

Board of Education Regular Meeting
Monday, June 11, 2018 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. Approval of Agenda
4. Financial Report
5. Consent Agenda
 1. Discuss, consider, and take all action necessary to declaring items from the district's technology as surplus for immediate sale or disposal
 2. Discuss, consider, and take all action necessary to declaring science department items as surplus for immediate sale or disposal
 3. Discuss, consider, and take all actions necessary to the minutes
 4. Discuss, consider, and take all action necessary to approval of the monthly bills
6. Request to Address the Board and Correspondence
7. Blue Jay Celebration of Success-NRCSA Gap Closure in Math Honorable Mention
8. ABC Bluejay Staff Member of the Month-None this month.
9. Information and Action Items
 1. Discuss, consider, and take all action necessary to Interlocal Agreement with Palmer Public Schools for the purpose of receiving Spanish distance learning classes for the 2018-19 school year
 2. Discuss, consider, and take all action necessary to Interlocal Agreement with Palmer Public Schools for the purpose of sending Art distance learning classes for the 2018-19 school year

3. Discuss, consider, and take all action necessary to substitute teacher pay rate for 2018-19 school year
4. Discuss, consider, and take all action necessary to transferring \$9,396.74 from the general fund to the depreciation fund to facilitate the purchase of a wrestling mat
5. Discuss, consider, and take all action necessary to the 2018-19 Ravenna Public Schools Student Handbook
6. Discuss, consider, and take all action necessary to board policies included in the 2018 Annual Board Policy Update (Policies: 2002, 2006, 2007, 2013, 3020, 3022, 3023, 3025, 3040, 3047, 3048, 3049, 3050, 4012, 4013, 4014, 5017, 5026, 5025, 5037, 5062, 6021, 6031, 6036)
10. Annual Parental Involvement Policy Review Hearing (Policy #5018)
11. Annual Title I Parental Involvement Policy Review Hearing (Policy # 5057)
12. Annual Bullying Policy (#5054) Review Hearing
13. Annual Student Fees Policy (#5045) Hearing
14. Annual Attendance and Excessive Absenteeism Policy (#5001) Review
15. Discussion Items
 1. NASB Monthly Meeting Update
 2. Discussion, consider, and take all action necessary to Annual Strategic Planning
16. Elementary Principal's Report
17. Secondary Principal's Report
18. Superintendent's Report
19. Positive Comments
20. Adjournment

Activity Fund Balance Report - Summary - Exclude Encumbrances
05/2018 - 05/2018

Fund: 05 Activity Fund

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0101	Activity Fund Balance	(5,302.09)	9,648.89	309.99	0.00	(14,640.99)
05 704 0102	Volleyball Fund Balance	2,359.75	1,930.00	125.00	0.00	554.75
05 704 0103	Football Fund Balance	1,087.71	1,840.00	1,970.00	0.00	1,217.71
05 704 0104	Cross Country Fund Balance	2,694.14	0.00	0.00	0.00	2,694.14
05 704 0105	Boys BBall Fund Balance	1,424.22	130.00	326.90	0.00	1,621.12
05 704 0106	Girls BBall Fund Balance	2,644.25	915.00	101.54	0.00	1,830.79
05 704 0107	Track Fund Balance	3,297.46	687.00	450.00	0.00	3,060.46
05 704 0108	Girls Golf Fund Balance	623.75	0.00	0.00	0.00	623.75
05 704 0109	Boys Golf Fund Balance	265.42	0.00	0.00	0.00	265.42
05 704 0110	Kids Wrestling Fund Balance	3,713.71	38.00	805.00	0.00	4,480.71
05 704 0111	Jr. High Vball Fund Balance	128.83	0.00	0.00	0.00	128.83
05 704 0217	Class of 2017 Fund Balance	292.37	0.00	0.00	0.00	292.37
05 704 0218	Class of 2018 Fund Balance	1,190.97	618.00	308.00	0.00	880.97
05 704 0219	Class of 2019 Fund Balance	2,463.39	70.00	60.00	0.00	2,453.39
05 704 0220	Class of 2020 Fund Balance	4,712.98	100.50	123.00	0.00	4,735.48
05 704 0221	Class of 2021 Fund Balance	4,728.47	0.00	0.00	0.00	4,728.47
05 704 0222	Class of 2022 Fund Balance	800.16	0.00	0.00	0.00	800.16
05 704 0223	Class of 2023	280.00	0.00	0.00	0.00	280.00
05 704 0301	FBLA Fund Balance	6,419.39	594.00	389.00	0.00	6,214.39
05 704 0302	FCCLA Fund Balance	20.63	0.00	0.00	0.00	20.63
05 704 0303	FFA Fund Balance	28,992.54	10,960.70	4,172.90	0.00	22,204.74
05 704 0304	NHS Fund Balance	957.98	25.00	0.00	0.00	932.98
05 704 0305	Student Council Fund Balance	438.81	0.00	0.00	0.00	438.81
05 704 0306	Band Instruments Fund Balance	1,303.11	0.00	0.00	0.00	1,303.11
05 704 0307	Fine Arts Fund Balance	1,120.51	0.00	666.14	0.00	1,786.65
05 704 0308	Flag Corp Fund Balance	302.29	0.00	0.00	0.00	302.29
05 704 0309	Cheer Fund Balance	2,505.69	3,039.05	441.10	0.00	(92.26)
05 704 0310	Dance Fund Balance	1,654.53	80.00	652.12	0.00	2,226.65
05 704 0311	Yearbook Fund Balance	5,462.06	0.00	40.00	0.00	5,502.06
05 704 0312	Spanish Club Fund Balance	0.38	0.00	0.00	0.00	0.38
05 704 0313	Elementary Fund Balance	11,863.37	1,396.96	1,101.91	0.00	11,568.32
05 704 0314	Science Fund Balance	0.00	0.00	0.00	0.00	0.00
05 704 0315	Industrial Arts Fund Balance	1,315.74	0.00	0.00	0.00	1,315.74
05 704 0316	Skills Fund Balance	836.86	1,087.66	0.00	0.00	(250.80)
05 704 0317	TAK Fund Balance	0.00	0.00	0.00	0.00	0.00
05 704 0318	Library/AR Fund Balance	99.99	0.00	0.00	0.00	99.99
05 704 0319	Life Skills Fund Balance	2,341.48	0.00	112.86	0.00	2,454.34
05 704 0320	Independent Living Fund Balance	262.55	0.00	0.00	0.00	262.55

Activity Fund Balance Report - Summary - Exclude Encumbrances
05/2018 - 05/2018

Fund: 05 Activity Fund

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0321	Special Olympics Fund Balance	1,014.84	0.00	0.00	0.00	1,014.84
05 704 0322	Star Fund Balance	3,277.33	185.75	0.00	0.00	3,091.58
05 704 0323	Youth Center Fund Balance	3,899.83	263.40	286.25	0.00	3,922.68
05 704 0324	Drama Fund Balance	1,522.01	0.00	667.00	0.00	2,189.01
05 704 0325	Speech Fund Balance	116.00	0.00	0.00	0.00	116.00
05 704 0326	AccaDecca Fund Balance	2,372.62	0.00	18.00	0.00	2,390.62
05 704 0327	Robotics Fund Balance	13,076.80	1,762.28	26.00	0.00	11,340.52
05 704 0328	COF Fund Balance	318.72	278.33	0.00	0.00	40.39
05 704 0329	Club Vball Fund Balance	0.00	0.00	0.00	0.00	0.00
05 704 0330	Trap Fund Balance	0.00	0.00	0.00	0.00	0.00
05 704 0401	Insurance Fund Balance	0.00	0.00	0.00	0.00	0.00
05 704 0402	Reserve Fund Balance	5,792.78	0.00	0.00	0.00	5,792.78
05 704 0403	Student Activity Fund Balance	0.00	0.00	0.00	0.00	0.00
05 704 0404	Casual Friday Fund Balance	3,288.04	0.00	0.00	0.00	3,288.04
05 704 0405	RHS Foundation Fund Balance	1,730.04	0.00	0.00	0.00	1,730.04
05 704 0406	Playground Fund Balance	3,177.14	0.00	0.00	0.00	3,177.14
05 704 0407	Guidance Fund Balance	459.20	0.00	0.00	0.00	459.20
05 704 0408	Student Assist Fund Balance	2,448.62	259.68	0.00	0.00	2,188.94
05 704 0409	Computer Fund Balance	2,193.24	0.00	0.00	0.00	2,193.24
05 704 0410	In/Out Fund Balance	9,171.41	4,033.95	53.33	0.00	5,190.79
05 704 0411	Courtesy Fund Balance	1,645.00	80.00	0.00	0.00	1,565.00
05 704 0501	Interest Fund Balance	192.79	0.00	26.12	0.00	218.91
Fund Total: 05		148,999.81	40,024.15	13,232.16	0.00	122,207.82

