002 000		Elem Software		147.50
Total	BOOK SYSTEMS, INC			295.00
	2505030123	CHARTER COMMUNICATIONS	03/01/2023	22.47
01 1100 382 000 000		INTERNET SERVICES		22.47
Total	CHARTER COMMUNICATIONS			22.47
	357.Feb23	CITY OF RAVENNA	02/27/2023	485.47
01 2610 410 001 000		Water Sewer Secon		242.74
01 2610 410 002 000		Water Sewer Elem		242.73
	760.Feb23	CITY OF RAVENNA	02/24/2023	95.50
01 2610 410 001 000		Water Sewer Secon		47.75
01 2610 410 002 000		Water Sewer Elem		47.75
Total	CITY OF RAVENNA			580.97
	26591.Jan23	CULLIGAN OF KEARNEY	02/21/2023	255.00
01 2620 610 001 000		GENERAL SUPPLIES		127.50
01 2620 610 002 000		GENERAL SUPPLIES		127.50
Total	CULLIGAN OF KEARNEY			255.00
	1356110	DAS State Accounting - Central Finance	02/10/2023	238.13
01 1100 382 000 000		INTERNET SERVICES		238.13
Total	DAS State Accounting - Central Finance			238.13
	15818	Diversified Drug Testing, LLC	02/22/2023	260.00
01 2710 330 000 000		TESTING		260.00
Total	Diversified Drug Testing, LLC			260.00
	8664394-0	EAKES OFFICE PLUS	02/10/2023	544.32
01 2610 610 001 000		Supplies Secon		272.16
01 2610 610 002 000		Supplies Elem		272.16
	INV435552	EAKES OFFICE PLUS	02/24/2023	406.12

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 1100 610 001 000		Gen Supplies Secon		203.06
01 1100 610 002 000		Gen Supplies Elem		203.06
	INV435576	EAKES OFFICE PLUS	02/24/2023	321.42
01 1100 610 001 000		Gen Supplies Secon		160.71
01 1100 610 002 000		Gen Supplies Elem		160.71
Total	EAKES OFFICE PLUS			1,271.86
	8838103	ECOLAB PEST ELIM DIV	02/28/2023	70.18
01 2620 431 001 000		Con/ser Repair Secon		35.09
01 2620 431 002 000		Cont/ser Repair Elem		35.09
Total	ECOLAB PEST ELIM DIV			70.18
	180300.Feb23	ESU #10	03/01/2023	26,943.15
01 2580 432 000 000		TECH REPAIRS/MAINT.		1,450.00
01 2580 810 000 000		REGISTRATION		20.00
01 1200 320 002 000		Purch Prof Serv Elem		20.00
01 2153 591 002 607		AUDIOLOGY SPED 0-2		15.59
01 2152 591 002 607		AUDIOLOGY SPED 3-5		15.60
01 2151 591 001 607		Audiology Secon		62.39
01 2151 591 002 607		Audiology Elem		62.39
01 2151 591 002 604		Deaf Ed Sped Elem.		428.26
01 2151 591 002 604		Deaf Ed Sped Elem.		428.26
01 2142 591 002 606		PSYCH SERVICES SPED 3-5		363.43
01 2143 591 002 606		PSYC SERVICES SPED 0-2		363.43
01 2141 591 001 606		SCHOOL PSYCH		1,453.73
01 2141 591 002 606		Diagnostic Testing (School Psych)		1,453.73
01 1292 591 002 603		Pre Sped Services (0-2)		283.49
01 1291 591 002 603		PRE SPED Supervision (3-5)		283.50
01 1200 591 001 000		SPED SUPERVISION SEC.		1,246.74
01 1200 591 002 000		SPED SUPERVISION ELEM.		1,246.74
01 2153 591 002 607		AUDIOLOGY SPED 0-2		255.98
01 2152 591 002 607		AUDIOLOGY SPED 3-5		1,877.17
01 2151 591 001 607		Audiology Secon		2,986.41
01 2151 591 002 607		Audiology Elem		11,945.63
01 2181 591 002 605		VISION		359.49
01 1200 591 000 608		Vocational		201.19
01 2212 330 002 000		Purch Prof Ser Elem		40.00
01 2212 330 001 000		Purch Prof Ser Secon		40.00
01 2410 810 001 000		Dues And Fees Secon		40.00
Total	ESU #10			26,943.15
	3001	Family Physical Therapy & Sports Center P.C.	02/16/2023	3,060.00
01 2172 569 002 000		PT 3-4 Sped		30.00
01 2171 569 002 000		PT Sped School Age		1,020.00
01 2171 569 001 000		PT Sped School Age		285.00
01 2162 569 002 000		OT Sped 3-5		150.00
01 2161 569 002 000		OT Sped School Age		1,215.00
01 2161 569 001 000		TUITION-OTHER		360.00
Total	Family Physical Therapy & Sports Center P.C.			3,060.00
	837326.Feb23	FARMERS CO-OPERATIVE ASSOC	02/25/2023	6,717.16
01 2710 610 000 000		Tires And Parts		24.30
01 2710 626 000 000		Gas And Oil		6,692.86
Total	FARMERS CO-OPERATIVE ASSOC			6,717.16

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	KrissyR.Feb23	FIRST CARE MEDICAL, P.C. OF KEARNEY	02/15/2023	175.00
01 2710 340 000 000		Purch Ser(physicals)		175.00
Total		FIRST CARE MEDICAL, P.C. OF KEARNEY		175.00
	2830682	FLINN SCIENTIFIC INC	01/25/2023	103.00
01 1100 610 001 022		Materials		103.00
Total		FLINN SCIENTIFIC INC		103.00
	RPS.JanFeb23	FM 92.3 KBEAR Country/KBRY FM	02/28/2023	976.00
01 2310 540 000 000		Advertising & Print		976.00
Total		FM 92.3 KBEAR Country/KBRY FM		976.00
	586560F	Follett Content Solutions LLC	02/22/2023	122.21
01 2220 640 002 000		Library Books Elem		61.11
01 2220 640 001 000		Library Books Secon		61.10
	586569F	Follett Content Solutions LLC	02/10/2023	10.49
01 2220 640 002 000		Library Books Elem		10.49
Total		Follett Content Solutions LLC		132.70
	10773317	Hamilton	03/01/2023	89.32
01 2510 382 001 000		Telephone Secon		44.66
01 2510 382 002 000		Telephone Elem		44.66
	10775863	Hamilton	03/01/2023	279.20
01 2510 382 001 000		Telephone Secon		139.60
01 2510 382 002 000		Telephone Elem		139.60
	10776331	Hamilton	03/01/2023	35.54
01 2510 382 001 000		Telephone Secon		17.77
01 2510 382 002 000		Telephone Elem		17.77
Total		Hamilton		404.06
	11313.RD2.23	Heartland Health Center, Inc.	02/14/2023	107.26
01 2710 340 000 000		Purch Ser(physicals)		107.26
Total		Heartland Health Center, Inc.		107.26
	12795338. March23	Hometown Leasing	03/01/2023	671.85
01 1100 443 001 000		LEASED EQUIP		671.85
Total		Hometown Leasing		671.85
	529007	Integrated Life Choices	02/28/2023	4,472.93
01 1200 569 001 000		TUITION-OTHER		4,472.93
	529008	Integrated Life Choices	02/28/2023	1,452.08
01 1200 569 001 000		TUITION-OTHER		1,452.08
Total		Integrated Life Choices		5,925.01
	286064	ISLAND SUPPLY WELDING CO	02/08/2023	330.00
01 1100 610 001 025		Instr Materials		330.00
Total		ISLAND SUPPLY WELDING CO		330.00
	2460.Feb23	K & B PARTS	02/28/2023	1,068.96
01 2710 610 000 000		Tires And Parts		1,068.96
Total		K & B PARTS		1,068.96

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	13636	KSB SCHOOL LAW, PC LLO	03/01/2023	487.50
01 2330 317 000 000		LEGAL SERVICES		487.50
Total	KSB SCHOOL LAW, PC LLO			487.50
	CPS.Feb23	Live Well Counseling Center	03/02/2023	151.96
01 1100 334 000 000		Mileage for Psyche Services		151.96
	CPS.Jan23	Live Well Counseling Center	01/31/2023	151.96
01 1100 334 000 000		Mileage for Psyche Services		151.96
Total	Live Well Counseling Center			303.92
	131	MIDWEST FLOOR SPECIALISTS	03/02/2023	243.66
01 2610 610 001 000		Supplies Secon		121.83
01 2610 610 002 000		Supplies Elem		121.83
Total	MIDWEST FLOOR SPECIALISTS			243.66
	52744.Feb23	NE PUBLIC POWER DISTRICT	02/28/2023	129.93
01 2610 621 001 000		Fuel Secon		64.97
01 2610 621 002 000		Fuel Elem		64.96
	52749.Feb23	NE PUBLIC POWER DISTRICT	02/28/2023	47.37
01 2610 621 001 000		Fuel Secon		23.69
01 2610 621 002 000		Fuel Elem		23.68
	52754.Feb23	NE PUBLIC POWER DISTRICT	02/28/2023	31.58
01 2610 621 001 000		Fuel Secon		15.79
01 2610 621 002 000		Fuel Elem		15.79
	52759.Feb23	NE PUBLIC POWER DISTRICT	02/28/2023	3,965.65
01 2610 621 001 000		Fuel Secon		1,982.83
01 2610 621 002 000		Fuel Elem		1,982.82
	52765.Feb23	NE PUBLIC POWER DISTRICT	02/28/2023	64.79
01 2610 621 001 000		Fuel Secon		32.40
01 2610 621 001 000		Fuel Secon		32.39
01 2610 621 002 000		Fuel Elem		0.00
	52769.March23	NE PUBLIC POWER DISTRICT	03/02/2023	38.06
01 2610 621 001 000		Fuel Secon		19.03
01 2610 621 002 000		Fuel Elem		19.03
Total	NE PUBLIC POWER DISTRICT			4,277.38
	dues.2023	NEBR ASSOC OF SCHOOL BOARDS	01/29/2023	4,443.00
01 2310 810 000 000		Dues And Fees		4,443.00
Total	NEBR ASSOC OF SCHOOL BOARDS			4,443.00
	103703	PRAIRIE HILLS WIRELESS, LLC	03/01/2023	60.00
01 1100 382 000 000		INTERNET SERVICES		60.00
Total	PRAIRIE HILLS WIRELESS, LLC			60.00
	2223-521.2	Rager, Lacey	01/20/2023	30.00
01 1100 810 002 000		FEES		30.00
Total	Rager, Lacey			30.00
	RPS.2023	RAVENNA CHAMBER OF COMMERCE	03/01/2023	400.00
01 2310 810 000 000		Dues And Fees		400.00
Total	RAVENNA CHAMBER OF COMMERCE			400.00
	news.Jan23	RAVENNA NEWS	01/31/2023	366.51
01 2310 540 000 000		Advertising & Print		366.51

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	RAVENNA NEWS			366.51
	trash.March23	RAVENNA SANITATION	03/01/2023	981.00
01 2620 420 001 000		CLEANING SERVICES/TRASH		490.50
01 2620 420 002 000		CLEANING SERVICES/TRASH		490.50
Total	RAVENNA SANITATION			981.00
	ADmiles.Feb23	Schirmer, Anthony	02/24/2023	679.89
01 2212 580 001 000		Travel Secon		679.89
Total	Schirmer, Anthony			679.89
	12674	Sport Safe Testing Service, Inc.	03/01/2023	314.00
01 2190 340 001 000		Testing		314.00
Total	Sport Safe Testing Service, Inc.			314.00
	4959.Feb23	SVANDA PHARMACY INC	02/28/2023	49.16
01 2310 610 000 000		Supplies		49.16
Total	SVANDA PHARMACY INC			49.16
	usbank. march2023	U.S. Bank	02/27/2023	6,420.84
01 2510 531 000 000		POSTAGE		272.15
01 2220 610 002 000		Supplies Elem		234.70
01 3535 810 000 000		High Abilt Learn Registration		540.00
01 3535 610 000 000		High Abilt Learn Supplies		402.49
01 2710 626 000 000		Gas And Oil		103.67
01 1100 610 001 000		Gen Supplies Secon		477.91
01 1200 810 001 000		Registration Secondary		14.00
01 1100 810 001 000		FEES		188.00
01 2710 626 000 000		Gas And Oil		30.00
01 1100 610 001 000		Gen Supplies Secon		73.45
01 1100 735 002 000		Comp Software Elem		10.80
01 2310 810 000 000		Dues And Fees		10.25
01 2130 610 000 000		Health Supplies		51.43
01 1100 610 001 000		Gen Supplies Secon		194.23
01 2580 650 001 000		Computer Supplies		1,273.42
01 2580 650 002 000		Computer Supplies		623.44
01 1100 610 002 000		Gen Supplies Elem		1,784.94
01 1200 610 002 000		Gen Supplies Elem		71.99
01 2620 610 001 000		GENERAL SUPPLIES		63.97
Total	U.S. Bank			6,420.84
	INV372131	UNITED LABORATORIES	02/22/2023	659.09
01 2610 610 001 000		Supplies Secon		329.55
01 2610 610 002 000		Supplies Elem		329.54
Total	UNITED LABORATORIES			659.09
	04960080202302	Verizon Business	03/01/2023	40.36
01 2510 382 001 000		Telephone Secon		20.18
01 2510 382 002 000		Telehone Elem		20.18
Total	Verizon Business			40.36
	9928627332	VERIZON WIRELESS	02/25/2023	831.66
01 2510 382 001 000		Telephone Secon		415.83

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2510 382 002 000		Telephone Elem		415.83
Total	VERIZON WIRELESS			831.66
	CriticalFeb23	WHOLENESS HEALING EAP	02/10/2023	1,072.05
01 2310 340 000 000		SERVICES		1,072.05
Total	WHOLENESS HEALING EAP			1,072.05
	1069	Wild Roots Greenhouse & Market	01/16/2023	695.00
01 2620 610 001 000		GENERAL SUPPLIES		695.00
Total	Wild Roots Greenhouse & Market			695.00
	2302-041369	WILKE'S TRUE VALUE	02/09/2023	15.18
01 2710 610 000 000		Tires And Parts		15.18
	2302-041959	WILKE'S TRUE VALUE	02/16/2023	20.88
01 2620 610 001 000		GENERAL SUPPLIES		20.88
	2302-042668	WILKE'S TRUE VALUE	02/27/2023	18.99
01 2710 610 000 000		Tires And Parts		18.99
Total	WILKE'S TRUE VALUE			55.05
Fund Number	01			83,773.02
Checking Account ID	01			83,773.02

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01	General							
01 1100 111 001 000	SALARIES TEACHERS SECONDARY	0.00	73,866.47	517,317.47	0.00	(517,317.47)	0.00	(517,317.47)
01 1100 111 002 000	SALARIES TEACHERS ELEM.	0.00	60,123.54	422,979.18	0.00	(422,979.18)	0.00	(422,979.18)
01 1100 112 001 000	AIDES/COACHES	0.00	0.00	4,821.25	0.00	(4,821.25)	0.00	(4,821.25)
01 1100 120 001 000	SUBSTITUTE OR TEMPORARY SALARIES	0.00	0.00	2,791.25	0.00	(2,791.25)	0.00	(2,791.25)
01 1100 123 001 000	Sub Salaries Secon	0.00	1,885.00	8,645.00	0.00	(8,645.00)	0.00	(8,645.00)
01 1100 123 002 000	Sub Salaries Elem	0.00	5,340.24	11,751.10	0.00	(11,751.10)	0.00	(11,751.10)
01 1100 151 001 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	10,413.15	75,463.64	0.00	(75,463.64)	0.00	(75,463.64)
01 1100 151 002 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	3,099.51	21,662.48	0.00	(21,662.48)	0.00	(21,662.48)
01 1100 152 001 000	ADDITIONAL COMP. AIDES	0.00	0.00	2,537.50	0.00	(2,537.50)	0.00	(2,537.50)
01 1100 211 001 000	Health Ins Secon	0.00	27,141.64	189,991.48	0.00	(189,991.48)	0.00	(189,991.48)
01 1100 211 002 000	Health Ins Elem	0.00	23,317.26	161,591.93	0.00	(161,591.93)	0.00	(161,591.93)
01 1100 212 001 000	GROUP INSURANCE-AIDES	0.00	0.00	4.54	0.00	(4.54)	0.00	(4.54)
01 1100 213 001 000	GROUP INS.-SUBS	0.00	37.11	184.33	0.00	(184.33)	0.00	(184.33)
01 1100 213 002 000	GROUP INS.-SUBS	0.00	18.56	105.33	0.00	(105.33)	0.00	(105.33)
01 1100 220 001 000	FICA-NON INSTRUCTIONAL	0.00	0.00	213.54	0.00	(213.54)	0.00	(213.54)
01 1100 221 001 000	Fica Secon	0.00	6,219.89	43,755.16	0.00	(43,755.16)	0.00	(43,755.16)
01 1100 221 002 000	Fica Elem	0.00	4,546.77	31,990.26	0.00	(31,990.26)	0.00	(31,990.26)
01 1100 222 001 000	FICA-COACHES/AIDES	0.00	0.00	562.94	0.00	(562.94)	0.00	(562.94)
01 1100 223 001 000	FICA-SUB SUBS	0.00	142.96	655.14	0.00	(655.14)	0.00	(655.14)
01 1100 223 002 000	FICA-SUB SUBS	0.00	407.89	895.35	0.00	(895.35)	0.00	(895.35)
01 1100 231 001 000	RETIREMENT TEACHERS/ADMINS	0.00	8,248.15	58,015.93	0.00	(58,015.93)	0.00	(58,015.93)
01 1100 231 002 000	RETIREMENT TEACHERS/ADMIN	0.00	6,245.03	43,920.71	0.00	(43,920.71)	0.00	(43,920.71)
01 1100 232 001 000	RETIREMENT-COACHES/AIDES	0.00	0.00	250.65	0.00	(250.65)	0.00	(250.65)
01 1100 233 001 000	RETIREMENT-SUBS	0.00	12.84	64.20	0.00	(64.20)	0.00	(64.20)
01 1100 233 002 000	RETIREMENT-SUBS	0.00	6.42	73.83	0.00	(73.83)	0.00	(73.83)
01 1100 281 001 000	CASH IN LIEU/HSA	0.00	1,110.59	7,774.13	0.00	(7,774.13)	0.00	(7,774.13)
01 1100 281 002 000	CASH IN LIEU/HSA	0.00	1,717.03	11,715.09	0.00	(11,715.09)	0.00	(11,715.09)
01 1100 283 001 000	UNEMPLOYMENT COMP OR INS	0.00	5.57	27.65	0.00	(27.65)	0.00	(27.65)
01 1100 283 002 000	UNEMPLOYMENT COMP OR INS	0.00	2.78	15.80	0.00	(15.80)	0.00	(15.80)
01 1100 330 001 000	ASSEMBLIES	0.00	0.00	3,687.50	0.00	(3,687.50)	0.00	(3,687.50)
01 1100 330 002 000	ASSEMBLIES	0.00	0.00	3,687.50	0.00	(3,687.50)	0.00	(3,687.50)
01 1100 334 000 000	Mileage for Psyche Services	0.00	303.92	879.28	0.00	(879.28)	0.00	(879.28)
01 1100 382 000 000	INTERNET SERVICES	0.00	320.60	3,812.53	0.00	(3,812.53)	0.00	(3,812.53)
01 1100 443 001 000	LEASED EQUIP	0.00	671.85	3,695.18	0.00	(3,695.18)	0.00	(3,695.18)
01 1100 443 002 000	LEASED EQUIP	0.00	0.00	1,007.77	0.00	(1,007.77)	0.00	(1,007.77)
01 1100 580 001 000	Travel Secon	0.00	0.00	182.09	0.00	(182.09)	0.00	(182.09)
01 1100 580 002 000	Travel Elem	0.00	0.00	515.50	0.00	(515.50)	0.00	(515.50)
01 1100 610 001 000	Gen Supplies Secon	0.00	1,109.36	9,852.75	0.00	(9,852.75)	0.00	(9,852.75)
01 1100 610 002 000	Gen Supplies Elem	0.00	2,148.71	8,053.76	0.00	(8,053.76)	0.00	(8,053.76)
01 1100 640 001 000	Textbooks Secon	0.00	0.00	1,162.50	0.00	(1,162.50)	0.00	(1,162.50)
01 1100 640 002 000	Textbooks Elem	0.00	0.00	844.51	0.00	(844.51)	0.00	(844.51)
01 1100 733 001 000	Equipment Secon	0.00	0.00	11,561.52	0.00	(11,561.52)	0.00	(11,561.52)
01 1100 735 001 000	Comp Software Secon	0.00	0.00	9,863.22	0.00	(9,863.22)	0.00	(9,863.22)
01 1100 735 002 000	Comp Software Elem	0.00	10.80	9,302.74	0.00	(9,302.74)	0.00	(9,302.74)
01 1100 810 001 000	FEES	0.00	188.00	1,813.08	0.00	(1,813.08)	0.00	(1,813.08)
01 1100 810 002 000	FEES	0.00	30.00	814.85	0.00	(814.85)	0.00	(814.85)
01 1100 890 001 000	Other Misc Exp Secon	0.00	0.00	1,754.35	0.00	(1,754.35)	0.00	(1,754.35)
01 1100 890 002 000	Other Misc Exp Elem	0.00	0.00	436.09	0.00	(436.09)	0.00	(436.09)
1100	SALARIES	0.00	238,691.64	1,692,703.58	0.00	(1,692,703.58)	0.00	(1,692,703.58)
01 1160 111 002 000	SALARIES TEACHERS POVERTY	0.00	5,256.25	36,793.75	0.00	(36,793.75)	0.00	(36,793.75)
01 1160 211 002 000	Poverty Program Health Ins	0.00	1,576.86	11,038.02	0.00	(11,038.02)	0.00	(11,038.02)

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 1160 221 002 000	Poverty Program FICA	0.00	380.56	2,663.92	0.00	(2,663.92)	0.00	(2,663.92)
01 1160 231 002 000	Poverty Program Retire	0.00	519.20	3,634.40	0.00	(3,634.40)	0.00	(3,634.40)
01 1160 281 002 000	TEACHERS/PRINCIPALS HSA	0.00	286.04	2,002.28	0.00	(2,002.28)	0.00	(2,002.28)
1160 POVERTY		0.00	8,018.91	56,132.37	0.00	(56,132.37)	0.00	(56,132.37)
01 1190 111 002 000	SALARIES TEACHERS PRE K	0.00	3,896.88	27,278.16	0.00	(27,278.16)	0.00	(27,278.16)
01 1190 112 002 000	PreK Para	0.00	1,640.24	12,563.39	0.00	(12,563.39)	0.00	(12,563.39)
01 1190 123 002 000	PreK Subs	0.00	390.00	617.50	0.00	(617.50)	0.00	(617.50)
01 1190 211 002 000	PreK Health	0.00	2,147.69	15,033.83	0.00	(15,033.83)	0.00	(15,033.83)
01 1190 212 002 000	GROUP INSURANCE-AIDES	0.00	735.66	5,149.62	0.00	(5,149.62)	0.00	(5,149.62)
01 1190 221 002 000	PreK Fica	0.00	291.79	2,042.53	0.00	(2,042.53)	0.00	(2,042.53)
01 1190 222 002 000	FICA-AIDES	0.00	109.19	847.19	0.00	(847.19)	0.00	(847.19)
01 1190 223 002 000	FICA-SUB SUBS	0.00	29.84	47.23	0.00	(47.23)	0.00	(47.23)
01 1190 231 002 000	PreK Retire	0.00	384.93	2,694.51	0.00	(2,694.51)	0.00	(2,694.51)
01 1190 232 002 000	RETIREMENT AIDES	0.00	162.02	1,240.98	0.00	(1,240.98)	0.00	(1,240.98)
01 1190 233 002 000	RETIREMENT-SUBS	0.00	0.00	12.84	0.00	(12.84)	0.00	(12.84)
01 1190 610 002 000	PreK Supplies	0.00	0.00	209.47	0.00	(209.47)	0.00	(209.47)
1190 PREK		0.00	9,788.24	67,737.25	0.00	(67,737.25)	0.00	(67,737.25)
01 1200 111 001 000	SPED teachers	0.00	12,566.66	88,191.62	0.00	(88,191.62)	0.00	(88,191.62)
01 1200 111 002 000	SALARIES TEACHERS SPED ELEM.	0.00	16,282.29	114,392.60	0.00	(114,392.60)	0.00	(114,392.60)
01 1200 112 001 000	SPED Paras	0.00	13,440.25	97,452.36	0.00	(97,452.36)	0.00	(97,452.36)
01 1200 112 002 000	Aide Elem	0.00	11,451.49	69,237.14	0.00	(69,237.14)	0.00	(69,237.14)
01 1200 116 001 000	Nurse Sp Ed Services	0.00	13.54	614.38	0.00	(614.38)	0.00	(614.38)
01 1200 116 002 000	Nurse Sp Ed Services	0.00	13.54	89.05	0.00	(89.05)	0.00	(89.05)
01 1200 123 001 000	Sub Secon	0.00	390.00	1,592.50	0.00	(1,592.50)	0.00	(1,592.50)
01 1200 123 002 000	Sub Elem	0.00	1,757.21	3,539.36	0.00	(3,539.36)	0.00	(3,539.36)
01 1200 132 001 000	OT - AIDES/PARAS	0.00	173.81	877.39	0.00	(877.39)	0.00	(877.39)
01 1200 132 002 000	OT - AIDES/PARAS	0.00	0.00	42.99	0.00	(42.99)	0.00	(42.99)
01 1200 151 001 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	748.34	5,238.38	0.00	(5,238.38)	0.00	(5,238.38)
01 1200 211 001 000	Health Ins	0.00	4,185.45	29,178.99	0.00	(29,178.99)	0.00	(29,178.99)
01 1200 211 002 000	Health Ins Elem	0.00	5,705.89	40,060.39	0.00	(40,060.39)	0.00	(40,060.39)
01 1200 212 001 000	GROUP INSURANCE-AIDES	0.00	1,451.63	10,805.21	0.00	(10,805.21)	0.00	(10,805.21)
01 1200 212 002 000	GROUP INSURANCE-AIDES	0.00	2,565.84	15,287.63	0.00	(15,287.63)	0.00	(15,287.63)
01 1200 213 002 000	GROUP INS.-SUBS	0.00	9.28	47.15	0.00	(47.15)	0.00	(47.15)
01 1200 216 001 000	Health Ins. NURSE	0.00	2.01	14.45	0.00	(14.45)	0.00	(14.45)
01 1200 216 002 000	Health Ins-NURSE	0.00	2.01	14.46	0.00	(14.46)	0.00	(14.46)
01 1200 221 001 000	Fica Secon	0.00	972.59	6,826.75	0.00	(6,826.75)	0.00	(6,826.75)
01 1200 221 002 000	Fica Elem	0.00	1,197.63	8,413.88	0.00	(8,413.88)	0.00	(8,413.88)
01 1200 222 001 000	FICA-AIDES	0.00	927.31	6,715.79	0.00	(6,715.79)	0.00	(6,715.79)
01 1200 222 002 000	FICA-AIDES	0.00	821.64	4,961.99	0.00	(4,961.99)	0.00	(4,961.99)
01 1200 223 001 000	FICA-SUB SUBS	0.00	29.82	121.83	0.00	(121.83)	0.00	(121.83)
01 1200 223 002 000	FICA-SUB SUBS	0.00	134.11	269.17	0.00	(269.17)	0.00	(269.17)
01 1200 226 001 000	Fica-NURSE	0.00	1.04	47.01	0.00	(47.01)	0.00	(47.01)
01 1200 226 002 000	Fica-NURSE	0.00	1.04	6.82	0.00	(6.82)	0.00	(6.82)
01 1200 231 001 000	RETIREMENT TEACHERS/ADMINS	0.00	1,241.30	8,711.33	0.00	(8,711.33)	0.00	(8,711.33)
01 1200 231 002 000	RETIREMENT TEACHERS/ADMINS	0.00	1,608.33	11,299.47	0.00	(11,299.47)	0.00	(11,299.47)
01 1200 232 001 000	RETIREMENT AIDES	0.00	1,268.01	9,310.71	0.00	(9,310.71)	0.00	(9,310.71)
01 1200 232 002 000	RETIREMENT AIDES	0.00	1,131.14	6,843.35	0.00	(6,843.35)	0.00	(6,843.35)
01 1200 233 001 000	RETIREMENT-SUBS	0.00	38.52	83.46	0.00	(83.46)	0.00	(83.46)
01 1200 233 002 000	RETIREMENT-SUBS	0.00	3.21	89.54	0.00	(89.54)	0.00	(89.54)
01 1200 236 001 000	Retire-NURSE	0.00	1.34	60.69	0.00	(60.69)	0.00	(60.69)
01 1200 236 002 000	Retire-NURSE	0.00	1.34	8.80	0.00	(8.80)	0.00	(8.80)
01 1200 282 001 000	INSTRUCTIONAL AIDES HSA	0.00	0.00	52.39	0.00	(52.39)	0.00	(52.39)
01 1200 282 002 000	INSTRUCTIONAL AIDES HSA	0.00	284.52	1,511.55	0.00	(1,511.55)	0.00	(1,511.55)

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 1200 283 002 000	INS/HSA Cont.	0.00	1.39	7.07	0.00	(7.07)	0.00	(7.07)
01 1200 286 001 000	NURSE-HSA	0.00	0.29	2.11	0.00	(2.11)	0.00	(2.11)
01 1200 286 002 000	NURSE-HSA	0.00	0.29	2.11	0.00	(2.11)	0.00	(2.11)
01 1200 320 001 000	Purch Prof Ser Secon	0.00	0.00	145.00	0.00	(145.00)	0.00	(145.00)
01 1200 320 002 000	Purch Prof Serv Elem	0.00	20.00	340.00	0.00	(340.00)	0.00	(340.00)
01 1200 330 001 000	Contracted Services	0.00	0.00	2,250.00	0.00	(2,250.00)	0.00	(2,250.00)
01 1200 569 001 000	TUITION-OTHER	0.00	5,925.01	34,656.69	0.00	(34,656.69)	0.00	(34,656.69)
01 1200 580 001 000	Travel Secon	0.00	0.00	180.15	0.00	(180.15)	0.00	(180.15)
01 1200 580 002 000	Travel Elem	0.00	0.00	180.15	0.00	(180.15)	0.00	(180.15)
01 1200 591 001 000	SPED SUPERVISION SEC.	0.00	1,246.74	9,516.01	0.00	(9,516.01)	0.00	(9,516.01)
01 1200 591 002 000	SPED SUPERVISION ELEM.	0.00	1,246.74	9,516.01	0.00	(9,516.01)	0.00	(9,516.01)
01 1200 610 001 000	Gen Supplies	0.00	0.00	1,022.48	0.00	(1,022.48)	0.00	(1,022.48)
01 1200 610 002 000	Gen Supplies Elem	0.00	71.99	562.57	0.00	(562.57)	0.00	(562.57)
01 1200 735 001 000	Comp Software Secon	0.00	0.00	120.00	0.00	(120.00)	0.00	(120.00)
01 1200 735 002 000	Comp Software Elem	0.00	0.00	140.30	0.00	(140.30)	0.00	(140.30)
01 1200 810 001 000	Registration Secondary	0.00	14.00	76.51	0.00	(76.51)	0.00	(76.51)
01 1200 810 002 000	Registration Elem	0.00	0.00	22.76	0.00	(22.76)	0.00	(22.76)
1200 SPEDICAL ED School Age		0.00	88,948.58	600,750.50	0.00	(600,750.50)	0.00	(600,750.50)
01 2120 111 001 000	Counselor Sal Secon	0.00	4,741.98	33,193.86	0.00	(33,193.86)	0.00	(33,193.86)
01 2120 111 002 000	Counselor Sal Elem	0.00	1,185.49	8,298.43	0.00	(8,298.43)	0.00	(8,298.43)
01 2120 211 001 000	Health Ins. Secon	0.00	945.24	6,616.68	0.00	(6,616.68)	0.00	(6,616.68)
01 2120 211 002 000	Health Ins. Elem	0.00	236.31	1,654.17	0.00	(1,654.17)	0.00	(1,654.17)
01 2120 221 001 000	Fica Secon	0.00	346.54	2,425.78	0.00	(2,425.78)	0.00	(2,425.78)
01 2120 221 002 000	Fica Elem	0.00	86.65	606.55	0.00	(606.55)	0.00	(606.55)
01 2120 231 001 000	Retirement Secon	0.00	468.40	3,278.80	0.00	(3,278.80)	0.00	(3,278.80)
01 2120 231 002 000	Retirement Elem	0.00	117.10	819.70	0.00	(819.70)	0.00	(819.70)
01 2120 281 001 000	TEACHERS/PRINCIPALS HSA	0.00	169.62	1,187.34	0.00	(1,187.34)	0.00	(1,187.34)
01 2120 281 002 000	TEACHERS/PRINCIPALS HSA	0.00	42.41	296.87	0.00	(296.87)	0.00	(296.87)
01 2120 320 001 000	Purch Prof Ser Secon	0.00	0.00	150.00	0.00	(150.00)	0.00	(150.00)
01 2120 320 002 000	Purch Prof Ser Elem	0.00	0.00	90.00	0.00	(90.00)	0.00	(90.00)
01 2120 580 001 000	Travel Secon	0.00	0.00	501.19	0.00	(501.19)	0.00	(501.19)
01 2120 580 002 000	Travel Elem	0.00	0.00	317.13	0.00	(317.13)	0.00	(317.13)
01 2120 610 001 000	Supplies Secon	0.00	0.00	63.70	0.00	(63.70)	0.00	(63.70)
01 2120 810 000 000	REGISTRATION	0.00	0.00	79.00	0.00	(79.00)	0.00	(79.00)
2120 COUNSELOR		0.00	8,339.74	59,579.20	0.00	(59,579.20)	0.00	(59,579.20)
01 2130 116 000 000	SALARIES -Professional Non-Cert. (Nurse)	0.00	3,019.02	20,585.57	0.00	(20,585.57)	0.00	(20,585.57)
01 2130 216 000 000	GROUP INS.-NURSE	0.00	449.53	3,308.87	0.00	(3,308.87)	0.00	(3,308.87)
01 2130 226 000 000	FICA-NURSE	0.00	230.52	1,571.59	0.00	(1,571.59)	0.00	(1,571.59)
01 2130 236 000 000	RETIREMENT-NURSE	0.00	298.21	2,033.38	0.00	(2,033.38)	0.00	(2,033.38)
01 2130 286 000 000	NURSE-HSA	0.00	65.50	482.14	0.00	(482.14)	0.00	(482.14)
01 2130 610 000 000	Health Supplies	0.00	51.43	3,387.36	0.00	(3,387.36)	0.00	(3,387.36)
2130 NURSE		0.00	4,114.21	31,368.91	0.00	(31,368.91)	0.00	(31,368.91)
01 2131 116 001 000	SALARIES -Professional Non-Cert. (Nurse)	0.00	1,172.50	7,233.20	0.00	(7,233.20)	0.00	(7,233.20)
01 2131 116 002 000	SALARIES -Professional Non-Cert. (Nurse)	0.00	1,172.50	7,233.19	0.00	(7,233.19)	0.00	(7,233.19)
01 2131 216 001 000	GROUP INS.-NURSE	0.00	174.58	1,140.56	0.00	(1,140.56)	0.00	(1,140.56)
01 2131 216 002 000	GROUP INS.-NURSE	0.00	174.58	1,140.63	0.00	(1,140.63)	0.00	(1,140.63)
01 2131 226 001 000	FICA-NURSE	0.00	89.53	552.25	0.00	(552.25)	0.00	(552.25)
01 2131 226 002 000	FICA-NURSE	0.00	89.51	552.19	0.00	(552.19)	0.00	(552.19)
01 2131 236 001 000	RETIREMENT-NURSE	0.00	115.82	714.48	0.00	(714.48)	0.00	(714.48)
01 2131 236 002 000	RETIREMENT-NURSE	0.00	115.81	714.48	0.00	(714.48)	0.00	(714.48)
01 2131 286 001 000	NURSE-HSA	0.00	25.44	166.20	0.00	(166.20)	0.00	(166.20)
01 2131 286 002 000	NURSE-HSA	0.00	25.44	166.16	0.00	(166.16)	0.00	(166.16)

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
2131	HEALTH SERVICES SPED-NURSE	0.00	3,155.71	19,613.34	0.00	(19,613.34)	0.00	(19,613.34)
01 2161 320 001 000	PROFESSIONAL ED SERVICES	0.00	0.00	362.20	0.00	(362.20)	0.00	(362.20)
01 2161 569 001 000	TUITION-OTHER	0.00	360.00	1,890.00	0.00	(1,890.00)	0.00	(1,890.00)
01 2161 569 002 000	OT Sped School Age	0.00	1,215.00	7,635.00	0.00	(7,635.00)	0.00	(7,635.00)
2161	OCCUPATIONAL THERAPY-SPED SCHOOL AGE	0.00	1,575.00	9,887.20	0.00	(9,887.20)	0.00	(9,887.20)
01 2162 569 002 000	OT Sped 3-5	0.00	150.00	885.00	0.00	(885.00)	0.00	(885.00)
2162	OCCUPATIONAL THERAPY-SPED 3-5	0.00	150.00	885.00	0.00	(885.00)	0.00	(885.00)
01 2171 569 001 000	PT Sped School Age	0.00	285.00	1,395.00	0.00	(1,395.00)	0.00	(1,395.00)
01 2171 569 002 000	PT Sped School Age	0.00	1,020.00	4,785.00	0.00	(4,785.00)	0.00	(4,785.00)
2171	PHYSICAL THERAPY-SPED SCHOOL AGE	0.00	1,305.00	6,180.00	0.00	(6,180.00)	0.00	(6,180.00)
01 2172 569 002 000	PT 3-4 Sped	0.00	30.00	480.00	0.00	(480.00)	0.00	(480.00)
2172	PHYSICAL THERAPY:SPED 3-5	0.00	30.00	480.00	0.00	(480.00)	0.00	(480.00)
01 2190 110 001 000	Act Trans Sal Secon	0.00	2,224.17	11,114.68	0.00	(11,114.68)	0.00	(11,114.68)
01 2190 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	0.04	92.31	0.00	(92.31)	0.00	(92.31)
01 2190 220 001 000	FICA-NON INSTRUCTIONAL	0.00	170.13	847.72	0.00	(847.72)	0.00	(847.72)
01 2190 230 001 000	RETIREMENT- NON INSTRUCTIONAL	0.00	61.11	413.74	0.00	(413.74)	0.00	(413.74)
01 2190 340 001 000	Testing	0.00	314.00	314.00	0.00	(314.00)	0.00	(314.00)
2190	ACT TRANS	0.00	2,769.45	12,782.45	0.00	(12,782.45)	0.00	(12,782.45)
01 2212 123 001 000	Staff Development	0.00	0.00	16.00	0.00	(16.00)	0.00	(16.00)
01 2212 123 002 000	Staff Development	0.00	0.00	40.00	0.00	(40.00)	0.00	(40.00)
01 2212 330 001 000	Purch Prof Ser Secon	0.00	40.00	965.00	0.00	(965.00)	0.00	(965.00)
01 2212 330 002 000	Purch Prof Ser Elem	0.00	40.00	710.00	0.00	(710.00)	0.00	(710.00)
01 2212 580 001 000	Travel Secon	0.00	679.89	2,526.29	0.00	(2,526.29)	0.00	(2,526.29)
01 2212 610 001 000	Supplies Secon	0.00	0.00	265.00	0.00	(265.00)	0.00	(265.00)
01 2212 810 001 000	Dues And Fees Secon	0.00	0.00	568.50	0.00	(568.50)	0.00	(568.50)
01 2212 810 002 000	Dues And Fees Elem	0.00	0.00	703.50	0.00	(703.50)	0.00	(703.50)
2212	STAFF	0.00	759.89	5,794.29	0.00	(5,794.29)	0.00	(5,794.29)
01 2220 111 001 000	SALARIES TEACHERS LIBRARIAN SECOND.	0.00	2,446.87	17,128.09	0.00	(17,128.09)	0.00	(17,128.09)
01 2220 111 002 000	SALARIES TEACHERS LIBRARIAN ELEM.	0.00	2,373.47	16,614.29	0.00	(16,614.29)	0.00	(16,614.29)
01 2220 221 001 000	Fica Secon	0.00	187.19	1,310.32	0.00	(1,310.32)	0.00	(1,310.32)
01 2220 221 002 000	Fica Elem	0.00	181.57	1,270.98	0.00	(1,270.98)	0.00	(1,270.98)
01 2220 231 001 000	Retire Secon	0.00	241.70	1,691.90	0.00	(1,691.90)	0.00	(1,691.90)
01 2220 231 002 000	Retire Elem	0.00	234.45	1,641.15	0.00	(1,641.15)	0.00	(1,641.15)
01 2220 320 001 000	Purchased Ser Secon	0.00	0.00	20.00	0.00	(20.00)	0.00	(20.00)
01 2220 610 001 000	Supplies Secon	0.00	0.00	154.04	0.00	(154.04)	0.00	(154.04)
01 2220 610 002 000	Supplies Elem	0.00	234.70	302.22	0.00	(302.22)	0.00	(302.22)
01 2220 640 001 000	Library Books Secon	0.00	61.10	1,552.74	0.00	(1,552.74)	0.00	(1,552.74)
01 2220 640 002 000	Library Books Elem	0.00	71.60	1,563.23	0.00	(1,563.23)	0.00	(1,563.23)
01 2220 735 001 000	Computer Software	0.00	147.50	592.50	0.00	(592.50)	0.00	(592.50)
01 2220 735 002 000	Elem Software	0.00	147.50	592.50	0.00	(592.50)	0.00	(592.50)
2220	LIBRARY/MEDIA SERVICES	0.00	6,327.65	44,433.96	0.00	(44,433.96)	0.00	(44,433.96)
01 2310 340 000 000	SERVICES	0.00	1,072.05	1,815.05	0.00	(1,815.05)	0.00	(1,815.05)
01 2310 540 000 000	Advertising & Print	0.00	1,342.51	4,467.69	0.00	(4,467.69)	0.00	(4,467.69)
01 2310 610 000 000	Supplies	0.00	49.16	2,024.96	0.00	(2,024.96)	0.00	(2,024.96)
01 2310 735 000 000	Software (E-Meetings)	0.00	0.00	2,600.00	0.00	(2,600.00)	0.00	(2,600.00)
01 2310 810 000 000	Dues And Fees	0.00	4,853.25	12,286.74	0.00	(12,286.74)	0.00	(12,286.74)
01 2310 890 000 000	Other Misc Exp	0.00	0.00	150.15	0.00	(150.15)	0.00	(150.15)
2310	BOARD OF EDUCATION	0.00	7,316.97	23,344.59	0.00	(23,344.59)	0.00	(23,344.59)
01 2320 105 000 000	SUPERINTENDENT SALARY	0.00	11,034.10	77,238.70	0.00	(77,238.70)	0.00	(77,238.70)