**Ravenna Public Schools
Book to Bank Reconciliation
For the year ended 8/31/2018**

Lunch Fund	September	October	November	December	January	February	March	April	May	June	July	August	Total
BALANCE PER BOOKS													
Beginning Balance - 9/1/17	9,380.67	18,838.11	14,272.50	12,645.39	8,646.39	10,653.44	13,130.04	12,813.06	11,433.91	10,247.37	4,692.76	(1,193.93)	9,380.67
Add - Receipts per "Receipts Summary by Source" Report	27,694.37	27,492.18	28,816.64	22,753.91	24,554.14	28,713.42	27,658.25	25,135.83	28,321.10	12,626.49	-	-	253,766.33
Subtract - Expenditures per "Expenditures Summary by Program" Report	18,236.93	32,057.79	30,443.75	26,752.91	22,547.09	26,236.82	27,975.23	26,514.98	29,507.64	18,181.10	5,886.69	5,886.69	270,227.62
Equals - Balance per Books at End of Month ***	18,838.11	14,272.50	12,645.39	8,646.39	10,653.44	13,130.04	12,813.06	11,433.91	10,247.37	4,692.76	★ (1,193.93)	(7,080.62)	(7,080.62)

BALANCE PER BANK

Balance per Bank Statement	19,927.48	15,755.35	14,284.08	27,720.26	26,037.66	14,451.79	14,115.81	12,735.06	-	-	-	-	-
Add - Deposits in Transit	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtract - Checks Outstanding	1,089.37	1,482.85	1,638.69	19,073.87	15,384.22	1,321.75	1,302.75	1,301.15	-	-	-	-	-
Equals - Balance per Bank ***	18,838.11	14,272.50	12,645.39	8,646.39	10,653.44	13,130.04	12,813.06	11,433.91	-	-	-	-	-

*** = These two balances should equal.

* Estimating a negative \$1,193.93^(est.) balance after July payroll.
Opaa! has already issued a check as partial payment for guarantee in the amount of \$12,626.49 $\frac{1}{2}$ is willing to issue another check to cover \$1,193.93 (est.) and previous GF transfer in the amount of \$1185, for a total guarantee in the amount of \$15,005.42.



Our Mission... "Make Their Day"

Since 1978

July 3, 2017

Mr. Ken Schroeder
Superintendent of Schools
Ravenna Public Schools
41750 Carthage Road
Ravenna, NE 68869

Dear Mr. Schroeder,

Opaa! will guarantee that the Ravenna Public Schools food service gain from pure food service operations will not fall below \$117 at the end of the 2017-18 school year. This guarantee is contingent upon the following:

- a. Days of service will be at least 178;
- b. Enrollment declines no more than 2% from 2016-17 to 2017-18;
- c. The same number of buildings as listed in the RFP are operated, and no changes are made to building or bus schedules that would adversely affect food service;
- d. 2017-18 state and federal reimbursements and USDA commodity support level no less than the 2016-17 levels and no legislative or regulatory changes occur during the year that affect school food service operations;
- e. The allocation of costs as detailed in our "Cost Responsibility" section does not change;
- f. District labor costs do not exceed those below the "Profit Contributions Before District Labor Expenditures" line.
- g. The District does not impose restrictions or changes during the 2016-17 or 2017-18 school years that would alter student and/or staff perceptions of meals served;
- h. Charges by the District to the District's food service budget other than the payment for bid meals served by Opaa! do not apply to this guarantee;

Sincerely,
OPAA! FOOD MANAGEMENT, INC.

John Catalano
Manager of Financial Analysis

Opaa! Food Management, Inc.

100 Chesterfield Business Parkway • Suite 310 • Chesterfield, MO 63005 • 636-812-0777 • Fax 636-812-0100
www.opaafood.com

Projected 2017-18

**Ravenna Public Schools
Budget Proposal
Projected for the 2017-2018 School Year**

**Participation Targets
Lunch ADP: 88%
Breakfast ADP: 25%**

Cash Income	Quantity	Days	Price	Total
Paid Student Lunch - Elem	72	178	\$2.70	\$34,434
Paid Student Lunch - MS	72	178	\$3.00	\$38,260
Paid Student Lunch - HS	72	178	\$3.00	\$38,260
Second Student Lunch - Elem	0	178	\$2.70	\$0
Second Student Lunch - MS	0	178	\$3.00	\$0
Second Student Lunch - HS	0	178	\$3.00	\$0
Reduced Student Lunch	50	178	\$0.40	\$3,539
Adult Lunch	15	178	\$3.90	\$10,327
Paid Student Breakfast - Elem	12	178	\$1.90	\$3,940
Paid Student Breakfast - MS	12	178	\$2.05	\$4,251
Paid Student Breakfast - HS	12	178	\$2.05	\$4,251
Second Student Breakfast - Elem	0	178	\$1.90	\$0
Second Student Breakfast - MS	0	178	\$2.05	\$0
Second Student Breakfast - HS	0	178	\$2.05	\$0
Reduced Student Breakfast	15	178	\$0.30	\$818
Adult Breakfast	0	178	\$2.95	\$0
Other Meals Lunch	0	178	\$0.00	\$0
Other Meals Breakfast	0	178	\$0.00	\$0
A la Carte	33	178	\$1.03	\$6,077
Total Cash Income				\$144,154

Reimbursement Income	Quantity	Days	Reimb	Total	
Fed Paid Lunch	B	217	178	\$0.36	\$13,913
Fed Reduced Lunch	B	50	178	\$2.82	\$24,947
Fed Free Lunch	B	120	178	\$3.22	\$68,537
Fed Paid Breakfast	S	35	178	\$0.29	\$1,822
Fed Reduced Breakfast	S	15	178	\$1.74	\$4,742
Fed Free Breakfast	S	57	178	\$2.04	\$20,519
Snacks - Paid		0	178	\$0.07	\$0
Snacks - Reduced		0	178	\$0.43	\$0
Snacks - Free		0	178	\$0.86	\$0
Other Meals Lunch		0	178	\$0.00	\$0
Other Meals Breakfast		0	178	\$0.00	\$0
Fed Reimbursement - 3.00%					\$4,034
State Lunch		386	178	\$0.03	\$2,063
Total Reimbursement Income				\$140,578	
TOTAL CASH AND REIMBURSEMENTS				\$284,732	

District Expenditures	Quantity	Days	Rate	Total
OPAA FOOD MANAGEMENT				
Student Lunches	386	178	\$2.4900	\$171,256
Adult Lunches	15	178	\$2.4900	\$6,594
Student Breakfasts	107	178	\$1.2450	\$23,738
Adult Breakfasts	0	178	\$1.2450	\$0
Snacks	0	178	\$0.9400	\$0
Other Meals Lunch	0	178	\$0.0000	\$0
Other Meals Breakfast	0	178	\$0.0000	\$0
A la Carte	33	178	\$0.7176	\$4,361
TOTAL EXPENDITURES				\$205,948

Projected Commodity Credit (22,009)

Profit Contributions Before District Labor Expenditures	\$100,792
Less: Labor Bill Back	\$0
Less: District Wages & Taxes	\$86,424
Less: Medical Insurance	\$8,956
Flexible Benefit Allowance (OK)	\$0
Less: Retirement	\$5,295

Estimated District Net Profit (Loss) \$117

1. Does not include other district expenditures charged to food service
2. Assumes a \$0.00 increase in school meal prices due to the USDA mandated Paid Lunch Equity Program
3. Assumes a \$0.06 increase in school lunch reimbursement rates



District Food Service Financial Budget

Actual 2017-18

Ravenna Public Schools
Projected Current Year Data Through 5/31/2018

Session	Description	School Type	Daily Average	Days	Rate	Total
Cash Income						
Regular School	Paid National School Lunch Program (NSLP) (Regular Term)	Elementary	88.00	176	\$2.7000	\$42,235.78
	Paid National School Lunch Program (NSLP) (Regular Term)	High	84.00	176	\$3.0000	\$44,431.20
	Reduced National School Lunch Program (NSLP) (Regular Term)	ALL	19.00	176	\$0.4000	\$1,364.35
	Reduced National School Lunch Program (NSLP) (Regular Term)	ALL	11.00	176	\$0.4000	\$794.11
	Paid School Breakfast Program (SBP) (Regular Term)	Elementary	2.00	176	\$1.9000	\$695.55
	Paid School Breakfast Program (SBP) (Regular Term)	High	11.00	176	\$2.0500	\$4,293.52
	Reduced School Breakfast Program (SBP) (Regular Term)	ALL	6.00	176	\$0.3000	\$343.73
	Reduced School Breakfast Program (SBP) (Regular Term)	ALL	4.00	176	\$0.3000	\$262.42
	Paid After-School Snack Program (ASP)	ALL	23.00	176	\$0.4000	\$1,631.17
	A la Carte	ALL	\$206.00	176	\$1.0000	\$36,338.72
	Paid Extra Beverages	ALL	17.00	176	\$0.4000	\$1,218.62
	Paid Special Milk Program (SMP)	ALL	81.00	176	\$0.4000	\$5,733.38
	Total Cash Income					\$139,342.55

Reimbursement Income

	Free National School Lunch Program (NSLP) (Regular Term)	ALL	107.00	176	\$3.3250	\$62,698.33
	Paid National School Lunch Program (NSLP) (Regular Term)	ALL	173.00	176	\$0.4050	\$12,332.87
	Reduced National School Lunch Program (NSLP) (Regular Term)	ALL	30.00	176	\$2.9250	\$15,783.77
S	Free School Breakfast Program (SBP) (Regular Term)	ALL	38.00	176	\$2.0900	\$14,275.87
S	Paid School Breakfast Program (SBP) (Regular Term)	ALL	13.00	176	\$0.3000	\$738.14
S	Reduced School Breakfast Program (SBP) (Regular Term)	ALL	11.00	176	\$1.7900	\$3,613.51
	Paid After-School Snack Program (ASP)	ALL	23.00	176	\$0.0800	\$323.84
	Paid Special Milk Program (SMP)	ALL	81.00	176	\$0.2075	\$2,958.12
	Total Reimbursement Income					\$112,724.44

District Expenditures

National School Lunch Program (NSLP) (Regular Term)	(310.00)	176	\$2.4900	(\$136,213.76)
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Total Income with Commodity Credit = \$271,945.59

Regular School	School Breakfast Program (SBP) (Regular Term)	(64.00)	176	\$1.2450	(\$14,080.65)
	After-School Snack Program (ASP)	(23.00)	176	\$0.4000	(\$1,631.17)
	A la Carte	(\$148.00)	176	\$1.0000	(\$26,076.16)
	Extra Beverages	(17.00)	176	\$0.2500	(\$761.64)
	Special Milk Program (SMP)	(81.00)	176	\$0.3500	(\$5,016.70)
	Total District Expenditures				<u>(\$183,780.08)</u>

Commodity Credit

Commodity Credit	176	<u>\$19,878.60</u>
Total Commodity Credit		\$19,878.60

Other

Retirement	(\$5,295.00)
District Wages and Taxes	(\$86,424.00)
Medical Insurance	(\$8,956.00)
Total Other	<u>(\$100,675.00)</u>
Estimated District Net Profit (Loss)	<u>(\$12,509.49)</u>

Guaranteed Profit: \$117
 Reimbursement: \$12,626.49

Total Expenses (Opaa! District Labor) = \$284,455.08

Total Income = \$271,945.59

Total Expense = \$284,455.08

Net Loss/Gain = -\$12,626.49

+117 (Guaranteed Profit)

- \$12,626.49

- 1,185

— Transfer from GF

- 1,193.93

— Transfer from GF

- \$15,005.42



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121592

INVOICE DATE:

5/31/18

BILL TO:

27276
 Ravenna Public Schools
 PO Box 8400
 Ravenna, NE 68869

SHIP TO:

27277
 Ravenna High School
 41750 Carthage Rd
 Ravenna, NE 68869

TERMS	SALESMAN	ORDERED	RQD	REFERENCE	SHIP VIA	F.O.B	ORDER
NET 30 DAY	Doug Heathman	4/19/18	4/19/18	1718-478	RESILITE TRUCK	DESTINATION	122520

ITEM NUMBER	DESCRIPTION	UM	QTY ORDERED	TX	UNIT PRICE	EXTENDED PRICE
RSP625	1.25-in Custom Wrestling Mat A) MAT SIZE Custom Size x 1.25-in B) MAT CUTS 3-Piece: Equal Sections - VERT C) TOP SIDE 9: 8-FT Pract Circles D) BOTTOM SIDE 9: 8-FT Pract Circles E) BOTT REF MRK See Details Below Z) NOTE: See Details Below SIZE: 37'X37' - 3 PCS 12'4"X37' TOP: BRIGHT BLUE MAT W/WHITE LINES 9-8' CIRCLE LINES REF MARKS/R&G STARTING MARKS - EA CIRCLE BOTTOM: EXACTLY SAME AS TOP **RAVENNA HS OPT 2**	SQ	1.00		1.00 Y	8624.70 SQ 8624.70
OPT05	Additional Starting Marks	EA	18.00		18.00 Y	10.00 EA 180.00
OPT101	Tubes / Straps / Repair Kit	EA	1.00		1.00 Y	.00 EA .00
FRT11	Resilite Truck Region 11	SQ	1369.00		1369.00 Y	.43 SQ 592.04

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PAGE NUMBER: 2
INVOICE NUMBER: 121592
INVOICE DATE: 5/31/18

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 Ravenna Public Schools
 PO Box 8400
 Ravenna, NE 68869

SHIP TO:

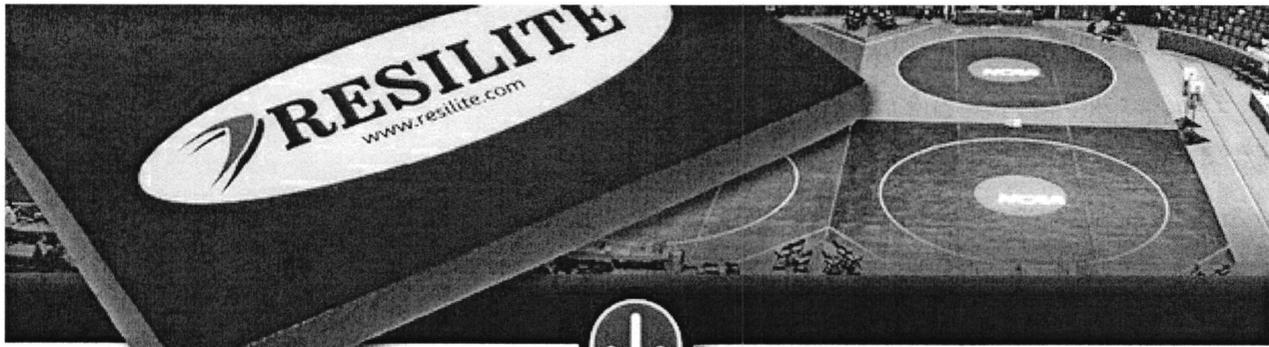
27277
 Ravenna High School
 41750 Carthage Rd
 Ravenna, NE 68869

TERMS	SALESMAN	ORDERED	RQD	REFERENCE	SHIP VIA	F.O.B	ORDER
NET 30 DAY	Doug Heathman	4/19/18	4/19/18	1718-478	RESILITE TRUCK	DESTINATION	122520

ITEM NUMBER	DESCRIPTION	UM	QTY ORDERED	TX	UNIT PRICE	EXTENDED PRICE
	<p>Sales and Use Tax for purchases made in the following states: CA, FL, IN, LA, NC, NJ, PA, SD, TN, WI, and WA.</p> <p>In states where Resilite is not required to collect the Sales or Use Tax, the purchaser is obligated to self-report and pay the Sales and/or Use Tax to the appropriate Department of Revenue.</p>					
					Subtotal	9396.74
					Invoice Amount	9396.74

Resilite Sports Products

Classic Mat Quote



CLASSIC

RSP600

RSP625

Wrestlers, coaches and officials prefer the look, feel and comfort of the Classic Mat.