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 2320 110 000 000	Clerical	0.00	1,700.26	11,765.14	0.00	(11,765.14)	0.00	(11,765.14)
01 2320 130 000 000	OT-NON INSTRUCTIONAL	0.00	38.50	506.33	0.00	(506.33)	0.00	(506.33)
01 2320 210 000 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	544.19	3,544.67	0.00	(3,544.67)	0.00	(3,544.67)
01 2320 215 000 000	Health Ins	0.00	64.61	452.27	0.00	(452.27)	0.00	(452.27)
01 2320 220 000 000	FICA-NON INSTRUCTIONAL	0.00	128.78	917.44	0.00	(917.44)	0.00	(917.44)
01 2320 225 000 000	Fica	0.00	819.91	5,739.37	0.00	(5,739.37)	0.00	(5,739.37)
01 2320 230 000 000	RETIREMENT- NON INSTRUCTIONAL	0.00	171.75	1,302.39	0.00	(1,302.39)	0.00	(1,302.39)
01 2320 235 000 000	RETIREMENT SUPT.	0.00	1,086.56	7,605.92	0.00	(7,605.92)	0.00	(7,605.92)
01 2320 280 000 000	NON INSTRUCTIONAL HSA	0.00	98.93	644.41	0.00	(644.41)	0.00	(644.41)
01 2320 580 000 000	Travel	0.00	0.00	2,108.85	0.00	(2,108.85)	0.00	(2,108.85)
01 2320 735 000 000	Software-North Star	0.00	0.00	1,716.00	0.00	(1,716.00)	0.00	(1,716.00)
01 2320 810 000 000	Dues And Fees	0.00	0.00	684.00	0.00	(684.00)	0.00	(684.00)
2320 EXECUTIVE ADMINISTRATION-SUPT		0.00	15,687.59	114,225.49	0.00	(114,225.49)	0.00	(114,225.49)
01 2330 317 000 000	LEGAL SERVICES	0.00	487.50	2,485.50	0.00	(2,485.50)	0.00	(2,485.50)
2330 DISTRICT LEGAL SERVICES		0.00	487.50	2,485.50	0.00	(2,485.50)	0.00	(2,485.50)
01 2410 110 001 000	Clerical Sal Secon	0.00	4,264.36	32,776.42	0.00	(32,776.42)	0.00	(32,776.42)
01 2410 110 002 000	Clerical Sal Elem	0.00	4,105.69	25,853.45	0.00	(25,853.45)	0.00	(25,853.45)
01 2410 111 001 000	Princ Sal Secon	0.00	7,348.96	51,442.72	0.00	(51,442.72)	0.00	(51,442.72)
01 2410 111 002 000	Prin Sal Elem	0.00	8,595.50	60,168.50	0.00	(60,168.50)	0.00	(60,168.50)
01 2410 120 001 000	SUBSTITUTE OR TEMPORARY SALARIES	0.00	54.86	200.07	0.00	(200.07)	0.00	(200.07)
01 2410 130 001 000	OT-NON INSTRUCTIONAL	0.00	89.83	1,181.40	0.00	(1,181.40)	0.00	(1,181.40)
01 2410 130 002 000	OT-NON INSTRUCTIONAL	0.00	75.22	1,017.65	0.00	(1,017.65)	0.00	(1,017.65)
01 2410 151 001 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	60.42	422.94	0.00	(422.94)	0.00	(422.94)
01 2410 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	1,323.40	9,321.30	0.00	(9,321.30)	0.00	(9,321.30)
01 2410 210 002 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	1,813.92	12,697.44	0.00	(12,697.44)	0.00	(12,697.44)
01 2410 211 001 000	Health Ins Secon	0.00	2,149.69	15,047.83	0.00	(15,047.83)	0.00	(15,047.83)
01 2410 211 002 000	Health Ins Elem	0.00	10.00	70.00	0.00	(70.00)	0.00	(70.00)
01 2410 220 001 000	FICA-NON INSTRUCTIONAL	0.00	326.12	2,537.63	0.00	(2,537.63)	0.00	(2,537.63)
01 2410 220 002 000	FICA-NON INSTRUCTIONAL	0.00	296.99	1,918.68	0.00	(1,918.68)	0.00	(1,918.68)
01 2410 221 001 000	Fica Secon	0.00	540.73	3,785.11	0.00	(3,785.11)	0.00	(3,785.11)
01 2410 221 002 000	Fica Elem	0.00	809.04	5,663.28	0.00	(5,663.28)	0.00	(5,663.28)
01 2410 230 001 000	RETIREMENT- NON INSTRUCTIONAL	0.00	430.10	3,168.36	0.00	(3,168.36)	0.00	(3,168.36)
01 2410 230 002 000	RETIREMENT- NON INSTRUCTIONAL	0.00	412.98	2,654.27	0.00	(2,654.27)	0.00	(2,654.27)
01 2410 231 001 000	RETIREMENT ADMIN SEC.	0.00	731.88	5,123.16	0.00	(5,123.16)	0.00	(5,123.16)
01 2410 231 002 000	RETIREMENT ADMIN ELEM.	0.00	849.05	5,943.35	0.00	(5,943.35)	0.00	(5,943.35)
01 2410 280 001 000	NON INSTRUCTIONAL HSA	0.00	240.44	1,690.63	0.00	(1,690.63)	0.00	(1,690.63)
01 2410 280 002 000	NON INSTRUCTIONAL HSA	0.00	329.77	2,308.39	0.00	(2,308.39)	0.00	(2,308.39)
01 2410 281 002 000	CASH IN LIEU/HSA	0.00	2,110.15	14,771.05	0.00	(14,771.05)	0.00	(14,771.05)
01 2410 580 001 000	Travel Secon	0.00	0.00	474.37	0.00	(474.37)	0.00	(474.37)
01 2410 610 002 000	Supplies Elem	0.00	0.00	18.78	0.00	(18.78)	0.00	(18.78)
01 2410 810 001 000	Dues And Fees Secon	0.00	40.00	785.00	0.00	(785.00)	0.00	(785.00)
01 2410 810 002 000	Dues And Fees Elem	0.00	0.00	515.00	0.00	(515.00)	0.00	(515.00)
2410 OFFICE OF THE PRINCIPAL		0.00	37,009.10	261,556.78	0.00	(261,556.78)	0.00	(261,556.78)
01 2510 110 000 000	Clerical Salary	0.00	5,897.66	42,219.81	0.00	(42,219.81)	0.00	(42,219.81)
01 2510 130 000 000	OT-NON INSTRUCTIONAL	0.00	5.56	346.23	0.00	(346.23)	0.00	(346.23)
01 2510 150 000 000	ADDITIONAL COMP. NON INSTRUCTIONAL STAFF	0.00	777.88	5,445.16	0.00	(5,445.16)	0.00	(5,445.16)
01 2510 210 000 000	Health Ins	0.00	319.72	2,228.23	0.00	(2,228.23)	0.00	(2,228.23)
01 2510 220 000 000	Fica	0.00	476.23	3,429.14	0.00	(3,429.14)	0.00	(3,429.14)

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 230 000 000	Retirement	0.00	583.11	4,204.60	0.00	(4,204.60)	0.00	(4,204.60)
01 2510 293 000 000	Workman's Comp	0.00	0.00	36,134.00	0.00	(36,134.00)	0.00	(36,134.00)
01 2510 315 000 000	ACCOUNTING & AUDITING SERVICES	0.00	0.00	10,600.00	0.00	(10,600.00)	0.00	(10,600.00)
01 2510 382 001 000	Telephone Secon	0.00	638.04	2,714.74	0.00	(2,714.74)	0.00	(2,714.74)
01 2510 382 002 000	Telehone Elem	0.00	638.04	2,714.67	0.00	(2,714.67)	0.00	(2,714.67)
01 2510 443 000 000	Rental And Leases	0.00	0.00	1,480.00	0.00	(1,480.00)	0.00	(1,480.00)
01 2510 531 000 000	POSTAGE	0.00	272.15	4,220.88	0.00	(4,220.88)	0.00	(4,220.88)
01 2510 580 000 000	Travel	0.00	0.00	40.00	0.00	(40.00)	0.00	(40.00)
01 2510 610 000 000	Supplies	0.00	0.00	1,391.35	0.00	(1,391.35)	0.00	(1,391.35)
01 2510 810 000 000	REGISTRATION	0.00	0.00	67.50	0.00	(67.50)	0.00	(67.50)
2510 CLERICAL		0.00	9,608.39	117,236.31	0.00	(117,236.31)	0.00	(117,236.31)
01 2580 112 000 000	Tech Support Aides	0.00	0.00	846.86	0.00	(846.86)	0.00	(846.86)
01 2580 114 000 000	Tech Support Salary	0.00	5,833.33	44,624.11	0.00	(44,624.11)	0.00	(44,624.11)
01 2580 214 000 000	Tech Support Health Ins	0.00	37.54	262.78	0.00	(262.78)	0.00	(262.78)
01 2580 224 000 000	Tech Support Fica	0.00	427.95	3,285.54	0.00	(3,285.54)	0.00	(3,285.54)
01 2580 234 000 000	RETIREMENT-TECH	0.00	576.21	4,033.45	0.00	(4,033.45)	0.00	(4,033.45)
01 2580 432 000 000	TECH REPAIRS/MAINT.	0.00	1,450.00	2,641.82	0.00	(2,641.82)	0.00	(2,641.82)
01 2580 432 001 000	TECH REPAIRS & MAINTENANCE	0.00	0.00	727.48	0.00	(727.48)	0.00	(727.48)
01 2580 650 001 000	Computer Supplies	0.00	1,273.42	3,405.82	0.00	(3,405.82)	0.00	(3,405.82)
01 2580 650 002 000	Computer Supplies	0.00	623.44	2,438.19	0.00	(2,438.19)	0.00	(2,438.19)
01 2580 735 001 000	TECHNOLOGY SOFTWARE	0.00	0.00	10,730.79	0.00	(10,730.79)	0.00	(10,730.79)
01 2580 810 000 000	REGISTRATION	0.00	20.00	179.00	0.00	(179.00)	0.00	(179.00)
2580 Administrative Tech Services		0.00	10,241.89	73,175.84	0.00	(73,175.84)	0.00	(73,175.84)
01 2610 110 001 000	Cust Sal Secon	0.00	7,529.45	55,331.87	0.00	(55,331.87)	0.00	(55,331.87)
01 2610 110 002 000	Cust Sal Elem	0.00	5,133.56	35,969.10	0.00	(35,969.10)	0.00	(35,969.10)
01 2610 123 001 000	Sub/Summer Sal Secon	0.00	0.00	2,739.53	0.00	(2,739.53)	0.00	(2,739.53)
01 2610 123 002 000	Sub/Summer Sal Elem	0.00	0.00	2,739.48	0.00	(2,739.48)	0.00	(2,739.48)
01 2610 130 001 000	OT-NON INSTRUCTIONAL	0.00	128.47	1,037.01	0.00	(1,037.01)	0.00	(1,037.01)
01 2610 130 002 000	OT-NON INSTRUCTIONAL	0.00	385.17	1,148.27	0.00	(1,148.27)	0.00	(1,148.27)
01 2610 210 001 000	Health Ins Secon	0.00	2,661.40	14,815.31	0.00	(14,815.31)	0.00	(14,815.31)
01 2610 210 002 000	Health Ins Elem	0.00	1,978.28	16,770.14	0.00	(16,770.14)	0.00	(16,770.14)
01 2610 220 001 000	Fica Secon	0.00	580.74	4,233.82	0.00	(4,233.82)	0.00	(4,233.82)
01 2610 220 002 000	Fica Elem	0.00	401.92	2,694.85	0.00	(2,694.85)	0.00	(2,694.85)
01 2610 223 001 000	FICA-SUB SUBS	0.00	0.00	209.57	0.00	(209.57)	0.00	(209.57)
01 2610 223 002 000	FICA-SUB SUBS	0.00	0.00	209.58	0.00	(209.58)	0.00	(209.58)
01 2610 230 001 000	Retirement Secon	0.00	756.44	5,568.03	0.00	(5,568.03)	0.00	(5,568.03)
01 2610 230 002 000	Retirement Elem	0.00	545.13	3,666.37	0.00	(3,666.37)	0.00	(3,666.37)
01 2610 280 002 000	CASH IN LIEU NON INSTR/HSA	0.00	245.59	2,298.48	0.00	(2,298.48)	0.00	(2,298.48)
01 2610 410 001 000	Water Sewer Secon	0.00	290.49	2,064.21	0.00	(2,064.21)	0.00	(2,064.21)
01 2610 410 002 000	Water Sewer Elem	0.00	290.48	2,064.12	0.00	(2,064.12)	0.00	(2,064.12)
01 2610 520 001 000	INSURANCE(Property, Liability)	0.00	0.00	28,604.95	0.00	(28,604.95)	0.00	(28,604.95)
01 2610 520 002 000	INSURANCE(Property, Liability)	0.00	0.00	28,604.95	0.00	(28,604.95)	0.00	(28,604.95)
01 2610 610 001 000	Supplies Secon	0.00	723.54	10,547.14	0.00	(10,547.14)	0.00	(10,547.14)
01 2610 610 002 000	Supplies Elem	0.00	723.53	10,194.74	0.00	(10,194.74)	0.00	(10,194.74)
01 2610 621 001 000	Fuel Secon	0.00	5,051.41	30,339.37	0.00	(30,339.37)	0.00	(30,339.37)
01 2610 621 002 000	Fuel Elem	0.00	4,986.57	30,274.24	0.00	(30,274.24)	0.00	(30,274.24)
2610 CUSTODIAL		0.00	32,412.17	292,125.13	0.00	(292,125.13)	0.00	(292,125.13)
01 2620 110 000 000	Maintenance Sal	0.00	2,810.02	22,927.30	0.00	(22,927.30)	0.00	(22,927.30)
01 2620 210 000 000	Health Ins	0.00	2.40	408.59	0.00	(408.59)	0.00	(408.59)
01 2620 220 000 000	Fica	0.00	214.69	1,751.26	0.00	(1,751.26)	0.00	(1,751.26)
01 2620 230 000 000	Retirement	0.00	277.57	1,942.99	0.00	(1,942.99)	0.00	(1,942.99)
01 2620 420 001 000	CLEANING SERVICES/TRASH	0.00	490.50	3,433.50	0.00	(3,433.50)	0.00	(3,433.50)
01 2620 420 002 000	CLEANING SERVICES/TRASH	0.00	490.50	3,433.50	0.00	(3,433.50)	0.00	(3,433.50)

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 431 001 000	Con/ser Repair Seco	0.00	35.09	33,304.39	0.00	(33,304.39)	0.00	(33,304.39)
01 2620 431 002 000	Cont/ser Repair Elem	0.00	35.09	47,590.36	0.00	(47,590.36)	0.00	(47,590.36)
01 2620 610 001 000	GENERAL SUPPLIES	0.00	907.35	12,149.22	0.00	(12,149.22)	0.00	(12,149.22)
01 2620 610 002 000	GENERAL SUPPLIES	0.00	127.50	6,752.44	0.00	(6,752.44)	0.00	(6,752.44)
2620 MAINTENANCE		0.00	5,390.71	133,693.55	0.00	(133,693.55)	0.00	(133,693.55)
01 2710 110 000 000	Transp Salaries	0.00	13,080.02	86,072.24	0.00	(86,072.24)	0.00	(86,072.24)
01 2710 123 000 000	SUB SALARIES	0.00	536.73	2,626.23	0.00	(2,626.23)	0.00	(2,626.23)
01 2710 210 000 000	Health Ins	0.00	526.67	3,720.61	0.00	(3,720.61)	0.00	(3,720.61)
01 2710 220 000 000	Fica	0.00	988.74	6,514.77	0.00	(6,514.77)	0.00	(6,514.77)
01 2710 223 000 000	FICA-SUB SUBS	0.00	41.04	200.85	0.00	(200.85)	0.00	(200.85)
01 2710 230 000 000	Retirement	0.00	780.03	5,013.22	0.00	(5,013.22)	0.00	(5,013.22)
01 2710 233 000 000	RETIREMENT-SUBS	0.00	47.78	114.09	0.00	(114.09)	0.00	(114.09)
01 2710 330 000 000	TESTING	0.00	260.00	1,040.00	0.00	(1,040.00)	0.00	(1,040.00)
01 2710 340 000 000	Purch Ser(physicals)	0.00	282.26	880.51	0.00	(880.51)	0.00	(880.51)
01 2710 431 000 000	REPAIRS & MAINT.	0.00	0.00	2,664.09	0.00	(2,664.09)	0.00	(2,664.09)
01 2710 520 000 000	INSURANCE(Property, Liability)	0.00	0.00	16,151.10	0.00	(16,151.10)	0.00	(16,151.10)
01 2710 610 000 000	Tires And Parts	0.00	6,052.43	13,354.83	0.00	(13,354.83)	0.00	(13,354.83)
01 2710 626 000 000	Gas And Oil	0.00	6,826.53	41,876.42	0.00	(41,876.42)	0.00	(41,876.42)
2710 Vehicle Operation-Reg. Ed		0.00	29,422.23	180,228.96	0.00	(180,228.96)	0.00	(180,228.96)
01 2712 110 001 000	NON-INSTRUCTIONAL	0.00	1,748.01	10,646.97	0.00	(10,646.97)	0.00	(10,646.97)
01 2712 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	321.15	1,957.60	0.00	(1,957.60)	0.00	(1,957.60)
01 2712 220 001 000	FICA-NON INSTRUCTIONAL	0.00	124.97	761.17	0.00	(761.17)	0.00	(761.17)
01 2712 230 001 000	RETIREMENT- NON INSTRUCTIONAL	0.00	172.67	1,051.70	0.00	(1,051.70)	0.00	(1,051.70)
2712 Vehicle Operation-School Age SPED		0.00	2,366.80	14,417.44	0.00	(14,417.44)	0.00	(14,417.44)
01 2730 431 000 000	REPAIRS & MAINT.	0.00	0.00	10,986.38	0.00	(10,986.38)	0.00	(10,986.38)
2730 Vehicle Service/Maint. Reg Ed.		0.00	0.00	10,986.38	0.00	(10,986.38)	0.00	(10,986.38)
01 3535 111 000 000	SALARIES TEACHERS/PROFESSIONAL STAFF	0.00	300.85	2,105.95	0.00	(2,105.95)	0.00	(2,105.95)
01 3535 211 000 000	High Ability Health	0.00	109.17	764.76	0.00	(764.76)	0.00	(764.76)
01 3535 221 000 000	High Ability Fica	0.00	22.48	157.36	0.00	(157.36)	0.00	(157.36)
01 3535 231 000 000	High Ability Retirement	0.00	29.71	207.97	0.00	(207.97)	0.00	(207.97)
01 3535 591 000 000	ESU SERVICES	0.00	0.00	1,000.00	0.00	(1,000.00)	0.00	(1,000.00)
01 3535 610 000 000	High Abilt Learn Supplies	0.00	402.49	5,726.81	0.00	(5,726.81)	0.00	(5,726.81)
01 3535 810 000 000	High Abilt Learn Registration	0.00	540.00	3,726.58	0.00	(3,726.58)	0.00	(3,726.58)
3535 HIGH ABILITY LEARNERS		0.00	1,404.70	13,689.43	0.00	(13,689.43)	0.00	(13,689.43)
01 6200 111 000 000	REGULAR SALARIES	0.00	5,618.75	39,331.25	0.00	(39,331.25)	0.00	(39,331.25)
01 6200 211 000 000	HEALTH INSURANCE	0.00	1,751.99	12,159.82	0.00	(12,159.82)	0.00	(12,159.82)
01 6200 221 000 000	FICA	0.00	407.31	2,852.49	0.00	(2,852.49)	0.00	(2,852.49)
01 6200 231 000 000	RETIREMENT	0.00	555.01	3,885.07	0.00	(3,885.07)	0.00	(3,885.07)
01 6200 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	317.81	2,205.78	0.00	(2,205.78)	0.00	(2,205.78)
6200 TITLE 1 PART A		0.00	8,650.87	60,434.41	0.00	(60,434.41)	0.00	(60,434.41)
01 6310 111 000 000	TEACHERS SALARIES	0.00	2,610.19	18,271.33	0.00	(18,271.33)	0.00	(18,271.33)
01 6310 211 000 000	TITLE IIA Health	0.00	934.99	6,504.99	0.00	(6,504.99)	0.00	(6,504.99)
01 6310 221 000 000	TITLE IIA Fica	0.00	186.61	1,306.83	0.00	(1,306.83)	0.00	(1,306.83)
01 6310 231 000 000	TITLE IIA Retirement	0.00	257.83	1,804.81	0.00	(1,804.81)	0.00	(1,804.81)
01 6310 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	169.61	1,180.02	0.00	(1,180.02)	0.00	(1,180.02)
6310 TITLE IIA		0.00	4,159.23	29,067.98	0.00	(29,067.98)	0.00	(29,067.98)
01 6408 112 000 000	SALARIES INSTRUCTIONAL AIDES	0.00	0.00	680.16	0.00	(680.16)	0.00	(680.16)
01 6408 112 002 000	SALARIES INSTRUCTIONAL AIDES	0.00	1,860.69	12,343.84	0.00	(12,343.84)	0.00	(12,343.84)
01 6408 212 000 000	GROUP INSURANCE-AIDES	0.00	0.00	252.46	0.00	(252.46)	0.00	(252.46)
01 6408 212 002 000	GROUP INSURANCE-AIDES	0.00	4.80	33.60	0.00	(33.60)	0.00	(33.60)

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 6408 222 000 000	FICA-AIDES	0.00	0.00	43.53	0.00	(43.53)	0.00	(43.53)
01 6408 222 002 000	FICA-AIDES	0.00	142.34	944.31	0.00	(944.31)	0.00	(944.31)
01 6408 232 000 000	RETIREMENT AIDES	0.00	0.00	67.18	0.00	(67.18)	0.00	(67.18)
01 6408 232 002 000	RETIREMENT AIDES	0.00	183.80	1,219.31	0.00	(1,219.31)	0.00	(1,219.31)
01 6408 282 000 000	INSTRUCTIONAL AIDES HSA	0.00	0.00	37.84	0.00	(37.84)	0.00	(37.84)
6408	IDEA Part B (611) Base & EP 0-21	0.00	2,191.63	15,622.23	0.00	(15,622.23)	0.00	(15,622.23)
01 6990 734 000 000	TECHNOLOGY RELATED HARDWARE	0.00	0.00	148.75	0.00	(148.75)	0.00	(148.75)
6990	Other Fed Programs (GEER)	0.00	0.00	148.75	0.00	(148.75)	0.00	(148.75)
01 6992 111 000 000	REAP Salary	0.00	2,327.09	16,289.63	0.00	(16,289.63)	0.00	(16,289.63)
01 6992 211 000 000	REAP Health	0.00	833.60	5,799.58	0.00	(5,799.58)	0.00	(5,799.58)
01 6992 221 000 000	REAP Fica	0.00	166.36	1,165.03	0.00	(1,165.03)	0.00	(1,165.03)
01 6992 231 000 000	REAP Retirement	0.00	229.87	1,609.09	0.00	(1,609.09)	0.00	(1,609.09)
01 6992 281 000 000	TEACHERS/PRINCIPALS HSA	0.00	151.21	1,052.01	0.00	(1,052.01)	0.00	(1,052.01)
6992	REAP	0.00	3,708.13	25,915.34	0.00	(25,915.34)	0.00	(25,915.34)
01 6998 113 001 000	SALARIES SUBSTITUTE TEACHERS	0.00	3,052.50	13,505.00	0.00	(13,505.00)	0.00	(13,505.00)
01 6998 113 002 000	SALARIES SUBSTITUTE TEACHERS	0.00	462.50	8,140.00	0.00	(8,140.00)	0.00	(8,140.00)
01 6998 213 001 000	GROUP INS.-SUBS	0.00	528.98	2,566.29	0.00	(2,566.29)	0.00	(2,566.29)
01 6998 213 002 000	GROUP INS.-SUBS	0.00	80.07	1,697.06	0.00	(1,697.06)	0.00	(1,697.06)
01 6998 223 001 000	FICA-SUB SUBS	0.00	222.41	978.63	0.00	(978.63)	0.00	(978.63)
01 6998 223 002 000	FICA-SUB SUBS	0.00	33.57	586.78	0.00	(586.78)	0.00	(586.78)
01 6998 233 001 000	RETIREMENT-SUBS	0.00	301.49	1,333.90	0.00	(1,333.90)	0.00	(1,333.90)
01 6998 233 002 000	RETIREMENT-SUBS	0.00	45.71	804.14	0.00	(804.14)	0.00	(804.14)
01 6998 640 002 000	BOOKS & PERIODICALS	0.00	0.00	4,590.00	0.00	(4,590.00)	0.00	(4,590.00)
01 6998 643 002 000	WEB/CLOUD BASED SOFTWARE	0.00	0.00	5,295.00	0.00	(5,295.00)	0.00	(5,295.00)
6998	ESSER III	0.00	4,727.23	39,496.80	0.00	(39,496.80)	0.00	(39,496.80)
000	DISTRICT WIDE	0.00	548,759.16	4,016,178.96	0.00	(4,016,178.96)	0.00	(4,016,178.96)
01 1100 610 002 002	Grade 2 Materials	0.00	0.00	49.98	0.00	(49.98)	0.00	(49.98)
1100	SALARIES	0.00	0.00	49.98	0.00	(49.98)	0.00	(49.98)
002	SECOND GRADE	0.00	0.00	49.98	0.00	(49.98)	0.00	(49.98)
01 1100 610 002 003	Grade 3 Materials	0.00	0.00	40.00	0.00	(40.00)	0.00	(40.00)
01 1100 640 002 003	Classroom Periodical	0.00	0.00	222.40	0.00	(222.40)	0.00	(222.40)
1100	SALARIES	0.00	0.00	262.40	0.00	(262.40)	0.00	(262.40)
003	THIRD GRADE	0.00	0.00	262.40	0.00	(262.40)	0.00	(262.40)
01 1100 610 002 004	Grade 4 Materials	0.00	0.00	24.45	0.00	(24.45)	0.00	(24.45)
01 1100 640 002 004	Classroom Periodical	0.00	0.00	244.50	0.00	(244.50)	0.00	(244.50)
1100	SALARIES	0.00	0.00	268.95	0.00	(268.95)	0.00	(268.95)
004	FOURTH GRADE	0.00	0.00	268.95	0.00	(268.95)	0.00	(268.95)
01 1100 610 002 005	Grade 5 Materials	0.00	0.00	246.47	0.00	(246.47)	0.00	(246.47)
01 1100 640 002 005	Classroom Periodical	0.00	0.00	286.88	0.00	(286.88)	0.00	(286.88)
1100	SALARIES	0.00	0.00	533.35	0.00	(533.35)	0.00	(533.35)
005	FIFTH GRADE	0.00	0.00	533.35	0.00	(533.35)	0.00	(533.35)
01 1100 610 001 018	Music Materials	0.00	0.00	696.22	0.00	(696.22)	0.00	(696.22)
01 1100 610 002 018	Music Materials	0.00	0.00	211.41	0.00	(211.41)	0.00	(211.41)
01 1100 810 001 018	FEES	0.00	0.00	1,230.00	0.00	(1,230.00)	0.00	(1,230.00)
1100	SALARIES	0.00	0.00	2,137.63	0.00	(2,137.63)	0.00	(2,137.63)
018	MUSIC	0.00	0.00	2,137.63	0.00	(2,137.63)	0.00	(2,137.63)
01 1100 610 002 019	Elem Pe Materials	0.00	0.00	299.62	0.00	(299.62)	0.00	(299.62)

**Expenditure Report by Op. Unit/Function**

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
1100	SALARIES	0.00	0.00	299.62	0.00	(299.62)	0.00	(299.62)
019	ELEM. PE	0.00	0.00	299.62	0.00	(299.62)	0.00	(299.62)
01 1100 610 001 020	Lang Arts Materials	0.00	0.00	420.25	0.00	(420.25)	0.00	(420.25)
1100	SALARIES	0.00	0.00	420.25	0.00	(420.25)	0.00	(420.25)
020	LANGUAGE ARTS	0.00	0.00	420.25	0.00	(420.25)	0.00	(420.25)
01 1100 610 001 022	Materials	0.00	103.00	322.83	0.00	(322.83)	0.00	(322.83)
1100	SALARIES	0.00	103.00	322.83	0.00	(322.83)	0.00	(322.83)
022	SCIENCE	0.00	103.00	322.83	0.00	(322.83)	0.00	(322.83)
01 1100 610 001 025	Instr Materials	0.00	330.00	1,664.02	0.00	(1,664.02)	0.00	(1,664.02)
01 1100 735 001 025	Comp Software Secon	0.00	0.00	535.00	0.00	(535.00)	0.00	(535.00)
1100	SALARIES	0.00	330.00	2,199.02	0.00	(2,199.02)	0.00	(2,199.02)
025	AGRICULTURE	0.00	330.00	2,199.02	0.00	(2,199.02)	0.00	(2,199.02)
01 1100 810 001 026	FEES	0.00	0.00	100.00	0.00	(100.00)	0.00	(100.00)
1100	SALARIES	0.00	0.00	100.00	0.00	(100.00)	0.00	(100.00)
026	BUSINESS	0.00	0.00	100.00	0.00	(100.00)	0.00	(100.00)
01 1100 610 001 027	Secon Art Materials	0.00	0.00	47.37	0.00	(47.37)	0.00	(47.37)
1100	SALARIES	0.00	0.00	47.37	0.00	(47.37)	0.00	(47.37)
027	SECONDARY ART	0.00	0.00	47.37	0.00	(47.37)	0.00	(47.37)
01 1100 431 001 028	REPAIRS & MAINTENANCE - Contracted	0.00	0.00	532.25	0.00	(532.25)	0.00	(532.25)
01 1100 610 001 028	Instr Materials	0.00	0.00	619.44	0.00	(619.44)	0.00	(619.44)
01 1100 810 001 028	Registration	0.00	0.00	230.00	0.00	(230.00)	0.00	(230.00)
01 1100 810 002 028	Student Registration	0.00	0.00	125.00	0.00	(125.00)	0.00	(125.00)
1100	SALARIES	0.00	0.00	1,506.69	0.00	(1,506.69)	0.00	(1,506.69)
028	BAND	0.00	0.00	1,506.69	0.00	(1,506.69)	0.00	(1,506.69)
01 1100 610 001 031	Instruc Materials	0.00	0.00	1,578.78	0.00	(1,578.78)	0.00	(1,578.78)
1100	SALARIES	0.00	0.00	1,578.78	0.00	(1,578.78)	0.00	(1,578.78)
031	INDUSTRIAL ARTS	0.00	0.00	1,578.78	0.00	(1,578.78)	0.00	(1,578.78)
01 1100 610 001 032	Foreign Lang Mater	0.00	0.00	489.73	0.00	(489.73)	0.00	(489.73)
1100	SALARIES	0.00	0.00	489.73	0.00	(489.73)	0.00	(489.73)
032	FOREIGN LANGUAGE	0.00	0.00	489.73	0.00	(489.73)	0.00	(489.73)
01 2161 320 001 601	PROFESSIONAL ED SERVICES	0.00	376.95	1,647.17	0.00	(1,647.17)	0.00	(1,647.17)
2161	OCCUPATIONAL THERAPY-SPED SCHOOL AGE	0.00	376.95	1,647.17	0.00	(1,647.17)	0.00	(1,647.17)
601	OT Services	0.00	376.95	1,647.17	0.00	(1,647.17)	0.00	(1,647.17)
01 2151 320 001 602	PROFESSIONAL ED SERVICES	0.00	692.64	2,841.93	0.00	(2,841.93)	0.00	(2,841.93)
01 2151 591 001 602	Speech Therapy	0.00	0.00	21,172.65	0.00	(21,172.65)	0.00	(21,172.65)
01 2151 591 002 602	Speech Therapy Elem	0.00	0.00	77,776.17	0.00	(77,776.17)	0.00	(77,776.17)
2151	SPEECH PATH/AUDIOLOGY-SPED School Age	0.00	692.64	101,790.75	0.00	(101,790.75)	0.00	(101,790.75)
01 2152 591 002 602	PRE SCHL SPEECH (3-5)	0.00	0.00	14,157.07	0.00	(14,157.07)	0.00	(14,157.07)
2152	SPEECH PATH/AUDIOLOGY-SPED Ages 3-5	0.00	0.00	14,157.07	0.00	(14,157.07)	0.00	(14,157.07)
01 2153 591 002 602	SPEECH (0-2)	0.00	0.00	2,296.41	0.00	(2,296.41)	0.00	(2,296.41)
2153	SPEECH PATH/AUDIOLOGY-SPED Ages 0-2	0.00	0.00	2,296.41	0.00	(2,296.41)	0.00	(2,296.41)
602	Speech	0.00	692.64	118,244.23	0.00	(118,244.23)	0.00	(118,244.23)
01 1291 591 002 603	PRE SPED Supervision (3-5)	0.00	283.50	2,157.65	0.00	(2,157.65)	0.00	(2,157.65)
1291	SPED AGES 3-5	0.00	283.50	2,157.65	0.00	(2,157.65)	0.00	(2,157.65)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1292 591 002 603	Pre Sped Services (0-2)	0.00	283.49	2,157.64	0.00	(2,157.64)	0.00	(2,157.64)
1292	SPED AGES 0-2	0.00	283.49	2,157.64	0.00	(2,157.64)	0.00	(2,157.64)
603	Sped Super	0.00	566.99	4,315.29	0.00	(4,315.29)	0.00	(4,315.29)
01 2151 591 001 604	ESU SERVICES-Deaf Ed Sec.	0.00	0.00	2,655.12	0.00	(2,655.12)	0.00	(2,655.12)
01 2151 591 002 604	Deaf Ed Sped Elem.	0.00	856.52	3,511.64	0.00	(3,511.64)	0.00	(3,511.64)
2151	SPEECH PATH/AUDIOLOGY-SPED School Age	0.00	856.52	6,166.76	0.00	(6,166.76)	0.00	(6,166.76)
604	Deaf Ed	0.00	856.52	6,166.76	0.00	(6,166.76)	0.00	(6,166.76)
01 2181 591 002 605	VISION	0.00	359.49	2,364.68	0.00	(2,364.68)	0.00	(2,364.68)
2181	VISUALLY IMPAIRED:SPED SCHOOL AGE	0.00	359.49	2,364.68	0.00	(2,364.68)	0.00	(2,364.68)
605	Vision	0.00	359.49	2,364.68	0.00	(2,364.68)	0.00	(2,364.68)
01 2141 591 001 606	SCHOOL PSYCH	0.00	1,453.73	11,209.80	0.00	(11,209.80)	0.00	(11,209.80)
01 2141 591 002 606	Diagnostic Testing (School Psych)	0.00	1,453.73	11,209.80	0.00	(11,209.80)	0.00	(11,209.80)
2141	PSYCHOLOGICAL SERVICES: SPED SCHOOL AGE	0.00	2,907.46	22,419.60	0.00	(22,419.60)	0.00	(22,419.60)
01 2142 591 002 606	PSYCH SERVICES SPED 3-5	0.00	363.43	2,802.47	0.00	(2,802.47)	0.00	(2,802.47)
2142	PSYCHOLOGICAL SERVICES: SPED 3-5	0.00	363.43	2,802.47	0.00	(2,802.47)	0.00	(2,802.47)
01 2143 591 002 606	PSYC SERVICES SPED 0-2	0.00	363.43	2,802.47	0.00	(2,802.47)	0.00	(2,802.47)
2143	PSYCHOLOGICAL SERVICES: SPED 0-2	0.00	363.43	2,802.47	0.00	(2,802.47)	0.00	(2,802.47)
606	D/E Psychological	0.00	3,634.32	28,024.54	0.00	(28,024.54)	0.00	(28,024.54)
01 2151 591 001 607	Audiology Secon	0.00	3,048.80	3,470.52	0.00	(3,470.52)	0.00	(3,470.52)
01 2151 591 002 607	Audiology Elem	0.00	12,008.02	12,429.74	0.00	(12,429.74)	0.00	(12,429.74)
2151	SPEECH PATH/AUDIOLOGY-SPED School Age	0.00	15,056.82	15,900.26	0.00	(15,900.26)	0.00	(15,900.26)
01 2152 591 002 607	AUDIOLOGY SPED 3-5	0.00	1,892.77	1,998.18	0.00	(1,998.18)	0.00	(1,998.18)
2152	SPEECH PATH/AUDIOLOGY-SPED Ages 3-5	0.00	1,892.77	1,998.18	0.00	(1,998.18)	0.00	(1,998.18)
01 2153 591 002 607	AUDIOLOGY SPED 0-2	0.00	271.57	376.98	0.00	(376.98)	0.00	(376.98)
2153	SPEECH PATH/AUDIOLOGY-SPED Ages 0-2	0.00	271.57	376.98	0.00	(376.98)	0.00	(376.98)
607	Audiology	0.00	17,221.16	18,275.42	0.00	(18,275.42)	0.00	(18,275.42)
01 1200 591 000 608	Vocational	0.00	201.19	1,566.67	0.00	(1,566.67)	0.00	(1,566.67)
1200	SPEDICAL ED School Age	0.00	201.19	1,566.67	0.00	(1,566.67)	0.00	(1,566.67)
608	VOCATIONAL	0.00	201.19	1,566.67	0.00	(1,566.67)	0.00	(1,566.67)
01	General	0.00	573,101.42	4,207,000.32	0.00	(4,207,000.32)	0.00	(4,207,000.32)

**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	573,101.42	4,207,000.32	0.00	(4,207,000.32)	0.00	(4,207,000.32)

**Ravenna Public Schools**  
**GENERAL FUND**  
**Ending February 28th, 2023**

**Beginning Balance:** **\$625,371.69**

**Receipts:**

Tax Collection (Buffalo)	\$270,842.94
Tax Collection (Sherman)	\$100,559.18
State of NE Sped	\$72,672.00
State Apportionment	\$65,510.03
Title II	\$24,399.00
City of Ravenna	
ESSERS III	
Distance Learning	
ESU 10	\$3,265.77
Sale of Prop/Equip.	\$20.00
Medicaid (MAC)	
State Aid	\$3,833.00
State of NE (MIPS)	
Insurance	
Other	\$118.60
Interest	\$582.80

**Total Receipts:** **\$541,803.32**

**Disbursements:**

Board Bills (Feb.) \$554,489.64

\$554,489.64

**Ending Balance:** **\$612,685.37**

**Cash on Hand:** **\$612,685.37**

Outstanding checks \$88,475.39

**Bank Balance:** \$701,160.76

**Investments:** **\$2,175,183.88**

**Accounted for as Follows:**

**General Fund**

General Fund Checking \$612,685.37

CD #xxx311 \$2,012,709.04

CD # 70099 (9 mo) \$162,474.84

**Total Available:** **\$2,787,869.25** **\$2,787,869.25**

Revenue Detail

Account Number	Account Description	Budget	Month to Date	Year to Date
8	Revenue			
01 1100 1000	District Taxes - Buffalo	0.00	89,013.11	1,875,654.83
01 1100 1100	District Taxes - Sherman	0.00	43,772.88	565,455.74
01 1115 1000	Carline-Buffalo	0.00	0.00	1,335.41
01 1115 1100	Carline - Sherman	0.00	0.00	383.88
01 1120 1000	Public Power Tax - Buffalo	0.00	0.00	0.00
01 1120 1100	Public Power Tax - Sherman	0.00	0.00	0.00
01 1125 1000	Motor Vehicle Taxes - Buffalo	0.00	31,512.81	107,611.15
01 1125 1100	Motor Vehicle Taxes - Sherman	0.00	5,110.25	19,776.33
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	3,300.00
01 1323	Tuit Sp Ed Oth Dist.	0.00	0.00	0.00
01 1410	Trans. Individual	0.00	0.00	0.00
01 1411	Trans Sp Ed Individ.	0.00	0.00	0.00
01 1421	Trans. Other Dist.	0.00	0.00	0.00
01 1423	Trans Sp Ed Oth Dist	0.00	0.00	0.00
01 1510	Interest On Invest.	0.00	582.80	1,768.15
01 1701	Bond Fund Transfer	0.00	0.00	0.00
01 1740	Fees	0.00	0.00	0.00
01 1742	PostSecondary Fees	0.00	0.00	0.00
01 1790	Driver's Ed	0.00	0.00	0.00
01 1800	KEARNEY FOUND YC	0.00	0.00	0.00
01 1900	AUTISM ACTION PARTNERSHIP	0.00	0.00	0.00
01 1910	RENTAL OF SCHOOL EQUIPMENT & FACILITIES	0.00	50.00	550.00
01 1911	Local License Fees	0.00	0.00	1,060.00
01 1920	CONTRIBUTIONS & DONATIONS	0.00	0.00	0.00
01 1921	Police Court Fines	0.00	0.00	0.00
01 1925	Tobacco Grant	0.00	0.00	0.00
01 2110 1000	Buffalo Co Fines-lic	0.00	1,431.57	10,198.68
01 2110 1100	Sherm Fines-license	0.00	68.96	818.98
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	3,265.77	3,390.77
01 3110	State Aid	0.00	3,833.00	22,998.00
01 3120	Spec. Ed Programs	0.00	72,672.00	207,642.00
01 3125	Special Ed Transpor.	0.00	0.00	0.00
01 3130 1000	Homestead Exemption - Buffalo	0.00	0.00	0.00
01 3130 1100	Sherm Homestead Ex	0.00	0.00	0.00
01 3131	PROPERTY TAX CREDIT	0.00	200,492.54	200,492.54
01 3132	PERSONAL PROPERTY TAX CREDIT	0.00	0.00	0.00
01 3134	PERSONAL PROPERTY TAX CREDIT-RR & PSE	0.00	0.00	0.00
01 3170	State Vocational	0.00	0.00	0.00
01 3180 1000	Pro-rata Motor Veh.Buffalo	0.00	0.00	2,703.74
01 3180 1100	Sher Pro Rat Moto V	0.00	0.00	614.77
01 3400	State Apportionment	0.00	65,510.03	65,510.03
01 3500	Other State Categorical Programs	0.00	0.00	0.00

Revenue Detail

Account Number	Account Description	Budget	Month to Date	Year to Date
01 3512	DIST ED INCENTIVE	0.00	0.00	4,307.40
01 3535	High Abilt Learners	0.00	0.00	4,743.00
01 3550	School Tech Fund	0.00	0.00	0.00
01 3570	Teacher Evaluation	0.00	0.00	0.00
01 3990	Other State Funds	0.00	0.00	0.00
01 4100	Title 1 Carry Over	0.00	0.00	0.00
01 4105	UNIVERSAL SERVICE FUND (E-RATE)	0.00	0.00	0.00
01 4311	Title VI Past Year	0.00	0.00	0.00
01 4312	Title VI Current	0.00	0.00	0.00
01 4315	Title V	0.00	0.00	0.00
01 4325	Title IIA Class Size Reduction	0.00	0.00	0.00
01 4401	IDEA PRESCHOOL	0.00	0.00	0.00
01 4402	Preschool Travel	0.00	0.00	0.00
01 4403	Spec Ed Medicaid	0.00	0.00	0.00
01 4505	Title 1 Current	0.00	0.00	57,382.00
01 4506	Title 1 NCLB	0.00	0.00	0.00
01 4509	TITLE II, PART A NCLB TCHR QULTY GRANTS	0.00	24,399.00	24,399.00
01 4511	REAP GRANT	0.00	0.00	0.00
01 4512	IDEA Base	0.00	0.00	0.00
01 4516	IDEA Pre-school Handicapp	0.00	0.00	0.00
01 4518	IDEA Part B (611) Base & EP	0.00	0.00	0.00
01 4519	IDEA E-P	0.00	0.00	0.00
01 4524	OTHER FEDERAL NON-CATEGORICAL RECEIPTS	0.00	0.00	6,841.71
01 4525	Fed. Vocational	0.00	0.00	0.00
01 4530	Other Federal Categ. Receipts	0.00	0.00	24,000.00
01 4580	EDUCATION JOB MONEY	0.00	0.00	0.00
01 4599	ARRA STATE AID	0.00	0.00	0.00
01 4708	Medicaid in Public School (MIPS)	0.00	0.00	1,784.42
01 4709	Medicaid Administrative Activities	0.00	0.00	4,716.64
01 4900	Other Fed. Non-cat	0.00	0.00	23,594.83
01 4969	Title IV, Part A	0.00	0.00	0.00
01 4996	CARES Act	0.00	0.00	0.00
01 4997	ESSER II	0.00	0.00	34,846.00
01 4998	ESSER III	0.00	0.00	72,950.00
01 5200	From Other Funds	0.00	0.00	0.00
01 5300	Sale Of Prop & Equip	0.00	20.00	274.00
01 5301	Insurance Adjustment	0.00	0.00	67,650.75
01 5690	Other Non-revenue	0.00	68.60	8,234.89
01 9000	Non-program Receipts	0.00	0.00	12,558.76
01 9004	Interfund from QCPUF	0.00	0.00	0.00
01 9100	NE ST REVENUE	0.00	0.00	0.00
01 9200	Interlocal Agreement	0.00	0.00	0.00
01	General	0.00	541,803.32	3,439,548.40
8	Revenue	0.00	541,803.32	3,439,548.40