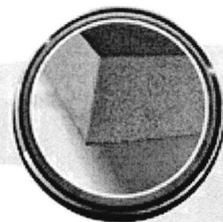
SUPERIOR DURABILITY

- ✓ Made from closed-cell rubber nitrile foam core, the longest lasting foam available
- ✓ Classic Mats last twice as long as standard lightweight mats
- ✓ With two complete wrestling surfaces, the life of your mat is doubled



OUTSTANDING PROTECTION

- ✓ Meets or exceeds the ASTM 355 impact test
- ✓ One of the most shock-absorbing foams for its thickness



LONG-TERM INVESTMENT

- ✓ Coated on all sides with our exclusive #457 poly-vinyl paint
- ✓ The easiest to clean and disinfect
- ✓ Reconditioning available for extended use



OPTIONAL UPGRADE ANTIMICROBIAL PROTECTION

- ✓ Helps protect the top and bottom mat surfaces from bacteria, mold and mildew
- ✓ Microban protection is an optional upgrade on Classic Mats for a nominal charge

PROTECTION THAT LIVES ON

MICROBAN



The Official Mat Supplier to the NCAA® Wrestling Championships

RESILITE
1.800.843.6287 • www.resilite.com

IMPORTANT PURCHASING INFORMATION

For Your Resilite Mat Quote

1) PURCHASE ORDERS/PRE-PAYMENT REQUIRED

A. NOTE: All Purchase Orders or Pre-Payment should be made to:



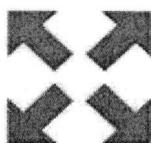
RESILITE SPORTS PRODUCTS, INC.
 200 Point Township Drive
 Northumberland, PA 17857-8701
 ATTN: MIRIAM STAHL

B. This quote is based upon the information that was provided at the time of the quote date and is subject to change based on verification of final measurements and/or additional details.

1) Order Acknowledgment: Once Resilite receives a Purchase Order or Payment, an Order Acknowledgment will be emailed. Orders will be placed on HOLD and production will not be scheduled or released until the signed Order Acknowledgment is received by Resilite.

2) CURING & MAT SHRINKAGE: PLAN ACCORDINGLY

A. MAT SIZE/SHRINKAGE : All foam wrestling mats are subject to expansion and contraction due to environmental and physical conditions. Vinyl-coated mats are subject to shrinkage; therefore, mats are manufactured with oversize to compensate for this shrinkage. Resilite guarantees our mats to be within a +/-4% tolerance of dimensions ordered.



B. CURING : Resilite Classic mats REQUIRE CURING for no less than two (2) weeks. Mats should be unrolled and laid flat for seven (7) days on each side. DO NOT leave a new mat rolled for an extended period of time before starting the curing process. Failure to properly cure the mat may void the warranty.

3) SHIPPING/DELIVERY

A. FREIGHT/SHIPPING COST: Shipping on this quote DOES NOT include Inside Delivery or any other Special Services unless specifically noted on the quote.



1) Handling & Assistance: The truck driver is ONLY responsible to assist in off-loading the mat and/or packages. You will need to provide additional assistance and help to transport the mat sections or packages into the building.

Classic Mats

RESILITE
 The Mat Company
www.resilite.com | 1.800.843.6287

Doug Heathman
 200 Point Township Drive
 Northumberland, PA 17857
 United States

T: 1-515-291-3031
 F: 570-473-8988

Date	03-23-2018
Price Firm For 30-Days	04-01-2018
Quote #	8220
Contact	Doug Heathman

Prepared for Ravenna HS
 Dom Reicks
 41750 Carthage Rd
 Ravenna, Nebraska 68869
 United States

T: 308-379-7401
 E: dom.reicks@ravennabluejays.org

Classic Mat Quote

Type	Item	Code	Qty	Price	Total
Product	Classic RSP-625 1.25" Thick / Meets ASTM F355 Shock Absorbency / Includes: Straps, Tubes and 3-year Warranty	RSP-625	1369	\$6.30	\$8,624.70
Product	Wrestling Mat Markings Add On Markings Additional Referee/Starting Marks	MRKG. OPT05	18	\$10.00	\$180.00

Comments:
 Practice markings on both sides with ref/startings lines in each circle

This quote is for a 37' X 37' mat cut in three sections

Subtotal	\$8,804.70
Shipping	\$592.04
Total Due	\$9,396.74 USD

Cost Breakdown

Type	Up-Front Fees
Product	\$8,804.70
Shipping	\$592.04
Total	\$9,396.74 USD

Layout Information:: None

Resilite Shipping

Resilite does not provide inside delivery. All quotes are curbside delivery unless otherwise noted on the quote.

Resilite Classic Mat Disclaimer

Resilite Classic Mats will be designed and manufactured as close as possible to the specifications and dimensions that were provided to Resilite at the time this layout was produced. Because of the characteristics of Classic Mats, Resilite will manufacture the mat or mat sections with 4% - 5% of oversize. This oversize is based on many factors and is required because of the Classic Mat manufacturing process and shrinkage. Resilite Classic Mats CAN NOT and WILL NOT be manufactured to exact and precise measurements. Classic Mats will continue to shrink and require 8 to 12 months before the full curing process is complete.

Possible Shrinkage - Plan Accordingly

All foam wrestling mats are subject to expansion and contraction due to environmental and physical conditions. Vinyl-coated mats are subject to shrinkage. Therefore, mats are oversized to compensate for this shrinkage. Resilite guarantees the mats to be within a +/- 4% tolerance.

CURING: Resilite Classic Mats WILL NEED TO BE CURED for no less than two (2) weeks.

NOTE: Mats should be unrolled and laid flat for seven (7) days on each side.

DO NOT leave a new mat or newly reconditioned mat rolled for an extended period of time.

Classic Mat Warranty

New Mats:

3-Year Limited Warranty on New Vinyl-Coated Mats

Reconditioned Mats:

1-Year Limited Warranty on Factory-Reconditioned Vinyl-Coated Mats

Contact us or reference the Care and Handling Instructions booklet for more information.

School Purchase Order or Prepayment Required for Order

**** PLEASE NOTE:** This Quote is a firm estimate based on the information that was provided at the time of the quote. Once Resilite receives a purchase order or payment, an Order Acknowledgement will be emailed to you. Orders will be placed on HOLD and Production will not begin until a signed Order Acknowledgement is received at Resilite. All Purchase Orders Should be made payable to Resilite Sports Products, Inc. Mail all Purchase Order to Resilite Sports Products, Inc. **Resilite Sports Products**

**200 Point Township Drive
Northumberland PA 17857**

*Kenneth Schoeder
4-12-18*

Ravenna Public Schools
Fund Balance Report
May 31, 2018

Special Building

Last month ending balance	\$	343,156.54
Buffalo Co Taxes	\$	44,483.45
Sherman Co Taxes	\$	11,543.83
Transfer	\$	-
Interest	\$	205.29
Check(s)	\$	(2,781.63)
Bank Statement Balance	\$	396,607.48

Depreciation Fund

Last month ending balance	\$	13,938.66
Interest		\$1.88
Ins. Proceeds		\$0.00
Transfer		\$0.00
Check(s)		(\$9,834.00)
Bank Statement Balance	\$	4,106.54

Employee Benefit Fund

Last month ending balance	\$	14,811.54
Interest	\$	2.52
Bank Statement Balance	\$	14,814.06

Qualified Cap

Last month ending balance	\$	121,077.83
Buffalo Co Taxes	\$	29,655.54
Sherm Co Taxes	\$	7,696.05
US Treas.	\$	-
Interest	\$	77.64
check(s)	\$	(2,631.25)
Bank Statement Balance	\$	155,875.81

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID	01	Fund Number 01	General	
	2121	ALPHA REHABILITATION	05/31/2018	211.50
01 1238 318 001 000 2		SpEd LVL III OT/PT		211.50
Total	ALPHA REHABILITATION			211.50
	27131	ANDERSON BROS. Electric, Plumbing & Heating, Inc.	05/23/2018	268.85
01 2620 319 002 000 1		Other Purch Ser Elem		134.42
01 2620 319 001 000 2		Other Pur Ser Secon		134.43
Total	ANDERSON BROS. Electric, Plumbing & Heating, Inc.			268.85
	C142832	BAASCH & SONS INC	05/25/2018	157.00
01 2620 318 001 000 2		Con/ser Repair Secon		73.00
01 2620 318 002 000 1		Cont/ser Repair Elem		84.00
Total	BAASCH & SONS INC			157.00
	00955	BLACK HILLS ENERGY	05/21/2018	65.59
01 2610 321 002 000 1		Fuel Elem		32.79
01 2610 321 001 000 2		Fuel Secon		32.80
	00956	BLACK HILLS ENERGY	05/21/2018	1,595.86
01 2610 321 001 000 2		Fuel Secon		797.93
01 2610 321 002 000 1		Fuel Elem		797.93
Total	BLACK HILLS ENERGY			1,661.45
	DARE.20182019	BUFFALO COUNTY SHERIFF'S OFFICE	05/08/2018	260.00
01 1100 630 002 000 1		FEES		260.00
Total	BUFFALO COUNTY SHERIFF'S OFFICE			260.00
	105421	Central Nebraska Bobcat -South Central Bobcat	05/25/2018	585.00
01 2750 338 000 000 3		Purchased Repair		585.00
Total	Central Nebraska Bobcat -South Central Bobcat			585.00
	52418.may2018	CHARTER COMMUNICATIONS	06/07/2018	176.42
01 1100 381 000 000 3		INTERNET SERVICES		176.42
Total	CHARTER COMMUNICATIONS			176.42
	357.may18	CITY OF RAVENNA	05/30/2018	514.33
01 2610 323 002 000 1		Water Sewer Elem		257.16
01 2610 323 001 000 2		Water Sewer Secon		257.17
	760.may18	CITY OF RAVENNA	05/30/2018	66.67
01 2610 323 001 000 2		Water Sewer Secon		33.33
01 2610 323 002 000 1		Water Sewer Elem		33.34
Total	CITY OF RAVENNA			581.00
	70464	CRICKET School & Team	06/05/2018	313.51
01 2310 410 000 000 3		Supplies		313.51
Total	CRICKET School & Team			313.51
	26591.may18	CULLIGAN OF KEARNEY	05/22/2018	87.50
01 2610 410 001 000 2		Supplies Secon		43.75
01 2610 410 002 000 1		Supplies Elem		43.75
Total	CULLIGAN OF KEARNEY			87.50

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	1113273	DAS State Accounting - Central Finance	05/01/2018	234.93
01 1100 381 000 000 3		INTERNET SERVICES		234.93
Total		DAS State Accounting - Central Finance		234.93
	948387127.may18	DOLLAR GENERAL REGIONS 410526	05/18/2018	40.80
01 1100 410 001 000 2		Gen Supplies Secon		40.80
Total		DOLLAR GENERAL REGIONS 410526		40.80
	INV64760	EAKES OFFICE PLUS	05/17/2018	3,204.92
01 1100 410 001 000 2		Gen Supplies Secon		1,602.46
01 1100 410 002 000 1		Gen Supplies Elem		1,602.46
Total		EAKES OFFICE PLUS		3,204.92
	4817229	ECOLAB PEST ELIM DIV	05/25/2018	70.18
01 2620 318 001 000 2		Con/ser Repair Secon		35.09
01 2620 318 002 000 1		Cont/ser Repair Elem		35.09
Total		ECOLAB PEST ELIM DIV		70.18
	180300.may18	ESU #10	06/01/2018	26,831.17
01 1213 313 001 000 2		Vocational		564.37
01 1222 318 001 000 2		Contracted Services		408.50
01 1229 318 002 000 1		Contracted Services		408.50
01 1214 313 001 000 2		Deaf		87.07
01 1292 313 000 000 0		Pre Deaf Ed Services (0-2)		87.07
01 1214 313 002 000 1		PT Therapy		1,119.73
01 1291 318 002 000 1		PRE PT Services (3-5)		351.91
01 1292 313 002 000 1		Pre Sped PT Services (0-2)		127.97
01 1212 313 002 000 1		SPED SUPERVISION		2,070.01
01 1291 313 000 000 0		PRE SPED Supervision (3-5)		406.91
01 1214 318 002 000 1		OT Therapy		1,559.04
01 1291 313 001 000 2		PRE OT Services (3-5)		296.02
01 1292 313 001 000 2		Pre Sped OT Services (0-2)		118.41
01 1216 313 002 000 1		Speech Therapy Elem		14,381.97
01 1290 313 000 000 0		PRE SCHL SPEECH (3-5)		760.95
01 1292 313 000 000 9		Pre Speech (0-2)		76.10
01 1214 318 001 000 2		Vision		299.34
01 1213 313 002 000 1		Diagnostic Testing (School Psych)		3,588.26
01 1215 313 002 000 1		Audiology Elem		119.04
Total		ESU #10		26,831.17
	837326.may18	FARMERS CO-OPERATIVE ASSOC	05/25/2018	2,363.80
01 2750 336 000 000 3		Gas And Oil		2,123.80
01 2620 319 001 000 2		Other Pur Ser Secon		120.00
01 2620 319 002 000 1		Other Purch Ser Elem		120.00
Total		FARMERS CO-OPERATIVE ASSOC		2,363.80
	INV-2517	Fast Bridge Learning, LLC	05/18/2018	1,400.00
01 1100 460 002 000 1		Comp Software Elem		1,400.00
Total		Fast Bridge Learning, LLC		1,400.00
	SCHROE0075. 2018	FIRST CARE MEDICAL, P.C. OF KEARNEY	05/10/2018	175.00
01 2750 319 000 000 3		Purch Ser(physicals)		175.00
Total		FIRST CARE MEDICAL, P.C. OF KEARNEY		175.00