BIMBO BAKERIES USA, INC.  
 PO BOX 412678  
 BOSTON, MASSACHUSETTS, 02241

\*\*\* SUSPENDED INVOICE \*\*\* NOT FINAL \*\*\*

SDD: 2/6/2023 5:01:25 AM  
 54-3337  
 1375  
 GRD ISLND NE RSP

54-000001438-04  
 CDB# 204867  
 CUST# 204867-1  
 RAVENNA PUBLIC SCHOOLS  
 41750 CARTAGE RD  
 RAVENNA, NE  
 68869

INVOICE# 54333790002390  
 PO#:  
 10DSO#:  
 PAY TERM: NET 7  
 VENDOR#:  
 CONTRACT#:  
 DODAAC#:  
 CLIN#:

RAVENNA PUBLIC SCHOOLS 10-0069

\*\*\* DELIVERIES \*\*\*

UPC	ITEM No		QTY	SUGG RETAIL	RETAIL AMOUNT	PRICE	WHOLESALE AMOUNT
72945-60134	002773	SL WW RTBRD 20Z	25			3.1000	77.50
78700-80021	003447	FS HWGW 4"HAM 12P26Z	31			3.3600	104.16
78700-80070	004266	FS HWGW 6"HOT 16P34Z	24			4.4700	107.28

TICKET

TOTALS

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 80  
 =====

=====  
 288.94  
 =====

THANK YOU

*Do 3/100 630000*  
*B. J. D. J.*  
*3.6.23*

SIGNATURE / STORE STAMP

*se*

*2-6-23*

BIMBO Bakeries USA, INC.  
 PO BOX 412678  
 BOSTON, MASSACHUSETTS, 02241

\*\*\*SUSPENDED INVOICE \*\*\* NOT FINAL \*\*\*

SDD: 2/13/2023 5:07:22 AM  
 54-3337  
 1375  
 GRD ISLND NE RSP

54-00001438-04  
 CDB# 204867  
 CUST# 204867-1  
 RAVENNA PUBLIC SCHOOLS  
 41750 CARTAGE RD  
 RAVENNA, NE  
 68869

INVOICE# 54333790002448  
 PO#:  
 10DSD#:  
 PAY TERM: NET 7  
 VENDOR#:  
 CONTRACT#:  
 DODAAC#:  
 CLIN#:

RAVENNA PUBLIC SCHOOLS 10-0069

\*\*\*DELIVERIES\*\*\*

UPC	ITEM No		SUGG RETAIL	RETAIL AMOUNT	WHOLESALE PRICE	WHOLESALE AMOUNT
72945-60134	002773	SL WW RTBRD 20Z	15		3.1000	46.50
78700-80021	003447	FS MWGW 4"HAM 12P26Z	20		3.3600	67.20
78700-80078	006055	FS MWGW 6"SUB RL24P	3		6.7000	20.10

TICKET

TOTALS

=====  
 38  
 =====

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 133.80  
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THANK YOU

*B. J. D. J.*  
 SIGNATURE / STORE STAMP  
 3-6-23

063100630000

*Je*  
 2-16-23

BIMBO BAKERIES USA, INC.  
 PO BOX 412678  
 BOSTON, MASSACHUSETTS, 02241

\*\*\* SUSPENDED INVOICE \*\*\* NOT FINAL \*\*\*

SDD: 2/20/2023 4:54:08 AM  
 54-3337  
 1375  
 GRD ISLND NE RSP

54-000001438-04  
 CDB# 204867  
 CUST# 204867-1  
 RAVENNA PUBLIC SCHOOLS  
 41750 CARTAGE RD  
 RAVENNA, NE  
 68869

INVOICE# 54333790002506  
 PO#:  
 10DSD#:  
 PAY TERM: NET 7  
 VENDOR#:  
 CONTRACT#:  
 DODAAC#:  
 CLIN#:

RAVENNA PUBLIC SCHOOLS 10-0069

\*\*\* DELIVERIES \*\*\*

UPC	ITEM No		SUGG RETAIL	RETAIL AMOUNT	WHOLESALE PRICE	WHOLESALE AMOUNT
72945-60134	002773	SL WW RTBRD 20Z	40		3.1000	124.00
78700-80021	003447	FS WWGW 4"HAM 12P26Z	35		3.3600	117.60
78700-80078	006055	FS WWGW 6"SUB RL24P	4		6.7000	26.80
		TICKET	TOTALS	79		268.40

THANK YOU

06 3/00 630 ood  
 B. J. D. J.  
 3-6-23

SIGNATURE / STORE STAMP

2-20-23

BIMBO BAKERIES USA, INC.  
PO BOX 412678  
BOSTON, MASSACHUSETTS, 02241

\*\*\* SUSPENDED INVOICE \*\*\*  
SDD: 2/27/2023 7:37:55 AM  
54-3337  
1375  
GRD ISLND NE RSP

\*\*\* NOT FINAL \*\*\*  
54-00001438-04  
CDB# 204867  
CUST# 204867-1  
RAVENNA PUBLIC SCHOOLS  
41750 CARTAGE RD  
RAVENNA, NE  
68869

INVOICE# 54333790002570  
PO#:  
10DSD#:  
PAY TERM: NET 7  
VENDOR#:  
CONTRACT#:  
DODAAC#:  
CLIN#:

RAVENNA PUBLIC SCHOOLS 10-0069

\*\* DELIVERIES \*\*

BIMBO BAKERIES USA, INC.  
PO BOX 412678  
BOSTON, MASSACHUSETTS, 02241

SDD: 2/27/2023 7:37:55 AM  
54-3337  
1375  
GRD ISLND NE RSP

54-00001438-04  
CDB# 204867  
CUST# 204867-1  
RAVENNA PUBLIC SCHOOLS  
41750 CARTAGE RD  
RAVENNA, NE  
68869

INVOICE# 54333790002570  
PO#:  
10DSD#:  
PAY TERM: NET 7  
VENDOR#:  
CONTRACT#:  
DODAAC#:  
CLIN#:

RAVENNA PUBLIC SCHOOLS 10-0069

\*\* DELIVERIES \*\*

UPC	ITEM No	QTY	SUGG RETAIL	RETAIL AMOUNT	WHOLESALE PRICE	WHOLESALE AMOUNT
78700-41041	005662 FS WHI 4" HAM 12P24Z	30			3.4900	104.70

TICKET	TOTALS	==== 30 =====	===== 104.70 =====
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THANK YOU

*Bob 3/150 630 000*  
*B J D J*  
*3.6.23*

SIGNATURE / STORE STAMP

54333790002570

2/27/2023-10470

*RSR*

*Joe*  
*2.29-23*

CUSTOMER SIGNATURE



**Cash-Wa Distributing**  
www.cashwa.com

PO Box 309  
Kearney NE 68848-0309

(800) 652-0010

(308) 237-3151

**126490**

**P13685899**



Route:

Customer Copy

Invoice: P13685899  
Date: 02-03-2023  
Rep: 72 DAVID H  
Whse: K

ShipTo#: 126490

Bill To#: 126490

RAVENNA SCHOOL LUNCH  
41750 CARTHAGE RD  
RAVENNA, NE 68869  
308-452-3249

RAVENNA SCHOOL LUNCH  
PO BOX 8400  
RAVENNA, NE 68869

Terms: 20TH OF THE MONTH

Due: 03-21-2023

Ord	Qty	U/M	Pack	Description		Item #	Price	Code	Total
TODAY AT 11:15 ALL SHORTAGES MUST BE REPORTED IMMEDIATE									
1	1	SKU	1 cs	CUCUMBERS SUPER SELECT 24CT	14-029-1	CLR 180255	29.52		29.52
2	2	SKU	12 10 oz	TOMATOES FRESH GRAPE	15-069-1	CLR 180356	31.30		62.60
<i>063100 630000</i>									
<i>B. J. D. J. 3-6-23</i>									


TAX      AMOUNT DUE

0.00      92.12


CLR			
3/0			

CASH \_\_\_\_\_  
 CHECK (#) \_\_\_\_\_  
AMOUNT \_\_\_\_\_

*le 2.3.23*

Customer Received By

\_\_\_\_\_  
Drivers initials

CUSTOMER PICKUP





PO Box 309  
Kearney NE 68848-0309

(800) 652-0010

(308) 237-3151



Route: 317  
**5**

Customer Copy

Invoice: 13687636  
Date: 02-07-2023  
Rep: 72 DAVID H  
Whse: K

**126490**

**13687636**

ShipTo#: 126490

Bill To#: 126490

RAVENNA SCHOOL LUNCH  
41750 CARTHAGE RD  
RAVENNA, NE 68869  
308-452-3249

RAVENNA SCHOOL LUNCH  
PO BOX 8400

RAVENNA, NE 68869

Terms: 20TH OF THE MONTH

Due: 03-21-2023

Ord	Qty	U/M	Pack	Description	Item #	Price	Code	Total
ALL SHORTAGES MUST BE REPORTED IMMEDIATE								
3	3	SKU	6 #10	BEANS GREEN CUT 4 SIEVE BL FCY	SUNSOURCE DRY 43221	39.79		119.37
1	1	SKU	6 #10	CORN CUT WK FCY	SUNSOURCE DRY 43500	41.76		41.76
2	2	SKU	6 #10	BEANS PORK & BEANS	SUNSOURCE DRY 43390	47.68		95.36
1	1	EA	1 1 gal	DRESSING FRENCH ROYAL OTT'S 1471	OTT'S DRY 47873	14.66		14.66
1	1	SKU	24 10 oz	JUICE ORANGE 100% SMS FL NAT 15033	FLORIDA'S DRY 46075	32.00		32.00
4	4	SKU	36 4 oz	FRUIT BOWL DOLE TROPICAL SMS 4OZ 03048	DOLE DRY 40355	26.56		106.24
4	4	SKU	36 4 oz	FRUIT BOWL PINEAPPLE TIDBITS JUICE SMS 0	DOLE DRY 46935	18.83		75.32
4	4	SKU	36 4 oz	FRUIT BOWL MANDARIN IN JUICE SMS 04208	DOLE DRY 46622	24.15		96.60
1	1	SKU	1000 ct	PAN LINER 16x24 BAKING NATURAL > 030025	BAGCRAFT DRY 82122	75.76		75.76
1	1	SKU	1 2000 ct	PAN LINER 12x16 HALF BAKING 030005 QUILL	BAGCRAFT DRY 82121	79.51		79.51
1	1	SKU*	20 125 ct	CUP PORTION PLAS 5.5oz TRANSL PC550-CO	COMPANION DRY 87124	127.05		127.05
1	1	SKU	80 1.41 oz	RICE KRISPIE TREAT BAR WGR SMS 11052	KELLOGGS DRY 42699	41.74		41.74
1	0	SKU	72.5 oz	POPCORN WHITE CHED RF WGR SMS SMARTFOOD	FRITO LAY DRY 29468	36.15		0.00
-Manufacturer Out of Stock								
1	1	SKU	20 50 ct	CUP PLAS 7oz CLEAR PET KC7	FABRI-KAL DRY 88053	84.64		84.64
1	1	EA	1 1 gal	MOLASSES GRANDMA UNSULPH	GRANDMA DRY 47734	16.54		16.54
1	1	SKU	12 2 oz	DRINK MIX S/F LEMONADE 50762	HIGHLAND DRY 40287	45.80		45.80
1	1	SKU	2 12# avg	HAM BUFFET SUPREME SMKD FLAT 12024	HORMEL CLR 61264	3.71		87.70
23.64								
3	3	SKU	90 2.5 oz	BEEF PC PATTY CHAR 2.5oz CN 155-525-0 @	ADVANCE FRZ 54632	64.01		192.03
1	1	SKU	120 ct	COOKIE CONFET CAKE FILL FROST IW SMS WGR	RICH FRZ 501353	64.60		64.60
2	2	SKU	6 6.5 lb	STRAWBERRIES SLICED 4+1 FRZ SIMPLOT	SIMPLOT FRZ 57171	98.94		197.88
3	3	SKU	160 2.5 oz	ROLL DOUGH DINNER PROOF N BAKE WGR 13918	RICH'S FRZ 500989	46.47		139.41
3	3	SKU	72 4 oz	CORN DOG CHIC LF LO SOD CN WGR 95150	FOSTER FA FRZ 55077	52.86		158.58
3	3	SKU	157 3.05 oz	CHIC FC BRST PATTY CN WGR 3.05oz 665400	GOLD KIST FRZ 502687	134.87		404.61
4	4	SKU	24 3 oz	TORNADO BRKFST SAUS/EGG/CHSE 86859 >	RUIZ FRZ 56640	24.51		98.04

*B. D. J.*  
3-6-23

HGBPIE





Cash-Wa Distributing  
www.cashwa.com

PO Box 309  
Kearney NE 68848-0309

(800) 652-0010 (308) 237-3151

126490

13687636



Route: 317

5

Customer Copy

Invoice: 13687636  
Date: 02-07-2023  
Rep: 72 DAVID H  
Whse: K

ShipTo#: 126490

Bill To#: 126490

RAVENNA SCHOOL LUNCH  
41750 CARTHAGE RD  
RAVENNA, NE 68869  
308-452-3249

RAVENNA SCHOOL LUNCH  
PO BOX 8400

RAVENNA, NE 68869

Terms: 20TH OF THE MONTH

Due: 03-21-2023

Ord	Qty	U/M	Pack	Description	Item #	Price	Code	Total
1	1	SKU	72 4 oz	ICE CREAM CUP VANILLA 4oz ROBERTS HILAND	FRZ 57410	40.22		40.22
1	0	SKU	492.97 oz	BEEF PC CNTRY FRY STK FING BRD WGR CN 10 TYSON	FRZ 58188	133.30		0.00
1	0	SKU	492.97 oz	BEEF PC CNTRY FRY STK FING BRD WGR CN 10 TYSON	FRZ 58188	133.30		0.00
6	6	SKU	72 3.45 oz	CRISPITO PC CHICK CHILI WGR CN 24569 TYSON	FRZ 54315	58.98		353.88
1	1	SKU	72 2 oz	MUFFIN DBL CHOC CHIP IW WGR SMS 10145 OTIS SPUN	FRZ 54326	37.12		37.12
1	1	SKU	72 2 oz	BAGEL WHITE WGR SMS LENDER'S 00074 LENDERS	FRZ 55049	34.35		34.35
<p>063100 630 000 2493.84</p> <p>063100 60 000 366.91</p> <p>B. J. D. J.</p> <p>3-6-23</p>								

DRY	CLR	FRZ	
25/2	1/0	28/0	

TAX AMOUNT DUE

0.00

2,860.77

CASH \_\_\_\_\_

CHECK (#) \_\_\_\_\_

AMOUNT \_\_\_\_\_

Le SIGN 2-7-23

Customer Received By

\_\_\_\_\_  
Drivers initials

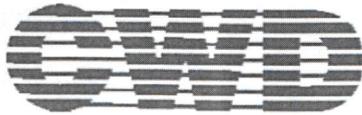
HGBPIE



REGULAR ORDER

doug.vollmer 02-07-2023 05:20

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Cash-Wa Distributing  
www.cashwa.com

PO Box 309  
Kearney NE 68848-0309

(800) 652-0010

(308) 237-3151



Route: 317

5

Customer Copy

Invoice: 13696669  
Date: 02-14-2023  
Rep: 72 DAVID H  
Whse: K

126490

13696669

ShipTo#: 126490

Bill To#: 126490

RAVENNA SCHOOL LUNCH  
41750 CARTHAGE RD  
RAVENNA, NE 68869  
308-452-3249

RAVENNA SCHOOL LUNCH  
PO BOX 8400

RAVENNA, NE 68869

Terms: 20TH OF THE MONTH

Due: 03-21-2023

Ord	Qty	U/M	Pack	Description	Item #	Price	Code	Total
ALL SHORTAGES MUST BE REPORTED IMMEDIATE								
1	1	SKU*	4 1 gal	DRESSING FRENCH ROYAL OTT'S 1471	OTT'S DRY 47873	56.83		56.83
2	2	SKU	8 25 ct	CAN LNR 60g 16mic 38x60 NAT 12073 89006	COMPANION DRY 88412	55.97		111.94
6	6	SKU	44 1.4 oz	CHIPS DORITO NACHO WALKING TACO WGR R/F	FRITO LAY DRY 30358	32.10		192.60
4	4	SKU	10 lb	POLLOCK AK STICKS 160ct PC WGR CN ONCE F	TRIDENT FRZ 501325	59.81		239.24
1	1	SKU	6 5 lb	SAUCE ALFREDO REDUCED FAT 5722	JTM FOOD FRZ 500707	71.09		71.09

063100 630 000 571.51  
 063100 610 000 111.94  
 B. J. D. J.  
 3-6-23



DRY	FRZ		
9/0	5/0		

CASH \_\_\_\_\_  
 CHECK (#) \_\_\_\_\_  
 AMOUNT \_\_\_\_\_

DELIVERY FEE TAX AMOUNT DUE

11.75	0.00	683.45
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*Se* 2.14.23

Customer Received By

\_\_\_\_\_  
 Drivers initials

HGBPIE



REGULAR ORDER

tonyg 02-14-2023 04:58:52



Cash-Wa Distributing  
www.cashwa.com

PO Box 309  
Kearney NE 68848-0309

(800) 652-0010

(308) 237-3151



Route: 317

**5**

Customer Copy

Invoice: 13703512  
Date: 02-21-2023  
Rep: 72 DAVID H  
Whse: K

**126490**

**13703512**

ShipTo#: 126490

Bill To#: 126490

RAVENNA SCHOOL LUNCH  
41750 CARTHAGE RD  
RAVENNA, NE 68869  
308-452-3249

RAVENNA SCHOOL LUNCH  
PO BOX 8400

RAVENNA, NE 68869

Terms: 20TH OF THE MONTH

Due: 03-21-2023

Ord	Qty	U/M	Pack	Description	Item #	Price	Code	Total
ALL SHORTAGES MUST BE REPORTED IMMEDIATE								
1	1	SKU	12 oz	SAUCE TABASCO (1-12oz) CHEF SZ	MCILHENNY CNP 41620	7.92		7.92
3	3	SKU	1 36 ct	TEASPOON WINDSOR 7201	WALCO CST 644551	10.43		31.29
3	3	SKU	1 24 ct	FORK DINNER WINDSOR 7205	WALCO CST 644552	11.08		33.24
3	3	SKU	6 #10	PEAR SLICED LS CHO	SUNSOURCE DRY 45590	65.03		195.09
3	3	SKU	6 #10	PINEAPPLE CHUNK HS 00465 DOLE	DOLE DRY 46146	67.17		201.51
1	1	SKU	8 16 oz	SAUCE MIX ALFREDO TRIO 38502 >	NESTLE DRY 41766	108.60		108.60
1	1	SKU	6000 ct	NAPK XPRESSNAP 13x8.5 NAT DX906E 1ply	TORK DRY 80345	55.44		55.44
1	1	SKU*	20 125 ct	CUP PORTION PLAS 5.5oz TRANSL PC550-CO	COMPANION DRY 87124	127.05		127.05
1	1	SKU	96 1 oz	CEREAL BOWL CINN TST CRUNCH WGR 11815 @	GENERAL M DRY 42385	52.04		52.04
1	1	SKU	104 1 oz	CHIPS DORITO COOL RANCH FRITO	FRITO LAY DRY 25570	52.23		52.23
1	1	SKU	6 14 oz	GRAVY MIX CHICKEN LO SOD WGR 212645	PIONEER DRY 42053	40.41		40.41
1	1	SKU	6 29 oz	SAUCE MIX CHEESE NACHO 94331	PIONEER DRY 41859	72.02		72.02
1	1	SKU	6 5 lb	CHEESE AMER SLC YLW 160CT 46255	LAND O LA CLR 60598	107.59		107.59
1	1	SKU	5 lb	ONIONS FRESH WHITE 5LB	CH ROBINS CLR 780282	9.93		9.93
1	1	SKU	5 lb	ONIONS FRESH RED	CAPITAL C CLR 780289	11.23		11.23
1	1	SKU	96 4 oz	JUICE APPLE 100% CUP 41381 SMS	COUNTRY P FRZ 58105	18.93		18.93
1	1	SKU	96 4 oz	JUICE ORANGE 100% CUP 41380 SMS	COUNTRY P FRZ 58088	20.61		20.61
1	1	SKU	96 4 oz	JUICE GRAPE 100% CUP 41382 SMS	COUNTRY P FRZ 58176	21.90		21.90
1	1	SKU	2/5 lb	PIZZA TOP PORK PC BREAKFAST CRUM 39113	HORMEL FRZ 52986	41.81		41.81
5	5	SKU	24 2.9 oz	ROLLERBITES SAUS EGG CHEESE 012006405	HOME MARK FRZ 56835	31.54		157.70
2	2	SKU	492 .97 oz	BEEF PC CNTRY FRY STK FING BRD WGR CN 10	TYSON FRZ 58188	133.30		266.60
2	2	SKU	72 2.6 oz	PANCAKE STRAWBERRY 2pk WGR 1702	BAKE CRAF FRZ 503057	53.18		106.36

06 3100 630 000 1504.23  
06 3100 610 000 247.02

CNP	CST		
1/0	6/0		
DRY	CLR	FRZ	
13/0	3/0	13/0	

*B. J. D. J.*  
3-6-23

DELIVERY FEE	TAX	AMOUNT DUE
11.75	0.00	1,751.25

CASH  
 CHECK (#)  
AMOUNT

*Le* SIGN HERE 2-21-23

Customer Received By

Drivers initials





Cash-Wa Distributing  
www.cashwa.com

PO Box 309  
Kearney NE 68848-0309

(800) 652-0010

(308) 237-3151

126490

13711267

ShipTo#: 126490

Bill To#: 126490

RAVENNA SCHOOL LUNCH  
41750 CARTHAGE RD  
RAVENNA, NE 68869  
308-452-3249

RAVENNA SCHOOL LUNCH  
PO BOX 8400

RAVENNA, NE 68869

Terms: 20TH OF THE MONTH

Due: 03-21-2023



Route: 317

5

Customer Copy

Invoice: 13711267  
Date: 02-28-2023  
Rep: 72 DAVID H  
Whse: K

Ord	Qty	U/M	Pack	Description	Item #	Price	Code	Total
ALL SHORTAGES MUST BE REPORTED IMMEDIATE								
2	2	SKU	200 12 gm	MAYO IND POUCH 5317 @ HEINZ	DRY 41512	21.11		42.22
2	2	SKU	1 25 lb	RICE DRY WHITE PAR BOILED R1HM259Z0 HIGHLAND	DRY 48971	23.79		47.58
2	2	SKU	6 30 oz	BEANS REFRIED SMOOTH SANTIAGO 82948 > BASIC AME	DRY 43367	45.81		91.62
1	1	SKU	20 50 ct	CUP PLAS 7oz CLEAR PET KC7 FABRI-KAL	DRY 88053	84.64		84.64
2	2	EA	1 5#	SOUR CREAM PLAIN HILAND 9224 HILAND	CLR 66482	8.49		16.98
1	1	SKU	100 .75 oz	CHEESE CREAM STRAWBERRY IND 0130001 RASKAS	CLR 60648	26.22		26.22
2	2	SKU	12 10 oz	TOMATOES FRESH GRAPE PROMARK	CLR 180356	31.30		62.60
1	1	SKU	96 4 oz	JUICE APPLE 100% CUP 41381 SMS COUNTRY P	FRZ 58105	18.93		18.93
1	1	SKU	96 4 oz	JUICE ORANGE 100% CUP 41380 SMS COUNTRY P	FRZ 58088	20.61		20.61
3	3	SKU	160 2.5 oz	ROLL DOUGH DINNER PROOF N BAKE WGR 13918 RICH'S	FRZ 500989	46.47		139.41
2	2	SKU	24 3 oz	TORNADO FRENCH TOAST SAUS BRKFST > RUIZ	FRZ 56645	27.37		54.74
2	2	SKU	157 3.05 oz	CHIC FC BRST PATTY CN WGR 3.05oz 665400 GOLD KIST	FRZ 502687	134.87		269.74
3	3	SKU	24 3 oz	TORNADO BRKFST SAUS/EGG/CHSE 86859 > RUIZ	FRZ 56640	24.51		73.53
5	5	SKU	24 2.9 oz	ROLLERBITES SAUS EGG CHEESE 012006405 HOME MARK	FRZ 56835	31.54		157.70

06 3100 630000 1033.63  
06 3100 610000 84.64

B. J. D. J.  
3-6-23

DRY	CLR	FRZ	
7/0	3/2	17/0	

CASH \_\_\_\_\_  
 CHECK (#) \_\_\_\_\_  
AMOUNT \_\_\_\_\_

DELIVERY FEE TAX AMOUNT DUE

11.75

0.00

1,118.27

SIGN HERE  
*Le* 2-28-23

Customer Received By

Drivers initials

REGULAR ORDER

HGBPIE



tonyg 02-28-2023 05:22:25

Invoice Date: 02/02/23  
Print Time: 09:11:33 AM  
Route Number: 190120  
Driver Name: OPEN ROUTE

HILAND DAIRY

Remit To: PO BOX 801515  
KANSAS CITY MO 64180-1515  
402-344-4321

Sold To: SCH RAVENNA PUBLIC DAIRY  
BOX 84 A 41750 CARTHAGE RD  
RAVENNA NE 68869

Customer # : 4842  
AR Type : CHARGE  
Terms : MTHLY BILL

INVOICE NUMBER: 1201926

Prod	Description	UPC Code	Cases	Units	Qty	Price	Ext
SALES							
9171	HPT HIL 1% 50/CS	07206000065	0	450	450	0.4008	180.36
9175	HPT HIL CHOC 1%	07206000156	0	1050	1050	0.4160	436.80
9177	HPT HIL STRWBRY FF	07206000038	0	150	150	0.4248	63.72
			Total Qty:		0	1650	1650
						Sub Total	: 680.88
						Total Invoice	: 680.88

CONTAINERS

10462 EACH STO MILK CASE D 0  
11654 EACH STO MILK CASE R 0

(2.0.9.70)

We Appreciate Your Business

063100 030050  
B J D J  
3.6.23

Invoice Date: 02/02/23  
Print Time: 09:11:36 AM  
Route Number: 190120  
Driver Name: OPEN ROUTE

HILAND DAIRY

Remit To: PO BOX 801515  
KANSAS CITY MO 64180-1515  
402-344-4321

Sold To: SCH RAVENNA PUBLIC DAIRY  
BOX 84 A 41750 CARTHAGE RD  
RAVENNA NE 68869

Customer # : 4842  
AR Type : CHARGE  
Terms : MTHLY BILL

INVOICE NUMBER: 1201927

-----  
Prod Description UPC Code Cases Units Qty Price Ext  
-----

RETURNS

9175 HPT HIL CHOC 1% 07206000156 0 8 -8 -0.4160 -3.33

Total Qty: 0 -8 -8

Sub Total : -3.33  
Total Invoice : -3.33

CONTAINERS

10462 EACH STO MILK CASE D 0  
11654 EACH STO MILK CASE R 0

(2.0.9.70)

We Appreciate Your Business

063100 630000

32<sup>0</sup>

Je 2-2-23

BFD J  
3-6-23

Invoice Date: 02/09/23  
Print Time: 10:38:26 AM  
Route Number: 190120  
Driver Name: OPEN ROUTE

HILAND DAIRY

Remit To: PO BOX 8015  
KANSAS CITY  
402-344-4321

Sold To: SCH RAVENNA PUBLIC DAIRY  
BOX 84 A 41750 CARTHAGE RD  
RAVENNA NE 68869

Customer # : 4842  
AR Type : CHARGE  
Terms : MTHLY BILL

INVOICE NUMBER: 1202041

Prod	Description	UPC Code	Cases	Units	Qty	Price	Ext
SALES							
9171	HPT HIL 1% 50/CS	07206000065	0	300	300	0.4008	120.24
9175	HPT HIL CHOC 1%	07206000156	0	850	850	0.4160	353.60
9177	HPT HIL STRWBRY FF	07206000038	0	150	150	0.4248	63.72

Total Qty: 0 1300 1300

Sub Total : 537.56  
Total Invoice : 537.56

CONTAINERS

10462 EACH STO MILK CASE D 0  
11654 EACH STO MILK CASE R 0

(2.0.9.70)

We Appreciate Your Business

063100 6030000

329

2-9-23

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B & D. J.  
3-6-23

HILAND DAIRY

Invoice Date: 02/09/23  
Print Time: 10:38:30 AM  
Route Number: 190120  
Driver Name: OPEN ROUTE

Remit To: PO BOX 801515  
KANSAS CITY MO 64180-1515  
402-344-4321

Sold To: SCH RAVENNA PUBLIC DAIRY  
BOX 84 A 41750 CARTHAGE RD  
RAVENNA NE 68869

Customer # : 4842  
AR Type : CHARGE  
Terms : MTHLY BILL

INVOICE NUMBER: 1202042

Prod	Description	UPC Code	Cases	Units	Qty	Price	Ext
RETURNS							
9177	HPT HIL STRWBRY FF	07206000038	0	10	-10	-0.4248	-4.25
			Total Qty:		0	-10	-10
						Sub Total	: -4.25
						Total Invoice	: -4.25

CONTAINERS

10462	EACH STO MILK CASE D					0	
11654	EACH STO MILK CASE R					0	

(2.0.9.70)

We Appreciate Your Business

063100630000

B. J. D. J.  
3-6-23

HILAND DAIRY

Invoice Date: 02/16/23  
Print Time: 08:56:55 AM  
Route Number: 190120  
Driver Name: OPEN ROUTE

Remit To: PO BOX 801515  
KANSAS CITY MO 64180-1515  
402-344-4321

Sold To: SCH RAVENNA PUBLIC DAIRY  
BOX 84 A 41750 CARTHAGE RD  
RAVENNA NE 68869

Customer # : 4842  
AR Type : CHARGE  
Terms : MTHLY BILL

INVOICE NUMBER: 1202153

Prod	Description	UPC Code	Cases	Units	Qty	Price	Ext
SALES							
9171	HPT HIL 1% 50/CS	07206000065	0	500	500	0.4008	200.40
9175	HPT HIL CHOC 1%	07206000156	0	950	950	0.4160	395.20
9177	HPT HIL STRWBRY FF	07206000038	0	250	250	0.4248	106.20

Total Qty: 0 1700 1700

Sub Total : 701.80  
Total Invoice : 701.80

CONTAINERS

10462	EACH STO MILK CASE D	0
11664	EACH STO MILK CASE R	0

(2.0.9.70)

We Appreciate Your Business

32°

je

2-16-23

06 3100 630 000  
B J D J  
3-6-23

Invoice Date: 02/23/23  
 Print Time: 12:14:39 PM  
 Route Number: 190120  
 Driver Name: OPEN ROUTE

HILAND DAIRY  
 Remit To: PO BOX 801515  
 KANSAS CITY MO 64180-1515  
 402-344-4321

Sold To: SCH RAVENNA PUBLIC DAIRY  
 BOX 84 A 41750 CARTHAGE RD  
 RAVENNA NE 68869

Customer # : 4842  
 AR Type : CHARGE  
 Terms : MTHLY BILL

INVOICE NUMBER: 1202256

Prod	Description	UPC Code	Cases	Units	Qty	Price	Ext
SALES							
9171	HPT HIL 1% 50/CS	07206000065	0	550	550	0.4008	220.44
9175	HPT HIL CHOC 1%	07206000156	0	1000	1000	0.4160	416.00
9177	HPT HIL STRWBRY FF	07206000038	0	200	200	0.4248	84.96
Total Qty:			0	1750	1750		
						Sub Total	: 721.40
						Total Invoice	: 721.40

CONTAINERS

10462	EACH STO MILK CASE D	0
11654	EACH STO MILK CASE R	0

(2.0.9.70)

We Appreciate Your Business

*06 3100 630 000*

*2-23-23*

*Je*

*B & D. J.*  
*3-6-23*

*32*

HILAND DAIRY

Invoice Date: 02/27/23  
Print Time: 09:11:33 AM  
Route Number: 190120  
Driver Name: OPEN ROUTE

Remit To: PO BOX 801515  
KANSAS CITY MO 64180-1515  
402-344-4321

Sold To: SCH RAVENNA PUBLIC DAIRY  
BOX 84 A 41750 CARTHAGE RD  
RAVENNA NE 68869

Customer # : 4842  
AR Type : CHARGE  
Terms : MTHLY BILL

INVOICE NUMBER: 1202305

Prod	Description	UPC Code	Cases	Units	Qty	Price	Ext
------	-------------	----------	-------	-------	-----	-------	-----

SALES

9175	HPT HIL CHOC 1%	07206000156	0	300	300	0.4160	124.80
------	-----------------	-------------	---	-----	-----	--------	--------

Total Qty: 0 300 300

Sub Total : 124.80

Total Invoice : 124.80

CONTAINERS

10462	EACH STO MILK CASE D					0	
11654	EACH STO MILK CASE R					0	

(2.0.9.70)

We Appreciate Your Business

063100 630 000

B. J. D. J.  
3-6-23



RAVENNA PUBLIC SCHOOLS  
41750 CARTHAGE RD  
RAVENNA NE 68869-4051



SYSCO LINCOLN  
900 KINGBIRD ROAD  
LINCOLN, NEBRASKA 68521  
800-797-2627  
(800-SYSCOC)

308-452-3202

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

CUSTOMER'S ORIGINAL INVOICE CONFIDENTIAL PROPERTY OF SYSCO

DELV. DATE	CUSTOMER	INVOICE NUMBER	PAGE
2/02/23	501047	461807126	2 1
TRUCK STOP	PURCHASE ORDER		
0/003	TERMS - PAST DUE BALANCES ARE SUBJECT TO SERVICE CHARGE		
ROUTE	EOM 10th Prox		
4447	MANIFEST# 1200228 NORMAL DELIVERY		
	MA: TG9MS CHAD SCHULTZ		

LOC	QTY	PKT	PACK	SIZE	ITEM DESCRIPTION	ITEM CODE	UNIT PRICE	UNIT TAX AMOUNT	EXTENDED PRICE	TAX	P I	INVOICE ADJUSTMENTS	
												CODE	QTY
					THE ILLINOIS SHELL EGG FEE HAS BEEN PAID BY SYSCO								
					*** DAIRY ***								
C	1	CS	301LB		SYS CLS MARGARINE SOLID ZTF 21726WFS	4549099	32.53		32.53				
C	1	CS	25 LB		WHLFCLS CREAM SOUR CULTRD GRADE A 1003864	5020193	19.46		19.46				
C	1	CS	64 LB		YOPLAIT YOGURT STRAWBERRY PARFAIT P 16631000	6472413	30.38		30.38				
C	1	CS	64 LB		YOPLAIT YOGURT VANILLA PARFAIT POC 16632000	6472502	30.38		30.38				
C	1	CS	25 LB		WHLFCLS CHEESE COTTAGE SMALL CURD 2% 1003862	8953028	21.25		21.25				
					GROUP TOTAL****				134.00				
					*** MEATS ***								
F	1	CS	25 LB		BBRLCLS SAUSAGE POLISH LNK SK 00074865804011	6884860	42.34		42.34				
					GROUP TOTAL****				42.34				
					*** FROZEN ***								
F	1	CS	964Z		WHL FRT JUICE CUP ORG/PINE/CHRY WHL 23060020	0700092	46.22		46.22				
F	1	CS	612 CT		THOMAS MUFFIN ENGLISH ORIG 2 OZ 94015	1535368	25.37		25.37				
F	1	CS	1024 OZ		BKRSCLS BREAD PULLMAN WHEAT 1/2 IN SLI 12664	2473292	37.03		37.03				
F	2	CS	130 LB		SYS CLS CORN WHL KERNEL GR A 000003533486	3533486	39.31		78.62				
F	2	CS	25 LB		DOLE STRAWBERRY SLICED IQF CH 71202-17930	7394147	30.64		61.28				
F	2	CS	243 OZ		ELMNTRY APTZR TORNADO SAUS EGG CHS 86859	9504085	20.23		40.46				
					GROUP TOTAL****				288.98				
					*** CANNED & DRY ***								
D	2	CS	724 OZ		SYS CLS APPLESAUCE IN JUICE U FCASU8000SYS02	1484106	29.73		59.46				
C	2	CS	2410 OZ		TROPANA JUICE ORANGE PET 75715	1606490	19.67		39.34				
D	1	CS	961 OZ		GM CEREAL LUCKY CHARM GLTNFR B 31917000	1912987	31.93		31.93				

CASES	SPLIT	TOT. PCS	CUBE	GROSS WT.	OPEN: 6:00 AM	CLOSE: 6:00 PM	REMIT TO	
20		20	14.8	352			P.O. BOX 80068	SUB TOTAL
							LINCOLN, NE	68501-0068
DRIVER'S SIGN	NO. PCS DELVD.	NO. PCS SIGNED INVOICE EVIDENCES OF ALL ITEMS	NO. PCS REC.	PAYABLE ON OR BEFORE				INVOICE TOTAL

IMPORTANT PACA PROVISION: THE PERISHABLE AGRICULTURAL COMMODITIES LISTED ON THIS INVOICE ARE SUBJECT TO THE STATUTORY TRUST AUTHORIZED BY SECTION 5 (C) OF THE PERISHABLE AGRICULTURAL COMMODITIES ACT 1930 (U.S.C. 499E(C)). THE SELLER OF THIS COMMODITY RETAINS A TRUST CLAIM OVER THESE COMMODITIES, ALL INVENTORIES OF FOOD OR OTHER PRODUCTS DERIVED FROM THESE COMMODITIES, AND ANY RECEIVABLES OR PROCEEDS FROM THE SALE OF THESE COMMODITIES UNTIL FULL PAYMENT IS RECEIVED. FURTHER, YOU AGREE WITH RESPECT TO ANY DISPUTE ARISING OUT OF YOUR RECEIPT OF THESE PRODUCTS/SERVICES: YOU ARE GIVING UP YOUR RIGHT TO SERVE IN ANY REPRESENTATIVE CAPACITY, OR TO PARTICIPATE AS A MEMBER OF A CLASS OF CLAIMANTS, IN ANY LAWSUIT INVOLVING ANY SUCH DISPUTE.

CONT. ON PAGE 2

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION CLAUSES OF 41 CFR 60-1.4, 60-250.4 AND 60-714.4 ARE INCORPORATED HEREIN BY REFERENCE



RAVENNA PUBLIC SCHOOLS  
41750 CARTHAGE RD  
RAVENNA NE 68869-4051



SYSCO LINCOLN  
900 KINGBIRD ROAD  
LINCOLN, NEBRASKA 68521  
800-797-2627  
(800-SYSCOC)

308-452-3202

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

CUSTOMER'S ORIGINAL INVOICE CONFIDENTIAL PROPERTY OF SYSCO

DELV. DATE	CUSTOMER	INVOICE NUMBER	PAGE
2/02/23		461807126	2 2
TRUCK STOP	501047		
0 /003			
ROUTE	PURCHASE ORDER		
4447	TERMS -PAST DUE BALANCES ARE SUBJECT TO SERVICE CHARGE		
	EOM 10th Prox		
	MANIFEST# 1200228 NORMAL DELIVERY		
	MA: TG9MS CHAD SCHULTZ		

DRIVER:

COL	QTY	PK	PACK	SIZE	ITEM DESCRIPTION	ITEM CODE	UNIT PRICE	UNIT TAX AMOUNT	EXTENDED PRICE	TAX	P I	INVOICE ADJUSTMENTS	
												CODE	QTY
D	1	CS	961 OZ	GM	CEREAL REESE PUFFS BOWLPK 31919000	1914185	31.93		31.93				
D	1	CS	1228 OZ		SYS CLS POTATO PEARL EXCEL 3327848	3327848	66.49		66.49				
D	1	CS	1201.76OZ		KELLOGG POP TART WHL GRAIN FRSTD 3800012070	3490776	42.64		42.64				
D	3	CS	6#10		SYS CLS ORANGE MANDRN WHL SEC LGH 210574865N	3548385	49.61		148.83				
D	3	CS	2001.5 OZ		H SRCCLS SYRUP PANCAKE & WAFFLE CUP 72441	3911504	46.85		140.55				
D	2	CS	6#10		DOLE PINEAPPLE TIDBIT JCE FCY 00553	4106498	49.64		99.28				
D	1	CS	961 OZ	GM	CEREAL CINNAMON TST CRUN BW 11815000	4119723	31.93		31.93				
D	2	CS	6#10		H SRCIMP KETCHUP FANCY HOUY599	5686266	35.80		71.60				
D	2	CS	364 OZ		DOLE PAPAYA DICED W/MANGO 100% JUIC 00442	7174854	22.22		44.44				
D	1	CS	15 GAL		SYS REL PICKLE DILL CHIP 1/8 SC 401732	7207968	33.31		33.31				
					GROUP TOTAL****				841.73				
					*** PAPER & DISPOSABLES ***								
D	1	CS	2100CT		SYS CLS CONTAINER PLAS CLR HNG YCI82S200000	2310102	57.12		57.12				
D	1	CS	124 IN		REYNOLD FOIL ALMN ROLL HVY WGT 1000 FT 627	4087474	92.57		92.57				
					APPROVED NON STOCK								
D	1	CS	1250 CT		SYS CLS BAG PLAS RECLOSE GAL 10X10 304986530	5109859	50.44		50.44				
D	1	CS	10100 CT		SYS CLS GLOVE VINYL FDSRV PWDRFREE 304362813	5478536	36.40		36.40				
					GROUP TOTAL****				236.53				
					*** CHEMICAL & JANITORIAL ***								
D	1	CS	41 GAL		ECOLAB DELIMER LIME A-WAY 6101131	3976277	34.20		34.20				
					** HAZARD **								
D	1	CS	21GAL		KEYSTON DETERGENT POT/PAN LIQ BLUE R 6100046	7681341	36.14		36.14				
D	1	CS	49LB		ECOLAB DETERGENT MACH SOLID POWER X 6100185	8265585	85.08		85.08				
					** HAZARD **								

CASES	SPLIT	TOT. PCS	CUBE	GROSS WT.	OPEN: 6:00 AM	CLOSE: 6:00 PM	REMIT TO	
24		24	22.7	663			P.O. BOX 80068	SUB TOTAL
							LINCOLN, NE	TAX TOTAL
DRIVER'S SIGN					NO. PCS DELVD.	CUST. SIGN	68501-0068	INVOICE TOTAL
								TOTAL

IMPORTANT PACA PROVISION: THE PERISHABLE AGRICULTURAL COMMODITIES LISTED ON THIS INVOICE ARE SUBJECT TO THE STATUTORY TRUST AUTHORIZED BY SECTION 5 (C) OF THE PERISHABLE AGRICULTURAL COMMODITIES ACT 1930 (U.S.C. 499E(C)). THE SELLER OF THIS COMMODITY RETAINS A TRUST CLAIM OVER THESE COMMODITIES, ALL INVENTORIES OF FOOD OR OTHER PRODUCTS DERIVED FROM THESE COMMODITIES, AND ANY RECEIVABLES OR PROCEEDS FROM THE SALE OF THESE COMMODITIES UNTIL FULL PAYMENT IS RECEIVED. FURTHER, YOU AGREE WITH RESPECT TO ANY DISPUTE ARISING OUT OF YOUR RECEIPT OF THESE PRODUCTS/SERVICES: YOU ARE GIVING UP YOUR RIGHT TO SERVE IN ANY REPRESENTATIVE CAPACITY, OR TO PARTICIPATE AS A MEMBER OF A CLASS OF CLAIMANTS, IN ANY LAWSUIT INVOLVING ANY SUCH DISPUTE.