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	55823303	GOVCONNECTION INC	05/18/2018	1,013.10
01 1100 460 001 000 2		Comp Software Secon		506.55
01 1100 460 002 000 1		Comp Software Elem		506.55
Total	GOVCONNECTION INC			<u>1,013.10</u>
	12792246.jun18	HOMETOWN LEASING	06/07/2018	1,063.00
01 1100 327 002 000 1		LEASED EQUIP		354.34
01 1100 327 001 000 2		LEASED EQUIP		708.66
Total	HOMETOWN LEASING			<u>1,063.00</u>
	87272	INPATH DEVICES	06/07/2018	466.00
01 1100 460 001 000 2		Comp Software Secon		233.00
01 1100 460 002 000 1		Comp Software Elem		233.00
Total	INPATH DEVICES			<u>466.00</u>
	03569246	J. W. PEPPER & SON INC.	05/15/2018	16.49
01 1128 411 002 000 1		Instrument Materials		16.49
Total	J. W. PEPPER & SON INC.			<u>16.49</u>
	21698643	JOSTENS	05/10/2018	25.61
01 2310 410 000 000 3		Supplies		25.61
Total	JOSTENS			<u>25.61</u>
	2460.may18	K & B PARTS	06/02/2018	466.90
01 2750 336 000 000 3		Gas And Oil		215.64
01 2750 337 000 000 3		Tires And Parts		251.26
Total	K & B PARTS			<u>466.90</u>
	mileage.bkmay18	Kjar, Bradley	05/31/2018	37.06
01 2400 670 001 000 2		Travel Secon		37.06
Total	Kjar, Bradley			<u>37.06</u>
	1718-539	Kjar, Heidi	05/31/2018	53.98
01 2510 410 000 000 3		Supplies		53.98
Total	Kjar, Heidi			<u>53.98</u>
	4722	KSB SCHOOL LAW, PC LLO	06/04/2018	176.00
01 2330 317 000 000 3		LEGAL SERVICES		176.00
Total	KSB SCHOOL LAW, PC LLO			<u>176.00</u>
	49735	MENARDS	05/08/2018	110.85
01 2620 319 001 000 2		Other Pur Ser Secon		110.85
	51451	MENARDS	05/29/2018	1,160.66
01 2620 318 002 000 1		Cont/ser Repair Elem		1,160.66
Total	MENARDS			<u>1,271.51</u>
	58517	MERNARDS - KEARNEY	06/01/2018	170.28
01 2620 319 002 000 1		Other Purch Ser Elem		170.28
Total	MERNARDS - KEARNEY			<u>170.28</u>
	3940	MIDWEST MARKETING SERVICES	05/28/2018	250.29
01 1124 411 001 000 2		Computer Parts-etc		125.15

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 1124 411 002 000 1		Computer Parts-etc		125.14
Total	MIDWEST MARKETING SERVICES			250.29
	AXT0518	MOSAIC	06/04/2018	2,233.92
01 1238 362 001 000 2		Sped Tuition LVL III		2,233.92
Total	MOSAIC			2,233.92
	mosaic2846. may18	MOSAIC	06/06/2018	1,442.18
01 1238 362 001 000 2		Sped Tuition LVL III		1,442.18
Total	MOSAIC			1,442.18
	9001035674	NASSP	06/07/2018	385.00
01 1100 630 001 000 2		FEES		385.00
Total	NASSP			385.00
	1819. memberPAnderson	NCSA	06/07/2018	570.00
01 2400 630 002 000 1		Dues And Fees Elem		570.00
	e11879-546054	NCSA	05/08/2018	390.00
01 2212 630 001 000 2		Dues And Fees Secon		390.00
	e11879-546055	NCSA	05/08/2018	350.00
01 2212 630 001 000 2		Dues And Fees Secon		350.00
	e11879-546058	NCSA	05/08/2018	60.00
01 2212 630 001 000 2		Dues And Fees Secon		60.00
Total	NCSA			1,370.00
	109818	NE DOL/BOILER INSPECTION PROGRAM	05/09/2018	48.00
01 2620 690 001 000 2		Other Exp Secon		24.00
01 2620 690 002 000 1		Other Exp Elem		24.00
Total	NE DOL/BOILER INSPECTION PROGRAM			48.00
	52744.may18	NE PUBLIC POWER DISTRICT	05/30/2018	125.28
01 2610 322 002 000 1		Electricity Elem		62.64
01 2610 322 001 000 2		Electricity Secon		62.64
	52749.may18	NE PUBLIC POWER DISTRICT	05/30/2018	51.05
01 2610 322 002 000 1		Electricity Elem		25.53
01 2610 322 001 000 2		Electricity Secon		25.52
	52754.may18	NE PUBLIC POWER DISTRICT	05/30/2018	68.13
01 2610 322 002 000 1		Electricity Elem		34.06
01 2610 322 001 000 2		Electricity Secon		34.07
	52759.may18	NE PUBLIC POWER DISTRICT	05/30/2018	3,773.07
01 2610 322 002 000 1		Electricity Elem		1,886.54
01 2610 322 001 000 2		Electricity Secon		1,886.53
	52765.may18	NE PUBLIC POWER DISTRICT	05/30/2018	70.77
01 2610 322 001 000 2		Electricity Secon		35.39
01 2610 322 002 000 1		Electricity Elem		35.38
	52769.may18	NE PUBLIC POWER DISTRICT	05/30/2018	70.49
01 2610 322 002 000 1		Electricity Elem		35.25
01 2610 322 001 000 2		Electricity Secon		35.24
Total	NE PUBLIC POWER DISTRICT			4,158.79
	44481	NEBR ASSOC OF SCHOOL BOARDS	05/22/2018	155.00
01 2320 630 000 000 3		Dues And Fees		155.00

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	NEBR ASSOC OF SCHOOL BOARDS			155.00
	20301174	NEBR CENTRAL TELEPHONE CO	05/16/2018	328.65
01 2510 342 002 000 1		Telephone Elem		164.32
01 2510 342 001 000 2		Telephone Secon		164.33
	20302245	NEBR CENTRAL TELEPHONE CO	05/16/2018	106.34
01 2510 342 002 000 1		Telephone Elem		53.17
01 2510 342 001 000 2		Telephone Secon		53.17
	20302544	NEBR CENTRAL TELEPHONE CO	05/16/2018	33.40
01 2510 342 002 000 1		Telephone Elem		16.70
01 2510 342 001 000 2		Telephone Secon		16.70
Total	NEBR CENTRAL TELEPHONE CO			468.39
	765112.02	NETA	04/30/2018	298.00
01 2212 319 001 000 2		Purch Prof Ser Secon		149.00
01 2320 630 000 000 3		Dues And Fees		149.00
Total	NETA			298.00
	2627	NORTHWEST EVALUATION ASSOCIATION	06/07/2018	3,825.00
01 1100 460 001 000 2		Comp Software Secon		1,912.50
01 1100 460 002 000 1		Comp Software Elem		1,912.50
Total	NORTHWEST EVALUATION ASSOCIATION			3,825.00
	1635	NWU Costume Library	03/26/2018	86.00
01 1100 410 001 000 2		Gen Supplies Secon		86.00
Total	NWU Costume Library			86.00
	1882-20180531	ONE SOURCE	05/31/2018	28.50
01 2310 318 000 000 3		SERVICES		28.50
Total	ONE SOURCE			28.50
	21019-1138808	PAYFLEX SYSTEMS USA INC	05/10/2018	107.10
01 2310 630 000 000 3		Dues And Fees		107.10
Total	PAYFLEX SYSTEMS USA INC			107.10
	153372	PLATINUM AWARDS & GIFTS	05/17/2018	125.95
01 2310 690 000 000 3		Other Misc Exp		125.95
Total	PLATINUM AWARDS & GIFTS			125.95
	phw.jun18	PRAIRIE HILLS WIRELESS, LLC	06/01/2018	60.00
01 1100 381 000 000 3		INTERNET SERVICES		60.00
Total	PRAIRIE HILLS WIRELESS, LLC			60.00
	SRV055874	RASMUSSEN MECHANICAL SERVICE CORP	05/25/2018	1,970.05
01 2620 319 001 000 2		Other Pur Ser Secon		1,970.05
Total	RASMUSSEN MECHANICAL SERVICE CORP			1,970.05
	rgc.20182019	RAVENNA GOLF CLUB	06/04/2018	1,930.00
01 1129 327 001 000 2		Secon Pe Rental		1,930.00
Total	RAVENNA GOLF CLUB			1,930.00
	492332	RAVENNA LOCKER	05/17/2018	83.95
01 2310 410 000 000 3		Supplies		83.95