PAYABLE ON OR BEFORE

CONT. ON PAGE 3

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION CLAUSES OF 41 CFR 60-1.4, 60-250.4 AND 60-714.4 ARE INCORPORATED HEREIN BY REFERENCE



CUSTOMER'S ORIGINAL INVOICE CONFIDENTIAL PROPERTY OF SYSCO

RAVENNA PUBLIC SCHOOLS  
41750 CARTHAGE RD  
RAVENNA NE 68869-4051



SYSCO LINCOLN  
900 KINGBIRD ROAD  
LINCOLN, NEBRASKA 68521  
800-797-2627  
(800-SYSCOC)

308-452-3202

NE ESU RAVENNA PUBLIC SCHOOLS  
PO BOX 8400  
RAVENNA

NE 68869 -8400

DELV. DATE	CUSTOMER	INVOICE NUMBER	PAGE
2/02/23		461807126	2 3
TRUCK STOP	501047		
0/003			
ROUTE	PURCHASE ORDER		
4447	TERMS -PAST DUE BALANCES ARE SUBJECT TO SERVICE CHARGE		
	EOM 10th Prox		
	MANIFEST# 1200228 NORMAL DELIVERY		
	MA: TG9MS CHAD SCHULTZ		

DRIVER:

QTY	PACK	SIZE	ITEM DESCRIPTION	ITEM CODE	UNIT PRICE	UNIT TAX AMOUNT	EXTENDED PRICE	TAX	P	INVOICE ADJUSTMENTS	
										CODE	QTY
			GROUP TOTAL****				155.42				
ORDER SUMMARY			: 1976222 1976392 1922354								
			06 3100 630 000 1307.95								
			06 3100 610 000 391.95								

CASES	SPLIT	TOT. PCS	CUBE	GROSS WT.	OPEN: 6:00 AM	CLOSE: 6:00 PM
44		44	37.5	1015		
DRIVER'S SIGN		NO. PCS DELVD.	CUST. SIGNED INVOICE EVIDENCES OF ALL ITEMS SIGN <b>X</b>		NO. PCS REC.	

REMIT TO	PAYABLE ON OR BEFORE
P.O. BOX 80068 LINCOLN, NE 68501-0068	3/10/23

SUB TOTAL	1699.00
TAX TOTAL	
INVOICE TOTAL	1699.00

IMPORTANT PACA PROVISION: THE PERISHABLE AGRICULTURAL COMMODITIES LISTED ON THIS INVOICE ARE SUBJECT TO THE STATUTORY TRUST AUTHORIZED BY SECTION 5 (C) OF THE PERISHABLE AGRICULTURAL COMMODITIES ACT 1930 (U.S.C. 499E(C)). THE SELLER OF THIS COMMODITY RETAINS A TRUST CLAIM OVER THESE COMMODITIES, ALL INVENTORIES OF FOOD OR OTHER PRODUCTS DERIVED FROM THESE COMMODITIES, AND ANY RECEIVABLES OR PROCEEDS FROM THE SALE OF THESE COMMODITIES UNTIL FULL PAYMENT IS RECEIVED. FURTHER, YOU AGREE WITH RESPECT TO ANY DISPUTE ARISING OUT OF YOUR RECEIPT OF THESE PRODUCTS/SERVICES: YOU ARE GIVING UP YOUR RIGHT TO SERVE IN ANY REPRESENTATIVE CAPACITY, OR TO PARTICIPATE AS A MEMBER OF A CLASS OF CLAIMANTS, IN ANY LAWSUIT INVOLVING ANY SUCH DISPUTE.

LAST PAGE

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION CLAUSES OF 41 CFR 60-1.4, 60-250.4 AND 60-714.4 ARE INCORPORATED HEREIN BY REFERENCE



RAVENNA PUBLIC SCHOOLS  
41750 CARTHAGE RD  
RAVENNA NE 68869-4051



SYSCO LINCOLN  
900 KINGBIRD ROAD  
LINCOLN, NEBRASKA 68521  
800-797-2627  
(800-SYSCOC)

308-452-3202

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

CUSTOMER'S ORIGINAL INVOICE CONFIDENTIAL PROPERTY OF SYSCO

DELV. DATE	CUSTOMER	INVOICE NUMBER	PAGE
2/09/23			
TRUCK STOP	501047	461819197	9 1
0/004			
ROUTE	PURCHASE ORDER		
4447	TERMS -PAST DUE BALANCES ARE SUBJECT TO SERVICE CHARGE		
	EOM 10th Prox		
	MANIFEST# 1201217 NORMAL DELIVERY		
	MA: TG9MS CHAD SCHULTZ		

DRIVER:

LOC	QTY	PACK	SIZE	ITEM DESCRIPTION	ITEM CODE	UNIT PRICE	UNIT TAX AMOUNT	EXTENDED PRICE	TAX	P	INVOICE ADJUSTMENTS	
											CODE	QTY
				THE ILLINOIS SHELL EGG FEE HAS BEEN PAID BY SYSCO								
				*** DAIRY ***								
C	1	CS	484 OZ	YOPLAIT YOGURT STRAW/BAN BLAST TRIX 17726000	5076611	16.19		16.19				
				GROUP TOTAL****				16.19				
				*** MEATS ***								
C	2	CS	62 LB	HORMEL BEEF ROAST SLI EYE RND .67OZ 22743	2033447	68.71		137.42				
F	2	CS	802 OZ	SYS CLS SAUSAGE PORK PATTY CKD M 10000019721	2034908	32.78		65.56				
F	2	CS	25 LB	BBRLCLS SAUSAGE POLISH LNK SK 00074865804011	6884860	42.34		84.68				
				GROUP TOTAL****				287.66				
				*** FROZEN ***								
F	1	CS	482 OZ	BKRSCLS COOKIE WHITE CHNK MACADM BKD 70706SY	0099103	31.58		31.58				
F	2	CS	964 OZ	ARDMORE JUICE APPLE CUP 41381	2200293	17.79		35.58				
F	1	CS	3201 OZ	OTSPKMY DOUGH COOKIE CARNIVAL 58108	4369989	48.10		48.10				
				GROUP TOTAL****				115.26				
				*** CANNED & DRY ***								
D	1	CS	961 OZ	GM CEREAL LUCKY CHARM GLTNFR B 31917000	1912987	31.93		31.93				
D	2	CS	961 OZ	GM CEREAL REESE PUFFS BOWLPAK 31919000	1914185	31.93		63.86				
D	1	CS	1228 OZ	SYS CLS POTATO PEARL EXCEL 3327848	3327848	66.49		66.49				
D	2	CS	6#10	SYS CLS APPLESAUCE FANCY SWEETENED 296-1737	4015657	54.72		109.44				
D	1	CS	961 OZ	GM CEREAL CINNAMON TST CRUN BW 11815000	4119723	31.93		31.93				
D	1	CS	641.125Z	BKDLAYS CHIP POTATO BKD BIG GRAB 44396	6725313	33.46		33.46				
D	1	CS	641.125Z	BKDLAYS CHIP POTATO BBQ BKD BIG GRAB 44395	6725335	33.46		33.46				
D	2	CS	641 OZ	SMARTFD POPCORN CHEDDAR WHT LSS 44439	6783417	35.38		70.76				

CASES	SPLIT	TOT. PCS	CUBE	GROSS WT.
22		22	27.5	346

OPEN: 6:00 AM CLOSE: 6:00 PM

REMIT TO  
P.O. BOX 80068  
LINCOLN, NE  
68501-0068

DRIVER'S SIGN

NO. PCS DELVD. CUST. SIGNED INVOICE EVIDENCES OF ALL ITEMS SIGN X NO. PCS REC.

SUB TOTAL
TAX TOTAL
INVOICE TOTAL
TOTAL

IMPORTANT PACA PROVISION: THE PERISHABLE AGRICULTURAL COMMODITIES LISTED ON THIS INVOICE ARE SUBJECT TO THE STATUTORY TRUST AUTHORIZED BY SECTION 5 (C) OF THE PERISHABLE AGRICULTURAL COMMODITIES ACT 1930 (U.S.C. 499E(C)). THE SELLER OF THIS COMMODITY RETAINS A TRUST CLAIM OVER THESE COMMODITIES, ALL INVENTORIES OF FOOD OR OTHER PRODUCTS DERIVED FROM THESE COMMODITIES, AND ANY RECEIVABLES OR PROCEEDS FROM THE SALE OF THESE COMMODITIES UNTIL FULL PAYMENT IS RECEIVED. FURTHER, YOU AGREE WITH RESPECT TO ANY DISPUTE ARISING OUT OF YOUR RECEIPT OF THESE PRODUCTS/SERVICES: YOU ARE GIVING UP YOUR RIGHT TO SERVE IN ANY REPRESENTATIVE CAPACITY, OR TO PARTICIPATE AS A MEMBER OF A CLASS OF CLAIMANTS, IN ANY LAWSUIT INVOLVING ANY SUCH DISPUTE.

PAYABLE ON OR BEFORE

CONT. ON PAGE 2

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION CLAUSES OF 41 CFR 60-1.4, 60-250.4 AND 60-714.4 ARE INCORPORATED HEREIN BY REFERENCE



RAVENNA PUBLIC SCHOOLS  
41750 CARTHAGE RD  
RAVENNA NE 68869-4051



SYSCO LINCOLN  
900 KINGBIRD ROAD  
LINCOLN, NEBRASKA 68521  
800-797-2627  
(800-SYSCOC)

308-452-3202

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

CUSTOMER'S ORIGINAL INVOICE CONFIDENTIAL PROPERTY OF SYSCO

DELV. DATE	CUSTOMER	INVOICE NUMBER	PAGE
2/09/23		461819197	9 2
TRUCK STOP	501047		
0/004			
ROUTE	PURCHASE ORDER		
4447	TERMS - PAST DUE BALANCES ARE SUBJECT TO SERVICE CHARGE		
	EOM 10th Prox		
	MANIFEST# 1201217 NORMAL DELIVERY		
	MA: TG9MS CHAD SCHULTZ		

LOC	QTY	PACK	SIZE	ITEM DESCRIPTION	ITEM CODE	UNIT PRICE	UNIT TAX AMOUNT	EXTENDED PRICE	TAX	P	INVOICE ADJUSTMENTS	
											CODE	QTY
D	1	CS	2410 OZ	WELCHS JUICE GRAPE 100% PLAS GROUP TOTAL**** *** PAPER & DISPOSABLES ***	354-00	7595309	21.16	21.16 462.49				
D	1	CS	10100	CTSYS CLS GLOVE VINYL FDSRV PWDRFREE 304362812		5478526	36.40	36.40				
D	1	CS	10100	CTSYS CLS GLOVE VINYL FDSRV PWDRFREE 304362813		5478536	36.40	36.40				
D	1	CS	10100	CTSYS CLS GLOVE VINYL FDSRV PF XL 304362814		8399737	36.40	36.40 109.20				
D	1	CS	21GAL	KEYSTON DETERGENT POT/PAN LIQ BLUE R 6100046 GROUP TOTAL**** *** PRODUCE ***		7681341	36.14	36.14 36.14				
C	2	CS	121 PT	IMPFRSH TOMATO GRAPE FRSH GROUP TOTAL****		6017263	21.53	43.06 43.06				
ORDER SUMMARY : 1989326												
<p>06 3100 630 000 924.66 06 3100 610 000 145.34</p>												

CASES	SPLIT	TOT. PCS	CUBE	GROSS WT.	OPEN: 6:00 AM	CLOSE: 6:00 PM	REMIT TO	
7		7	5.5	102			P.O. BOX 80068 LINCOLN, NE	SUB TOTAL
29		29	33.0	448			68501-0068	1070.00
DRIVER'S SIGN	NO. PCS DELVD.	CUST. SIGNED INVOICE EVIDENCES OF ALL ITEMS SIGN	NO. PCS REC.	PAYABLE ON OR BEFORE		3/10/23	INVOICE TOTAL	1070.00
<p>IMPORTANT PACA PROVISION: THE PERISHABLE AGRICULTURAL COMMODITIES LISTED ON THIS INVOICE ARE SUBJECT TO THE STATUTORY TRUST AUTHORIZED BY SECTION 5 (C) OF THE PERISHABLE AGRICULTURAL COMMODITIES ACT 1930 (U.S.C. 499E(C)). THE SELLER OF THIS COMMODITY RETAINS A TRUST CLAIM OVER THESE COMMODITIES, ALL INVENTORIES OF FOOD OR OTHER PRODUCTS DERIVED FROM THESE COMMODITIES AND ANY RECEIVABLES OR PROCEEDS FROM THE SALE OF THESE COMMODITIES UNTIL FULL PAYMENT IS RECEIVED. FURTHER, YOU AGREE WITH RESPECT TO ANY DISPUTE ARISING OUT OF YOUR RECEIPT OF THESE PRODUCTS/SERVICES: YOU ARE GIVING UP YOUR RIGHT TO SERVE IN ANY REPRESENTATIVE CAPACITY, OR TO PARTICIPATE AS A MEMBER OF A CLASS OF CLAIMANTS, IN ANY LAWSUIT INVOLVING ANY SUCH DISPUTE.</p>								LAST PAGE

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION CLAUSES OF 41 CFR 60-1.4, 60-250.4 AND 60-714.4 ARE INCORPORATED HEREIN BY REFERENCE



0°  
34°

CUSTOMER'S ORIGINAL INVOICE CONFIDENTIAL PROPERTY OF SYSCO

RAVENNA PUBLIC SCHOOLS  
41750 CARTHAGE RD  
RAVENNA NE 68869-4051



SYSCO LINCOLN  
900 KINGBIRD ROAD  
LINCOLN, NEBRASKA 68521  
800-797-2627  
(800-SYSCOCS)

308-452-3202

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

DELV. DATE	CUSTOMER	INVOICE NUMBER	PAGE
2/16/23			
TRUCK STOP	501047	461830641	1 1
0/002			
ROUTE	PURCHASE ORDER		
4447	TERMS -PAST DUE BALANCES ARE SUBJECT TO SERVICE CHARGE		
	EOM 10th Prox		
	MANIFEST# 1202217 NORMAL DELIVERY		
	MA: TG9MS CHAD SCHULTZ		

DRIVER:

COL	QTY	PACK	SIZE	ITEM DESCRIPTION	ITEM CODE	UNIT PRICE	UNIT TAX AMOUNT	EXTENDED PRICE	TAX	PI	INVOICE ADJUSTMENTS	
											CODE	QTY
				THE ILLINOIS SHELL EGG FEE HAS BEEN PAID BY SYSCO								
				*** DAIRY ***								
C	1	SCS	45LB	CASAIMP CHEESE CHDR MILD FTHR SHRD YE 169734	2822343	58.16		58.16				
F	1	CS	484 OZ	BLU BNY ICE CREAM CHOC MARBLE 10070640005823	3598945	21.33		21.33				
C	1	CS	9005 GM	HSRCCLS MARGARINE SPREAD ZTF 21721WFS	4546949	24.35		24.35				
C	1	CS	301LB	SYS CLS MARGARINE SOLID ZTF 21726WFS	4549099	32.65		32.65				
C	1	CS	25 LB	WHLFCLS CREAM SOUR CULTRD GRADE A 1003864	5020193	19.46		19.46				
F	2	CS	723.5 OZ	WHLFCLS OMELET EGG W/CHEESE I 74865-46279-00	7360704	52.92		105.84				
C	1	CS	25 LB	WHLFCLS CHEESE COTTAGE SMALL CURD 2% 1003862	8953028	21.25		21.25				
				GROUP TOTAL****				283.04				
				*** MEATS ***								
F	3	CS	25 LB	BBRLCLS FRANK ALL-MEAT 8X1 6 IN 74865067959	1073485	25.24		75.72				
				GROUP TOTAL****				75.72				
				*** FROZEN ***								
F	1	CS	964 OZ	ARDMORE JUICE APPLE CUP 41381	2200293	17.79		17.79				
F	1	CS	964 OZ	ARDMORE JUICE ORANGE CUP 41380	2200319	19.02		19.02				
F	2	CS	722.6OZ	SMUCKER SANDWICH PEANUT BTR&GRAPE 5150006960	2223453	43.62		87.24				
F	1	CS	964 OZ	ARDMORE JUICE GRAPE CUP 41382	2313310	20.26		20.26				
F	1	CS	130 LB	SYS CLS CORN WHL KERNEL GR A 000003533486	3533486	39.31		39.31				
				GROUP TOTAL****				183.62				
				*** CANNED & DRY ***								
D	4	CS	1217 OZ	SPARKLN WATER SPRING BLK RASP 24573	1488859	12.89		51.56				
D	4	CS	1217OZ	SPARKLN WATER SPARKLING CHERRY LIMEADE 95086	3477165	12.89		51.56				

CASES	SPLIT	TOT.PCS	CUBE	GROSS WT.
25		25	15.5	418

OPEN: 6:00 AM CLOSE: 6:00 PM

*B. D. J.*

3-16-23

NO. PCS DELVD.  CUST SIGN  INVOICE EVIDENCES OF ALL ITEMS NO. PCS REC.

REMIT TO  
P.O. BOX 80068  
LINCOLN, NE  
68501-0068

SUB TOTAL  
TAX TOTAL  
INVOICE TOTAL

IMPORTANT PACA PROVISION: THE PERISHABLE AGRICULTURAL COMMODITIES LISTED ON THIS INVOICE ARE SUBJECT TO THE STATUTORY TRUST AUTHORIZED BY SECTION 5 (C) OF THE PERISHABLE AGRICULTURAL COMMODITIES ACT 1930 (U.S.C. 499E(C)). THE SELLER OF THIS COMMODITY RETAINS A TRUST CLAIM OVER THESE COMMODITIES, ALL INVENTORIES OF FOOD OR OTHER PRODUCTS DERIVED FROM THESE COMMODITIES, AND ANY RECEIVABLES OR PROCEEDS FROM THE SALE OF THESE COMMODITIES UNTIL FULL PAYMENT IS RECEIVED. FURTHER, YOU AGREE WITH RESPECT TO ANY DISPUTE ARISING OUT OF YOUR RECEIPT OF THESE PRODUCTS/SERVICES: YOU ARE GIVING UP YOUR RIGHT TO SERVE IN ANY REPRESENTATIVE CAPACITY, OR TO PARTICIPATE AS A MEMBER OF A CLASS OF CLAIMANTS, IN ANY LAWSUIT INVOLVING ANY SUCH DISPUTE.

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EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION CLAUSES OF 41 CFR 60-1.4, 60-250.4 AND 60-714.4 ARE INCORPORATED HEREIN BY REFERENCE



CUSTOMER'S ORIGINAL INVOICE CONFIDENTIAL PROPERTY OF SYSCO

RAVENNA PUBLIC SCHOOLS  
41750 CARTHAGE RD  
RAVENNA NE 68869-4051



SYSCO LINCOLN  
900 KINGBIRD ROAD  
LINCOLN, NEBRASKA 68521  
800-797-2627  
(800-SYSCOCS)

308-452-3202

NE ESU RAVENNA PUBLIC SCHOOLS  
PO BOX 8400  
RAVENNA

NE 68869 -8400

DELV. DATE	CUSTOMER	INVOICE NUMBER	PAGE
2/16/23			
TRUCK STOP	501047	461830641	1 2
0/002			
ROUTE	PURCHASE ORDER		
4447	TERMS -PAST DUE BALANCES ARE SUBJECT TO SERVICE CHARGE		
	EOM 10th Prox		
	MANIFEST# 1202217 NORMAL DELIVERY		
	MA: TG9MS CHAD SCHULTZ		

DRIVER:

COL	QTY	UNIT	PACK	SIZE	ITEM DESCRIPTION	ITEM CODE	UNIT PRICE	UNIT TAX AMOUNT	EXTENDED PRICE	TAX	P	INVOICE ADJUSTMENTS	
												CODE	QTY
D	3	CS	6#10		SYS CLS ORANGE MANDRN WHL SEC LGH 210574865N	3548385	49.61		148.83				
D	2	CS	6#10		SYS CLS APPLESAUCE FANCY SWEETENED 296-1737	4015657	54.72		109.44				
D	1	CS	610#		FULLRED SAUCE TOMATO CALIFORNIA 01401	5155288	33.67		33.67				
D	2	CS	641.125Z		BKDLAYS CHIP POTATO BKD BIG GRAB 44396	6725313	33.46		66.92				
D	1	CS	610#		SYS IMP SAUCE PIZZA PREPARED MW SYIIL99	7155724	36.40		36.40				
D	1	CS	230 CT		SUNCHIP CHIP MULTIGRAIN VARIE 00028400499323	7158806	38.66		38.66				
D	4	CS	364 OZ		DOLE PAPAAYA DICED W/MANGO 100% JUIC 00442	7174854	22.22		88.88				
					GROUP TOTAL****				625.92				
					*** SUPPLY & EQUIPMENT ***								
D	2	CS	136CT		SYSCO SPOON TEA WINDSOR MEDWEIGHT 4511713	4511713	6.63		13.26				
					GROUP TOTAL****				13.26				
					*** PRODUCE ***								
C	2	CS	140 LB		PACKER BANANA FRESH GREEN	1254440	25.63		51.26				
C	2	CS	121 PT		IMPFRSH TOMATO GRAPE FRSH	6017263	21.53		43.06				
					GROUP TOTAL****				94.32				
ORDER SUMMARY : 2002232 2003646													

063100 630 000 1262.62  
063100 610 000 13.26

CASES	SPLIT	TOT. PCS	CUBE	GROSS WT.	OPEN: 6:00 AM	CLOSE: 6:00 PM	REMIT TO	
20		20	22.1	486			P.O. BOX 80068 LINCOLN, NE 68501-0068	SUB TOTAL 1275.88
45		45	37.6	904				TAX TOTAL
DRIVER'S SIGN	NO. PCS DELVD.	CUST. SIGNED INVOICE EVIDENCES OF ALL ITEMS SIGN	2-16-23		NO. PCS REC.	PAYABLE ON OR BEFORE		INVOICE TOTAL 1275.88
IMPORTANT PACA PROVISION: THE PERISHABLE AGRICULTURAL COMMODITIES LISTED ON THIS INVOICE ARE SUBJECT TO THE STATUTORY TRUST AUTHORIZED BY SECTION 5 (C) OF THE PERISHABLE AGRICULTURAL COMMODITIES ACT 1930 (U.S.C. 499E(C)). THE SELLER OF THIS COMMODITY RETAINS A TRUST CLAIM OVER THESE COMMODITIES, ALL INVENTORIES OF FOOD OR OTHER PRODUCTS DERIVED FROM THESE COMMODITIES AND ANY RECEIVABLES OR PROCEEDS FROM THE SALE OF THESE COMMODITIES UNTIL FULL PAYMENT IS RECEIVED. FURTHER, YOU AGREE WITH RESPECT TO ANY DISPUTE ARISING OUT OF YOUR RECEIPT OF THESE PRODUCTS/SERVICES: YOU ARE GIVING UP YOUR RIGHT TO SERVE IN ANY REPRESENTATIVE CAPACITY, OR TO PARTICIPATE AS A MEMBER OF A CLASS OF CLAIMANTS, IN ANY LAWSUIT INVOLVING ANY SUCH DISPUTE.							3/10/23	LAST PAGE

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION CLAUSES OF 41 CFR 60-1.4, 60-250.4 AND 60-714.4 ARE INCORPORATED HEREIN BY REFERENCE



RAVENNA PUBLIC SCHOOLS  
41750 CARTHAGE RD  
RAVENNA NE 68869-4051



SYSCO LINCOLN  
900 KINGBIRD ROAD  
LINCOLN, NEBRASKA 68521  
800-797-2627  
(800-SYSCOC)

308-452-3202

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

CUSTOMER'S ORIGINAL INVOICE CONFIDENTIAL PROPERTY OF SYSCO

DELV. DATE	CUSTOMER	INVOICE NUMBER	PAGE
2/23/23	501047	461842339	8 1
TRUCK STOP	0 / 004		
ROUTE	PURCHASE ORDER		
4447	TERMS -PAST DUE BALANCES ARE SUBJECT TO SERVICE CHARGE		
EOM 10th Prox			
MANIFEST# 1203170 NORMAL DELIVERY			
MA: TG9MS CHAD SCHULTZ			

DRIVER:

COL	QTY	PACK	SIZE	ITEM DESCRIPTION	ITEM CODE	UNIT PRICE	UNIT TAX AMOUNT	EXTENDED PRICE	INVOICE ADJUSTMENTS
									CODE QTY
				THE ILLINOIS SHELL EGG FEE HAS BEEN PAID BY SYSCO					
				*** DAIRY ***					
C	2	CS	484 OZ	YOPLAIT YOGURT STRAW/BAN BLAST TRIX 17726000	5076611	16.19		32.38	
				GROUP TOTAL****				32.38	
				*** FROZEN ***					
F	1	CS	130 LB	SYS CLS CORN WHL KERNEL GR A 000003533486	3533486	39.31		39.31	
F	1	CS	725 OZ	TONYS PIZZA BEEF FIESTADA 68523	3632645	54.91		54.91	
				GROUP TOTAL****				94.22	
				*** CANNED & DRY ***					
D	1	CS	2410 OZ	TROPANA JUICE APPLE PET 75717	1605617	19.67		19.67	
C	1	CS	2410 OZ	TROPANA JUICE ORANGE PET 75715	1606490	19.67		19.67	
D	2	CS	801.41OZ	KELLOGG SNACK BAR RICE KRISPIES W 3800011052	2880189	36.04		72.08	
D	4	CS	6#10	SYS CLS ORANGE MANDRN WHL SEC LGH 210574865N	3548385	49.61		198.44	
D	3	CS	6#10	SYS SUP PINEAPPLE TIDBIT JCE 312074865C	4087409	34.58		103.74	
D	1	CS	483.5 OZ	HUNTS PUDDING CHOCOLATE SNACK P 2700055418	5661582	21.85		21.85	
D	2	CS	6#10	HRCIMP KETCHUP FANCY HOUY599	5686266	35.80		71.60	
				GROUP TOTAL****				507.05	
				*** PAPER & DISPOSABLES ***					
D	1	CS	20027X37N	SYS CLS BAG PLAS BUN PAN WTIE 13MI 303679994	4358958	16.06		16.06	
D	1	CS	10100 CTS	SYS CLS GLOVE VINYL FDSRV PWDRFREE 304362812	5478526	36.40		36.40	
D	1	CS	10100 CTS	SYS CLS GLOVE VINYL FDSRV PWDRFREE 304362813	5478536	36.40		36.40	
				GROUP TOTAL****				88.86	
ORDER SUMMARY				: 2016827					

063100630 000 633.65  
063100610 000 88.86

CASES	SPLIT	TOT. PCS	CUBE	GROSS WT.	OPEN: 6:00 AM	CLOSE: 6:00 PM	REMIT TO	
21		21	17.2	595	<i>B &amp; D of</i>		P.O. BOX 80068	SUB TOTAL
21		21	17.2	595			LINCOLN, NE	722.51
DRIVER'S SIGN					NO. PCS DELVD.	CUST. SIGNED INVOICE EVIDENCES OF ALL ITEMS SIGN	68501-0068	TAX TOTAL
								INVOICE TOTAL
								722.51

IMPORTANT PACA PROVISION: THE PERISHABLE AGRICULTURAL COMMODITIES LISTED ON THIS INVOICE ARE SUBJECT TO THE STATUTORY TRUST AUTHORIZED BY SECTION 5 (C) OF THE PERISHABLE AGRICULTURAL COMMODITIES ACT 1930 (U.S.C. 499E(C)). THE SELLER OF THIS COMMODITY RETAINS A TRUST CLAIM OVER THESE COMMODITIES, ALL INVENTORIES OF FOOD OR OTHER PRODUCTS DERIVED FROM THESE COMMODITIES, AND ANY RECEIVABLES OR PROCEEDS FROM THE SALE OF THESE COMMODITIES UNTIL FULL PAYMENT IS RECEIVED. FURTHER, YOU AGREE WITH RESPECT TO ANY DISPUTE ARISING OUT OF YOUR RECEIPT OF THESE PRODUCTS/SERVICES: YOU ARE GIVING UP YOUR RIGHT TO SERVE IN ANY REPRESENTATIVE CAPACITY, OR TO PARTICIPATE AS A MEMBER OF A CLASS OF CLAIMANTS, IN ANY LAWSUIT INVOLVING ANY SUCH DISPUTE.

PAYABLE ON OR BEFORE 3/10/23 LAST PAGE

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION CLAUSES OF 41 CFR 60-1.4, 60-250.4 AND 60-714.4 ARE INCORPORATED HEREIN BY REFERENCE



ACCOUNT NO. 14174189  
 INVOICE NO. 4709508  
 INVOICE DATE 02/07/23  
 CUSTOMER NO. 14174189  
 PURCHASE ORDER NUMBER  
 SALES LOC. 2365  
 SALES REP. 0212  
 ORDERED DATE 02/02/23  
 ORDER NUMBER: 304526

Bill To: RAVENNA PUB SCHOOL--USDA  
 41750 CARTHAGE RD  
 PO BOX 8400  
 RAVENNA 68869  
 NE  
 Attn: MANAGER

Ship To: RAVENNA PUB SCHOOL--USDA  
 41750 CARTHAGE RD  
 PO BOX 8400  
 RAVENNA 68869  
 NE  
 DEPT # 00

Route: 2110 / 3  
 Remit To: US Foods, Inc.  
 DIVISION #2365  
 15838 COLLECTION CTR DR.  
 CHICAGO 60693-5838  
 308 382 6581

Bill From: 3636 W STOLLEY PARK RD GRAND ISLAND NE Ship: 02/07/23  
 Net 30 Days Special Instr:  
 Qty Sales Product Description Pack Size Label C Weight Pricing Unit Price Extended Price  
 dered Shipped Unit Number Number

Qty	Sales Unit	Product Number	Description	Pack Size	Label	C	Weight	Pricing Unit	Unit Price	Extended Price
2	CS	3646789	USDA BEAN GRN LOW SDM CND	6/#10 CN	USDA			CS	0.0001	0.00
2	CS	5744254	USDA APPLESAUCE UNSTN CND	6/#10 CN	USDA			CS	0.0001	0.00
2	CS	7011489	USDA PEACH SLC EXLS CND CLNGST6/#10 CN		USDA			CS	0.0001	0.00
1	CS	5330329	REFRIGERATED USDA CHEESE AMER SLCD YLM REF 6/5 LB		USDA			CS	0.0001	0.00
1	CS	1633929	FROZEN USDA CHIX DCD CKD FZN 4/10# 4/10 LB		USDA			CS	0.0001	0.00
1	CS	3680361	USDA TURKEY BRST SLCD 2Z SKNLSB/5 LB		USDA			CS	0.0001	0.00
2	CS	6421705	STRAWBERRY, 4.5 Z CN FZN CUP 96/4.5 OZ		USDA			CS	0.0001	0.00
2	CS	7904844	USDA BEEF PTY GRND 2.2Z HMSTY 291/2.2 OZ		USDA			CS	0.0001	0.00
1	CS	9047523	CORN, WHL KRNL FZN USDA 30 LB		USDA			CS	0.0001	0.00
1	CS	9609702	USDA STRBRY SLCD 4 FZN 30 LB		USDA			CS	0.0001	0.00

STORAGE LOCATION RECAP ( )  
 TOTAL DRY REFRIGERATED: 6 PIECES ORDERED: 6 ITEMS SHIPPED: 3  
 TOTAL FROZEN: 8 PIECES ORDERED: 8 ITEMS SHIPPED: 6

*B & D J*  
 3-6-23





ACCOUNT INVOICE INVOICE CUSTOMER PURCHASE ORDER SALES SALES DATE  
 NO. NO. DATE NO. NO. REP. ORDERED  
 14174189 4709508 02/07/23 14174189 2365 0212 02/02/23

14174189 / 3  
 Route: 2110 / 3

RAVENNA PUB SCHOOL-USDA  
 41750 CARTHAGE RD  
 PO BOX 8400  
 RAVENNA NE  
 68869

RAVENNA PUB SCHOOL-USDA  
 41750 CARTHAGE RD  
 PO BOX 8400  
 RAVENNA NE  
 68869

Ship To:  
 RAVENNA PUB SCHOOL-USDA  
 41750 CARTHAGE RD  
 PO BOX 8400  
 RAVENNA NE  
 68869

Remit To:  
 US Foods, Inc.  
 DIVISION #2365  
 15838 COLLECTION CTR DR.  
 CHICAGO IL  
 60693-5838  
 308 382 6581

Ship To:  
 RAVENNA PUB SCHOOL-USDA  
 41750 CARTHAGE RD  
 PO BOX 8400  
 RAVENNA NE  
 68869

Ship To:  
 RAVENNA PUB SCHOOL-USDA  
 41750 CARTHAGE RD  
 PO BOX 8400  
 RAVENNA NE  
 68869

Ship To:  
 RAVENNA PUB SCHOOL-USDA  
 41750 CARTHAGE RD  
 PO BOX 8400  
 RAVENNA NE  
 68869

Ship To:  
 RAVENNA PUB SCHOOL-USDA  
 41750 CARTHAGE RD  
 PO BOX 8400  
 RAVENNA NE  
 68869

Order Number: 304526  
 Page 02 of 03

Qty	Shipped	Unit	Product	Description	Pack Size	Label	C	Weight	Pricing	Unit	Extended
Ordered			Number				D		Unit	Price	Price
15	15	PIECES SHIPPED:									
15	15	PIECES ORDERED:									
10	10	ITEMS SHIPPED:									

TOTAL NET WGT: 556.00  
 TOTAL GROSS WGT: 601.16

\*\*\* INVOICE SUMMARY \*\*\*  
 15 PIECES ORDERED  
 15 PIECES SHIPPED  
 10 ITEMS SHIPPED

PRODUCT TOTAL \$ .00  
 TAXABLE AMOUNT \$ .00  
 GEN SALES TAX % .00

This amount is an estimate at time of shipping prior to any adjustments made at delivery: \$ .00

\*\*\*\*\*  
 \* You agree with respect to any dispute arising out of your purchase from  
 \* US Foods: (i) you are giving up your right to serve in any representative  
 \* capacity, or to participate as a member of a class, in any lawsuit, (ii) you  
 \* also agree, at US Foods sole option, to submit to binding, individual  
 \* arbitration of all claims; (iii) such arbitration shall be governed by the  
 \* Federal Arbitration Act, 9 U.S.C. 5.1 and conducted in accordance with the  
 \* Commercial Rules of the American Arbitration Association; and (iv) each party,  
 \* shall pay half the costs of arbitration, and separately pay its own attorneys'  
 \* fees and costs. For more information about the fuel surcharge, go to:  
 \* https://www.usfoods.com/terms/fuelsurcharge/StandardGridEIAAreaMidwest.html  
 \* If you have an agreement with US Foods that expressly addresses the  
 \* calculation of the fuel surcharge, please refer to that agreement.  
 \* \*\*\*\*\*  
 \* CO CUSTOMERS: Egg products covered by CO Rev. Stat. 35-21-201-203 are  
 \* CO-COM  
 \* \*\*\*\*\*





ACCOUNT NO. 14174189 INVOICE NO. 4709508 INVOICE DATE 02/07/23 CUSTOMER NO. 14174189 PURCHASE ORDER NUMBER 14174189 SALES LOC. 2365 SALES REP. 0212 ORDERED DATE 02/02/23 ORDER NUMBER: 304526

Remit To:  
 RAVENNA PUB SCHOOL--USDA  
 41750 CARTHAGE RD  
 PO BOX 8400  
 RAVENNA NE  
 68869  
 308 452 3249  
 DEPT # 00

Ship To:  
 RAVENNA PUB SCHOOL--USDA  
 41750 CARTHAGE RD  
 PO BOX 8400  
 RAVENNA NE  
 68869  
 308 452 3249  
 DEPT # 00

US Foods, Inc.  
 DIVISION #2365  
 15838 COLLECTION CTR DR.  
 CHICAGO IL  
 60693-5838  
 308 382 6581

Bill To: RAVENNA PUB SCHOOL--USDA 41750 CARTHAGE RD PO BOX 8400 RAVENNA NE 68869 MANAGER  
 Ship To: RAVENNA PUB SCHOOL--USDA 41750 CARTHAGE RD PO BOX 8400 RAVENNA NE 68869 308 452 3249 DEPT # 00  
 Attn: MANAGER  
 Ship Route: 2110 / 3  
 Invoice Date: 02/07/23  
 Customer No: 14174189  
 Purchase Order No: 14174189  
 Grand Island NE Ship Date: 02/07/23  
 Special Instr:

Qty	Product	Description	Pack Size	Label	C	Weight	Pricing Unit	Unit Price	Extended Price
NET 30 DAYS	ty Sales								
dered	Shipped	Unit							

\*\*\*\*\*  
 \* The perishable agricultural commodities listed on this invoice are sold  
 \* subject to the statutory trust authorized by section 5(c) of the Perishable  
 \* Agricultural Commodities Act, 1930(7 U.S.C. 499e(c)). The seller of these  
 \* commodities retains a trust claim over these commodities, all inventories of  
 \* food or other products derived from these commodities, and any receivables or  
 \* proceeds from the sale of these commodities until full payment is received.  
 \*\*\*\*\*

*BF D J*  
 3-6-23







ACCOUNT NO. 64121114  
 INVOICE NO. 4709511  
 INVOICE DATE 02/07/23  
 CUSTOMER NO. 64121114  
 PURCHASE ORDER NUMBER  
 SALES LOC. 2365  
 SALES REP. 0239  
 DATE ORDERED 02/06/23

ORDER NUMBER: 305339

Ship To:  
 RAVENNA PUB SCHOOL  
 41750 CARTHAGE RD  
 PO BOX 8400  
 RAVENNA NE  
 68869

Ship To:  
 RAVENNA PUB SCHOOL  
 41750 CARTHAGE RD  
 PO BOX 8400  
 RAVENNA NE  
 68869

Remit To:  
 US Foods, Inc.  
 DIVISION #2365  
 15838 COLLECTION CTR DR.  
 CHICAGO IL  
 60693-5838  
 308 382 6581

Bill To: 3636 W STOLLEY PARK RD GRAND ISLAND NE 68801 02/07/23  
 Net 45 Days Sales  
 Order Shipped Unit Price Description Label Pack Size Special Inscr: 02/07/23  
 Qty Shipped Unit Price Extended Price

This amount is an estimate at time of shipping prior to any adjustments made at delivery: \$ 933.60

\*\*\*\*\*  
 \* You agree with respect to any dispute arising out of your purchase from  
 \* US Foods: (i) you are giving up your right to serve in any representative  
 \* capacity, or to participate as a member of a class, in any lawsuit; (ii) you  
 \* also agree, at US Foods sole option, to submit to binding, individual  
 \* arbitration of all claims; (iii) such arbitration shall be governed by the  
 \* Federal Arbitration Act, 9 U.S.C. s.1 and conducted in accordance with the  
 \* Commercial Rules of the American Arbitration Association; and (iv) each party  
 \* shall pay half the costs of arbitration, and separately pay its own attorneys'  
 \* fees and costs. For more information about the fuel surcharge, go to:  
 \* https://www.usfoods.com/terms/fuelsurcharge/StandardGridEIAreadwest.html  
 \* If you have an agreement with US Foods that expressly addresses the  
 \* calculation of the fuel surcharge, please refer to that agreement.  
 \*\*\*\*\*

\*\*\*\*\*  
 \* CO CUSTOMERS: Egg products covered by CO Rev. Stat. 35-21-201-203 are  
 \* CO-COM  
 \*\*\*\*\*

\*\*\*\*\*  
 \* The perishable agricultural commodities listed on this invoice are sold  
 \* subject to the statutory trust authorized by section 5(c) of the Perishable  
 \* Agricultural Commodities Act, 1930(7 U.S.C. 499e(c)). The seller of these  
 \* commodities retains a trust claim over these commodities, all inventories of  
 \* food or other products derived from these commodities, and any receivables or  
 \* proceeds from the sale of these commodities until full payment is received.  
 \*\*\*\*\*

*Handwritten signature: BFD*  
 3-6-23





ACCOUNT INVOICE INVOICE CUSTOMER PURCHASE ORDER  
 NO. NO. DATE NO. NUMBER  
 64121114 5043981 02/21/23 64121114

SALES SALES DATE  
 LOC. REP. ORDERED  
 2365 0239 02/20/23

ORDER NUMBER: 308734

Bill

To: RAVENNA PUB SCHOOL  
 41750 CARTHAGE RD  
 PO BOX 8400  
 RAVENNA NE  
 68869  
 Attn: MANAGER

Ship To: RAVENNA PUB SCHOOL  
 41750 CARTHAGE RD  
 PO BOX 8400  
 RAVENNA NE  
 68869  
 308 452 3249  
 DEPT # 00

Remit To: US Foods, Inc.  
 DIVISION #2365  
 15838 COLLECTION CTR DR.  
 CHICAGO IL  
 60693-5838  
 308 382 6581

Ship From: 3636 W STOLLEY PARK RD GRAND ISLAND NE Ship Date: 02/21/23

Page 01 of 02

Terms: NET 45 DAYS  
 Qty Sales Product  
 Ordered Shipped Unit Number

Description

Pack Size

Label

C Weight

Pricing Unit

Unit Price

Extended Price

2	2	CS	7755168	PEAR, DCD IN JCE NSA SS PLST	72/4.5 OZ	NATFOODGRP	CS	49.3900	\$	98.78
1	1	CS	9737446	SAUCE, MNARA TMTD SS CUP	168/2.5 OZ	RED GOLD	CS	65.0600		65.06
1	1	CS	9754912	REFRIGERATED CHEESE, AMER SLCD 160 CT REDUC6/5 LB		LAND O'LKS	CS	107.6800		107.68
1	1	CS	0402057	FROZEN PIZZA, CHS WHL GRAIN	96/4.6 OZ	TONY'S	CS	60.7000		60.70
3	3	CS	0576751	BREADSTICK, MOZZ STUFD WGR	192/1.93 OZ	THE MAX	CS	75.2500		225.75
1	1	CS	1492297	PIZZA, PPRNI TRKY 4X6 FZN	96/4.56 OZ	THE MAX	CS	63.5300		63.53
2	2	CS	7640667	SANDWICH, PNT BUTR & JELLY	72/2.6 OZ	UNCRSTBLS	CS	43.3100		86.62
3	3	CS	9865379	CHICKEN, CHNK RNDM BRDD W/	MDN43.5 LB	YNGS5THTST	CS	169.8200		509.46

STORAGE LOCATION RECAP(N)

TOTAL DRY	PIECES ORDERED:	3	PIECES SHIPPED:	3	ITEMS SHIPPED:	2	163.84
TOTAL REFRIGERATED	PIECES ORDERED:	1	PIECES SHIPPED:	1	ITEMS SHIPPED:	1	107.68
TOTAL FROZEN	PIECES ORDERED:	10	PIECES SHIPPED:	10	ITEMS SHIPPED:	5	946.06

TOTAL NET WGT: 375.09 \*\*\* INVOICE SUMMARY \*\*\*  
 TOTAL GROSS WGT: 422.14 PIECES ORDERED: 14 PIECES SHIPPED: 14 ITEMS SHIPPED: 8

PRODUCT TOTAL \$ 1217.58

*B. J. D. J.*  
 3-6-23

06 3100 630 000

TAXABLE AMOUNT \$ .00  
 GEN SALES TAX % .00

This amount is an estimate at time of shipping prior to any adjustments made at delivery: \$ 1217.58





ACCOUNT NO. 64121114  
 INVOICE NO. 5043981  
 INVOICE DATE 02/21/23  
 CUSTOMER NO. 64121114

PURCHASE ORDER NUMBER

SALES LOC 2365  
 SALES REP 0239  
 ORDERED DATE 02/20/23

Bill

To: RAVENNA PUB SCHOOL  
 41750 CARTHAGE RD  
 PO BOX 8400  
 RAVENNA 48869  
 NE

Ship To: RAVENNA PUB SCHOOL  
 41750 CARTHAGE RD  
 PO BOX 8400  
 RAVENNA 48869  
 NE  
 DEPT # 00

Remit To: US Foods, Inc.  
 DIVISION #2365  
 15838 COLLECTION CTR DR.  
 CHICAGO IL 60693-5838  
 308 382 6581

Order Form: 3635 W STOLLEY PARK RD GRAND ISLAND NE Ship Date: 02/21/23  
 Terms: NET 45 DAYS Special Instr.

Qty	Sales Unit	Product	Description	Pack Size	Label	C	Weight	Pricing Unit	Unit Price	Extended Price
Ordered	Shipped	Unit				D				

\*\*\*\*\*  
 You agree with respect to any dispute arising out of your purchase from US Foods: (i) you are giving up your right to serve in any representative capacity; or (ii) you are giving up your right to serve in any lawsuit; (iii) you also agree, at US Foods sole option, to submit to binding, individual arbitration of all claims; (iv) such arbitration shall be governed by the Federal Arbitration Act, 9 U.S.C. s.1 and conducted by the Commercial Arbitration Rules of the American Arbitration Association; and (v) each party shall pay half the costs of arbitration, and separately pay its own attorneys' fees and costs. For more information about the fuel surcharge, go to: https://www.usfoods.com/terms/fuelsurcharge/StandardGridEIAAreaMidwest.html If you have an agreement with US Foods that expressly addresses the calculation of the fuel surcharge, please refer to that agreement.  
 \*\*\*\*\*

\*\*\*\*\*  
 CO CUSTOMERS: Egg products covered by CO Rev. Stat. 35-21-201-203 are covered by CO-COM  
 \*\*\*\*\*

\*\*\*\*\*  
 The perishable agricultural commodities listed on this invoice are sold subject to the statutory trust authorized by section 5(c) of the Perishable Agricultural Commodities Act, 1930(7 U.S.C 499e(c)). The seller of these commodities retains a trust claim over these commodities, all inventories of food or other products derived from these commodities, and any receivables or proceeds from the sale of these commodities until full payment is received.  
 \*\*\*\*\*

BFDZ  
 3.6.23



Receipt was successfully updated.

**RAVENNA PS, NE Ordering for RAVENNA PS**

**Edit Receipt**

Edit Receipt Detail	
Order Summary For:	YNE373
Order Confirmation Number:	F23031001605
Program:	NSLP
Requested Delivery Date:	Tue 02/07/2023
Order Date:	Tue 01/31/2023

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
16Z07	APPLES FR FUJI 100-113 CT 40 LB CS	40 LB	\$52.99	2	2	\$105.98	Federal	N/A
15R22	BROCCOLI FLORETS CHL 3 LB BG	3 LB	\$12.49	2	2	\$24.98	Federal	N/A
15A33	CARROTS CHL BABY SLIMS 4/5LB BG	20 LB	\$29.99	2	2	\$59.98	Federal	N/A
16W38	CAULIFLORETS CHL 2/3 LB PG	6 LB	\$37.99	1	1	\$37.99	Federal	N/A
16P98	CUCUMBERS FR 5 LB CS	5 LB	\$8.49	8	8	\$67.92	Federal	N/A
14A02	ORANGES FR 113 CT 35 LB CS	35 LB	\$39.99	1	1	\$39.99	Federal	N/A
17D04	PEPPERS GRN FR SWT BELL MED 5 LB BG/CS	5 LB	\$11.99	1	1	\$11.99	Federal	N/A
16357	PEPPERS RED FR SWT 5 LB CS	5 LB	\$16.99	1	1	\$16.99	Federal	N/A
15D41	SALAD MIX CHL ROMAINE BLEND 4/5 LB BG	20 LB	\$39.99	2	2	\$79.98	Federal	N/A
15N71	TOMATO LARGE 1/10 LB CS	10 LB	\$23.99	1	1	\$23.99	Federal	N/A

**This order was received on 2/7/2023 9:37:58 AM CT.**

**Fund Balance for NSLP**

Federal Dollars represent a shared pot of money controlled by RAVENNA PS, NE

Description	State \$	Federal \$	GOVT \$
Starting Balance	N/A	\$12,500.00	N/A
Spent, Previous Orders	\$0.00	\$9,874.69	\$0.00
<b>Cost, This Order</b>	\$0.00	\$469.79	\$0.00
Remaining Balance	N/A	\$2,155.52	\$0.00

Print

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Contact FFAVORS Help Desk

*B. D. J.*  
3-6-23

*ll*  
2-7-23

# GREENBERG Fruit Company

9705 I Street • Omaha, Nebraska 68127  
(402) 339-6900 • Fax: (402) 593-0202  
www.greenbergfruit.com

The perishable agricultural commodities listed on this invoice are sold subject to the statutory trust authorized by section 5(c) of the Perishable Agricultural Commodities Act, 1930 (7 U.S.C. 4Q9e(c)). The seller of these commodities retains a trust claim over these commodities, all inventories of food or other products derived from these commodities, and any receivables or proceeds from the sale of these commodities until full payment is received. Customer will assume all collection costs, including attorney's fees.

380

INVOICE NO: 760363

INVOICE DATE: 02/07/2023

\*\* DELIVERY TICKET \*\*

PAGE: 1

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DSD RAVENNA PUBLIC SCHOOL  
41750 CARTHAGE ROAD

YNE373

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DFAS-BVDP SPE300-19-DS731

RAVENNA  
NE 68869  
308 440 0856

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NE 50000  
0 0 0000

CUSTOMER P.O.	SALESPERSON #	DRIVER	ROUTE	ACCOUNT NUMBER	TERMS
23038	4		45	1556 69	JCH

ALL PRODUCTS ORIGINATED IN THE USA, UNLESS OTHERWISE NOTED.

QTY. ORD.	UNIT		DESCRIPTION	PRICE	AMOUNT
	CTN.	EA#			
1.0	CS		1500 ORANGES/113 CT	14A02	
2.0	CS		3150 CARROT/BABY SLIMS 4/5#	15A33	
2.0	CS		3309 LETTUCE/ROMAINE-ICEBERG	15D41	
1.0	CS		2803 TOMATO/5X6 SINGLE LAYER**	15N71	
2.0		EA	7505 BROCCOLI/FLORETS 3#	15R22	
1.0	CS		7580 PEPPER/RED 5#	16357	
8.0		CS	7503 CUCUMBER/5#	16P98	
1.0	CS		3200 CAULIFLOWER/FLORETS 2/3#	16W38	
2.0	CS		1113 APPLES/FUJI 100-125CT	16Z07	
1.0	CS		7528 PEPPER/GREEN 5#	17D04	

*B. J. D. F.*  
3-6-23

TOTALS

PLEASE COUNT AND INSPECT ALL PRODUCT UPON DELIVERY.  
NO CLAIMS ALLOWED AFTER RECEIPT OF GOODS.

TOTAL

0000010107090000

2-7-23

RECEIVED BY:

*Lynda Endecott*

Receipt was successfully updated.

**RAVENNA PS, NE Ordering for RAVENNA PS**

**Edit Receipt**

<b>Edit Receipt Detail</b>	
<b>Order Summary For:</b>	YNE373
<b>Order Confirmation Number:</b>	F23038001772
<b>Program:</b>	NSLP
<b>Requested Delivery Date:</b>	Tue 02/14/2023
<b>Order Date:</b>	Tue 02/07/2023

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
16Z07	APPLES FR FUJI 100-113 CT 40 LB CS	40 LB	\$48.99	2	2	\$97.98	Federal	N/A
15R22	BROCCOLI FLORETS CHL 3 LB BG	3 LB	\$12.49	2	2	\$24.98	Federal	N/A
15A33	CARROTS CHL BABY SLIMS 4/5LB BG	20 LB	\$29.99	2	2	\$59.98	Federal	N/A
16W38	CAULIFLORETS CHL 2/3 LB PG	6 LB	\$33.99	1	1	\$33.99	Federal	N/A
15P55	CELERY CHL STICKS 5 LB CS	5 LB	\$18.49	1	1	\$18.49	Federal	N/A
16P98	CUCUMBERS FR 5 LB CS	5 LB	\$8.49	8	8	\$67.92	Federal	N/A
14A02	ORANGES FR 113 CT 35 LB CS	35 LB	\$39.99	1	1	\$39.99	Federal	N/A
17D04	PEPPERS GRN FR SWT BELL MED 5 LB BG/CS	5 LB	\$11.99	2	2	\$23.98	Federal	N/A
16357	PEPPERS RED FR SWT 5 LB CS	5 LB	\$16.99	2	2	\$33.98	Federal	N/A
15D41	SALAD MIX CHL ROMAINE BLEND 4/5 LB BG	20 LB	\$39.99	2	2	\$79.98	Federal	N/A

**This order was received on 2/14/2023 1:34:26 PM CT.**

**Fund Balance for NSLP**

Federal Dollars represent a shared pot of money controlled by NEBRASKA

Description	State \$	Federal \$	GOVT \$
Starting Balance	N/A	\$4,000,000.00	N/A
Spent, Previous Orders	\$0.00	\$2,709,651.01	\$0.00
<b>Cost, This Order</b>	\$0.00	\$481.27	\$0.00
Remaining Balance	N/A	\$1,289,867.72	\$0.00

Print

Go Back to the List of Receipts

Contact FFAVORS Help Desk

*BFD*  
3-6-23

2.14.23  
fe

# GREENBERG Fruit Company

9705 I Street • Omaha, Nebraska 68127  
(402) 339-6900 • Fax: (402) 593-0202  
www.greenbergfruit.com

The perishable agricultural commodities listed on this invoice are sold subject to the statutory trust authorized by section 5(c) of the Perishable Agricultural Commodities Act, 1930 (7 U.S.C. 4Q9e(c)). The seller of these commodities retains a trust claim over these commodities, all inventories of food or other products derived from these commodities, and any receivables or proceeds from the sale of these commodities until full payment is received. Customer will assume all collection costs, including attorney's fees.

INVOICE NO: 761075

INVOICE DATE: 02/14/2023

\*\* DELIVERY TICKET \*\*

PAGE: 1

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DSO RAVENNA PUBLIC SCHOOL YNE373  
41750 CARTHAGE ROAD  
RAVENNA  
NE 68869  
308 440 0856

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DFAS-BVDP SPE300-19-DS731  
ALL  
NE 50000  
0 0 0000

CUSTOMER P.O.	SALESPERSON #	DRIVER	ROUTE	ACCOUNT NUMBER	TERMS
23045	4		45	1556 69	JCH

ALL PRODUCTS ORIGINATED IN THE USA, UNLESS OTHERWISE NOTED.

QTY. ORD.	UNIT		DESCRIPTION	PRICE	AMOUNT
	CTN.	EA#			
1.0	CS		X1500 ORANGES/113 CT	14A02	
2.0	CS		X3150 CARROT/BABY SLIMS 4/5#	15A33	
2.0	CS		X3309 LETTUCE/ROMAINE-ICEBERG	15D41	
1.0	EA		X7509 CELERY/STICKS 5# BAG	15P55	
2.0	EA		X7505 BROCCOLI/FLORETS 3#	15R22	
2.0	CS		X7580 PEPPER/RED 5#	16357	
8.0	CS		X7503 CUCUMBER/5#	16P98	
1.0	CS		X3200 CAULIFLOWER/FLORETS 2/3#	16W38	
2.0	CS		X1113 APPLES/FUJI 100-125CT	16Z07	
2.0	CS		X7528 PEPPER/GREEN 5#	17D04	

*B. D. F.*  
3-6-23

TOTALS

PLEASE COUNT AND INSPECT ALL PRODUCT UPON DELIVERY.  
NO CLAIMS ALLOWED AFTER RECEIPT OF GOODS.

TOTAL

0000010107140000

RECEIVED BY:

*Synda Endecott*

Receipt was successfully updated.

**RAVENNA PS, NE Ordering for RAVENNA PS**

**Edit Receipt**

<b>Edit Receipt Detail</b>	
<b>Order Summary For:</b>	YNE373
<b>Order Confirmation Number:</b>	F23045003805
<b>Program:</b>	NSLP
<b>Requested Delivery Date:</b>	Tue 02/21/2023
<b>Order Date:</b>	Tue 02/14/2023

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
15R22	BROCCOLI FLORETS CHL 3 LB BG	3 LB	\$12.49	2	2	\$24.98	Federal	N/A
16W38	CAULIFLORETS CHL 2/3 LB PG	6 LB	\$33.99	1	1	\$33.99	Federal	N/A
16P98	CUCUMBERS FR 5 LB CS	5 LB	\$8.49	10	10	\$84.90	Federal	N/A
14A02	ORANGES FR 113 CT 35 LB CS	35 LB	\$39.99	1	1	\$39.99	Federal	N/A
17D04	PEPPERS GRN FR SWT BELL MED 5 LB BG/CS	5 LB	\$11.99	2	2	\$23.98	Federal	N/A
16357	PEPPERS RED FR SWT 5 LB CS	5 LB	\$16.99	2	2	\$33.98	Federal	N/A
15D41	SALAD MIX CHL ROMAINE BLEND 4/5 LB BG	20 LB	\$39.99	2	2	\$79.98	Federal	N/A
15N71	TOMATO LARGE 1/10 LB CS	10 LB	\$19.99	1	1	\$19.99	Federal	N/A

**This order was received on 2/21/2023 1:50:32 PM CT.**

**Fund Balance for NSLP**

Federal Dollars represent a shared pot of money controlled by NEBRASKA

Description	State \$	Federal \$	GOVT \$
Starting Balance	N/A	\$4,000,000.00	N/A
Spent, Previous Orders	\$0.00	\$2,781,450.95	\$0.00
<b>Cost, This Order</b>	\$0.00	\$341.79	\$0.00
Remaining Balance	N/A	\$1,218,207.26	\$0.00

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Contact FFAVORS Help Desk

# GREENBERG Fruit Company

9705 I Street • Omaha, Nebraska 68127  
(402) 339-6900 • Fax: (402) 593-0202  
www.greenbergfruit.com

-38<sup>0</sup>

The perishable agricultural commodities listed on this invoice are sold subject to the statutory trust authorized by section 5(c) of the Perishable Agricultural Commodities Act, 1930 (7 U.S.C. 4Q9e(c)). The seller of these commodities retains a trust claim over these commodities, all inventories of food or other products derived from these commodities, and any receivables or proceeds from the sale of these commodities until full payment is received. Customer will assume all collection costs, including attorney's fees.

INVOICE NO: 761595

INVOICE DATE: 02/21/2023

PAGE: 1

\*\* DELIVERY TICKET \*\*

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DSD RAVENNA PUBLIC SCHOOL  
41750 CARTHAGE ROAD

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DFAS-BVDP SPE300-19-DS731

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308 440 0856

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NE 50000  
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CUSTOMER P.O.	SALESPERSON #	DRIVER	ROUTE	ACCOUNT NUMBER	TERMS
23052	4		45	1556 69	JCH

ALL PRODUCTS ORIGINATED IN THE USA, UNLESS OTHERWISE NOTED.

QTY. ORD.	UNIT		DESCRIPTION	PRICE	AMOUNT
	CTN.	EA#			
1.0	CS		X1500 ORANGES/113 CT	14A02	
2.0	CS		X3309 LETTUCE/ROMAINE-ICEBERG	15D41	
1.0	CS		X2803 TOMATO/5X6 SINGLE LAYER**	15N71	
2.0		EA	X7505 BROCCOLI/FLORETS 3#	15R22	
2.0	CS		X7580 PEPPER/RED 5#	16357	
10.0	CS		X7503 CUCUMBER/5#	16R98	
1.0	CS		X3200 CAULIFLOWER/FLORETS 2/3#	16W38	
2.0	CS		X7528 PEPPER/GREEN 5#	17D04	

*B. D. F.*  
3-6-23

TOTALS

PLEASE COUNT AND INSPECT ALL PRODUCT UPON DELIVERY.  
NO CLAIMS ALLOWED AFTER RECEIPT OF GOODS.

TOTAL

0000010109090000

RECEIVED BY: \_\_\_\_\_

*Synda Endeck*

Receipt was successfully updated.

**RAVENNA PS, NE Ordering for RAVENNA PS**

**Edit Receipt**

Edit Receipt Detail	
Order Summary For:	YNE373
Order Confirmation Number:	F23052005934
Program:	NSLP
Requested Delivery Date:	Tue 02/28/2023
Order Date:	Tue 02/21/2023

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
15Z81	APPLES FR GALA 100-125 CT 40 LB CS	40 LB	\$51.99	2	2	\$103.98	Federal	N/A
15A33	CARROTS CHL BABY SLIMS 4/5LB BG	20 LB	\$29.99	1	1	\$29.99	Federal	N/A
18F71	CLEMENTINES FR 10/3 LB BG 30 LB CS	30 LB	\$49.99	1	1	\$49.99	Federal	N/A
16P98	CUCUMBERS FR 5 LB CS	5 LB	\$8.49	4	4	\$33.96	Federal	N/A
14G62	GRAPEFRUIT FR USF 12/3 LB BG	36 LB	\$48.99	1	1	\$48.99	Federal	N/A
16Z24	LETTUCE CHL TACO SHRED 5 LB BG	5 LB	\$9.99	2	2	\$19.98	Federal	N/A
14A02	ORANGES FR 113 CT 35 LB CS	35 LB	\$39.99	1	1	\$39.99	Federal	N/A
15D41	SALAD MIX CHL ROMAINE BLEND 4/5 LB BG	20 LB	\$39.99	1	1	\$39.99	Federal	N/A

**This order was receipted on 2/28/2023 1:56:14 PM CT.**

**Fund Balance for NSLP**

Federal Dollars represent a shared pot of money controlled by NEBRASKA

Description	State \$	Federal \$	GOVT \$
Starting Balance	N/A	\$4,000,000.00	N/A
Spent, Previous Orders	\$0.00	\$2,858,020.31	\$0.00
<b>Cost, This Order</b>	\$0.00	\$366.87	\$0.00
Remaining Balance	N/A	\$1,141,612.82	\$0.00

Print

Go Back to the List of Receipts

Contact FFAVORS Help Desk

Handwritten signature: BFD  
Date: 3-6-23

# GREENBERG Fruit Company

9705 I Street • Omaha, Nebraska 68127  
(402) 339-6900 • Fax: (402) 593-0202  
www.greenbergfruit.com

38

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INVOICE NO: 762239

INVOICE DATE: 02/28/2023

PAGE: 1

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41750 CARTHAGE ROAD

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DFAS-BVDP SPE300-19-DS731

RAVENNA  
NE 68869  
308 440 0856

ALL  
NE 50000  
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CUSTOMER P.O.	SALESPERSON #	DRIVER	ROUTE	ACCOUNT NUMBER	TERMS
23059	4		45	1556 69	JCH

ALL PRODUCTS ORIGINATED IN THE USA, UNLESS OTHERWISE NOTED.

QTY. ORD.	UNIT		DESCRIPTION	PRICE	AMOUNT
	CTN.	EA#			
1.0	CS	X1500	ORANGES/113 CT	14A02	
1.0	CS	X7019	GRAPEFRUIT/RED 12-3#	14G62	
1.0	CS	X3150	CARROT/BABY SLIMS 4/5#	15A33	
1.0	CS	X3309	LETTUCE/ROMAINE-ICEBERG	15D41	
2.0	CS	X1023	APPLES/GALA 100-125CT	15Z81	
4.0	CS	X7503	CUCUMBER/5#	16P98	
2.0	EA	X7504	LETTUCE/SHRED 5#	16Z24	
1.0	CS	X1515	CLEMENTINE 10-3#	18F71	

B. J. D. J.  
3-6-23

TOTALS

PLEASE COUNT AND INSPECT ALL PRODUCT UPON DELIVERY.  
NO CLAIMS ALLOWED AFTER RECEIPT OF GOODS.

TOTAL

0000010107230000

Lynda Endercott

RECEIVED BY:

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID	06	Fund Number 06	Lunch	
06 3100 630 000	54333790002390	Bimbo Bakeries USA	02/06/2023	288.94
		FOOD		288.94
06 3100 630 000	54333790002448	Bimbo Bakeries USA	02/13/2023	133.80
		FOOD		133.80
06 3100 630 000	54333790002506	Bimbo Bakeries USA	02/20/2023	268.40
		FOOD		268.40
06 3100 630 000	54333790002570	Bimbo Bakeries USA	02/27/2023	104.70
		FOOD		104.70
<b>Total</b>		<b>Bimbo Bakeries USA</b>		<b>795.84</b>
06 3100 630 000	13687636	CASH-WA DISTRIBUTING	02/07/2023	2,860.77
		FOOD		2,493.86
06 3100 610 000		GENERAL SUPPLIES		366.91
06 3100 630 000	13696669	CASH-WA DISTRIBUTING	02/14/2023	683.45
		FOOD		571.51
06 3100 610 000		GENERAL SUPPLIES		111.94
06 3100 630 000	13703512	CASH-WA DISTRIBUTING	02/21/2023	1,751.25
		FOOD		1,504.23
06 3100 610 000		GENERAL SUPPLIES		247.02
06 3100 630 000	13711267	CASH-WA DISTRIBUTING	02/28/2023	1,118.27
		FOOD		1,033.63
06 3100 610 000		GENERAL SUPPLIES		84.64
06 3100 630 000	P13685899	CASH-WA DISTRIBUTING	02/03/2023	92.12
		FOOD		92.12
<b>Total</b>		<b>CASH-WA DISTRIBUTING</b>		<b>6,505.86</b>
06 3100 630 000	1201926	HILAND DAIRY CO	02/02/2023	680.88
		FOOD		680.88
06 3100 630 000	1201927	HILAND DAIRY CO	02/02/2023	(3.33)
		FOOD		(3.33)
06 3100 630 000	1202041	HILAND DAIRY CO	02/09/2023	537.56
		FOOD		537.56
06 3100 630 000	1202042	HILAND DAIRY CO	02/09/2023	(4.25)
		FOOD		(4.25)
06 3100 630 000	1202153	HILAND DAIRY CO	02/16/2023	701.80
		FOOD		701.80
06 3100 630 000	1202256	HILAND DAIRY CO	02/23/2023	721.40
		FOOD		721.40
06 3100 630 000	1202305	HILAND DAIRY CO	02/27/2023	124.80
		FOOD		124.80
<b>Total</b>		<b>HILAND DAIRY CO</b>		<b>2,758.86</b>
06 3100 630 000	4523249.Feb23	MNO Hometown Market	03/08/2023	31.53
		FOOD		31.53
<b>Total</b>		<b>MNO Hometown Market</b>		<b>31.53</b>
06 3100 630 000	461807126	SYSCO LINCOLN	02/02/2023	1,699.00
		FOOD		1,307.05
06 3100 610 000		GENERAL SUPPLIES		391.95
06 3100 630 000	461819197	SYSCO LINCOLN	02/09/2023	1,070.00
		FOOD		924.66
06 3100 610 000		GENERAL SUPPLIES		145.34
06 3100 630 000	461830641	SYSCO LINCOLN	02/16/2023	1,275.88
		FOOD		1,262.62

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
06 3100 610 000		GENERAL SUPPLIES		13.26
	461842339	SYSKO LINCOLN	02/23/2023	722.51
06 3100 630 000		FOOD		633.65
06 3100 610 000		GENERAL SUPPLIES		88.86
Total	SYSKO LINCOLN			4,767.39
	usbank. march2023	U.S. Bank	02/27/2023	60.00
06 3100 630 000		FOOD		53.05
06 3100 610 000		GENERAL SUPPLIES		6.95
Total	U.S. Bank			60.00
	4709511	US Foods - Grand Island	02/06/2023	933.60
06 3100 630 000		FOOD		933.60
	5043981	US Foods - Grand Island	02/20/2023	1,217.58
06 3100 630 000		FOOD		1,217.58
Total	US Foods - Grand Island			2,151.18
Fund Number	06			17,070.66
Checking Account ID	06			17,070.66

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	1,456.87	7,165.31	0.00	(7,165.31)	0.00	(7,165.31)
06 3100 630 000	FOOD	0.00	15,613.79	122,692.03	0.00	(122,692.03)	0.00	(122,692.03)
3100	FOOD SERVICES	0.00	17,070.66	129,857.34	0.00	(129,857.34)	0.00	(129,857.34)
		0.00	17,070.66	129,857.34	0.00	(129,857.34)	0.00	(129,857.34)
06 3100 110 000 000	Salary	0.00	11,203.23	70,094.11	0.00	(70,094.11)	0.00	(70,094.11)
06 3100 120 000 000	Sub Salaries	0.00	395.20	3,491.93	0.00	(3,491.93)	0.00	(3,491.93)
06 3100 130 000 000	Overtime Salaries	0.00	6.58	228.08	0.00	(228.08)	0.00	(228.08)
06 3100 210 000 000	Health Insurance	0.00	2,988.86	24,095.76	0.00	(24,095.76)	0.00	(24,095.76)
06 3100 220 000 000	Fica	0.00	802.54	5,081.84	0.00	(5,081.84)	0.00	(5,081.84)
06 3100 230 000 000	Retirement	0.00	929.17	5,761.34	0.00	(5,761.34)	0.00	(5,761.34)
3100	FOOD SERVICES	0.00	16,325.58	108,753.06	0.00	(108,753.06)	0.00	(108,753.06)
000	DISTRICT WIDE	0.00	16,325.58	108,753.06	0.00	(108,753.06)	0.00	(108,753.06)
06	Lunch	0.00	33,396.24	238,610.40	0.00	(238,610.40)	0.00	(238,610.40)

**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:		0.00	33,396.24	238,610.40	0.00	(238,610.40)	0.00	(238,610.40)

**Ravenna Public School  
Lunch Fund Report  
February 28th, 2023**

**Beginning Balance:** \$ 59,908.75

RECEIPTS:

Deposit \$ 32,358.87

Interest \$ 7.64

**Total Receipts:** \$ 32,366.51

DISBURSEMENTS:

Lunch Bills \$ 29,706.35

Outstanding Checks \$ 1,753.84

**Total Disbursements:** \$ 31,460.19

**Bank Balance:** \$ 60,815.07

**Book Balance:** \$ 59,061.23

Revenue Detail

Account Number	Account Description	Budget	Month to Date	Year to Date
8	Revenue			
06 1510	Interest	0.00	7.64	32.47
06 1611	Student Lunches	0.00	11,292.80	69,339.93
06 1612	Daily Sales-Breakfast	0.00	0.00	0.00
06 1613	Special Milk	0.00	0.00	0.00
06 1620	Daily Sales-Adult/A la Carte	0.00	5,337.45	14,872.19
06 1650	Daily Sales-Summer Food Programs	0.00	0.00	0.00
06 2100	State Reimbursement	0.00	0.00	0.00
06 2200	Breakfast	0.00	0.00	0.00
06 3150	STATE REIMBURSEMENT	0.00	0.00	1,149.52
06 4210	FEDERAL REIMB. NSLP	0.00	15,662.91	98,605.53
06 5000	Trans From Savings	0.00	0.00	0.00
06 5200	School Dist Contrib.	0.00	0.00	0.00
06 5690	Other Income	0.00	64.36	12,740.36
06 9000	Non Program Receipts	0.00	0.00	0.00
06 9005	Interfund loan from GF to LF	0.00	0.00	0.00
06	Lunch	0.00	32,365.16	196,740.00
8	Revenue	0.00	32,365.16	196,740.00

## Board of Education Regular Meeting

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

Monday, February 14, 2022 7:00 PM

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

1. Call to Order and Roll Call - Open Meeting Law
2. Excuse Absent Board Members
3. The Pledge of Allegiance
4. Recitation of School Mission Statement: *Preparing Students Today to Succeed Tomorrow: Family-Community-School*
5. Recitation of Board Mission Statement: *Providing collaborative leadership to prepare students today to succeed tomorrow.*
6. Approval of Agenda  
Motion to approve the agenda Passed with a motion by Marc Vacek and a second by Ryan Osten.
7. Financial Report
8. Consent Agenda  
Motion to approve the consent agenda Passed with a motion by Ryan Osten and a second by Dawn Standage.
  - 8.1. Discuss, consider, and take all necessary action to minutes
  - 8.2. Discuss, consider, and take all necessary action to bills
  - 8.3. Discuss, consider, and take all action necessary to the banking resolution with Town & Country Bank
  - 8.4. Notice of Meeting Publication: The notice for this board meeting was published in the February 9th edition of the Ravenna News
  - 8.5. Discuss, consider, and take all action necessary regarding the resignation of Judi Dunning
9. Request to Address the Board and Correspondence
10. Blue Jay Celebration of Success: Dave Huryta - Technology Update

11. Board Report & Year One Goals Meeting Pulse

12. Information and Action Items

12.1. Discuss, consider, and take all action necessary to the 2022-23 Ravenna Public Schools Calendar

Motion to approve the 2022-23 school calendar as presented Passed with a motion by Dawn Standage and a second by Mike Voelker.

12.2. Discuss, consider, and take all action necessary to for the superintendent's compensation and contract for the 2022-23 school year

Motion to approve the 2022-2023 superintendent's contract as presented. Passed with a motion by Ryan Osten and a second by Marc Vacek.

12.3. Discuss, consider, and take all action necessary for the future investment plan for RPS.

12.4. Discuss, consider, and take all action regarding the approval of Special Education Contract and Cooperative Service Agreements with ESU 10 for the 2022-2023 school year.

Motion to approve the ESU 10 service agreements as presented. Passed with a motion by Tara Schirmer and a second by Ryan Osten.

13. Discussion Items

13.1. Policy Review-1000 Series & 2000 Series

13.2. Policy Review-3000 Series

13.3. Discuss, consider, and take all action necessary for compensation for classified staff during 2022-23 school year

13.4. Discuss, consider, and take all action necessary regarding potentially paving the parking lot area that is currently white rock

13.5. Discuss, consider, and take all action necessary in reviewing the RPS 2021-2022 safe return to school plan, considering any and all community input

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

14. Elementary Principal's Report

15. Secondary Principal's Report

16. Superintendent's Report

17. Positive Comments

18. Adjournment

Motion to adjourn at 8:09 PM Passed with a motion by Mike Voelker and a second by Ryan Osten.

March 5th, 2023

Ravenna Public Schools

Dear Superintendent Brad Kjar and Cannon Blauvelt,

This letter serves as my official resignation from my position as science teacher of Ravenna Public Schools. I will carry out the duties of my current contract but will not be renewing for next school term. I appreciate all of the professional development and growth that I have received while at Ravenna and would like to officially state that my resignation is in no way a reflection of any dissatisfaction with the job, its responsibilities, or the leadership of Ravenna Public Schools. It is extremely difficult for me to leave such a great staff, student body, and leadership team, but I felt it necessary to seek employment that allows me to teach upper level courses in which my degree is designated.

I wish you and Ravenna continued growth and success in the future.

Yours respectfully,

A handwritten signature in cursive script that reads "Scott Stecklein". The signature is written in black ink and is positioned above the printed name.

Scott Stecklein

To All This Concerns:

This will serve as my letter of resignation. I plan to finish out the 2022-2023 school year but will not be returning next year. Things have changed once again for our family and our best option is for me to return to massage therapy. I appreciate the opportunity you've given me and the time I've spent here. Thank you.

Sincerely,  
Brenda Adams

## **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.

**4059**  
**Suicide Prevention Training**

The following employees are required to complete at least one hour of suicide awareness and prevention training every year:

- school nurses
- teachers
- counselors
- school psychologists
- administrators
- paraeducators
- secretarial and clerical staff

These employees must complete the online training provided by the Nebraska Department of Education no later than October 31 of each school year or within 30 days of their initial employment. Failure to complete this training shall constitute just cause for the termination or nonrenewal of an employee's contract.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4060 School Vehicle Use**

### **Pupil Transportation Vehicles**

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. See Title 92, Nebraska Administrative Code, Chapter 91 – Regulations Governing Driver Qualifications and Operational Procedures for Pupil Transportation Vehicles ("Rule 91") Title 92, Nebraska Administrative Code, Chapter 92 – Regulations Governing the Minimum Equipment Standards and Safety Inspection Criteria for Pupil Transportation Vehicles ("Rule 92"), available on NDE's website ([www.education.ne.gov](http://www.education.ne.gov)). A pupil transportation vehicle is any vehicle utilized to carry school children as sponsored and approved by the school board and that conforms to the Nebraska Department of Education definitions of pupil transportation vehicles listed as School Bus, Activity Bus, Small Vehicle, or Coach Bus.

### **School Vehicles Other Than Those Transporting Students**

School district employees, board members, and other elected or appointed school district officials (collectively "school personnel") 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. School district vehicles may not be used for personal purposes unless the vehicle, or the use of it, is provided to an employee as a condition of an employment contract or it is leased to school personnel as allowed by law. School personnel must operate school vehicles in accordance with all applicable federal, state, and local laws.

**Driver Qualifications.** School personnel who wish to use a vehicle owned or leased by the school district and who are not transporting students must:

- Possess and provide a copy of a valid Motor Vehicle operator's license.
- Be able to read and comprehend driving regulations and written test questions.
- Obtain and provide a copy of his or her current driving record from the department of motor vehicles at least one time per school year to the superintendent or his or her designee.
- Be at least 19 years of age.

School personnel must notify the superintendent or his or her designee about any change in their driving status or eligibility.

School personnel who have been convicted of any of the following or who meet any of the following conditions will not be allowed to drive a school district vehicle:

- If the citation or conviction occurred at any time—Motor vehicle homicide or driving under the influence – 3<sup>rd</sup> or subsequent offense;
- If the citation or conviction occurred within the last 5 years - Driving under the influence of drugs or alcohol, failure to render aid in accident you are involved in, speeding 15 miles per hour or more above the posted speed limit , reckless driving (willful or otherwise), careless driving, leaving the scene of an accident, failure to yield to a pedestrian with bodily injury to the pedestrian, or negligent driving; or
- Have accumulated 6 points or more under an operator’s license point system within the last 5 years.

The superintendent or his or her designee has the discretion to prohibit school personnel from driving a school vehicle for a citation or arrest for the above offenses or any other offense or reason. The superintendent or his or her designee will make the final determination about the use of school district vehicles.

**Electronic Communication While Driving.** Unless the superintendent or a principal grants an exception to allow verbal communication on an as needed basis for specific district-related work based upon an employee’s duties and responsibilities, 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. 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, text messages or other visual media.

**Tobacco, Alcohol, and Controlled Substances.** The use of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted in a school vehicle at any time. The use or possession of any alcohol or controlled substance (unless legally prescribed to school personnel by a physician) is not permitted in a school vehicle at any time.

**Traffic Accidents, Infractions, Violations, or Citations.** School personnel who receive a citation or warning citation from a law enforcement officer or are involved in an accident while operating a school vehicle must report the citation to the superintendent or his or her designee as soon as practicable, but no later than 24 hours of receipt. The superintendent must

report his or her accidents, infractions, violations, or citations to the board president.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4062 Locker Room Supervision**

Staff members, coaches, sponsors, and students must comply with the requirements of this policy while using locker rooms at the school district or at other locations.

Staff members, coaches, and sponsors must appropriately supervise students in locker rooms and other locations where students dress, change, or engage in similar activities. This supervision must occur at all times during curricular and extracurricular activities and includes, but is not limited to, the following:

- Entering and walking through the entire locker room at regular and irregular intervals to provide direct supervision and to assess student behavior.
- Maintaining an orderly locker room free from “horseplay” and other prohibited conduct.
- Maintaining a visual presence.
- Adequately addressing any misbehaviors.
- Escorting students to and from the locker room and the activity or instructional area.
- Unlocking the locker room so that students may enter, and locking the locker room after all students have exited the locker room.
- Searching the locker room to determine that all students have exited the locker room before locking it.
- Ensuring that the locker room remains locked during any activity.

If a student is found missing during an activity, the staff member, coach, or sponsor or adult designee shall check the locker room for the missing student.

The locker room must be locked at all times when unsupervised.

Only students whose team or activity is currently playing or are in-season or who are involved in a school-sponsored activity that requires or allows presence in the locker room are allowed access to the locker room before or after the regular school day.

Students are not allowed to enter or reenter the locker room without appropriate supervision.

If the staff member, coach, or sponsor is the opposite sex of the students, he or she may designate another adult of the same sex as the students to provide the required locker room supervision. This delegation does not remove ultimate responsibility from the staff member, coach, or sponsor who is subject to the obligations under this policy to ensure that such obligations are

met. By allowing their students to participate in an activity with a cross-gender coach, parents/guardians consent to the entry of the staff member or his or her designee into the locker room at any time as necessary to maintain student safety and order.

Staff members, coaches, and sponsors must remain with students until they are picked up by the parent, guardian, or other authorized person or the student leaves in his or her own transportation. Students must never be left unattended after a game, practice, or other school-sponsored activity. In other words, the staff member, coach, or sponsor should be the first one to arrive at the activity and the last one to leave.

Cell phones and other devices with visual or auditory recording capability may not be used in the locker room at any time or for any reason.

Under no circumstance may a staff member, coach, or sponsor delegate any responsibility under this policy to a student or other minor.

School administrators or their designees may make random checks to assess policy compliance.

Adopted on: July 13, 2020

Reviewed on: \_\_\_\_\_

Amended on: \_\_\_\_\_

## **4063**

### **Extra Duty and Extended Contract Assignments for Certificated Staff**

This policy details the methods of payment for performance of extra duty and extended contract assignments by certificated staff members. Noncertificated staff should refer to their individual employment contracts regarding service hours and payment for extracurricular sponsorship activities which may be assigned to the employee by the district.

#### **Extra Duty Assignments**

Certificated staff members may be assigned extra duties such as coaching a sport, sponsoring a student club, or directing other extracurricular activities. Extra duty assignments shall be assigned at the discretion of the administration.

Full time certificated staff who are anticipated to work more than 1100 hours each school year are expected to work additional hours each month of the contract year in fulfillment of their extra duty assignments. Part-time certificated staff who are anticipated to spend fewer than 1100 hours in their regular teaching assignments each school year must track the hours they spend on extra duty assignments and submit those hours to the district bookkeeper monthly.

Certificated staff covered by the collective bargaining agreement between the board and the local education association will be paid the salary amounts set in that contract for performance of their extra duties.

Subject to the other provisions of this policy, certificated employees assigned to extra duty assignments shall be paid in 12 equal installments beginning with the first regular pay period of the contract year in which the services will be rendered. The payment for exempt employees assigned extra duty sponsorship duties after the beginning of their contract for a given school year shall be distributed evenly across the remaining pay periods for the school year beginning with the first pay period following the assignment.

Certificated employees who are assigned extra duties will be informed of that assignment in an assignment letter.

In addition to their regular teaching duties, teachers with extra duty will render service hours toward the performance of each of their extra duty assignments throughout the entirety of the contract year. This time should include tasks such as: continuously reviewing best practices for coaching/sponsoring your extra duty; determining any off-season professional

development or meetings which you should attend; determining any pre-season or pre-event camps or activities which students should attend; supervising selected pre-season camps or activities; creating records and completing paperwork related to the extra duty; communicating with selected media outlets about the extra duty; training and preparing students prior to the beginning of the competition/activity/event schedule; reviewing or planning the competition/event schedule; studying film, selecting music or scripts, designing sets and costumes, arranging choreography and otherwise preparing for the competition or season; scheduling student meetings and events; actively supervising participating students before, during and after the season/event; study of best practices in sportsmanship and student character growth; and any other identified duties.

In the event a certificated staff member is assigned an extra duty assignment after the beginning of the school year in which the activity occurs, the district will report the extra duty pay and hours to the Nebraska State Retirement System beginning in the month when the teacher undertakes his/her assignment.

In the event a certificated staff member's overall employment and/or extra duty assignment is terminated prior to the end of the school year, he/she will not be paid any remaining amounts for extra duty service and those hours will not be reported to the Nebraska State Retirement System.

### **Extended Contract Days**

If a certificated staff member is assigned extended contract days, that assignment shall be included in his/her individual employment contract with the board of education. Staff shall be compensated for assigned extended contract days at the individual employee's daily contract rate calculated by dividing his/her regular salary by the number of contract days set by the board for all certificated teaching staff.

#### **[OPTION 1]**

Unless otherwise directed by the administration, extended contract days shall be completed prior to the first regular duty day for teachers for the impending contract year. Teachers must document their completion of extended contract days on the form provided by the office and submit that form to their direct supervisor at the end of each month.

#### **[OPTION 2]**

Unless otherwise directed by the administration, extended contract days shall be completed after the last regular duty day for teachers. Teachers must document their completion of extended contract days on the form provided by

the office and submit that form to their direct supervisor at the end of each month.

**Payment for Extended Contract Days**

**[OPTION 1]**

Teachers assigned to extended contract days shall be paid for that assignment in 12 equal installments beginning with the first regular pay day of the contract year in which the services are rendered.

**[OPTION 2]**

Payment for extended contract days will be made in the pay period following the date on which the extended contract days are completed.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**Ravenna Public Schools**  
41750 Carthage Road  
Ravenna, NE 68869  
PHONE: 308-452-3249; FAX: 308-452-3172  
WEBSITE: www.ravennabluejays.org

**APPLICATION  
FOR EMPLOYMENT**

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Please type or print in ink only

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Ravenna Public Schools ("School District") is an Equal Opportunity Employer. We consider applicants for all jobs without regard to race, color, sex, pregnancy, national origin, marital status, disability, religion, age (40 years of age or older), or any other legally protected status. Applicants who need a reasonable accommodation to complete this application may contact the HR Director for assistance.

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Position Applied For

---

Date of Application

---

Last Name

---

First Name

---

Middle Initial

---

Present Address (Number and Street)

---

City

---

State

---

Zip

---

Telephone Number(s): Home (     )

---

Cell (     )

---

Email Address:

---

**CERTIFICATION OF MINIMUM EMPLOYMENT QUALIFICATIONS**

- I am a high school graduate or hold a GED
- I can understand and follow verbal directions
- I can understand and follow written directions
- I have not been convicted of a crime involving physical or sexual abuse
- I can, after being hired, verify my legal right to work in the United States

**If you have checked all the boxes above, please continue to the second page  
If any box above is unchecked, please submit the application now.**

Have you ever been employed with us before?  Yes  No

If yes, provide date(s) \_\_\_\_\_ to \_\_\_\_\_  
and Department \_\_\_\_\_

Are you under 18 years of age?  Yes  No

If you are under the age of 18, you may need to supply the School District a work permit or limit your hours to those permitted by law.

May we contact your current employer?  Yes  No

Have you ever been terminated from employment?  Yes  No

Have you ever been notified of possible cancelation, termination or non-renewal of employment?  Yes  No

*If yes, please explain the circumstances:*

Have you ever resigned to avoid being notified of possible cancellation, termination or non-renewal of your employment?