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	RAVENNA LOCKER			83.95
	722. tvanwinkle2018	Ravenna Medical Clinic PC	04/12/2018	175.00
01 2750 319 000 000 3		Purch Ser(physicals)		175.00
	780.CDeines2018	Ravenna Medical Clinic PC	05/07/2018	175.00
01 2750 319 000 000 3		Purch Ser(physicals)		175.00
Total	Ravenna Medical Clinic PC			350.00
	news.april18	RAVENNA NEWS	04/30/2018	535.85
01 2310 350 000 000 3		Advertising & Print		535.85
Total	RAVENNA NEWS			535.85
	trash.may18	RAVENNA SANITATION	05/31/2018	472.80
01 2620 319 001 000 2		Other Pur Ser Secon		236.40
01 2620 319 002 000 1		Other Purch Ser Elem		236.40
Total	RAVENNA SANITATION			472.80
	3172.may18	RAVENNA SUPER FOODS	06/01/2018	113.56
01 1130 411 001 000 2		FCS Instr Materials		6.99
01 2310 410 000 000 3		Supplies		106.57
Total	RAVENNA SUPER FOODS			113.56
	S1395672.001	REAMS SPRINKLER SUPPLY	05/08/2018	24.21
01 2620 318 001 000 2		Con/ser Repair Secon		24.21
Total	REAMS SPRINKLER SUPPLY			24.21
	HSLib.1819	RPS Yearbook	06/07/2018	40.00
01 2222 430 001 000 2		Library Books Secon		40.00
Total	RPS Yearbook			40.00
	1718-531	SCHROEDER, KENNETH	06/11/2018	100.00
01 2320 690 000 000 3		Other Misc Exp		100.00
Total	SCHROEDER, KENNETH			100.00
	439811605	SUPPLYWORKS	05/15/2018	9.08
01 2620 318 002 000 1		Cont/ser Repair Elem		9.08
	439811613	SUPPLYWORKS	05/15/2018	15.60
01 2610 410 001 000 2		Supplies Secon		7.80
01 2610 410 002 000 1		Supplies Elem		7.80
	439981440	SUPPLYWORKS	05/16/2018	118.40
01 2610 410 002 000 1		Supplies Elem		59.20
01 2610 410 001 000 2		Supplies Secon		59.20
Total	SUPPLYWORKS			143.08
	usbank.june2018gf	U.S. Bank	05/25/2018	4,734.66
01 2510 341 000 000 3		Postage		159.74
01 2750 336 000 000 3		Gas And Oil		111.13
01 3135 410 000 000 3		High Abilt Learn Supplies		43.41
01 1100 410 001 000 2		Gen Supplies Secon		39.79
01 1128 411 001 000 2		Instr Materials		739.96
01 1118 411 001 000 2		Music Materials		34.99
01 1122 411 001 000 2		Materials		23.32
01 1110 411 002 000 1		Kingrt Materials		35.96

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2212 319 002 000 1		Purch Prof Ser Elem		35.00
01 3135 630 000 000 3		High Abilt Learn Registration		850.00
01 1112 411 002 000 1		Grade 2 Materials		94.21
01 4210 410 000 000 9		SUPPLIES		113.96
01 1100 420 001 000 2		Textbooks Secon		94.00
01 1100 420 002 000 1		Textbooks Elem		368.75
01 1129 411 001 000 2		Instr Materials		341.06
01 2750 336 000 000 3		Gas And Oil		53.63
01 2130 630 000 000 3		Dues And Fees		190.00
01 1229 411 002 000 1		Instruc Mater Elem		187.95
01 2620 319 002 000 1		Other Purch Ser Elem		11.28
01 2620 319 001 000 2		Other Pur Ser Secon		95.98
01 1100 420 001 000 2		Textbooks Secon		543.10
01 1124 411 002 000 1		Computer Parts-etc		(49.97)
01 1124 411 001 000 2		Computer Parts-etc		(49.98)
01 2750 690 000 000 3		Other Exp		7.69
01 1100 420 002 000 1		Textbooks Elem		108.86
01 1128 411 001 000 2		Instr Materials		347.84
01 1122 411 001 000 2		Materials		166.06
01 1229 411 002 000 1		Instruc Mater Elem		24.95
01 1132 411 001 000 2		Foreign Lang Mater		11.99
Total U.S. Bank				<u>4,734.66</u>
	2044638	US FOODS dba THE THOMPSON CO	05/21/2018	1,581.33
01 2610 410 001 000 2		Supplies Secon		790.67
01 2610 410 002 000 1		Supplies Elem		790.66
Total US FOODS dba THE THOMPSON CO				<u>1,581.33</u>
	4960080201805	Verizon Business	06/01/2018	106.53
01 2510 342 001 000 2		Telephone Secon		53.26
01 2510 342 002 000 1		Telehone Elem		53.27
	9807955869	Verizon Business	05/25/2018	172.66
01 2510 342 001 000 2		Telephone Secon		86.33
01 2510 342 002 000 1		Telehone Elem		86.33
Total Verizon Business				<u>279.19</u>
	wps.gfmay18	WILKE'S TRUE VALUE	05/31/2018	91.44
01 2620 318 001 000 2		Con/ser Repair Secon		125.21
01 2620 318 001 000 2		Con/ser Repair Secon		(69.99)
01 2620 318 002 000 1		Cont/ser Repair Elem		18.24
01 1131 411 001 000 2		Instruc Materials		17.98
Total WILKE'S TRUE VALUE				<u>91.44</u>
Fund Number 01				<u>70,875.20</u>
Checking Account ID 01				<u>70,875.20</u>