Yes  No

*If yes, please explain the circumstances:*

Have you ever had a complaint filed against you with the Professional Practices Committee of the Nebraska Department of Education?  Yes  No

*If yes, please explain the circumstances and the outcome:*

Specify days and hours for which you are available: \_\_\_\_\_

Date available to start work? \_\_\_\_\_

If the job you are applying for requires a valid driver's license, please complete the information below:

Number \_\_\_\_\_ State \_\_\_\_\_ Regular  CDL

Do you have any relatives presently employed by the School District?  Yes  No

If yes, give names, divisions and relationship: \_\_\_\_\_

Are you willing to work overtime if required?  Yes  No

Are you willing to work different shifts, if required?  Yes  No

IT IS THE POLICY OF THE SCHOOL DISTRICT TO CONDUCT A CRIMINAL HISTORY RECORD INFORMATION CHECK FOR ALL APPLICANTS AFTER THE SCHOOL DISTRICT MAKES A DETERMINATION THAT THE APPLICANT IS QUALIFIED FOR EMPLOYMENT AND PRIOR TO THE APPLICANT'S FIRST DATE OF EMPLOYMENT WITH THE SCHOOL DISTRICT. If selected as a final candidate, you will be required to disclose your criminal history or record. Convictions are not an automatic bar from employment, but will be considered as part of the totality of your suitability. You will not be required to disclose any offense for which the record has been sealed. The School District will not ask you to disclose the contents or details of any sealed records or that any sealed records exist.

### EMPLOYMENT EXPERIENCE

**Start with your current or last job and complete the information below.  
(Attach additional sheets if necessary)**

Employer Name	Address (Street, City, Zip)	Employed From	To
Job Title	Supervisor	Supervisor Phone No.	
Starting Wage	Ending Wage	Reason for Leaving	
Summarize nature of work performed			

Employer Name	Address (Street, City, Zip)	Employed From	To
Job Title	Supervisor	Supervisor Phone No.	
Starting Wage	Ending Wage	Reason for Leaving	
Summarize nature of work performed			

Employer Name	Address (Street, City, Zip)	Employed From	To
Job Title	Supervisor	Supervisor Phone No.	
Starting Wage	Ending Wage	Reason for Leaving	
Summarize nature of work performed			



Graduated?    ____ Yes            ____ No	Degree Obtained?    ____ Yes    ____ No
<div style="display: flex; justify-content: space-between;"> <span>Seminars / Other</span> <span>Please describe</span> </div>	

**SPECIAL SKILLS**

Computer Skills (please explain your level of proficiency below):

Use the space below to summarize other relevant experience, skills, background, training and qualifications that you feel make you especially suited for work with the School District.

**REFERENCES**

**(List three individuals familiar with your work ability. Do not include relatives.)**

Name	Address (Street, City, Zip)	Phone No.	Relationship to Person
Name	Address (Street, City, Zip)	Phone No.	Relationship to Person
Name	Address (Street, City, Zip)	Phone No.	Relationship to Person

**APPLICANT'S STATEMENT**

I certify that answers given in this application are true and complete to the best of my knowledge. I understand that false, misleading or omitted information given in my application or interview(s) may result in discharge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CONSENT TO PROVIDE EMPLOYMENT HISTORY  
TO PROSPECTIVE EMPLOYERS**

I, \_\_\_\_\_ (applicant), consent to any and all of my former employers to provide information regarding my employment to any prospective employer(s) who contact them.

I consent to the disclosure of the following information about me by any and all of my former employers:

1. Date and duration of employment;
2. Pay rate and wage history on the date of receipt of this consent;
3. Job description and duties;
4. The most recent written performance evaluation prepared prior to the date of the request for information and provided to me during the course of my employment;
5. Attendance information;
6. Results of drug or alcohol tests administered within one year prior to the request for information;
7. Threats of violence, harassing acts, or threatening behavior related to the workplace or directed at another employee;
8. Whether I was voluntarily or involuntarily separated from employment and the reasons for the separation; and
9. Whether I am eligible for rehire.

The consent is valid for six months from the date of my signature below.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Criminal History Disclosure and  
Acknowledgment and Authorization  
For Criminal Background Check**

**Criminal History Disclosure**

Have you been convicted of a felony or misdemeanor in the last seven years? \_\_\_\_\_ Yes \_\_\_\_\_ No

(Convictions do not necessarily bar you from employment, but will be considered as part of the totality of your suitability. You are not obligated to disclose any offense for which the record has been sealed. The School District is not asking you to disclose the contents or details of any sealed records or that any sealed records exist.)

If yes, please explain: \_\_\_\_\_

**Acknowledgment and Authorization for Criminal Background Check**

As a condition of my candidacy for employment with the School District, I understand that the School District will conduct a criminal background check for employment purposes.

By signing this Acknowledgment and Authorization, I authorize the School District, or any other company authorized by the School District, to access such information as may be necessary to complete a criminal background check.

I release from liability all persons and entities supplying such information. I indemnify the School District, or any other company authorized by the School District, against any liability which may result from making such requests. I agree that a fax or photocopy of the Acknowledgment and Authorization with my signature will be accepted with the same authority as the original.

I believe to the best of my knowledge that all information provided below is accurate, true and correct, and that I fully understand the terms of this Acknowledgment and Authorization.

Printed Name: \_\_\_\_\_

Other Names Used: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Driver's License Number and State: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application for Leave Under the Family and Medical Leave Act**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
(Supervisor's Name)

FROM: \_\_\_\_\_  
(Employee's Name)

SUBJECT: Request for Family/Medical Leave

Effective \_\_\_\_\_, I would like to take Family and/or Medical Leave for the following reason:

- the birth of my child, or the placement of a child with me for adoption or foster care; or
- a serious health condition that makes me unable to perform the essential functions of my job; or
- a serious health condition affecting my  spouse,  child,  parent, for which I need to provide care.
- a qualifying purpose arising out of the fact that my  spouse,  child, or  parent is a Covered Servicemember

My leave will begin \_\_\_\_\_ and continue until, on, or about \_\_\_\_\_.

## CERTIFICATION OF HEALTH CARE PROVIDER

1. \_\_\_\_\_  
(Employee Name)
  
2. \_\_\_\_\_  
(Patient Name) (if different from Employee Name)
  
3. The attached sheet describes what is meant by a "serious health condition" under the Family and Medical Leave Act. Does the patient's condition<sup>1</sup> qualify under any of the categories described? If so, please check the applicable category.
  - Hospital Care
  - Absence Plus Treatment
  - Pregnancy
  - Chronic Conditions Requiring Treatments
  - Permanent/Long Term Conditions Requiring Supervision
  - Multiple Treatments (Non-Chronic Conditions)
  - None of the above
  
4. Describe the medical facts that support your certification, including a brief statement as to how the medical facts meet the criteria of one of these categories:  
\_\_\_\_\_  
\_\_\_\_\_
  
- 5.(a) State the approximate date the condition commenced and the probable duration of the condition (also the probable duration if the patient's incapacity<sup>2</sup> is different):  
\_\_\_\_\_  
\_\_\_\_\_

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1. The information sought by this form relates **only** to the condition for which the employee is taking FMLA leave.

2 **"Incapacity"** for purposes of the FMLA is defined as the inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefor, or recovery therefrom.

- (b) Will it be necessary for the employee to take off work only intermittently or to work on a less than full schedule as a result of the condition (including for treatment described in Item 6 below?)  yes  no

If yes, give the probable duration: \_\_\_\_\_

- (c) If the condition is a chronic condition or pregnancy, state whether the patient is presently incapacitated and the likely duration and frequency of episodes of incapacity.

\_\_\_\_\_  
\_\_\_\_\_

- 6.(a) If additional treatments will be required for the condition, provide an estimate of the probable number of such treatments.

\_\_\_\_\_  
\_\_\_\_\_

If the patient will be absent from work or other daily activities because of treatment on an intermittent or part-time basis, provide an estimate of the probable number and interval between such treatments, actual or estimated dates of treatment if known, and period required for recovery if any.

\_\_\_\_\_  
\_\_\_\_\_

- (b) If any of these treatments will be provided by another provider of health services (e.g., a physical therapist), please state the nature of the treatments.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- (c) If a regimen of continuing treatment by the patient is required under your supervision, provide a general description of such regimen (e.g., prescription drugs, physical therapy requiring special equipment).

\_\_\_\_\_  
\_\_\_\_\_

- 7.(a) If medical leave is required for the employee's absence from work because of the employee's own condition (including absences due to

pregnancy or a chronic condition), is the employee unable to perform work of any kind?  yes  no

- (b) If able to perform some work, is the employee unable to perform any one or more of the essential functions of the employee's job (the employee or the employer should supply you with information about essential job functions)?  yes  no

If yes, please list the essential functions that the employee is unable to perform:

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- 8.(a) If leave is required to care for a family member of the employee with a serious health condition, does the patient require assistance for basic medical or personal needs or safety, or for transportation?  yes  no

- (b) If no, would the employee's presence to provide psychological comfort be beneficial to the patient or assist in the patient's recovery?  yes  no

- (c) If the patient will need care only intermittently or on a part-time basis, please indicate the probable duration of the need for such care.

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(Signature of Health Care Provider)

---

(Type of Practice)

---

(Address)

---

(Telephone Number)

**To be completed by the employee needing leave to care for a family member:**

State the care you will provide and an estimate of the period during which care will be provided, including a schedule if leave is to be taken intermittently or if it will be necessary for you to work less than a full schedule:

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\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

## **Definitions for Serious Health Condition**

A "Serious Health Condition" means an illness, injury, impairment, or physical or mental condition that involves one of the following:

### **1. Hospital Care**

Inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequence to such inpatient care.

### **2. Absence Plus Treatment**

- a. A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:
  - i. Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or
  - ii. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a health care provider. Treatment includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations. A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

### **3. Pregnancy**

Any period of incapacity due to pregnancy, or for prenatal care.

### **4. Chronic Conditions Requiring Treatments**

A chronic condition which:

- a. Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;

- b. Continues over an extended period of time (including recurring episodes of a single underlying condition); and
- c. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetics, epilepsy, etc.)

**5. Permanent/Long Term Conditions Requiring Supervision**

A period of incapacity which is permanent or long term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision, or but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or, the terminal stages of a disease.

**6. Multiple Treatments (Non-Chronic Conditions)**

Any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).



## RESPONSE TO REQUEST FOR FAMILY AND MEDICAL LEAVE

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
(Employee's Name)

FROM: \_\_\_\_\_  
(Name of Employer Representative)

SUBJECT: Request for Family/Medical  
Leave

On \_\_\_\_\_(date)\_\_\_\_\_, you notified the district of your need to take family/medical leave due to:

- the birth of your child, or the placement of a child with you for adoption or foster care; or
- a serious health condition that makes you unable to perform the essential functions of your job; or
- a serious health condition affecting your  spouse,  child,  parent, for which you needed to provide care.

You notified us that you need this leave beginning on \_\_\_\_\_ and that you expect leave to continue until on or about \_\_\_\_\_.

Except as explained below, you have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period for the reasons listed above. Your health benefits must be maintained during any period of unpaid leave under the same condition as if you continued to work, and you must be reinstated to the same or an equivalent job with the same pay, benefits and terms and conditions of employment on your return from leave. If you do not return to work following FMLA leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; or (2) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during the FMLA leave.

This is to inform you that:

1. You are  eligible  not eligible for leave under the FMLA.
2. The requested leave  will  will not be counted against your FMLA leave entitlement.
3. You  will  will not be required to furnish medical certification of a serious health condition. If required, you must furnish certification by \_\_\_\_\_ (must be at least 15 days after you are notified of this requirement) or we may delay the commencement of your leave until the certification is submitted.
4. We  will  will not require that you substitute accrued paid leave for unpaid FMLA leave.
- 5.(a) If you normally pay a portion of the premiums for your health insurance, these payments will continue during the period of FMLA leave. Arrangements for payment have been discussed with you and it is agreed that you will make premium payments as follows: ***(Set forth dates or pay period, etc. that specifically cover the agreement with the employee.)***
- (b) You have a minimum 30-day ***(or, indicate longer, if applicable)*** grace period in which to make premium payments. If payment is not made timely, your group health insurance may be canceled, provided, we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work. We  will  will not pay your share of health insurance premiums while you are on leave.
- (c) We  will  will not be required to do the same with other benefits (e.g., life insurance, disability insurance, etc.) while you are on FMLA leave. If we do pay your premiums for other benefits, when you return from leave, you  will  will not be expected to reimburse us for the payments made on your behalf.
6. You  will  will not be required to present a fitness-for-duty certificate prior to being restored to employment. If such certification is required but not received, your return to work may be delayed until the certification is provided.

- 7.(a) You  are  are not a "key employee" as described in §825.218 of the FMLA regulations. If you are a "key employee," restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous injury to us.
- (b) We  have  have not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous harm to us. **(Explain (a) and (b) below. See §825.219 of the FMLA Regulations).**
8. While on leave, you  will  will not be required to furnish us with periodic reports every \_\_\_\_\_ **(indicate interval of periodical reports, as appropriate for particular leave situation)** of your status and intent to return to work **(see §825.309 of the FMLA Regulations)**. If the circumstances of your leave change and you are able to return to work earlier than the date indicated on the reverse side of this form, you  will  will not be required to notify us at least two work days prior to the date you intend to return to report for work.
9. You  will  will not be required to furnish recertification relating to a serious health condition. **(Explain below, if necessary, including the interval between certifications as prescribed in §825.308 of the FMLA regulations).**

## THE FAMILY AND MEDICAL LEAVE ACT OF 1993

### **Section 301(c) Notice to Employees**

1. You will be notified by the District whether your leave will be counted against your annual FMLA leave entitlement which will be based on the calendar year.
2. Your request for leave to care for your seriously-ill spouse, son, daughter or parent, or due to your own serious health condition which makes you unable to perform the functions of your position, must be supported by a certification issued by your health care provider in the case of personal illness or your family member's health care provider in the case of a family member who is ill. You must return the attached medical certification, completed by the health care provider, within 15 days prior to the date your leave will commence or as soon as practical if the leave was unforeseen.
3. If you fail to give 30 days advance notice when the need for the FMLA leave is foreseeable, the District may deny your taking FMLA leave until 30 days after the date you provide notice to the District of the need for FMLA leave.
4. If you fail to provide the requested medical certification to substantiate the need for FMLA leave due to a serious health condition within 15 days prior to the time you will commence the FMLA leave, the District may deny the FMLA leave until you submit the certificate.
5. You may substitute accrued paid leave (e.g. sick or personal leave) to cover some or all of the otherwise unpaid FMLA leave. The District may require you to substitute your paid leave for FMLA leave.
6. Any share of health plan premiums which have been paid by you prior to the FMLA leave must continue to be paid by you during your FMLA leave period. If premiums are raised or lowered, you will be required to pay the new premium rate. If the FMLA leave is substituted for paid leave, your share of premiums will be paid by the method normally used during any paid leave. If the FMLA leave is unpaid, you will be required to make the payment to the insurance carrier at the same time as it would be made if by payroll deduction or through another system voluntarily agreed to between the District and you.

7. You will be required to present a fitness-for-duty certificate to be restored to employment based on the nature of your illness or the duration of your absence. You may also be required periodically, while on FMLA leave, to report on your status and intent to report to work.
8. If you fail to provide the requested fitness-for-duty certification to return to work, the District may deny your restoration until you submit the certificate.
9. On return from FMLA leave, you are entitled to be returned to the same position you held when leave commenced, if the same position remains available; or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.
10. You may be liable for payment of health insurance premiums paid by the employer during your FMLA leave if you fail to return to work after taking FMLA leave.

I have received a copy of this notice after notifying the district of my need for FMLA leave.

Employee's Name (Print): \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **4000 Series Policies**

- 4001 -- Nondiscrimination
- 4002 -- Drug Free Workplace
- 4003 -- Drug Testing of Drivers
- 4004 -- Employment of Relatives
- 4005 -- Communication between Board and District Employees
- 4006 -- Insurance
- 4007 -- Personnel Records
- 4008 -- Outside Employment
- 4009 -- Restrictions on Employees Receiving Gratuities.
- 4010 -- Inclement Weather
- 4011 -- Family Medical and Military Leave.
- 4012 -- Staff Internet Use
- 4013 -- Grievance Policy-See "Negotiated Agreement"
- 4014 -- Employee Sex Harassment
- 4015 -- Employment of Board Members
- 4016 -- Jury Duty and Witness in Court
- 4017 -- Relations with Collective Bargaining Associations
- 4018 -- Corporal Punishment
- 4019 -- Workplace Injury Prevention and Safety Committee
- 4020 -- Ownership of Copyrighted Words
- 4021 -- [Intentionally Left Blank]

- 4022 -- Certification
- 4023 -- Professional Ethics
- 4024 -- Teachers' Rights, Responsibilities & Duties.
- 4025 -- Superintendent
- 4026 -- [Intentionally Left Blank]
- 4027 -- Part-Time Certificated Employees
- 4028 -- Substitute Teachers
- 4029 -- Salary Schedule for Certificated Employees
- 4030 -- Evaluation of Certificated Employees
- 4031 -- Evaluation of Probationary Certificated Employees
- 4032 -- Professional Growth
- 4033 -- [Intentionally Left Blank]
- 4034 -- Teacher Handbook
- 4035 -- Intentionally Left Blank Policy
- 4036 -- [Intentionally Left Blank]
- 4037 -- Reduction in Force
- 4038 -- Classified Staff Defined
- 4039 -- Employment of Classified Staff
- 4040 -- Employment Terms for Classified Staff
- 4041 -- Staff Dress and Appearance
- 4042 -- Employee Social Security Numbers
- 4043 -- Professional Boundaries Between Employees and Students

- 4044 -- Staff Election Conduct
- 4045 -- Milk Expression
- 4046 -- Internet Searches Regarding Potential Employees
- 4047 -- Implementation of Student Assistance Team Process
- 4048 -- Assessment Security
- 4049 -- This number intentionally left blank
- 4050 -- Overtime and Compensatory Time
- 4051 -- Use of Social Media by School District Employees
- 4052 -- Job References to Prospective Employers
- 4053 -- Conflict of Interest
- 4054 -- Reporting Child Abuse or Neglect
- 4055 -- [Intentionally Left Blank]
- 4056 -- Resignation of Certificated Staff
- 4057 -- Superintendent Evaluation
- 4058 -- Confidentiality in Counseling and Guidance
- 4059 -- Suicide Prevention Training
- 4060 -- School Vehicle Use

**4001**  
**[INTENTIONALLY LEFT BLANK]**

**4002**  
**Drug Free Workplace**

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.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4003 Drug Policy Regarding Drivers**

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

**Designated Contact.** The school district has designated Brad Kjar as the individual any driver may contact with questions about this policy or the school district's drug testing program and procedures for drivers. Mr. Kjar may be contacted by phone at 308-452-3249.

This individual further maintains and will provide drivers informational materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

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

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

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

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

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

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

**Refusal to Submit to Testing.** A driver shall not refuse to submit to testing. A driver will be considered to have refused to submit to testing if the driver fails to provide a sample or specimen necessary for testing within three hours of a lawful request, consistent with the required testing protocols. The District may allow the driver to seek the assistance of a medical professional in producing a sample or specimen. The refusal to submit to the testing used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers.

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

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

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

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

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

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

The driver must provide a specimen or sample for post-accident testing within 8 hours of the reportable accident.

**Serious Injury to the Driver.** If a driver is so seriously injured that he or she cannot submit to testing at or immediately after the time of the accident, the driver must provide the necessary authorization for the district to obtain hospital reports or other documents that would indicate whether there were controlled substances or alcohol in the driver's system.

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

**Frequency of Random Testing.** Under DOT regulations, the district must test at least 50 percent of its average number of driver positions for drugs and 10 percent of its average number of driver positions for alcohol each year. The tests must be unannounced and spread evenly throughout the year. DOT regulations also require that every driver selected at random must have his or her name placed back in the random pool for the next selection period.

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

**Medical Resource Officer.** All laboratory test results will be reported by the laboratory to a medical review officer (MRO) designated by the district. Negative test results will be reported as such by the MRO to the district. Before reporting a positive test result to the district, the MRO will attempt to contact the driver to discuss the test result. If the MRO is unable to contact the driver directly, the MRO will contact a district official designated in advance by the district, who shall in turn contact the driver and direct the driver to contact the MRO. Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. If required by DOT regulations, personal information collected and maintained pursuant to this policy shall be reported to the Clearinghouse by the MRO in the event of: (1) a verified

positive, adulterated, or substituted drug test result; (2) an alcohol confirmation test with a concentration of 0.04 or higher; (3) a refusal to submit to any test required by this policy and the school district's drug testing program and procedures; (4) an employer's report of actual knowledge that a driver has used alcohol or controlled substances based on the employer's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances or an employee's admission of alcohol or controlled substance use; (5) on duty alcohol use as prohibited above; (6) pre-duty alcohol use as prohibited above; (7) alcohol use following an accident as prohibited above; (8) controlled substance use as prohibited above; (9) a substance abuse professional report of the successful completion of the return-to-duty process; (10) a negative return-to-duty test; and (11) an employer's report of completion of follow-up testing.

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

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

Adopted on: July 10, 2017

Revised on: July 13, 2020

Reviewed on: July 13, 2020

## **4004 Employment of Relatives, Domestic Partners and Significant Others**

It is in the school district's best interest to hire the best qualified candidate for employment. However, the district must use sound judgment in hiring and placing employees who are closely related, reside together as domestic partners, or are involved in close relationships for the following reasons: avoiding conflict of interest and the appearance of a conflict of interest; avoiding favoritism and the appearance of favoritism; promoting collegiality among employees; minimizing lost productivity; easing the task of managing employees; avoiding friction and conflict when marriages or relationships break down; and avoiding claims of sexual harassment.

For the purposes of this policy, the term "relative" refers to a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation. "Domestic partner" refers to individuals who reside in the same household and are involved in a relationship, who may hold themselves out to the public as marital partners, but who are not legally married. "Significant others" refers to individuals who are dating or engaged to be married but may or may not reside together. This policy applies to all categories of employment including regular, temporary, and part-time classifications.

Generally, an employee's relative, domestic partner, or significant other should not be hired to work in the same department as the employee or in any other position in which the district believes a conflict or the appearance of a conflict may exist. Relatives, domestic partners, and significant others are permitted to work at the district provided one does not report directly to, supervise, or manage the other. The superintendent and/or board may make exceptions to this general rule.

Employees in a supervisory-subordinate relationship or employed in the same department who marry, become domestic partners, or become significant others while employed will be treated in accordance with these guidelines, and one of the employees will be transferred at the earliest practicable time. The transfer will be voluntary when possible. When a voluntary transfer is not possible, the superintendent will make the decision based upon the importance of each job, the needs of the district, and the availability of candidates to fill either position. The district shall endeavor to place the transferred employee in a position which is similar in terms of pay and benefits. The superintendent and/or

board may make exceptions to this general rule. The superintendent and/or board may make exceptions to this general rule.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4005**

### **Communication Between the Board and District Employees**

Employees have the same right to communicate with the board about matters of public concern as other patrons of the district. Regarding employment-related issues, employees must follow the applicable board policies and/or contractual procedures regarding the administrative chain of command, complaints, grievances and other applicable processes.

When appropriate, the superintendent shall inform employees of official board policies, directives, actions and concerns.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4006**  
**Insurance**

The school district shall provide workers' compensation insurance for the protection of the district and its employees, and such other insurance as the board deems appropriate or has agreed to provide pursuant to a contract or collective bargaining agreement.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4007**  
**Personnel Records**

The district shall maintain a personnel file regarding each employee. All materials in a personnel file, except for employment references and information that was gathered in the process of assessing an applicant for hiring, shall be available to the employee for review within a reasonable period of time of the employee's request. Employees (or individuals to whom employees have given written authorization) may inspect the contents of their personnel files only in the presence of an administrator or a person designated by the administration.

An employee may respond to any document(s) in his or her personnel file by submitting a written response to the person responsible for keeping the file, who shall attach the response to file copies of the disputed document.

No person other than school officials engaged in their professional duties shall be granted access to employees' personnel files, and the contents of such files shall not be divulged in any manner to any unauthorized person. An attorney acting on behalf of the board of education or administration is deemed to be a school official.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4008**  
**Outside Employment**

1. An employee's responsibilities to the district take precedence over personal responsibilities during school hours. Employees may not engage in other employment business activity during assigned duty hours.
2. Tutoring
  - a. Teachers are expected to assist students who are having learning problems as part of the teachers' employment. Such assistance is expected both in the classroom and at other times during the school day.
  - b. A teacher shall not solicit a student or parent to retain the teacher as a tutor and shall not act as a tutor for pay or other remuneration for any student who is then enrolled in any class taught by that teacher.
  - c. In all other cases during the school year, a teacher may act as a tutor for pay or other remuneration upon prior approval of the building principal and superintendent or designee.
3. Employees shall attend to personal matters outside their assigned duty hours with the district whenever possible.
4. Employees may conduct business on behalf of the district during assigned duty hours, but at times that do not disrupt or interfere with teaching responsibilities or student activities.
5. Employees shall not misrepresent, either expressly or by implication, that any activity, solicitation, or other endeavor is sponsored, sanctioned, or endorsed by the district.
6. In any written or verbal presentation by an employee that might be perceived as being sanctioned, sponsored, or endorsed by the district, other than district-related instruction or presentation to district students or personnel, the employee shall communicate to the audience or recipients that the views expressed are those of the employee and not necessarily those of the district or board.
7. Sale of goods or services by employees.

- a. Employees shall not sell, solicit or promote the sale of goods or services to students.
  - b. Employees shall not sell, solicit or promote the sale of goods or services to parents of students when the employee's relationship with the district is used to influence any sale or may be reasonably perceived by parents as attempting to influence any sale.
  - c. Employees with supervisory or managerial responsibilities shall not sell, solicit or promote the sale of goods or services to employees over whom they have such responsibilities in any manner that could reasonably be perceived as coercive by the subordinate employee(s).
  - d. Employees shall not use employee, student, or parent directories in connection with the solicitation, sale, or promotion of goods or services and shall not provide any such directory to any person or entity for any purpose without the prior knowledge or approval of the building principal.
8. No school board member, administrator, teacher, or other employee shall use the personnel, facilities, resources, equipment, property, or funds of the district for personal financial gain or business activities.
  9. 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; and the district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.
  10. Staff may not exploit their professional relationships for personal gain.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_



**4009**  
**Restrictions on Employees Receiving Gratuities**

An employee who, because of his or her employment by the school district, receives any bonus merchandise or gift with a value over \$50.00 must disclose the receipt of such gift to the superintendent, who will then report that gift to the board. The superintendent, at his or her discretion, may require that the gift become the property of the district. No certificated staff member may not accept any gift which will impair the professional judgment of the recipient.

Employees are directed to discourage merchants from offering bonus paraphernalia in exchange for the school's patronage.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4010**  
**Inclement Weather**

Unless the superintendent directs otherwise, the following personnel shall report to work when school is canceled because of inclement weather: the superintendent, principals, secretaries, and custodians/maintenance staff.

If school is canceled during the day because of inclement weather, classified and certified personnel not listed above may be released after students have been excused. Classified and certified personnel who miss work due to inclement weather when school is in session will not be paid for time missed or will be charged an applicable leave day.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4011 Family Medical and Military Leave**

The school district shall provide leave to its employees in accordance with the Family and Medical Leave Act ("FMLA") and the Nebraska Family Military Leave Act. The board intends this policy to cover all procedures the district and its employees shall follow in connection with leave under these Acts. For purposes of this policy, any reference to "leave" or "FMLA" will include leave permitted by the Nebraska Family Military Leave Act. The terms used herein shall have the meaning ascribed to them under the FMLA.

### **I. Qualifying for Leave**

#### **A. Qualified Employees**

1. To be eligible for ***unpaid*** leave under this policy, an employee must:
  - a. Make the request for leave at a time when the school district employs 50 or more workers;
  - b. Have been working for the school district for at least 12 months prior to the request; and
  - c. Have worked a minimum of 1,250 hours during the 12-month period immediately preceding the commencement of the leave.
2. The applicable 12-month period for computing an employee's entitlement to FMLA leave shall be the 12-month period measured forward from the date such employee's first FMLA leave begins.
3. Employees ineligible for FMLA leave for any reason may be eligible for leave under the Nebraska Family Military Leave Act and should consult with the administration.

**B. Qualified Circumstances Necessitating Leave**

1. The school district will grant an eligible employee up to a total of 12 workweeks of **unpaid** leave under the following conditions:
  - a. for birth of a son or daughter, and to care for the newborn child;
  - b. for placement of a son or daughter with the employee for adoption or foster care;
  - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
  - d. because of a serious health condition that makes the employee unable to perform the functions of his or her job;
  - e. because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation; or
  
2. The school district will grant an eligible employee who is the spouse, son, daughter, parent or next of kin of a Covered Servicemember a total of 26 workweeks of **unpaid** leave during a 12-month period to care for the service member as permitted under the FMLA. The leave described in this paragraph shall only be available during a single 12-month period.

For purposes of this provision and this policy, "Covered Servicemember" includes both Military Members and covered Veterans, so long as the covered Veteran was discharged or released under

conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran.

3. During the single 12-month period described in paragraph I(B)(2), an eligible employee shall be entitled to a combined total of 26 workweeks of leave under paragraphs I(B)(1) and I(B)(2). Nothing in this paragraph shall limit the availability of leave under paragraph I(B)(1) during any other 12-month period.

**C. Limitations on Leave**

1. Leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or placement.
2. In any case in which a husband and wife both employed by the school district are entitled to FMLA leave:
  - a. the aggregate number of workweeks of FMLA leave to which both are entitled is limited to 12 during any 12-month period if such leave is taken (i) because of the birth of a son or daughter of the employee and in order to care for such son or daughter; (ii) because of the placement of a son or daughter with the employee for adoption or foster care; or (iii) to care for a sick parent who has a serious health condition; and
  - b. the aggregate number of workweeks of FMLA leave to which both that husband and wife are entitled is limited to 26 during the single 12-month period in which leave is taken to care for a Covered Servicemember and the husband and wife employees are both either the son, daughter, parent, or next of kin of such Covered Servicemember, if the leave is taken for this reason or a combination of

this reason and one of the three reasons described in paragraph I(C)(2)(a). If the leave taken by the husband and wife includes leave described in paragraph I(C)(2)(a), the limitation in paragraph I(C)(2)(a) shall apply to the leave described in I(C)(2)(a).

#### **D. Qualifying Notice and Certification**

Employees seeking to use FMLA leave will be required to provide:

1. 30-day advance notice when the need to take the leave is foreseeable; provided, if (a) the leave is for needed treatment which is required to begin in less than thirty days or (b) the leave is for the reason set forth in paragraph I(B)(1)(e), the employee shall provide such notice to the school district as is reasonable and practical;
2. medical certification supporting the need for leave due to a Serious Health Condition affecting the employee or family member or to care for a Military Member, and/or due to a Serious Injury or Illness to care for a Veteran;
3. second or third medical opinions and periodic re-certifications (at the school district's expense);
4. certification supporting the need for leave because of a qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in the National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation;
5. certification supporting the need for leave to care for a Veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to

care for the covered Veteran, and who is undergoing medical treatment, recuperation, or therapy for a Serious Injury or Illness; and

6. periodic reports during leave, at a frequency reasonably requested by the superintendent, regarding the employee's status and intent to return to work.

#### **E. Scheduling Leave**

1. When leave is needed to care for a family member, for the employee's own illness, or to care for a Covered Servicemember, and such leave is foreseeable based on planned medical treatment, the employee must attempt to schedule treatment so as not to unduly disrupt the school district's operations.

### **II. Relationship with District During Leave**

#### **A. Leave to Be Unpaid**

All leave provided to employees under the provisions of the FMLA and this policy shall be unpaid leave.

#### **B. Substitution of Paid Leave**

1. The school district requires employees to substitute any accrued paid vacation leave, paid personal leave, paid family leave, paid medical leave or paid sick leave for FMLA leave. However, nothing in this policy shall require the school district to provide paid sick or medical leave in any situation in which the school district would not normally provide such paid leave.
2. If an employee uses paid leave under circumstances which do not qualify as FMLA leave, the leave will not count against the number of workweeks of FMLA leave to which the employee is entitled.

3. Any paid leave which is substituted for FMLA leave will be subtracted from the number of workweeks of unpaid leave provided by the FMLA and this policy.

**C. Group Health Plan Benefits**

1. The school district will continue group health plan benefits on the same basis as coverage would have been provided if the employee had been continuously employed during the FMLA leave period.
2. Any share of health plan premiums which have been paid by the employee prior to FMLA leave must continue to be paid by the employee during the FMLA leave period.

**D. Intermittent or Reduced-Schedule Leave**

1. Leave may be taken under this policy intermittently or on a reduced-leave schedule under certain circumstances.
  - a. When leave is taken because of a birth or because of a placement of a child for adoption or foster care, an eligible employee may take leave intermittently or on a reduced-leave schedule only with the agreement of the school district. In such a case, the superintendent shall have the authority to approve or disapprove such intermittent or reduced leave schedule, in the superintendent's sole discretion.
  - b. When leave is taken to care for a sick family member, for an employee's own serious health condition, or to care for a covered Veteran or Military Member, an eligible employee may take leave intermittently or on a reduced-leave schedule when medically necessary.

- c. When leave is taken by an eligible employee because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation, the employee may take leave intermittently or on a reduced-leave schedule.
- d. When leave is taken by an eligible employee to care for a Covered Servicemember, including a Veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran, and who is undergoing medical treatment, recuperation, or therapy for a Serious Injury or Illness
- e. Intermittent or reduced leave shall not result in a reduction in the employee's total amount of leave beyond the amount of leave actually taken.
- f. When an instructional employee seeks to take intermittent leave in connection with a family or personal illness (e.g. physical therapy or periodic care for a sick relative) or to care for a covered Veteran or Military Member, and when such leave would constitute at least 20 percent of the total number of working days in the period during which the leave would extend, the school district may require the employee to elect to take leave in a block, instead of intermittently, for the entire period or to transfer to an available alternative position within the school system that is

equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent leave.

2. If an eligible employee requests intermittent leave or leave on a reduced-leave schedule that is foreseeable based on planned medical treatment, including during a period of recovery from a serious health condition, the school district may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position. Such alternative position must have equivalent pay and benefits as the employee's permanent position.
3. Leave taken on an intermittent or reduced-schedule basis will be tracked hourly.

### **III. Return From Leave**

#### **A. Restoration to Position**

1. On return from FMLA leave, an employee is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
2. Any leave taken under this policy will not result in the loss of any employment benefits accrued prior to the date on which the leave commenced.
3. An eligible employee is not entitled to accrual of any seniority or employment benefits during any period of leave, or any right, benefit, or position of employment other than to which the employee would have been entitled had the employee not taken leave.

## **B. Denial of Restoration**

1. The school district reserves the right to deny restoration to any eligible employee who is a "key employee" (that is an employee who is salaried and among the highest paid 10% of the employees of the school district) if such denial is necessary to prevent substantial and grievous economic injury to the operations of the school district.
2. If the school district intends to deny restoration to such an employee, it will:
  - a. notify the employee of his/her status as a "key employee" in response to the employee's notice of intent to take FMLA leave;
  - b. notify the employee as soon as the school district decides it will deny job restoration and explain the reasons for this decision;
  - c. offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and
  - d. make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

## **C. Failure to Return from Leave**

If an employee fails to return from FMLA leave after the period of leave to which the employee is entitled has expired, the employee shall reimburse the district for any premiums the employer paid for maintaining health insurance coverage for the employee during the employee's FMLA leave unless the reason the employee does not return is due to: (1) the continuation, recurrence, or onset of the serious health condition which entitled the employee to FMLA

leave and the employee provides the district with sufficient certification from the proper health care provider of such continuation, recurrence, or onset of the serious health condition or (2) other circumstances beyond the employee's control.

#### **IV. Notice to Employees**

- A. The school district will post in conspicuous places where employees are employed notices explaining the FMLA and providing information concerning the procedures for filing complaints of FMLA violations with the U.S. Wage and Hour Division.
- B. When an employee provides notice of the need for FMLA leave, the school district shall provide the employee with a copy of the "section 301(c) notice" which is attached to this policy.
- C. To the extent that any provision in this policy is in any manner inconsistent with the provisions of the Act or the regulations promulgated thereunder, the Act and regulations shall prevail over the provisions of this policy. The school district reserves the right to modify this policy from time to time in its sole discretion.
- D. Employees may direct any questions or concerns regarding FMLA leave to the superintendent.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4012 Staff Internet and Computer Use**

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.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4014 Employment-Related Sexual Harassment**

It is the policy of the school district to provide an environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by any employees and students is unequivocally prohibited. Sexual harassment is misconduct that interferes with work productivity and wrongfully deprives employees of the opportunity to work and students of the opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

The U.S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment. Sexual harassment is defined in those guidelines as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

A person who feels harassed is encouraged to inform the person engaging in sexually harassing conduct or communication directly that the conduct or communication is offensive and must stop. If the person who feels harassed does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the person who feels harassed should report the conduct or communication

using the district's complaint policy. Complaints involving sexual harassment may also be submitted at any time to the district's Title IX coordinator.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not affect the complainant's employment, compensation or work assignments as an employee, or status as a student.

Sexual harassment of students is addressed in a separate policy.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4015**  
**Prohibition Against Employment of Board Members**

Nebraska statutes prohibit board members from serving as a teacher on a regular teaching contract.

The board will allow a member of the board of education to be employed by the school district in a non-teaching capacity, including substitute teaching. Board members who are also employed by the district are strictly prohibited from discussing any issue with students, staff or parents in their capacity as an employee that may come before the board.

This policy does not prohibit the board from contracting with members of the board for services or products when the relationship is not one of employer/employee and such contracts are in compliance with the requirements of statute and board policy regarding conflicts of interest.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4016**  
**Jury Duty/Service as Witness in Court**

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.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4017**

### **Relations with Employee Collective Bargaining Associations**

The board of education recognizes the right of staff members to belong to organizations for bargaining purposes pursuant to state statutes. The board will negotiate with employee associations that have been established in accordance with public employee bargaining statutes and will negotiate with local collective bargaining unit representatives at mutually agreeable times.

To facilitate an amicable relationship between the district and any local employee associations, the district will allow associations to make reasonable use of district facilities for meetings outside the school's and the employees' work hours. With administrative approval, associations may use district resources, post notices of meetings and other information on bulletin boards designated for this purpose, and use district e-mail and mail boxes for delivery of employment-related information. Associations must pay for all supplies used, damage caused, or the loss or theft of borrowed property.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4018**  
**Corporal Punishment**

Corporal punishment, defined as the infliction of bodily pain as a penalty for disapproved behavior, is prohibited. Some physical contact is inevitable, and most of it is appropriate. Therefore, physical contact, short of corporal punishment, is acceptable to promote personal interaction with students, to maintain order and control, and to protect persons and property.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4019 Workplace Injury Prevention and Safety Committee**

The school district is committed to providing and maintaining a safe work environment, and to taking reasonable precautions for the safety of the students, employees, visitors, and all others having business with this school district. Every employee of the district should show concern for the safety of fellow employees, students, and members of the public. The district shall have a workplace injury prevention and safety committee as required by Nebraska law. A maintenance custodian, teacher elected by the staff, and superintendent or designee shall be members of the committee.

The committee shall adopt and maintain a written injury prevention program. The committee shall participate in the development of safety education, training, and the establishment of safety rules, policies and procedures pursuant to this policy, the district's written injury prevention program, or as otherwise provided by law. Training for employees shall be conducted annually.

The workplace injury prevention and safety committee shall maintain minutes of all meetings and file them in the district office. The committee shall implement accident investigation, record keeping procedures, safety rules, safety and health training, and policies. The district shall maintain records for at least three years, or longer if directed by the Department of Labor.

The committee shall meet at least once every three months or more frequently in the event of an employee complaint or of a job-related injury or death. The workplace injury prevention and safety committee shall keep written minutes of all meetings, and provide a copy to the superintendent or designee who shall maintain the minutes in the district's administrative offices for a period of at least three years, unless otherwise instructed by the Department of Labor.

The workplace injury prevention and safety committee shall develop an injury prevention plan and present it to the board. The plan should be developed and presented in the spirit of employees working together in a cooperative, non-adversarial effort to promote safety at the work sites within the district.

The superintendent or designee shall assure that the safety training for employees is reviewed annually or more frequently, if needed. He or

she shall provide the following, as set forth in the initial written Employer's Injury Prevention Plan:

1. Initial safety orientation on rules, policies, and job specific procedures for new employees or employees who are assuming new and different duties within the school district, if appropriate.
2. Job specific training for employees before they perform potential hazardous work.
3. Periodic refresher training and dissemination of information on an annual basis, or more frequently if so designated by the administrator, for employees regarding the injury prevention plan of the unit and safety rules, policies, and procedures pertaining to safety within the school district.

In the event of a death in the workplace, the workplace injury prevention and safety committee shall forward to the Department of Labor within 15 working days a copy of any review of the matter made by the workplace injury prevention and safety committee.

The superintendent or designee shall establish or cause to be established record-keeping procedures to control and maintain all accident and injury records pertaining to accidents and injuries within the district or activities under the control of the district. Such records shall be kept for at least three years, or longer if so advised by the Department of Labor.

The workplace injury prevention and safety committee will confer with the district's crisis team and shall review the district's All-Hazard School Safety Plan upon its adoption by the crisis team.

Adopted on: July 10, 2017  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_  
Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**4020**  
**Ownership of Copyrighted Works**

Works created by district employees in the course and scope of their employment remain the property of the district. The board may enter into a written agreement with a staff member allowing the staff member to share ownership of a copyright in the covered work. The board will only enter into such an agreement if the written work was created apart from, and in addition to, what the district requires and if the district will not incur an expense to replace the work.

The board hereby expressly grants to other educational entities located within Nebraska a non-exclusive license to use the district's copyrighted works for educational purposes within Nebraska when those works have been placed onto collaborative learning systems within the State.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4021**  
**[Intentionally Left Blank]**

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4022**  
**Certification and Endorsements**

All educators must be duly certified by the Nebraska Department of Education in accordance with the Department's rules and the laws of Nebraska. They must file copies of their teaching certificates, including endorsements, with the superintendent of schools, and must promptly file any changes in certification or endorsements. Certified employees are required to maintain all their endorsements, and may not permit any endorsement to lapse or remove it from their certificates. The board or superintendent may require a certified employee to obtain a new endorsement when it is deemed necessary for the benefit of the school district and/or to comply with federal or state requirements.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4023**  
**Professional Ethics**

The Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education, are the minimum standards for all certificated staff members of the school district. All certific employees are responsible for reading, understanding, and complying with these standards.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4024**

### **Teachers' Rights, Responsibilities and Duties**

All certificated employees shall assume the duties and responsibilities assigned by the superintendent or designee. Teachers' professional responsibilities involve considerably more than merely classroom instruction. They include, but are not limited to, study and research to keep abreast of new knowledge and instructional techniques; assessment of students' work; record-keeping; lesson planning and preparation; conferences with students, parents and administrators; in-service meetings; and supervision of pupils outside the classroom.

Teachers must be in their classrooms or assigned areas as instructed by the building principal. All duty time is necessary for educational planning, preparation, and conferences with students, parents and faculty members.

All teachers must maintain a standard of dress, personal appearance, general decorum, moral standards and behavior that reflects their professional status in the community.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4025 Superintendent**

The superintendent is hired by and shall report directly to the board of education. The superintendent will be the chief administrative officer of the board of education and shall keep the board informed on important issues. The board delegates to the superintendent the general power and authority to make necessary decisions to ensure the efficient and effective operations of the school.

The superintendent is charged with timely preparing, presenting, and filing an annual school budget, subject to the approval of the board at the annual budget hearing.

All school employees shall be under the direct and/or delegated supervision of the superintendent. The board delegates to the superintendent the authority to hire and terminate the employment of all classified staff. He or she shall review all certified and non-certified employees applying for vacancies and shall make recommendations regarding these employees.

All of the grounds and buildings are supervised by the superintendent, including necessary repairs and improvements unless the board is required to approve such repairs or improvements.

The superintendent's other duties shall be included in his or her job description, contract, or as otherwise assigned by the board, and shall include the following:

- Interprets and implements all board policies and all state and federal laws relevant to education;
- Supervises, either directly or through delegation, all activities of the school system according to, and consistent with, the policies of the board;
- Represents the board as a liaison between the school district and the community;
- Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the school district and the community;
- Attends and participates in all meetings of the board, except when the superintendent's employment or salary is under consideration when the superintendent has been excused, and makes recommendations affecting the school district;

- Reports to the board on such matters as deemed material to the understanding and proper management of the school district or as the board may request;
- Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval;
- Establishes and maintains efficient procedures and effective controls for all expenditures of school district funds in accordance with the adopted budget, subject to the direction and approval of the board;
- Files, or causes to be filed, all reports required by law;
- Makes recommendations to the board for the selection of employees for the school district;
- Makes and records assignments and transfers of all employees pursuant to their qualifications;
- Employs such employees as may be necessary, within the limits of budgetary provisions and subject to the board's approval;
- Recommends to the board, for final action, the promotion, salary change, demotion, or dismissal of any employee;
- Summons employees of the school district to attend such regular and occasional meetings as are necessary to carry out the education program of the school district;
- Supervises methods of teaching, supervision, and administration in effect in the schools;
- Attends such conventions and conferences as are necessary to keep informed of the latest educational trends;
- Accepts responsibility for the general efficiency of the school system, for the development of the employees, and for the educational growth and welfare of the students;
- Defines educational needs and formulates policies and plans for recommendation to the board;
- Makes administrative decisions necessary for the proper functioning of the school district;
- Schedules the use of buildings and grounds by all groups and/or organizations;
- Acts as the purchasing agent for the board, and establishes procedures for the purchase of books, materials and supplies;
- Approves vacation schedules for employees;
- Conducts periodic district administration meetings;
- Supervises the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the board;
- Directs studies of buildings and sites, taking into consideration population trends and the educational and cultural needs of the district in order to ensure timely decisions by the board and the electorate regarding construction and renovation projects;

- Prepares and submits to the Board for approval the curriculum to be offered in the schools of the district;
- Provides the staff with a continuous appraisal of all policies originating with the board of education;
- Assumes responsibility for insurance programs, methods of handling money, telephone service, student transportation, cafeteria, and fire protection;
- Prepares a plan for the use, maintenance, rehabilitation, and construction of buildings;
- Supervises or causes to be supervised, all repairs to buildings authorized by the board and of the maintenance of the land and buildings of the district;
- Assumes responsibility for special county, state, and federal programs and signs all necessary forms for these programs;
- Performs other duties as may be assigned by the board.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4026**  
**[INTENTIONALLY LEFT BLANK]**

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4027 Part-Time Certified Employees**

**Percentage of Time.** The percentage of time that a teacher works will be determined by calculating the amount of time that the teacher is required to be at school to teach or supervise classes, plus any assigned preparation time, as a percentage of the entire school day. Extracurricular assignments shall not be considered in determining a teacher's percentage of time. Part-time and temporary teachers may or may not be assigned preparation time, at the sole discretion of the board of education, upon the recommendation of the superintendent of schools.

**Acquiring Permanent Status.** A part-time teacher may become a permanent certificated employee pursuant to the provisions of state statutes.

**Salary.** The salary, benefits and leave entitlement of a part-time teacher shall be determined by reference to the negotiated agreement between the district and the teacher's association.<sup>1</sup> The percentage of time a part-time teacher is required to be on duty shall be determined by the board of education upon the recommendation of the superintendent of schools.

**Horizontal Movement on the Salary Schedule.** A part-time teacher may qualify for movement horizontally on the salary schedule by earning graduate hours of college credit as set forth in the guidelines of the school district's salary schedule, and according to the applicable district policies.

**Attendance at In-service Meetings, Faculty Meetings, and School Activities.** A part-time teacher is responsible for attending in-service meetings, faculty meetings, and school activities that take place outside the teacher's assigned duty hours without additional compensation. A part-time teacher is responsible for performing such tasks as selling or taking tickets, and will be compensated for such tasks pursuant to the policy, practice or negotiated agreement of the school district.

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The salary, benefits and leave entitlement of a part-time teacher shall be determined by multiplying the percentage of time the individual works by his or her placement on the full-time salary schedule contained in each academic year's negotiated agreement.

**Continuation of Employment.** The school district administration and board will deal with the continuation of a part-time teacher's employment pursuant to state statute and the procedures prescribed for full-time employees in these policies.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4028**  
**Substitute Teachers**

A substitute teacher is an educator who possesses the required certification from the Nebraska Department of Education and is employed to fill a teaching position on a temporary basis. The board shall establish the pay and benefits for substitute teachers.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4029**

### **Salary Schedule for Certificated Employees**

The board of education recognizes the "salary schedule" and related provisions for compensation currently in effect resulting from negotiations between the board and the education association. This policy is intended to supplement the terms and conditions contained in the collective bargaining agreement. If there is any conflict between the terms of this policy and the collective bargaining agreement, the terms of this policy shall control.

**Horizontal Advancement.** Teachers who wish to advance horizontally on the salary schedule must notify the superintendent in writing prior to June 1 of the preceding school year. The teacher must furnish the superintendent with college transcripts by September 1<sup>st</sup> for the teacher to qualify to move horizontally on the salary schedule. If an institution will not issue an official transcript by September 1<sup>st</sup>, the teacher must provide the superintendent with written confirmation by September 1<sup>st</sup> from a college official attesting that the teacher has satisfactorily completed the courses.

**Movement Past the BA Column.** To receive credit in horizontal steps beyond BA+9 step in the salary schedule for teachers, the teacher must show that the additional hours would lead to a Masters Degree. This can be shown by presenting a copy of an Official Program of Study supplied by the University or College. An outline of courses as described in a college bulletin will be sufficient.

**Movement Past the MA Column.** To be placed on the MA18 or MA9 level a teacher must meet the following conditions:

- a. eligible for MA
- b. additional hours be of graduate level
- c. additional hours to be in teaching field or lead to an additional endorsement. Endorsement must be approved by the superintendent of schools. The additional endorsement must be of some teaching value to the Ravenna Schools.

A complete transcript shall be placed on file in the school administrator's office by September 1<sup>st</sup>, of the contract year.

**Superintendent's Review.** The superintendent shall review all requests for advancement on the salary schedule resulting from a teacher's acquiring additional teaching experience or for completion of

college courses, and shall report all changes to the board of education annually.

**Vertical Advancement.** A teacher may advance only one step vertically on the schedule in any year.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4030 Evaluation of Certificated Employees**

All certificated employees to be evaluated shall be notified annually in writing of the evaluation process. A certificated administrator, with the exception of the local board of education when it is evaluating the superintendent, will observe and evaluate each probationary certificated employee for a full instructional period once each semester and each permanent certificated employee for a full instructional period once each school year. If the probationary certificated employee is a superintendent, he or she shall be evaluated twice during the first year of employment and at least once annually thereafter. The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. Evaluation of instructional performance and classroom organization and management is applicable to teachers only. The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

The school district will train administrators in evaluation annually through meetings with the superintendent or other administrator, attendance at regional, state or national workshops, or any other method approved by the superintendent.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

**Entire Instructional Period.** For certificated employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

**Actual Classroom Observation.** Actual classroom observation consists of observing the certificated employee in any activities in a classroom setting. When a certificated employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certificated employee performing activities that are typical of his or her position.

This policy and the evaluation instrument shall be included in the teacher handbook which will be distributed to staff members upon their employment and annually thereafter.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4031**  
**Evaluation of Probationary Certified Employees**

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

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

**Entire Instructional Period.** For certified employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

**Actual Classroom Observation.** Actual classroom observation consists of observing the certified employee in any activities in a classroom setting. When a certified employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certified employee performing activities that are typical of his or her position.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4032**  
**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.

No professional growth units will be awarded if the applicant has been paid for a non-college activity either by released time or by an additional amount paid by the school district.

One unit of professional growth credit will generally be equivalent to ten hours of personal time spent on an educational activity.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4033**  
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**4034**  
**Staff Handbook**

The superintendent or designee shall annually formulate, review and revise a staff handbook that will contain information about the district's employment policies and practices. The staff handbook is an extension of these policies and has the force and effect of board policy when approved by the board of education.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4035**  
**[Intentionally Left Blank]**

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **5000 Series**

### **Policies Regarding Students**

5000	Policies Regarding the School District's Students
5001	Compulsory Attendance and Excessive Absenteeism
5002	Admission of Students
5002.1	Admission of Part Time Students
5002.2	Admission of Students Who Reside Out of the State of Nebraska
5003	<i>Intentionally Left Blank</i>
5004	Option Enrollment
5005	Transportation of Option Students
5006	Foreign Exchange Students
5007	Enrollment of Expelled Students
5008	Married and/or Pregnant Students
5009	Adult Education
5010	Immunizations
5011	Physical and Visual Examination of Students
5012	Testing and Assessment Program
5013	<i>Intentionally Left Blank</i>
5014	Homeless Students
5015	Protection of Pupil Rights
5016	Student Records
5017	Routine Directory Information
5018	Parental Involvement in Educational Practices
5019	Communicating with Parents

- 5020 Rights of Custodial and Non-Custodial Parents
- 5021 *Intentionally Left Blank*
- 5022 Investigations and Arrests by Police or Other Law Enforcement Officers
- 5023 Student Illness
- 5024 Medication of Students
- 5025 Student Insurance
- 5026 Sex Equality in the Educational Program
- 5027 Sexual Harassment of Students by Other Students
- 5028 Initiations and Hazing
- 5029 Crisis Response Policy
- 5030 Dating Violence
- 5031 Student Appearance
- 5032 Closed Campus
- 5033 Student Driving and Parking
- 5034 Handbooks
- 5035 Student Discipline
- 5036 Lockers
- 5037 Student Internet and Computer Access
- 5038 *Intentionally Left Blank*
- 5039 Fundraising Activities
- 5040 Work Permits
- 5041 Student Government
- 5042 Bulletin Boards
- 5043 School-Sponsored Publications

- 5044 Safe Pupil Transportation Plan
- 5045 Student Fees
- 5046 Secret Organizations
- 5047 *Intentionally Left Blank*
- 5048 Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)
- 5049 Firearms and Weapons
- 5050 Reporting Related to Exempt (Home) Schools
- 5051 *Intentionally Left Bank*
- 5052 School Wellness
- 5053 Self-Management of Diabetes or Asthma/Anaphylaxis
- 5054 Student Bullying
- 5055 Enrollment in Kindergarten
- 5056 Free Expression by Students
- 5057 Parental Involvement in the Title I Program
- 5058 Threat Assessment and Response
- 5059 Emergency Medical Treatment
- 5060 Animals
- 5061 Therapy Dogs
- 5062 Lice and Nits
- 5063 Audio and Video Recording
- 5064 Title I Supplement, Not Supplant
- 5065 Bed Bugs
- 5066 Early Graduation

**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

**5002**  
**Admission of Students**

Students shall be admitted to the school district who are:

- legal residents of the school district or otherwise entitled by Nebraska law to attend the schools of the district tuition-free;
- approved for option enrollment pursuant to policy;
- approved as foreign exchange students pursuant to policy;
- legal residents of a district that has contracted with this district for their educational services;
- statutorily entitled to attend the schools of the district on a part-time basis pursuant to policy; or
- out-of-state students who have been enrolled pursuant to policy.

Students who have been placed in a foster home within the school district are not residents of the district and will not be permitted to enroll unless the district has received a written determination from the Nebraska Department of Health and Human Services that it is in the best interests of the student not to attend his or her district of residence.

Except in adult education classes or when otherwise required by law, no student who is of 21 years of age or older, or who has earned a high school diploma or its equivalent will be allowed to be enrolled in or continue to attend school in the district.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation. Grade level placement will be determined in accordance with district policy.

Adopted on: October 10, 2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **5002.1 Admission of Part-Time Students**

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

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

**Capacity.** The enrollment of exempt school students is subject to the capacity limitations established by the district for grades, classes, courses, and programs. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

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

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

requirements for such including earning a sufficient number of credit hours and semesters of attendance.

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

**Extracurricular Sports and Activities.** Exempt school students may not participate in extracurricular sports and activities; provided, they may participate in activities that are part of the school district curriculum (e.g. band performance). Exempt school students who become full-time students and satisfy the eligibility requirements of the district and the Nebraska School Activities Association, where applicable, may participate in extracurricular sports and activities.

**Transportation.** Exempt school students are not entitled to transportation or reimbursement for transportation.

Adopted on: October 10, 2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **5002.2**

### **Admission of Students Who Reside Out of the State of Nebraska**

Students who reside in a state other than Nebraska must submit an application to enroll in the district at least three weeks prior to the beginning of the semester in which they wish to begin attending the district. Out of state students may not enroll mid-semester.

The administration will review each application and is authorized to admit out-of-state students whose academic history, disciplinary records, prior school community involvement and other relevant factors indicate that they will be successful in this school district. Those who have verified disabilities pursuant to the Individuals with Disabilities in Education Act or section 504 of the Rehabilitation Act will not be excluded from admission based solely on their disability. The administration shall not accept an out-of-state student when acceptance of the student:

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

The administration's approval or disapproval of an out-of-state student's application is final.

Out-of-state students who are admitted pursuant to this policy must meet the requirements of board policy 5002 and must comply with each board policy, state statute and regulation that applies to their situation. Once admitted, they will be subject to the same disciplinary rules and procedures as resident students. Students must reapply for admission prior to each semester. Re-admission may be denied for students who are not academically and/or

behaviorally successful. Once admitted, out-of-state students' grade level placement will be determined in accordance with district policy.

Out-of-state students are not entitled to transportation or reimbursement for transportation.

Out-of-state students will be charged tuition of \$2000 per semester by the district. Payment in full is due to the central office of the district on or before the first day of classes each semester. The tuition fee may be changed by the board of education prior to any semester with or without notice to the out-of-state student's family or resident school district.

Adopted on: October 10, 2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**5003**  
**Intentionally Left Blank**

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **5004 Option Enrollment**

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

### **1. Definitions**

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

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

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

### **4. Standards for Acceptance or Rejection of Option Students.**

- a. Numeric Capacity.** The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, projected number of students with which the option school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Individuals

seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.

- b. Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, declare a program, a class, or a school unavailable to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.
- c. Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept an option student when acceptance of the student:

  - i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
  - ii. Would require the procurement of new equipment, technology, or furnishings;
  - iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
  - iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
  - v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.
- d.** The school district shall accept an option student with a disability only to the extent that the school district's then current staff and facilities are sufficient to accommodate the student's needs without significantly increasing the operating costs of the school district, such as by requiring the hiring of new staff.
- e.** The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.



writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.

## **9. Late Applications and Requests for Release**

- a.** The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15<sup>th</sup> under the following conditions:
  - i. When the district has already entered into contracts with teaching staff for the following school year;
  - ii. When the district has already contracted for the performance of specific services for the student;
  - iii. When the release of the student would have a negative financial impact or loss of revenue for the district.
- b.** The board of education will approve late applications to option into the district under the following conditions:
  - i. When the resident district has released the student;
  - ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;
- c.** The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15<sup>th</sup> no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

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

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

**11. Cancellation of Option.**

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

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

**12. Authority of Superintendent.**

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

Adopted on: October 10, 2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**5005**  
**Transportation of Option Students**

The board of education does not provide transportation services or mileage reimbursement for option-enrolled students unless otherwise required by law.

Adopted on: October 10, 2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**5006**  
**Foreign Exchange Students**

The school district may accept a foreign exchange student on a non-tuition basis if the student is sponsored by an organized exchange program that is acceptable to the board of education, approved for enrollment, and resides with a host family that lives within district boundaries.

A foreign student is not entitled to tuition-free schooling in the school district merely because he or she resides with a family within the district. The host family and/or sponsoring exchange program must file an application with the administration to enroll the student. In reviewing the application, the administration will consider the following factors:

- whether the student possesses a sufficient command of the English language;
- whether an appropriate program is available;
- whether the student meets the general admission requirements for the school; and
- such other factors as are relevant to the admission of the student.

Foreign exchange students who are accepted and enrolled will be subject to all policies and regulations governing the conduct and behavior of resident students.

Adopted on: October 10, 2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**5007**  
**Enrollment of Expelled Students**

The administration shall not enroll any student during the term of any known expulsion of the student from any public school in any state unless the board of education has approved the enrollment by a vote of a majority of the members of the board. The district shall not enroll any student during the known term of any expulsion of the student from a private school for an offense for which expulsion is authorized for a public school student unless the board has approved the enrollment by a vote of a majority of the members of the board. This policy does not require the board to take a vote on the enrollment application of any such student.

Adopted on: October 10, 2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **5008 Pregnant or Parenting Students**

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs.

### **I. Accommodations Regarding Attendance and Participation**

#### **A. Generally**

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. Such a plan will include:

1. The provision of online courses if the student cannot regularly attend classes;
2. The arrangement of meeting times with teachers;
3. The identification of child care providers that meet statutory requirements for quality and care if the student has not identified appropriate child care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators, which will include, but not be limited to, the modification of attendance policies.

#### **B. Students with Disabilities**

For students with disabilities who have an IEP or Section 504 plan, the administrators, student's parents or guardians, and student if appropriate will collaborate with the student's educational team to coordinate accommodations consistent with state and federal law. As permitted by law, students may be entitled to accommodations as a result of pregnancy.

### **II. Accommodations Regarding Lactation and Breastfeeding**

#### **A. Accommodations**

1. In order to accommodate lactating and breastfeeding students, the district will provide reasonable

opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public.

2. Students who wish or need to express breast milk on a regular schedule will work with school administrators to create a schedule which accommodates the student's needs while facilitating education to the maximum extent possible.
3. The district will provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

## **B. Educational Process**

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Adopted on: March 28, 2018

Revised on: April 9, 2018

Reviewed on: \_\_\_\_\_

**5009**  
**Adult Education**

The board authorizes the administration to design and implement adult education as appropriate to the needs of the community and the programs of the district. The specific courses offered and expenditures necessitated by the adult education program will be approved by the board on an ad hoc basis.

Adopted on: October 10, 2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **5010 Immunizations**

### **1. General Rule**

- a. Each student wishing to enroll in the school district must be immunized as required by state law and the rules and regulations promulgated by the Nebraska Department of Health and Human Services in effect at the time of the student's enrollment.
- b. The district is not responsible for the cost of such immunizations.
- c. Any student who does not comply with this policy shall not be permitted to continue attending school.
- d. The building principal shall be responsible for maintaining immunization records for the students enrolled in his/her building and shall share that information with the school's threat assessment and crisis teams as appropriate.

### **2. Exceptions**

#### a. Provisional Enrollment

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

- b. Immunization shall not be required if the student's parent or guardian submits one of the following to the superintendent of schools:
  - i. A statement signed by a medical professional stating that the required immunization would be injurious to the health and well-being of the student or any member of the student's household; or
  - ii. An affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's sincerely held religious beliefs.

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

Adopted on: October 10, 2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 5011

### **Physical Examination and Visual Evaluation of Students**

#### **I. Physical Examination**

The following students shall provide evidence of a physical examination by a qualified health care provider:

- all incoming students in the beginner grade;
- students in seventh grade; and
- all out-of-state transfer students.

Evidence of a physical examination must be dated no more than six months prior to entrance ~~or within sixty days after enrollment. If the student's parent(s) or guardian(s) object to a physical examination, they must submit a signed and dated refusal form to the school.~~

#### **II. Visual Evaluation for Students**

The following students shall provide evidence of a vision -evaluation by a qualified vision health care provider:

- all incoming students in the beginner grade and
- all out-of-state transfer students

The health care provider must test the student for amblyopia, strabismus and internal and external eye health, with testing sufficient to determine visual acuity. Evidence of a visual evaluation must be dated no more than six months prior to entrance.

Parents or guardians who wish to receive information regarding free or reduced-cost visual evaluations may contact Kids Connection at (877)-NEB-KIDS or the Nebraska Optometric Association at (800) 766-4466.

#### **III. Objection to Examination**

Any parent(s) or guardian(s) who object to a physical and/or vision examination and evaluation must submit a signed and dated refusal form to the school.

Adopted on: October 10, 2016\_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**5012**  
**Testing and Assessment Program**

**I. Basic Testing and Assessment Program**

The school district will use a basic testing and assessment program to evaluate the outcome of the educational program and to provide information needed in working with individuals. The program will be supplemented by such individual and supplementary tests as the needs of the educational program and the district indicate. The superintendent and designees will coordinate the program from Kindergarten through twelfth grade to provide continuity. Teachers are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. Teachers should consult with relevant board policies and district protocols assessment administration and security.

**II. Accountability Reporting**

At the board of education's regular July meeting, or as soon after as a report can be completed, the superintendent of schools shall provide an annual written report as required by NDE Rule 10. The report shall be presented to the board and made available to the public. The report must contain the elements required by Rule 10, including but not limited to: student academic performance as reported to NDE (demographics, achievement, educational input characteristics, as defined in section 005.02 of Rule 10); school system demographics; school improvement goals and progress; and financial information about the school district. Building level results will be reported only to appropriate staff for review, goal setting, and intervention as needed.

This report shall not include any individual test scores or assessment, but individual student test scores or assessment results will be reported to the student's parents or legal guardian(s). If the school has fewer than ten students in the grades being reported, or if reporting would allow for the identification of students because they all had comparable scores, no public reports of student performance are provided for those grades.

A comprehensive evaluation of the district shall be conducted at least once every five years using instruments and guides approved by NDE.

Adopted on: October 10<sup>th</sup>, 2022

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**5013**  
**[Intentionally Left Blank]**

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **5014 Homeless Students**

- 1. General Policy.** The District will provide tuition free education for homeless children and youth who are in the district and accord them the educational rights and legal protections provided by state and federal law. Homeless children and youth shall not be stigmatized or segregated on the basis of their status as homeless and shall have access to the same services offered to other students. It is the intent of this policy to remove barriers to the enrollment and retention of homeless children and youth in the District.
  
- 2. Homeless Liaison.** The District's homeless liaison is Ken Schroeder. Students in homeless situations who require assistance should contact the liaison at 308-452-3249 or in person at 41750 Carthage Road, Ravenna, NE, 68869. The liaison's responsibilities include:
  - a. Ensuring homeless children and youth are identified through coordination with the Nebraska Department of Education, community groups, and other school personnel;
  - b. Receiving training regarding state and federal law governing homeless children and youth;
  - c. Ensuring homeless children and youth and their families are referred to appropriate health care, housing, and other relevant service providers and programs available in the community;
  - d. Assisting other District personnel to work with homeless children and youth and their families on regular attendance, participation in programs and activities of the District, and completing academic work to meet academic standards of the District;
  - e. Assisting homeless children and youth and working with other District employees to prepare for and improve college readiness, including assistance with applications, selection, financial aid, and status verification for purposes of the Free Application for Federal Student Aid; and
  - f. Carrying out other aspects of this policy.
  
- 3. Definitions**
  - a. "Homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence and includes:
    - i. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a

similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;

- ii. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
  - iii. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  - iv. Migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).
- b. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by an act of Congress or by state law.
  - c. "Child" and "youth" refers to persons who, if they were children of residents of the District, would be entitled to a free education.
  - d. The term "unaccompanied youth" shall mean a homeless child or youth not in the physical custody of a parent or guardian.
  - e. "School of origin" means the school that the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled.

**4. School Stability and Enrollment.** Generally, the District presumes that keeping a homeless child or youth in their school of origin is in the child's best interest unless it is contrary to a request of the child's parent, guardian, or in the case of an unaccompanied youth, the youth. The District will also consider factors including, but not limited to: the impact of mobility on achievement, education, health, and safety of the child.

**5. Strategies to Address Enrollment Delays.** In order to address enrollment delays resulting from homelessness, the school district shall immediately enroll homeless students even if they are unable to produce records normally required for enrollment such as immunization and medical records, residency documents, birth certificates, school records, or other documentation, or guardianship documents. The school district

shall immediately contact the school last attended by the student to obtain academic and other records. The school district's homeless liaison shall assist in obtaining necessary immunizations, or immunization or medical records.

**6. Transportation.** Transportation shall be provided to homeless students to the extent required by law and comparable to that provided to students who are not homeless. At the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), transportation shall be provided to and from the school of origin as follows:

- a. If the homeless child or youth continues to live in the area served by the school district, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the school district.
- b. If the homeless child's or youth's living arrangements in the area served by the school district terminate and the child or youth, though continuing his or her education in the school district, begins living in an area served by another school district, the school district and the new school district in which the homeless child or youth is living shall negotiate to agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school district. If the districts are unable to agree, the responsibility and cost for transportation shall be shared equally.

**7. Records.** The District will maintain and respond to requests for enrollment records for homeless children or youth consistent with its record policies and state and federal record laws. Any information about a homeless child's or youth's living situation shall be treated as a confidential education record and shall not be deemed directory information.

**8. Dispute Process.** If a dispute arises over school selection or enrollment in a school:

- a. The child or youth shall be admitted immediately to the school in which enrollment is sought, pending resolution of the dispute;
- b. The child, youth, parent, or guardian shall be referred to the

district's homeless liaison who shall carry out the dispute resolution process within (30) thirty calendar days after receiving notice of the dispute;

- c. The parent or guardian of the child or youth or, in the case of an unaccompanied youth, the youth, shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or unaccompanied youth to appeal the decision within (30) thirty calendar days of the time such complaint or dispute is brought.
- d. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in the school in which enrollment is sought pending resolution of the dispute.

## 9. Appeal Process

- a. **Nebraska Department of Education.** If the Complainant is not satisfied with the written decision of the District after the dispute resolution process, the Complainant may appeal the decision of the District to the Commissioner of the Nebraska Department of Education within (30) thirty calendar days of receipt of the decision from the District, pursuant to Nebraska Department of Education Rule 19.
- b. **State Board of Education.** If the Complainant is not satisfied with the decision of the Commissioner, the Complainant may file a Petition with the State Board of Education within (30) thirty calendar days of the receipt of the decision of the Commissioner pursuant to Nebraska Department of Education Rule 19.

Adopted on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

Revised on: \_\_\_\_\_

**5015**  
**Protection of Pupil Rights**

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA) and The No Child Left Behind Act (NCLB).

**1. Surveys**

- a. Surveys Created by a Third Party
  - i. This section applies to every survey:
    - (1) that is created by a person or entity other than a district staff member or student;
    - (2) regardless of whether the student answering the questions can be identified; and
    - (3) regardless of the subject matter of the questions
  - ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.
- b. Surveys Requesting Particular Sensitive Information
  - i. Sensitive information shall include:
    - (1) Political affiliations or beliefs of the student or the student's parent(s);
    - (2) Mental or psychological problems of the student or the student's family;
    - (3) Sexual behavior or attitudes;
    - (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
    - (5) Critical appraisals of other individuals with whom respondents have close family relationships;
    - (6) Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
    - (7) Religious practices, affiliations, or beliefs of the student or student's parent(s); or
    - (8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
  - ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.
  - iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S.

Department of Education, the school district must obtain the written consent of a student's parent(s) before the student participates in the survey.

- iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.
- v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.
- c. **Survey Inspection Requests**
  - i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.
  - ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.
  - iii. The principal shall respond to survey inspection requests without delay.

## **2. Invasive Physical Examinations**

- a. The term "invasive physical examination" means:
  - i. any medical examination that involves the exposure of private body parts; or
  - ii. any act during such examination that includes incision, insertion, or injection into the body; and
  - iii. does not include a hearing, vision, or scoliosis screening.
- b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:
  - i. required as a condition of attendance;
  - ii. administered by the school and scheduled by the school in advance; and
  - iii. not necessary to protect the immediate health and safety of the student, or of other students.
- c. This policy does not apply to any physical examination or screening that:
  - i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;

- ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*)
- iii. is otherwise authorized by Board policy.

### **3. Collection of Personal Information from Students for Marketing**

- a. The term "personal information" means individually identifiable information including:
  - i. student's and parent(s)' first and last name;
  - ii. home or other physical address;
  - iii. telephone number; and/or
  - iv. social security number.
- b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
- c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
  - i. post-secondary education recruitment;
  - ii. military recruitment;
  - iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
  - iv. student recognition programs.

### **4. Inspection of Instructional Material**

- a. Definition
  - i. The term "instructional materials" means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
  - ii. The term does not include academic tests or academic assessments.
- b. Parents may inspect, upon their request, any instructional material used as part of their child's education curriculum.
- c. Curriculum inspection requests must be made to the building principal in writing.
- d. Building principals shall respond to inspection requests within a reasonable amount of time.

### **5. Notification of Rights and Procedures**

- a. The superintendent shall notify parents of:
  - i. this policy and its availability upon request from the office of the district;
  - ii. how to opt their child out of participation in activities as provided for in this policy;
  - iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
  - iv. how to request access to any survey or other material described in this policy.
- b. This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Adopted on: October 10, 2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **5016 Student Records**

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

For purposes of the district's compliance with state and federal law, the district "maintains" as "student records" all records, files, and documents which are located in any format and within any storage unit of the district, whether in hard copy, digital, or otherwise.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own

employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: October 10, 2016

Revised on: July 13, 2020

Reviewed on: July 13, 2020

## **5017 Routine Directory Information**

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Name of parent and/or guardian
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Social media usernames or handles
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information does not include a student's social security number.

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student's parents have notified the district that they do not want this information disclosed without their prior written consent

The district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given to opportunity to prevent the release of this directory information by

filing a written objection with the district.

Adopted on: July 9, 2018

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 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 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

State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents or guardians to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot "approve" the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.

c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents/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 4, 2017  
Revised on: October 12, 2020  
Reviewed on: October 12, 2020

**5019**  
**Communicating with Parents**

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing, either through communication from the school or through parental access to the district's student information system. 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, electronic communication, telephone calls, by personal contact or other appropriate method. 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. By providing the school district with their telephone number(s), parents agree to receive notifications from the school district's automatic notification system.

Adopted on: October 10, 2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**5020**  
**Rights of Custodial and Non-Custodial Parents**

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

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

The district will not restrict the access of custodial and non-custodial parents to their students and their students’ records, unless the district has been provided a copy of a court order that unambiguously prohibits access to the records or child by either parent. 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.

Adopted on: October 10, 2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**5021**  
**[Intentionally Left Blank]**

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**5022**  
**Investigations and Arrests by Police**  
**or Other Law Enforcement Officers**

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. Contact between the school and law enforcement authorities on matters involving students shall be made through the office of the superintendent or principal and the law enforcement officer.

Law enforcement officers may talk to a student away from the school before or after school hours, and they should be encouraged to do so. Law enforcement officers shall be allowed to conduct an interview at the school only when the interview is conducted at the request of the school or when they can show that special circumstances exist. This determination should be made by the appropriate building principal or superintendent. Law enforcement officers should be permitted to interview students on school grounds only after providing the superintendent or appropriate building principal with a statement in writing that the law enforcement officer has reason to believe and does believe that the student is the victim of child abuse or neglect perpetrated by the child's parent(s) or some other member of the child's immediate family or household, and that the law enforcement official wishes to interview the student regarding such abuse or neglect.

Throughout this process, all attempts should be made to avoid embarrassing the student before his or her teachers and peers, and to avoid disrupting the student's and school's education program.

1. Law enforcement officers should be permitted to take custody of a student if they possess an arrest warrant or if they otherwise assert a lawful basis for doing so. Whenever possible, the arrest or release of the student should be conducted in the building principal's office and out of the view of other students. When a principal or other school official releases a minor student to a law enforcement officer for the purpose of removing the minor from the school premises, he or she shall take immediate steps to notify the parent, guardian, or other responsible adult regarding the release of the minor to the officer and the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse. If the law enforcement officer indicates that the child is being taken into custody because the child is the victim of suspected child abuse, the principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign the statement

appended hereto certifying that the child is being removed from school premises because he or she is believed to be the victim of child abuse and that the officer understands and will comply with the legal requirements of NEB. REV. STAT. § 79-294.

2. Law enforcement personnel shall not be allowed to roam about the school until the student is found, and shall remain in the administration office while school personnel seek the student.
3. If possible, the education program of the student should not be disrupted to allow for police questioning of the student during class time.
4. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.
5. If law enforcement officers are to be allowed to question a student under the age of 18, the principal or school official shall make a reasonable attempt to notify the child's parents before questioning begins, except in cases of suspected child abuse or child neglect involving the parent or other family member. The parents should be given the opportunity to come to the school prior to the questioning.
6. If the parents are notified and are able to attend, they should be allowed to be present at the interview. The principal or designee should be present at the interview, but should not take part in any questioning. The principal or designee should remain a neutral observer at all times.

Adopted on: October 10, 2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **5023 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.

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.

Adopted on: October 10, 2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **5024 Medication of Students**

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:

### **1. Prescription medication**

- a. Parents/guardians must provide a physician's written authorization for the administration of the medication.
- b. Parents/guardians must provide their own written permission for the administration of the medication.
- c. 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.

### **2. Non-prescription medication**

- a. Parents/guardians must provide written permission for the administration of the medication
- b. The medication must be brought to the school in the manufacturer's container.
- c. 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.

Adopted on: October 10, 2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**5025**  
**Student Insurance**

The school district is not an insurer of student safety, and parents are encouraged to secure insurance covering their students' healthcare needs, including catastrophic coverage for injuries which may be sustained while participating in athletics or other extracurricular activities. The school district may disseminate information about insurance plans available for purchase by parents for their students from third party vendors.

Adopted on: October 10, 2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 5026

### **Sex Discrimination and Sexual Harassment of Students**

#### I. Sex Discrimination

- A. The district prohibits discrimination on the basis of sex in any educational program or activity except when it is necessary to accomplish a specific purpose that does not impinge upon essential equality or fairness in the treatment of students or employees. Employees are required to comply with this policy as well as with Title IX of the Education Amendments of 1972 and the regulations of the U.S. Department of Education as applicable to this district.
- B. Any individual who believes he or she is being discriminated against on the basis of race, color, national origin, sex, marital status, disability, or age may seek relief by filing a complaint pursuant to the board's complaint policy or contacting the district's Title IX coordinator.

#### II. Sexual Harassment

- A. Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment of its students, even when the affected student does not complain to the faculty or the administration.
- B. Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means:
- C. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

- D. A student who feels he or she has been sexually harassed should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to the Title IX coordinator or to a teacher, principal or counselor with whom she or he feels comfortable.
- E. Retaliation against students who make good faith reports of sexual harassment is prohibited.

III. Disciplinary Decisions

- A. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.
- B. All complaints against staff members will follow the investigation, decision, and appeal process established in the district's complaint policy.
- C. Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct, as established in the district's student discipline policy.

Adopted on: July 9, 2018

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**5027**  
**Sexual Harassment of Students by Other Students**

Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment by its students against other students even when the affected student does not complain to the faculty or the administration.

Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

A student who feels he or she has been sexually harassed by another student should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to the Title IX coordinator, a teacher, principal, or counselor with whom she or he feels comfortable.

Retaliation against students who make good faith reports of sexual harassment is prohibited.

Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.

This policy pertains to sexual harassment of students by other students. The sexual harassment of students by school district employees is governed by other board policy.

Adopted on: October 10, 2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**5028**  
**Initiations and Hazing**

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Adopted on: October 10, 2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**5029**  
**Crisis Response Policy**

**I. The following objectives apply to dealing with a crisis situation:**

- A. Ensuring the safety and emotional security of students.
- B. Formulating a plan of action immediately that provides uniformity in the treatment of each crisis.
- C. Identifying those students and staff who will likely be most strongly affected by grief.
- D. Preserving, to the extent possible, the daily school routine and pre-scheduled activities so as not to draw others into deeper levels of grief than they would normally experience.
- E. Monitoring students' progress through the stages of the grief process.
- F. Making the school's resources available to parents and guardians who become concerned about their child's reaction to a crisis.

**II. Policy**

- A. Collaboration
  - 1. The superintendent or his/her designee shall meet at least annually with local authorities (e.g., fire, police, rescue, emergency management, mayor's office, etc.) to prepare for and communicate about possible crisis events which could occur at school or school activities. appropriate local agencies to identify and address safety and security issues.
  - 2. The school system shall have guidelines and policies for event and incident management.
  - 3. The school system shall maintain compliance with fire and life safety.

4. The school system shall have a structure to identify a primary school leader to serve as a liaison between emergency personnel and the school system in the event of an incident.
5. The school system's safety and security plan should include the development and implementation of multi-hazard practices in compliance with local, state, and federal regulations
6. The school system shall develop and implement multi-hazard training in compliance with local, state, and federal regulations.

B. School Hours

1. During a crisis situation, the administration will maintain established school hours and proceed with all co-curricular activities as scheduled whenever possible.
2. If, during a crisis situation, the parent(s) or guardian of a student decide that the student needs to be absent, this absence will be excused.

C. Access to School Facilities

1. The school's facilities may not be used for funeral or memorial services during the school day, unless otherwise authorized to do so by the superintendent.
2. This policy does not discourage the presentation of traditional American Legion memorial services which promote patriotism.

D. Memorials

1. Memorials often create a visual reminder of a particular crisis that may reintroduce feelings of grief for students. Therefore, memorials may not be displayed anywhere on the school premises without board approval.

This policy is not intended to discourage the acceptance of memorial funds or specific items.

- \*\* Annual safety audits using external consultants
- \*\*Conduct system-wide safety and security self-audits
- \*\*Protocol for an annual inventory of all chemicals
- \*\*The school system shall designate safety and security teams who are responsible for compliance with local, state and federal mandates through a written safety (internal and external) plan.

- dating violence
- bullying
- SAT

Adopted on: October 10, 2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**5030**  
**Dating Violence**

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

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

A copy of this policy shall be included in the student handbook.

Adopted on: October 10, 2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**5031**  
**Student Appearance**

Any manner of dress, hair style, make up, ~~or personal~~ cleanliness, or personal appearance that constitutes a threat to the safety, health, welfare, or morals of the student or others; ~~that~~ violates any statute; ~~that~~ interferes with the education process, or ~~that~~ school officials can reasonably predict will interfere with the education process; or ~~that~~ causes or may cause excessive maintenance problems in the school, may be grounds for corrective or disciplinary action. The superintendent or designee may institute specific dress code regulations in any school consistent with board policy.

Adopted on: October 10, 2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**5032**  
**Closed Campus**

The school campus is a closed campus. All students shall remain on the school campus during the hours that school is in session unless released by the building principal or building principal's designee. The building principal or designee will release a student only upon confirming that the student has permission from a parent or an authorized adult. Nothing in this policy shall prevent the school from sending a student home when the student is ill.

Adopted on: October 10, 2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **6000 Series Policies**

### **Policies Regarding Curricular and Academic Matters**

6001	School Organization
6002	School Calendar
6003	Instructional Program
6004	Curriculum Development
6005	Academic Credits and Graduation
6006	Commencement Ceremony
6007	Senior Recognition
6008	Class Rank
6009	Grade Placement and Academic Credits of Transfer Students
6010	Special Education
6011	Fire Instruction and Prevention
6012	Flag Display and Patriotic Observances
6013	Teaching Controversial Issues
6014	School Attendance on Days of Scheduled Activities
6015	Summer School
6016	Homebound and Off-Campus Instruction
6017	Homework
6018	Grades
6019	[Intentionally Left Blank]
6020	Multicultural Education

6021	District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations
6022	[Intentionally Left Blank]
6023	Relations with Non-Accredited Private or Home School Students
6024	[Intentionally Left Blank]
6025	Student Cell Phone and Other Electronic Devices
6026	Emergency Dismissal
6027	Field Trips
6028	The Extracurricular Activities Program
6029	Activity Trips
6030	Public Appearances of School Groups
6031	Emergency Exclusion
6032	Constitution Day Education
6033	Seclusion and Restraint of Students
6034	Concussion Awareness

**6001**  
**School Organization**

The school district shall be organized under a system whereby kindergarten through 6th grade shall be designated the elementary school, and 7th grade through 12th grade shall be designated the high school.

Adopted on: September 11, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6002**  
**School Calendar**

The superintendent shall propose the calendar for each school year. The board will approve and/or amend the proposed calendar. The calendar shall provide for sufficient instructional time to meet or exceed the requirements of state statutes and regulations, and should provide time for staff orientation, in-service and curriculum work.

Adopted on: September 11, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6003**  
**Instructional Program**

1. The minimum number of instructional hours in the school year will be 1032 for elementary and middle school, 1080 for high school students, and 400 for kindergarten students, exclusive of lunchtime.
2. The district may establish special programs for individual students that may deviate from these requirements. All special programs must either be adopted pursuant to applicable law or approved by the superintendent in advance. Prior to the district's commencement of a specialized program, the district will provide the student's parents or guardians with notice of the program.
3. The board, acting with the advice of the administration and certificated staff, will adopt a curriculum and procure textbooks and materials to support that curriculum. The administration and certificated staff will design instructional strategies and assessments to implement the curriculum.
4. To the extent possible, practice for, travel to, and participation in activities sponsored by the Nebraska School Activities Association and the Nebraska Department of Education will be scheduled outside of instructional time. Individual student absences because of illness or family-centered activities will be governed by district attendance policies.
5. The board intends to strike a sensible balance between the time spent on academics and time spent on extra-curricular activities, acknowledging that both work and play are important in each student's total development and education.

Adopted on: September 11, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **6004 Curriculum Development**

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

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

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

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

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

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

### **Curriculum and Textbook Adoption Schedule**

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

SCHOOL YEAR	K-12 REVIEW	TEXTBOOK ADOPTION
	Foreign Language Fine Arts/Music	Foreign Language Fine Arts/Music
	K-12 Language Arts	6-12 Language Arts
	Math	Math
	Technology	Technology
	Science	Science
	Physical Ed/Health	Physical Ed/Health
	Foreign Language Vocational Fine Arts/Music	Foreign Language Vocational Fine Arts/Music

Adopted on: \_\_\_\_\_  
 Revised on: \_\_\_\_\_  
 Reviewed on: \_\_\_\_\_

## 6005 Academic Credits and Graduation

The requirements for graduation are:

- **English (Language Arts):**                   **40** credits required in 9th, 10th, 11th and 12th grade
  
- **Speech:**   **5** credits required during 10th grade
  
- **Mathematics:**                               **30** credits required in 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup>
  - Beginning with the 2011-2012 school year, the minimum math requirements will reflect the following to earn the 30 credits (requirements are for all incoming 9th grade students in fall 2011)
  - 9th Grade Students > Algebra I OR Pre-Algebra
  - 10th Grade Students > Geometry OR Algebra I
  - 11th Grade Students > Algebra II OR Geometry
  
- **Science:**                                       **30** credits required in 9th, 10th and 11<sup>th</sup>
  - Beginning with the 2018-2019 school year, the minimum science requirements will reflect the following to earn the 30 credits (requirements are for all incoming 9th grade students in fall 2018)
  - 9th Grade Students > Biology
  - 10th Grade Students > Physical Science
  - 11<sup>th</sup> Grade Students > Earth/Space Science
  
- **Social Studies:**                           **30** credits--Including 10 credits of American Government
  
- **Physical Education:**                   **10** credits
  
- **Health**   **5** credits (beginning in 2012-2013 for all sophomores)
  
- **Business:**                                   **10** credits—Info Tech I
- **Electives:**                                   **90** credits--Must pass a minimum of 90 credits

Adopted on: September 11, 2017

Revised on: April 9, 2018

Reviewed on: \_\_\_\_\_

**6006**  
**Commencement Ceremony**

The district shall conduct a commencement ceremony for members of the senior class at the end of the school year. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct.

All students who are enrolled as members of the senior class at the end of a school year, whether students in the regular education curriculum or students with individual education plans, shall be eligible to participate in the ceremony regardless of whether they have completed all graduation requirements. A student may participate in only one ceremony. Being permitted to participate in the ceremony does not constitute graduation, and only those students who have completed all graduation requirements prior to the ceremony will receive a diploma.

Adopted on: September 11, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6007**  
**Senior Recognition**

The school district will recognize the outstanding academic achievement of its graduating seniors in the following manner:

Valedictorian shall be awarded to the graduating senior with the highest class rank as determined by using a numeric grade point average derived from all classes graded on a numeric basis.

Salutatorian shall be awarded to the graduating senior with the 2<sup>nd</sup> highest class rank as determined by using a numeric grade point average derived from all classes graded on a numeric basis.

Honor medallions shall be awarded and shall be worn during the graduation ceremony denoting academic achievement of the following manner:

Academic Excellence: A numeric grade point average, derived from all classes graded on a numeric basis, that is between 97%-100%, with no final course grade below a 70%.

Academic Honor: A numeric grade point average, derived from all classes graded on a numeric basis, that is between 93%-96.9999%, with no final course grade below a 70%.

Adopted on: September 11, 2017

Revised on: September 9, 2019

Reviewed on: \_\_\_\_\_

**6008**  
**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 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.

Adopted on: September 11, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **6009**

### **Grade Placement and Academic Credits of Transfer Students**

Subject to a determination on grade placement based on the criteria set forth below, a student transferring from an accredited school generally will be placed at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement.

#### **Elementary Level Students**

The appropriate level of placement for elementary level students may be determined by, but not limited to, consideration of the following information:

- Chronological age
- Previous public school or private school experience
- Diagnostic test data
- Achievement test data
- Criterion-referenced test data

#### **Secondary Level Students**

The appropriate level of placement for secondary students may be determined by, but not limited to, consideration of the following information:

- Chronological age
- Previous public school or private school experience and transcript
- Standardized achievement test data
- Criterion-referenced test data
- Final examination test data
- Diagnostic test data

The district will accept credits toward graduation that were awarded by an accredited school district and which, in the professional judgment of the administrative team, are sufficiently rigorous and comparable to the district's offered courses of study. A student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirement in order to be awarded a diploma from the district.

Students who transfer from an exempt (home) school and/or a non-accredited school may be awarded credits to be counted toward high school graduation requirements at the discretion of the building principal in consultation with the superintendent of schools. The principal will consider all of the factors listed above and will also consider the student's performance on the district's internal benchmark tests.

The district administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a foreign country.

Adopted on: September 11, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6010**  
**Special Education**

All children with verified disabilities who are eligible for special education services are entitled to a free appropriate public education and an equal opportunity for education according to their needs. The district will follow state and federal law as well as the rules and protocols created by the Nebraska Department of Education and the United States Department of Education in identifying, evaluating, verifying and serving students who may be entitled to rehabilitation or special education services.

The school district shall provide special education and rehabilitative services only to children with verified disabilities and qualifying conditions.

Adopted on: September 11, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6011**  
**Fire Instruction and Prevention**

The school district will provide regular periods of instruction in fire danger and fire prevention, and will observe State Fire Day.

Adopted on: September 11, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6012**  
**Flag Display and Patriotic Observances**

The district shall display the flags of the United States of America and the State of Nebraska prominently on the grounds of every school building each day that school is in session.

Each building principal shall be responsible for the care and display of the flags at his/her assigned building, and shall adhere to the rules and customs pertaining to the use and display of the flags as set forth in the United States Code.

Each day, at the time designated by the building administrator, staff shall ensure that students in grades K-12 will be led in the recitation of the Pledge of Allegiance in the presence of the flag of the United States of America. Pupil participation in the recitation of pledge shall be voluntary. Pupils who elect not to participate shall sit or stand silently and must respect the rights of those students choosing to participate.

Adopted on: September 11, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **6013**

### **Teaching Controversial Issues**

The ability to discuss, listen, and dissent are essential elements of responsible citizenship. The school district encourages students to develop skills in analyzing issues, respecting the opinion of others, distinguishing between fact and opinion, considering all pertinent factors in reaching decisions, and arriving at group decisions.

Teachers may teach or lead discussions about controversial issues if they comply with the criteria contained in this policy. Controversial issues may be questions, subjects, or problems which can create a difference of opinion. They can include issues which may have political, social, environmental, or personal impacts on pupils and/or the wider community: locally, nationally or internationally. Often they have no easy answer, in part, because solutions may be based on an individual's personal values and beliefs.

1. The issues discussed must be relevant to the curriculum and be part of a planned educational program.
2. Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
3. The teacher must encourage students to consider and discuss a variety of viewpoints.
4. The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
5. The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
6. The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
7. Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda of any kind through any classroom or a school device. However, a teacher shall not be prohibited from

expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Teachers who are unsure of their obligations under this policy must confer with their principal prior to discussing controversial issues in the classroom.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6014**  
**School Attendance on Days of Scheduled Activities**

Students who are absent from school for more than half a day will not be permitted to practice or participate in an extracurricular contest, practice or performance unless the student has the building principal's prior permission to participate despite the absence.

Adopted on: September 11, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6015**  
**Summer School**

The school district may conduct a summer school program to provide additional educational opportunities for students who need remedial instruction and/or to enrich students' educational experiences. Students who successfully complete classes offered through the district's summer school program will earn credit toward high school graduation. Students will be allowed to substitute a summer-school grade for a failing grade earned during the regular school year. Students who take summer school courses to replace a passing grade may not use the summer school course to advance their class rank.

Adopted on: September 11, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

# *Ravenna Public Schools*

## *Return to School Plan 2022-23*

**UPDATED 7/8/2022**

### **RAVENNA PUBLIC SCHOOLS Mission Statement:**

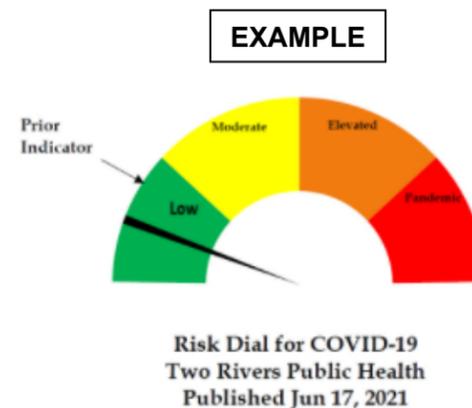
*Preparing students today to succeed tomorrow: Family-Community-Schools*

*Ravenna Public Schools intends to be prepared to meet the health and safety needs of its students and staff during the 2022-23 school year, in light of the COVID-19 pandemic. This framework is structured to allow the district to be responsive to the current health climate and to articulate expectations for students, staff, and parents, amid changing school and community health conditions. The tiered structure of this framework coincides with the “Risk Dial for COVID-19” from the Two Rivers Health Department. This framework may be adjusted, as needed, to meet the needs of students, staff, and parents of Ravenna Public Schools.*

*Ravenna Public Schools recommends that all students and staff follow the C.D.C. guidance for COVID-19 prevention in K-12 Schools.*

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

At this time Ravenna Public Schools plans to start school in the Green Operational Zone.

Risk Zone Indicators					
Green--DHM Phase IV--Low Risk		Yellow--DHM Phase III--Moderate Risk	Orange--DHM Phase II--Elevated Risk	Red--DHM Phase I--Pandemic	
<ul style="list-style-type: none"> <li>No Directed Health Measures that limit the school building capacity</li> <li>A vaccine for the virus is available</li> <li>Masks are not required. Per CDC guidance they are recommended for unvaccinated.</li> </ul>		<ul style="list-style-type: none"> <li>Limited confirmed case(s) in the immediate geographic area (Buffalo County) or within the school</li> <li>Consultation with Health Department</li> <li>Directed Health Measures</li> <li>Governor or Commissioner of Education Guidance</li> <li>Masks are not required. Per CDC guidance they are recommended for unvaccinated.</li> </ul>	<ul style="list-style-type: none"> <li>Confirmed and increasing case(s) and transmission in the immediate geographic area (Buffalo County) and within the school</li> <li>Consultation with Health Department</li> <li>Directed Health Measures which limit building capacity</li> <li>Governor or Commissioner of Education Guidance</li> <li>Masks are required</li> </ul>	<ul style="list-style-type: none"> <li>Widespread confirmed case(s) and transmission in the immediate geographic area (Buffalo County) or within the school</li> <li>Consultation with Health Department</li> <li>Directed Health Measures</li> <li>Governor or Commissioner of Education Guidance</li> </ul>	
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	
<b>School/Academic Plan</b>	<ul style="list-style-type: none"> <li>School conducted as normal</li> <li>School open</li> </ul>	<ul style="list-style-type: none"> <li>Increased social distancing</li> <li>School open</li> </ul>	<ul style="list-style-type: none"> <li>Limited student contact</li> <li>Possible alternate learning schedule</li> </ul>	<ul style="list-style-type: none"> <li>School buildings closed</li> <li>Remote learning for PK-12 students</li> </ul>	
<b>Self-Screening &amp; Temperature Checks</b>	<p>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:</p> <ul style="list-style-type: none"> <li>Flu-like or COVID-like symptoms</li> <li>Temperature of 100.4 or greater</li> <li>Difficulty breathing</li> <li>Sore throat</li> <li>New uncontrolled cough that causes difficulty breathing (for students or staff with chronic allergic/asthmatic cough, a change in their cough from baseline)</li> </ul> <p>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.</p>	<p>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:</p> <ul style="list-style-type: none"> <li>Flu-like or COVID-like symptoms</li> <li>Temperature of 100.4 or greater</li> <li>Difficulty breathing</li> <li>Sore throat</li> <li>New uncontrolled cough that causes difficulty breathing (for students or staff with chronic allergic/asthmatic cough, a change in their cough from baseline)</li> </ul> <p>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.</p> <p>Staff Temperature Check:</p>	<p>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:</p> <ul style="list-style-type: none"> <li>Flu-like or COVID-like symptoms</li> <li>Temperature of 100.4 or greater</li> <li>Difficulty breathing</li> <li>Sore throat</li> <li>New uncontrolled cough that causes difficulty breathing (for students or staff with chronic allergic/asthmatic cough, a change in their cough from baseline)</li> </ul> <p>Temperature checks will be conducted twice per day.</p> <ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Daily temperature checks are required for all essential personnel upon entry into the building.</li> </ul>	

	<p>Staff Temperature Check:</p> <ul style="list-style-type: none"> <li>• Staff are expected to take their own temperature every morning and perform a “self-screening.”</li> </ul> <p>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.</p> <p>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.</p>	<ul style="list-style-type: none"> <li>• Staff will take their own temperature every morning and perform a “self-screening.”</li> </ul> <p>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.</p> <p>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.</p>	<ul style="list-style-type: none"> <li>• Temperatures for tardy students will be taken in the office prior to going to class. <ul style="list-style-type: none"> <li>○ Temperature checks in classroom indicating a temperature of 100.4 or greater will be verified by the school nurse through a second temperature check by the school nurse before sending a student home.</li> </ul> </li> <li>• 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.</li> </ul> <p>Staff Temperature Check:</p> <ul style="list-style-type: none"> <li>• Staff will take their own temperature every morning and again at lunch.</li> </ul> <p>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.</p>	
<b>Custodial</b>	<ul style="list-style-type: none"> <li>• Daily routine cleaning procedures of student attendance centers</li> <li>• Routine infectious disease protocol <ul style="list-style-type: none"> <li>○ Staff will comply with State and/or local health department requirements and CDC cleaning and disinfecting protocols</li> <li>○ Staff will follow manufacturer’s instructions regarding the use and maintenance of equipment &amp; use &amp; storage of chemicals for cleaning &amp; sanitizing.</li> </ul> </li> <li>• Spray bottles with disinfectant or disinfectant wipes will be provided for all PK-12 classrooms.</li> <li>• HVAC system will be adjusted to allow as much fresh air as feasibly possible to be introduced into the HVAC system while operating.</li> <li>• Air filters in the HVAC system will be of the highest MERV rating possible to allow for maximum filtration and cleanliness of air.</li> <li>• Windows of classrooms will be open whenever possible, to allow as much fresh air as possible to circulate through the room.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue Level I cleaning and disinfecting procedures in addition to heightened disinfection of frequent high touch points and high traffic areas.</li> <li>• School nurse, head of maintenance, and administration will identify and address any additional areas in need of intensive cleaning and disinfecting.</li> <li>• 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.</li> <li>• Spray bottles with disinfectant or disinfectant wipes will be provided for all PK-12 classrooms.</li> <li>• HVAC system will be adjusted to allow as much fresh air as feasibly possible to be introduced into the HVAC system while operating.</li> <li>• Air filters in the HVAC system will be of the highest MERV rating possible to allow for maximum filtration and cleanliness of air.</li> <li>• Windows of classrooms will be open whenever possible, to allow as much fresh air as possible to circulate through the room.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue Level I &amp; Level II cleaning and disinfecting procedures in addition to heightened disinfection of frequent high touch points and high traffic areas.</li> <li>• School nurse, head of maintenance, and administration will identify and address any additional areas in need of intensive cleaning and disinfecting.</li> <li>• 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.</li> <li>• Spray bottles with disinfectant or disinfectant wipes will be provided for all PK-12 classrooms.</li> <li>• HVAC system will be adjusted to allow as much fresh air as feasibly possible to be introduced into the HVAC system while operating.</li> <li>• Air filters in the HVAC system will be of the highest MERV rating possible to allow for maximum filtration and cleanliness of air.</li> <li>• Windows of classrooms will be open whenever possible, to allow as much fresh air as possible</li> </ul>	<ul style="list-style-type: none"> <li>• The school will be secured and no unauthorized or essential personnel will be allowed to enter the school.</li> <li>• Cleaning of buildings <ul style="list-style-type: none"> <li>○ The school will be cleaned as directed by the Health Department, with heightened disinfecting and cleaning performed.</li> <li>○ Superintendent will determine staffing assignments and/or required procedure modifications.</li> </ul> </li> </ul>

			<p>to circulate through the room.</p> <ul style="list-style-type: none"> <li>● Closing affected buildings <ul style="list-style-type: none"> <li>○ Superintendent will shut down and secure affected building(s) for deep cleaning and disinfecting. Building access prohibited by all user will be closed until the area is cleaned and disinfected.</li> <li>○ Superintendent will coordinate and communicate with staff, students, and parents regarding reopening procedures for affected areas, after consultation with Two Rivers Health Department.</li> </ul> </li> </ul>	
<b>Lunch and Breakfast</b>	<ul style="list-style-type: none"> <li>● Breakfast and lunch served in the cafeteria.</li> <li>● Social distancing spacing will be encouraged in the lunch line.</li> <li>● Students will tell the point of sale cafeteria personnel their account number, rather than manually enter it using a keypad.</li> <li>● All students will wash hands or use hand sanitizers before getting in the lunch line.</li> <li>● All kitchen staff will adhere to all recommended safety measures while serving meals</li> </ul>	<ul style="list-style-type: none"> <li>● Breakfast/Lunch in cafeteria, provided adequate social distancing can be provided. If more space is required, high school gym space will be used.</li> <li>● Students will tell the point of sale cafeteria personnel their account number, rather than manually enter it using a keypad.</li> <li>● All students will wash hands or use hand sanitizers before getting in the lunch line.</li> <li>● Extra sanitation procedures will be used.</li> <li>● Some food items may be limited.</li> <li>● All kitchen staff will wear gloves and face coverings while serving meals</li> </ul>	<ul style="list-style-type: none"> <li>● “Grab &amp; Go” breakfast and lunch will be eaten in the classroom.</li> <li>● Social distancing “X’s” on the floor to provide for adequate social distancing spacing in the lunch line.</li> <li>● Students will tell the point of sale cafeteria personnel their account number, rather than manually enter it using a keypad.</li> <li>● All students will wash hands or use hand sanitizers before getting in the lunch line.</li> <li>● Extra sanitation procedures will be used in the kitchen and meal preparation area.</li> <li>● Some food items may be limited to ease preparation time and to ensure meal items are easily consumed in a classroom setting. “Grab &amp; Go Breakfast,” sack/boxed lunches may be used.</li> <li>● All kitchen staff will wear gloves and face coverings while serving meals</li> <li>● Parents will not be allowed to eat lunch with students.</li> <li>● Microwaves will not be available for student use in the lunchroom.</li> <li>● Vending machines will not be operational.</li> </ul>	<ul style="list-style-type: none"> <li>● Meals will be provided during any long-term school closure.</li> <li>● 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.</li> <li>● 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.</li> </ul>
<b>Recess</b>	<ul style="list-style-type: none"> <li>● Schools will continue to have recess as scheduled with handwashing or hand sanitizer upon entry to the playground area.</li> </ul>	<ul style="list-style-type: none"> <li>● Schedules will be modified to ensure adequate spacing on the playground at one time.</li> <li>● Cleaning and sanitizing of playground equipment may be completed daily.</li> <li>● Balls, jump ropes, and common play equipment are available, provided items are sanitized use by each recess group.</li> </ul>	<ul style="list-style-type: none"> <li>● Elementary will implement recess zones for assigned students to support physical distancing.</li> <li>● Schedules will be modified to ensure adequate spacing on the playground at one time.</li> <li>● Cleaning and sanitizing of playground equipment will be completed daily.</li> <li>● Balls, jump ropes, and common play equipment are available, provided items are sanitized use by each recess group.</li> <li>● No entry into the Gaga Ball Pit.</li> </ul>	<ul style="list-style-type: none"> <li>● The playground is closed.</li> </ul>
<b>PK-12 Field Trips</b>	<ul style="list-style-type: none"> <li>● Regular field trip opportunities can be scheduled.</li> </ul>	<ul style="list-style-type: none"> <li>● No off-site field trips.</li> </ul>	<ul style="list-style-type: none"> <li>● No field trips will be available.</li> </ul>	
<b>Specials</b>	<ul style="list-style-type: none"> <li>● Students transition to music, art, PE, and media as normal.</li> </ul>	<ul style="list-style-type: none"> <li>● Specialists teachers transition to classrooms to provide instruction, as feasible. If teachers transitioning is not possible, student transitions to</li> </ul>	<ul style="list-style-type: none"> <li>● All specialist teachers transition to classrooms.</li> </ul>	

		music, art, PE and media will be allowed.		
<b>Handwashing/Hand Sanitizer</b>	<ul style="list-style-type: none"> <li>PK-6 teachers schedule handwashing and use of hand sanitizer.</li> <li>7-12 hand washing is encouraged and hand sanitizer available in all classrooms and commons areas.</li> </ul>	<ul style="list-style-type: none"> <li>PK-6 teachers schedule handwashing and use of hand sanitizer 3 times a day.</li> <li>7-12--Announcements supporting hand washing and hand sanitizer available in all classrooms and commons areas.</li> </ul>	<ul style="list-style-type: none"> <li>PK-6 teachers schedule handwashing and use of hand sanitizer 3 times a day.</li> <li>7-12--Announcements supporting hand washing and hand sanitizer available in all classrooms and commons areas.</li> </ul>	
<b>Hallways</b>	<ul style="list-style-type: none"> <li>PK-6 students transition normally with staff support</li> <li>7-12--Regular transitions with encouraged social distancing in hallway areas.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>7-12--Scheduled transitions through the hallways using a "one-way traffic pattern".</li> </ul>	<ul style="list-style-type: none"> <li>PK-6 students transition and all specialists come to classrooms.</li> <li>PK-12 students may be in isolated classrooms with only limited and scheduled hallway access.</li> </ul>	
<b>Lockers</b>	<ul style="list-style-type: none"> <li>Lockers will be used as normal</li> </ul>	<ul style="list-style-type: none"> <li>7-12 students will have limited and staggered use of lockers, in conjunction with scheduled transitions during class period breaks.</li> </ul>	<ul style="list-style-type: none"> <li>7-12 students will implement a limited and staggered use of lockers.</li> </ul>	
<b>Beginning of the day staff</b>	<p>PK-6</p> <ul style="list-style-type: none"> <li>Teachers should be outside their room and ready to receive students by 7:50 AM.</li> </ul> <p>Ravenna JR./SR. High</p> <ul style="list-style-type: none"> <li>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.</li> <li>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</li> <li>When the 8:00 bell rings, all students will report to their 1<sup>st</sup> period classroom.</li> <li>Teachers should be outside rooms and ready to receive students by 7:50 AM.</li> </ul>	<p>PK-6</p> <ul style="list-style-type: none"> <li>Teachers should be outside their room and ready to receive students by 7:50 AM.</li> </ul> <p>Ravenna JR./SR. High</p> <ul style="list-style-type: none"> <li>Teachers should be outside rooms and ready to receive students by 7:50 AM.</li> <li>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.</li> <li>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.</li> <li>When the 8:00 bell rings, all students will report to their 1<sup>st</sup> period classroom.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers will report based on the instructional schedule created and direction provided by the administration.</li> </ul> <p>PK-6</p> <ul style="list-style-type: none"> <li>Students must wear a mask to enter the building.</li> <li>Teachers should be outside their room, wearing a mask, and ready to receive conduct temperature checks by 7:50 AM.</li> <li>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.</li> </ul> <p>Ravenna JR./SR. High</p> <ul style="list-style-type: none"> <li>Students must wear a mask to enter the building.</li> <li>Teachers should be outside their room, wearing a mask, and ready to receive conduct temperature checks by 7:50 AM.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>When the 8:00 bell rings, all students will report to their 1<sup>st</sup> period classroom for temperature checks.</li> </ul>	
<b>Beginning of the day</b>	PK--6 <sup>th</sup> Grade	PK--6	<ul style="list-style-type: none"> <li>Students will report based on the instructional</li> </ul>	

<p><b>students</b></p>	<ul style="list-style-type: none"> <li>Students will enter the building when doors open at 7:40 and report to the cafeteria or gym social distancing is encouraged</li> </ul> <p>Ravenna JR./SR. High</p> <ul style="list-style-type: none"> <li>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 1<sup>st</sup> period class</li> </ul>	<ul style="list-style-type: none"> <li>Students may be required to wear a mask to enter the building.</li> <li>Students will enter the building when doors open at 7:50 and go directly to the hallway outside their classroom for temperature checks.</li> </ul> <p>Ravenna JR./SR. High</p> <ul style="list-style-type: none"> <li>Students may be required to wear a mask to enter the building.</li> <li>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</li> <li>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.</li> <li>When the 8:00 bell rings, all students will be released from their practice/meeting/cafeteria and will report outside their 1<sup>st</sup> period classroom</li> </ul>	<p>schedule created and direction provided by the administration.</p> <ul style="list-style-type: none"> <li>Students must wear a mask to enter the building.</li> </ul> <p>PK--6</p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p>Ravenna JR./SR. High</p> <ul style="list-style-type: none"> <li>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.</li> <li>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</li> <li>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.</li> <li>When the 8:00 bell rings, all students will be released from their practice/meeting/cafeteria and will report outside their 1<sup>st</sup> period classroom for temperature checks.</li> </ul>	
<p><b>End of the day</b></p>	<ul style="list-style-type: none"> <li>Regular dismissal.</li> <li>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.</li> <li>Parents are encouraged to wait in their cars and not enter the building to pick up their students when possible.</li> </ul>	<ul style="list-style-type: none"> <li>Regular dismissal.</li> <li>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.</li> <li>Parents are encouraged to wait in their cars and not enter the building to pick up their students when possible.</li> </ul>	<ul style="list-style-type: none"> <li>Dismissal from classrooms will be conducted in 10-minute time frame to allow for adequate social distancing.</li> <li>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.</li> <li>Parents are required to wait in their cars and not enter the building to pick up their students when possible.</li> </ul>	
<p><b>Building Access</b></p>	<ul style="list-style-type: none"> <li>Visitors that enter the building must report to the office and to sign into the building.</li> <li>Ravenna Public Schools will not require a mask</li> <li>Non-Ravenna Public Schools event guidelines (community use) are at the discretion of the event sponsors.</li> <li>Parents will be allowed to eat lunch with students</li> </ul>	<ul style="list-style-type: none"> <li>Parents and visitors to the school must be regularly scheduled and check into the school office upon arrival.</li> <li>Masks may be required at indoor activities. Masks are required for entry to outdoor activities and strongly encouraged. Attendees at outdoor activities can remove masks, provided they can socially distance. Wearing masks and maintaining social distancing at all events at all times is strongly encouraged.</li> <li>Non-Ravenna Public Schools event guidelines (community use) are at the discretion of the event sponsors.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>No campus access available beyond required personnel.</li> </ul>
<p><b>Facemasks</b></p>	<ul style="list-style-type: none"> <li>Facemask will not be required, but may be worn</li> </ul>	<ul style="list-style-type: none"> <li>Facemasks and/or shields may be provided and may be required to be used by staff and students on</li> </ul>	<ul style="list-style-type: none"> <li>Students and staff must wear a mask to enter the building for temperature screening upon</li> </ul>	<ul style="list-style-type: none"> <li>Facemasks will be worn by all who enter the building.</li> </ul>

		<p>school fleet vehicles, in classrooms, and during passing periods, and when social distancing of 6 ft. or more is not possible.</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Facemasks may be required to be worn by NSAA Activity Participants, while they are not competing in the event (sitting the bench, waiting to perform), as per NSAA Guidelines.</li> </ul>	<p>morning arrival.</p> <ul style="list-style-type: none"> <li>Facemasks and/or face shields provided and required to be worn by all staff and students on school fleet vehicles, in classrooms, and during passing periods, and when social distancing of 6 ft. or more is not possible.</li> <li>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.</li> <li>Anyone who has difficulty breathing, is unable to remove their own facemask without assistance, or incapacitated in any manner should not wear a facemask.</li> <li>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.</li> </ul>	
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>Regularly scheduled.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>Restroom use during passing periods in grades 7-12 is discouraged.</li> <li>7-12 students are encouraged to use the restroom with permission from their classroom teacher.</li> </ul>	<ul style="list-style-type: none"> <li>Restroom use is prohibited during passing periods, except in case of an emergency or as a medical requirement.</li> </ul>	
<b>Water Fountains/Bottle Fillers</b>	<ul style="list-style-type: none"> <li>Regularly scheduled water breaks.</li> <li>Students are encouraged to bring individual water bottles.</li> </ul>	<ul style="list-style-type: none"> <li>Regularly scheduled water breaks.</li> <li>Students are encouraged to bring individual water bottles.</li> <li>Increased sanitation of water foundation is performed by custodial staff.</li> </ul>	<ul style="list-style-type: none"> <li>The water fountain is closed for casual use and students are required to use personal water bottles or disposable cups.</li> <li>Increased sanitation of water foundation is performed by custodial staff.</li> <li>Scheduled refills of student water bottles are scheduled to provide for sanitation and social spacing during refilling.</li> </ul>	
<b>Classroom Seating/Materials Usage/Sanitization</b>	<ul style="list-style-type: none"> <li>Regular classroom/teacher preferred arrangement is used.</li> <li>Social distancing will be utilized in seating arrangement, when possible.</li> <li>Regular classroom supply usage.</li> <li>Regular classroom cleaning.</li> </ul>	<ul style="list-style-type: none"> <li>Desks separated as much as is feasible</li> <li>Row seating</li> <li>All desks facing in the same direction towards the front of the classroom.</li> <li>Require student individual supplies and avoid shared use of classroom materials by students whenever possible.</li> <li>Minimize furniture and center items.</li> <li>For K-12, where tables are utilized, space students as far apart as possible.</li> <li>Teachers should try to maintain 6 ft. of spacing between themselves and the students, whenever possible.</li> <li>PE and other "common use" equipment is cleaned between classes.</li> <li>Contaminated materials will be isolated for</li> </ul>	<ul style="list-style-type: none"> <li>Students will be limited to specific classrooms.</li> <li>Locations in the building as determined and outlined in the alternate instruction schedule.</li> <li>Increased sanitization measures.</li> <li>Desks will be spaced at least 6 ft. apart.</li> <li>Students individual learning supplies will be kept separate from each other and classroom supplies should not be shared among students.</li> <li>Only items essential for learning may be brought into the school building.</li> <li>Teachers should try to maintain 6 ft. of spacing between themselves and the students, whenever possible.</li> <li>Assemblies of 25 or more students are not permitted. Assemblies of 25 or fewer students are permitted provided facemasks are worn.</li> </ul>	

		<p>cleaning each day.</p> <ul style="list-style-type: none"> <li>Assemblies of 50 or more students are not permitted.</li> </ul>		
<b>Transportation</b>	<ul style="list-style-type: none"> <li>Regular transportation schedule and practices.</li> <li>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.</li> <li>Students are encouraged to use hand sanitizer upon entering the bus.</li> <li>Students who become sick during the day, may not use "group" transportation vehicles and will be transported home by a parent.</li> <li>Windows should be open, whenever it is deemed appropriate and safe by the driver, to maximize fresh air in the vehicle cabin.</li> <li>Transportation fleet vehicles should be aired out and disinfected daily.</li> <li>Drivers "self-monitor" symptoms and temperature. If they are sick or believe they may be sick, they should not transport students.</li> </ul>	<ul style="list-style-type: none"> <li>Regular transportation schedule and practices.</li> <li>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.</li> <li>Students are encouraged to use hand sanitizer upon entering the bus.</li> <li>Facemasks may be required to ride in all school district vehicles.</li> <li>Students ride in assigned seats to provide maximum social distancing.</li> <li>Students who become sick during the day, may not use "group" transportation vehicles and will be transported home by a parent.</li> <li>If 6 ft. of social distancing is not possible on a bus or van, students may be required to wear masks while in transit.</li> <li>Windows should be open, whenever it is deemed appropriate and safe by the driver, to maximize fresh air in the vehicle cabin.</li> <li>Transportation fleet vehicles should be aired out and disinfected daily.</li> <li>Drivers "self-monitor" symptoms and temperature. If they are sick or believe they may be sick, they should not transport students.</li> <li>Drivers wear face masks.</li> </ul>	<ul style="list-style-type: none"> <li>Parents who are able to transport their children to and from school will be encourage to do so.</li> <li>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.</li> <li>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.</li> <li>Facemasks are required to ride in all school district vehicles.</li> <li>Students are encouraged to use hand sanitizer upon entering the bus.</li> <li>Students ride in assigned seats to provide maximum social distancing, preferably 6 ft. or greater.</li> <li>Students who become sick during the day, may not use "group" transportation vehicles and will be transported home by a parent.</li> <li>Bus routes, such as the "Town Route" may be broken up into smaller groupings sizes to allow for greater social distancing.</li> <li>Routes may be adjusted to reflect any modified learning schedule implemented by the school.</li> <li>Windows should be open, whenever it is deemed appropriate and safe by the driver, to maximize fresh air in the vehicle cabin.</li> <li>Transportation fleet vehicles should be aired out and disinfected after each route.</li> <li>Drivers "self-monitor" symptoms and temperature. If they are sick or believe they may be sick, they should not transport students.</li> <li>Drivers wear face masks.</li> </ul>	<ul style="list-style-type: none"> <li>All district transportation is suspended.</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>1-to-1 devices provided to all 1st-12 students, as needed, and at the discretion of the classroom teacher and building principal.</li> </ul>	<ul style="list-style-type: none"> <li>1-to-1 devices provided to all K-12 students, as needed, and at the discretion of the classroom teacher and building principal.</li> <li>Devices will be cleaned daily according to tech department guidance.</li> </ul>	<ul style="list-style-type: none"> <li>1-to-1 devices sent home daily 1st-12.</li> <li>Devices will be cleaned daily according to tech department guidance.</li> </ul>	<ul style="list-style-type: none"> <li>Chromebooks are used to complete online/remote learning.</li> </ul>
<b>7-12 Activities</b>	<ul style="list-style-type: none"> <li>Activities and Athletics will be conducted in accordance with NSAA guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Activities and athletics will be conducted in accordance with NSAA guidelines and DHM guidelines.</li> <li>Masks may be required at indoor activities. Masks are required for entry to outdoor activities and strongly encouraged. Attendees at outdoor activities can remove masks, provided they can socially distance. Wearing masks and maintaining</li> </ul>	<ul style="list-style-type: none"> <li>Cancellations and postponements of activities and athletics are possible. Activities and athletics will be conducted in accordance with NSAA guidelines and DHM guidelines.</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Cancellations and postponements of activities and athletics are likely. Any activities and athletics will be conducted in accordance with NSAA guidelines and DHM guidelines.</li> </ul>

		social distancing at all events at all times is encouraged.	socially distance. Wearing masks and maintaining social distancing at all events at all times is strongly encouraged. <ul style="list-style-type: none"> <li>Some Ravenna Public Schools events may require masks and seating may be limited depending upon the current district health measure. When limiting seating is used, family members of students participating in the event will have priority over others.</li> </ul>	
<b>Student Attendance</b>	<ul style="list-style-type: none"> <li>All students in grades PK-12 will attend school in person.</li> <li>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).</li> </ul>	<ul style="list-style-type: none"> <li>All students in grades PK-12 will attend school in person.</li> <li>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).</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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).</li> </ul>	<ul style="list-style-type: none"> <li>Students will not be permitted on campus and remote learning will be provided by the school following the regular school calendar.</li> </ul>
<b>Special Education/504</b>	<ul style="list-style-type: none"> <li>Students will be served as per their IEP/504 Plan.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>At the IEP/504 team meeting, ask "Have the student's needs changed based on the lack of in-person instruction during the 4<sup>th</sup> 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.</li> <li>If the answer is "no," carry out services to support goals.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Discuss whether or not continued attendance under the selected alternate learning schedule is feasible for the student, given any underlying health concerns.</li> <li>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.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Students will not be allowed on school grounds.</li> <li>Prior written notice will need to be provided to students' parents.</li> <li>IEP Team Meetings will need to be held to discuss services during an extended school closure.</li> </ul>
<b>Mental &amp;</b>	<ul style="list-style-type: none"> <li>Continue universal supports offered to all</li> </ul>	<ul style="list-style-type: none"> <li>Continue universal supports offered to all students</li> </ul>	<ul style="list-style-type: none"> <li>Continue universal supports offered to all</li> </ul>	<ul style="list-style-type: none"> <li>Continue to reach out to students through</li> </ul>

<b>Social/Emotional Health</b>	<p>students through the school-wide MTSS Model</p> <ul style="list-style-type: none"> <li>● Increase staff awareness regarding the need to support the mental and social/emotional needs of students as they return to school.</li> </ul>	<p>through the school-wide MTSS Model</p> <ul style="list-style-type: none"> <li>● Designate a mental health liaison, who will work with the school and mental health providers to ensure students' mental health needs are being addressed.</li> <li>● 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.</li> <li>● Conduct universal screener of students as early in the year as possible, to help identify potential students in need of assistance.</li> <li>● Provide staff self-care and resiliency strategies to staff.</li> <li>● Encourage staff to use Wholeness Healing Center of Grand Island, NE, if they are experiencing a need for emotional or psychological support.</li> </ul>	<p>students through the school-wide MTSS Model</p> <ul style="list-style-type: none"> <li>● Use Access at the secondary level and counseling time at the elementary level to teach students resiliency and coping strategies.</li> </ul>	<p>digital media to remind them that if they are struggling socially, emotionally, or psychologically, that the school can provide them with support.</p> <ul style="list-style-type: none"> <li>● If school is closed, assign staff to check in on them once every week through email or by phone.</li> </ul>
<b>Staff Attendance</b>	<ul style="list-style-type: none"> <li>● All staff will report as normal.</li> <li>● Any questions or concerns relative to work expectations should be directed to the building principal.</li> </ul>	<ul style="list-style-type: none"> <li>● All staff will report as directed.</li> <li>● Any questions or concerns relative to work expectations should be directed to the building principal.</li> </ul>	<ul style="list-style-type: none"> <li>● All staff will report as directed.</li> <li>● Teachers may be asked to teach remotely from home.</li> <li>● Any questions or concerns relative to work expectations should be directed to the building principal.</li> </ul>	<ul style="list-style-type: none"> <li>● All staff will report as directed and provide remote instruction.</li> <li>● Staff may be asked to teach remotely from home while providing instruction.</li> <li>● Any questions or concerns relative to work expectations should be directed to the building principal.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● The school's current "risk dial operation zone" will be posted on the school's webpage.</li> <li>● 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.</li> </ul>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● The school's current "risk dial operation zone" will be posted on the school's webpage.</li> <li>● 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.</li> <li>● 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.</li> <li>● 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.</li> </ul>	<ul style="list-style-type: none"> <li>● The school's current "risk dial operation zone" will be posted on the school's webpage.</li> <li>● 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.</li> <li>● 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.</li> <li>● 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.</li> </ul>	<ul style="list-style-type: none"> <li>● The school's current "risk dial operation zone" will be posted on the school's webpage.</li> <li>● 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.</li> <li>● District PSA's will be provided to parents, students, and staff via the school's messaging system.</li> <li>● Principals will continue to conduct weekly staff meetings via Zoom.</li> </ul>

## Potential Scenarios & Potential Responses to Elevated Risk Levels

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

1 or more <i>confirmed case(s)</i> if COVID-19 in the school of a student or staff member.	<ul style="list-style-type: none"> <li>• The school may consult with the health department for guidance on operational procedures.</li> <li>• A more restrictive learning environment will be implemented, which <i>may</i> include elevating the “risk dial operational zone,” a short-term, or a long-term school closure.</li> <li>• The school district will communicate the situation with students, staff, and parents through the school’s messaging system.</li> <li>• The school nurse will provide guidance to the administration on both the closure and reopening of the school, if the school is closed.</li> <li>• The sanitization plan will be executed by the head of maintenance to sanitize and disinfect the school.</li> <li>• 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.</li> <li>• Reopening communications will be provided to students, staff, and parents through the school’s messaging system.</li> <li>• The staff member will follow medical guidance of their physician and/or Two Rivers Health Department</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• The staff member must be fever free, without the assistance of medication, and be non-symptomatic before returning to work.</li> <li>• The student must self-quarantine for 10-14 days.</li> <li>• The student will be provided remote instruction, as tolerated by his/her medical condition.</li> <li>• The student must be fever free, without the assistance of medication, and be non-symptomatic before returning to work.</li> </ul>
1 or more <i>confirmed case(s)</i> of COVID-19 in the immediate household of a staff member.	<ul style="list-style-type: none"> <li>• The staff member will follow medical guidance of their physician and/or Two Rivers Health Department</li> <li>• 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.</li> <li>• 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.</li> <li>• The teacher will teach the class virtually by following the remote learning plan (based on the situation) and/or a sub may be provided.</li> <li>• The superintendent will coordinate and communicate a return date with the staff member.</li> </ul>
1 <i>confirmed case</i> of COVID-19 in the immediate household of a student.	<ul style="list-style-type: none"> <li>• The student will follow medical guidance of their physician and/or Two Rivers Health Department</li> <li>• Teachers will provide remote learning opportunities and send learning materials home to the student during the self-quarantine period.</li> <li>• The student must be fever free, without the assistance of medication, and be non-symptomatic before returning to school.</li> <li>• The building principal will coordinate and communicate a return date with the student’s parents.</li> </ul>
<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.	<ul style="list-style-type: none"> <li>• The staff member will follow medical guidance of their physician and/or Two Rivers Health Department</li> <li>• The staff member must be fever free, without the assistance of medication, and be non-symptomatic before returning to work.</li> <li>• Teachers will teach virtually with a substitute in the classroom, following the remote learning plan.</li> <li>• 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.</li> </ul>
<i>Confirmed exposure</i> of student or travel by a student to a state, country, or location impacted by the COVID-19 virus.	<ul style="list-style-type: none"> <li>• The staff member will follow medical guidance of their physician and/or Two Rivers Health Department</li> <li>• Teachers will provide remote learning opportunities and send learning materials home to student during self-quarantine period.</li> <li>• The student must be fever free, without the assistance of medication, and be non-symptomatic before returning to work.</li> </ul>
Visitor who has entered our building and has a <i>confirmed case</i> of COVID-19.	<ul style="list-style-type: none"> <li>• District officials will confer with the health department to determine whether a closure of the building is necessary.</li> <li>• The school district will communicate the situation with students, staff, and parents through the school’s messaging system.</li> <li>• 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.</li> <li>• The school nurse will provide guidance to the administration for building both school closure and reopening.</li> <li>• The sanitization plan will be executed by the head of maintenance to “deep clean” and sanitize the building.</li> <li>• If the school is closed, the school will execute the remote learning plan or modified attendance schedule.</li> <li>• Reopening communications will be provided to parents, students, and staff through the school’s messaging system.</li> </ul>
Student or staff member has fever of 100.4 or greater.	<ul style="list-style-type: none"> <li>• Student or staff will immediately be sent to the school nurse for a temperature check and symptoms screening.</li> <li>• 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.</li> <li>• Student or staff will be immediately asked to wear a mask to reduce the threat of transmission to others.</li> <li>• Parents of students will be contacted and informed of the student’s symptoms and be asked to pick up their student.</li> <li>• Student will remain in quarantine at the school, until the parents arrive to pick them up.</li> <li>• Students sent home will engage in remote learning with the teacher during their absence.</li> <li>• 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.</li> </ul>

	<ul style="list-style-type: none"> <li>The student or staff member must be fever free, without the assistance of medication, and be non-symptomatic before returning to work.</li> </ul>
Student or staff member is displaying COVID-like or flu-like symptoms	<ul style="list-style-type: none"> <li>Student or staff will immediately be sent to the school nurse for a temperature check and symptoms screening.</li> <li>Student or staff will be immediately asked to wear a mask to reduce the threat of transmission to others.</li> <li>Parents of students will be contacted and informed of the student's symptoms and be asked to pick up their student.</li> <li>Student will remain in quarantine at the school, until the parents arrive to pick them up.</li> <li>Students sent home will engage in remote learning with the teacher during their absence, as health permits.</li> <li>Parents are asked to voluntarily keep their student home for 24-hours and communicate symptoms to the school for monitoring purposes.</li> <li>The student or staff member must be fever free, without the assistance of medication, and be non-symptomatic before returning to work.</li> </ul>

### *Terms Defined for Potential Scenarios & Elevated Risk Levels*

<b>"Confirmed Case"</b>	When the individual has had a positive test for COVID-19 conducted by a medical professional.	<ul style="list-style-type: none"> <li>Resources for Confirmation-Medical professionals performing COVID-19 testing &amp; Two Rivers Health Department.</li> </ul>
<b>"Confirmed Exposure"</b>	When the individual's exposure has been validated by contract tracing performed by the medical community.	<ul style="list-style-type: none"> <li>Resources for Confirmation-Medical professionals, contact tracers, &amp; Two Rivers Health Department.</li> </ul>
<b>"Short Term Closure"</b>	School building closed for to 2-5 school days.	<ul style="list-style-type: none"> <li>Remote learning will be used by teachers and students during the closure.</li> </ul>
<b>"Extended Building Closure"</b>	School building closed for 6 school days or more.	<ul style="list-style-type: none"> <li>Remote learning will be used by teachers and students during the closure.</li> </ul>

### *School Attendance & Calendar Options*

Risk Level Operational Zone	Description of Response Strategy	Action & Rationale
<b>LOW</b>	<b>School is in session on campus for students and staff in August as planned.</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>MODERATE/</b> <b>ELEVATED</b>	<b>Alter the School Calendar During the School Year in Response to Required School Closures</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>ELEVATED</b>	<b>Short-Term Closure</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>

<b>ELEVATED</b>	<b>Long-Term Closure</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>ELEVATED</b>	<p style="text-align: center;"><b>Traditional School Monday Through Friday</b></p> <p style="text-align: center;"><b>Or</b></p> <p style="text-align: center;"><b>“A/B Schedule” With Group A Attending in Person on Monday/Wednesday, Group B Attending on Tuesday/Thursday, &amp; Groups A&amp;B Learning Remotely on Friday</b></p>	<p>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.</p>
<b>PANDEMIC</b>	<b>Remote Learning</b>	<ul style="list-style-type: none"> <li>• Teachers will teach remotely and students will learn remotely. Students and staff will not be allowed on campus for learning or activities.</li> </ul>