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 110 002 000 1	Salaries Elem	830,700.00	59,692.47	520,480.71	62.66	310,219.29	0.00	310,219.29
01 1100 111 002 000 1	Cash in lieu of BC Elem	18,150.00	1,511.91	15,119.10	83.30	3,030.90	0.00	3,030.90
01 1100 120 002 000 1	Sub Salaries Elem	22,000.00	2,090.00	16,135.02	73.34	5,864.98	0.00	5,864.98
01 1100 140 002 000 1	Aides Salaries	0.00	0.00	42.09	0.00	(42.09)	0.00	(42.09)
01 1100 210 002 000 1	Fica Elem	66,620.00	4,557.64	39,936.62	59.95	26,683.38	0.00	26,683.38
01 1100 220 002 000 1	Retirement Elem	82,055.00	5,907.17	51,436.74	62.69	30,618.26	0.00	30,618.26
01 1100 230 002 000 1	Health Ins Elem	224,000.00	16,365.94	129,746.79	57.92	94,253.21	0.00	94,253.21
01 1100 290 002 000 1	Life Ins Elem	1,550.00	115.67	1,028.42	66.35	521.58	0.00	521.58
01 1100 310 002 000 1	ASSEMBLIES	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 318 002 000 1	Cont Repair Elem	1,500.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00
01 1100 327 002 000 1	LEASED EQUIP	8,500.00	354.34	3,543.40	41.69	4,956.60	0.00	4,956.60
01 1100 410 002 000 1	Gen Supplies Elem	15,000.00	1,602.46	7,038.63	46.92	7,961.37	0.00	7,961.37
01 1100 420 002 000 1	Textbooks Elem	20,000.00	477.61	14,291.47	71.46	5,708.53	0.00	5,708.53
01 1100 460 002 000 1	Comp Software Elem	20,000.00	4,052.05	15,856.37	79.28	4,143.63	0.00	4,143.63
01 1100 530 002 000 1	Equipment Elem	12,500.00	0.00	0.00	0.00	12,500.00	0.00	12,500.00
01 1100 531 002 000 1	Furniture Elem	7,000.00	0.00	0.00	0.00	7,000.00	0.00	7,000.00
01 1100 560 002 000 1	Comp Equip Elem	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 1100 630 002 000 1	FEES	500.00	260.00	735.00	147.00	(235.00)	0.00	(235.00)
01 1100 670 002 000 1	Travel Elem	1,500.00	0.00	704.30	46.95	795.70	0.00	795.70
01 1100 690 002 000 1	Other Misc Exp Elem	2,500.00	0.00	481.25	19.25	2,018.75	0.00	2,018.75
01 1100 110 001 000 2	Salaries Secon	841,400.00	67,407.75	695,108.26	82.61	146,291.74	0.00	146,291.74
01 1100 111 001 000 2	Cash in lieu of BC Secon	18,150.00	1,511.93	15,119.30	83.30	3,030.70	0.00	3,030.70
01 1100 120 001 000 2	Sub Salaries Secon	50,000.00	5,111.46	33,984.40	67.97	16,015.60	0.00	16,015.60
01 1100 140 001 000 2	Aides Secon	1,000.00	641.10	641.10	64.11	358.90	0.00	358.90
01 1100 210 001 000 2	Fica Secon	69,657.00	5,529.63	55,281.91	79.36	14,375.09	0.00	14,375.09
01 1100 220 001 000 2	Retirement Secon	83,211.00	6,675.80	67,398.83	81.00	15,812.17	0.00	15,812.17
01 1100 230 001 000 2	Health Ins Secon	248,000.00	18,848.96	185,220.03	74.69	62,779.97	0.00	62,779.97
01 1100 290 001 000 2	Life Ins Secon	1,525.00	129.39	1,265.03	82.95	259.97	0.00	259.97
01 1100 310 001 000 2	ASSEMBLIES	1,000.00	0.00	350.00	35.00	650.00	0.00	650.00
01 1100 318 001 000 2	Cont Repair Secon	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 1100 327 001 000 2	LEASED EQUIP	9,000.00	708.66	7,086.60	78.74	1,913.40	0.00	1,913.40
01 1100 382 001 000 2	Distance Education	7,500.00	0.00	8,250.00	110.00	(750.00)	0.00	(750.00)
01 1100 410 001 000 2	Gen Supplies Secon	15,000.00	1,769.05	9,661.39	64.41	5,338.61	0.00	5,338.61
01 1100 420 001 000 2	Textbooks Secon	15,000.00	637.10	2,034.82	13.57	12,965.18	0.00	12,965.18
01 1100 460 001 000 2	Comp Software Secon	30,000.00	2,652.05	13,515.10	45.05	16,484.90	0.00	16,484.90
01 1100 530 001 000 2	Equipment Secon	24,337.00	0.00	1,135.53	4.67	23,201.47	0.00	23,201.47
01 1100 531 001 000 2	Furniture Secon	10,000.00	0.00	0.00	0.00	10,000.00	0.00	10,000.00
01 1100 560 001 000 2	Comp Equip Secon	60,000.00	0.00	0.00	0.00	60,000.00	0.00	60,000.00
01 1100 630 001 000 2	FEES	5,500.00	385.00	8,596.00	156.29	(3,096.00)	0.00	(3,096.00)
01 1100 670 001 000 2	Travel Secon	2,000.00	0.00	2,608.26	130.41	(608.26)	0.00	(608.26)
01 1100 690 001 000 2	Other Misc Exp Secon	7,500.00	0.00	1,203.47	16.05	6,296.53	0.00	6,296.53
01 1100 381 000 000 3	INTERNET SERVICES	10,000.00	471.35	4,344.99	43.45	5,655.01	0.00	5,655.01
01 1100 391 000 000 3	Mileage for Psyche Services	5,000.00	0.00	946.27	18.93	4,053.73	0.00	4,053.73
1100	SALARIES	2,857,355.00	209,466.49	1,930,327.20	67.56	927,027.80	0.00	927,027.80
01 1110 411 002 000 1	Kingrt Materials	300.00	35.96	35.96	11.99	264.04	0.00	264.04
01 1110 412 002 000 1	Classroom Periodical	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1110 413 002 000 1	Expendable Wrbk	600.00	0.00	0.00	0.00	600.00	0.00	600.00
1110	1110	1,100.00	35.96	35.96	3.27	1,064.04	0.00	1,064.04
01 1111 411 002 000 1	Grade 1 Materials	400.00	0.00	11.99	3.00	388.01	0.00	388.01
01 1111 412 002 000 1	Classroom Periodical	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1111 413 002 000 1	Expendable Wrkbk	1,700.00	0.00	0.00	0.00	1,700.00	0.00	1,700.00
1111	1111	2,200.00	0.00	11.99	0.55	2,188.01	0.00	2,188.01
01 1112 411 002 000 1	Grade 2 Materials	400.00	94.21	116.94	29.24	283.06	0.00	283.06

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 1112 412 002 000 1	Classroom Periodical	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1112 413 002 000 1	Expendable Wrkbk	1,600.00	0.00	0.00	0.00	1,600.00	0.00	1,600.00
1112 1112		<u>2,150.00</u>	<u>94.21</u>	<u>116.94</u>	<u>5.44</u>	<u>2,033.06</u>	<u>0.00</u>	<u>2,033.06</u>
01 1113 411 002 000 1	Grade 3 Materials	400.00	0.00	0.00	0.00	400.00	0.00	400.00
01 1113 412 002 000 1	Classroom Periodical	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1113 413 002 000 1	Expendable Wrkbk	1,400.00	0.00	0.00	0.00	1,400.00	0.00	1,400.00
1113 1113		<u>1,950.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,950.00</u>	<u>0.00</u>	<u>1,950.00</u>
01 1114 411 002 000 1	Grade 4 Materials	400.00	0.00	0.00	0.00	400.00	0.00	400.00
01 1114 412 002 000 1	Classroom Periodical	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1114 413 002 000 1	Expendable Wrkbk	500.00	0.00	0.00	0.00	500.00	0.00	500.00
1114 1114		<u>1,050.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,050.00</u>	<u>0.00</u>	<u>1,050.00</u>
01 1115 411 002 000 1	Grade 5 Materials	400.00	0.00	58.96	14.74	341.04	0.00	341.04
01 1115 412 002 000 1	Classroom Periodical	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1115 413 002 000 1	Expendable Wrkbk	400.00	0.00	0.00	0.00	400.00	0.00	400.00
1115 Grade 5		<u>950.00</u>	<u>0.00</u>	<u>58.96</u>	<u>6.21</u>	<u>891.04</u>	<u>0.00</u>	<u>891.04</u>
01 1116 411 002 000 1	Grade 6 Materials	400.00	0.00	0.00	0.00	400.00	0.00	400.00
01 1116 412 002 000 1	Classroom Periodical	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1116 413 002 000 1	Expendable Wrkbk	150.00	0.00	0.00	0.00	150.00	0.00	150.00
1116 1116		<u>700.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>700.00</u>	<u>0.00</u>	<u>700.00</u>
01 1117 411 002 000 1	Elem Art Materials	500.00	0.00	0.00	0.00	500.00	0.00	500.00
1117 MATERIALS & TEXTBOOKS		<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>0.00</u>	<u>500.00</u>
01 1118 411 002 000 1	Music Materials	727.00	0.00	23.78	3.27	703.22	0.00	703.22
01 1118 530 002 000 1	Music Equipment	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1118 411 001 000 2	Music Materials	1,000.00	34.99	898.71	89.87	101.29	0.00	101.29
01 1118 530 001 000 2	Music Equipment	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1118 600 001 000 2	Other (Band Uniforms)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1118 631 001 000 2	Choral Registration	831.00	0.00	195.45	23.52	635.55	0.00	635.55
1118 MUSIC		<u>3,558.00</u>	<u>34.99</u>	<u>1,117.94</u>	<u>31.42</u>	<u>2,440.06</u>	<u>0.00</u>	<u>2,440.06</u>
01 1119 411 002 000 1	Elem Pe Materials	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1119 530 002 000 1	Equipment	300.00	0.00	0.00	0.00	300.00	0.00	300.00
1119 1119		<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>0.00</u>	<u>500.00</u>
01 1120 411 001 000 2	Lang Arts Materials	500.00	0.00	27.99	5.60	472.01	0.00	472.01
01 1120 412 001 000 2	Classroom Periodical	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 1120 460 001 000 2	Computer Software	200.00	0.00	44.00	22.00	156.00	0.00	156.00
01 1120 631 001 000 2	Student Registration	900.00	0.00	0.00	0.00	900.00	0.00	900.00
1120 1120		<u>2,200.00</u>	<u>0.00</u>	<u>71.99</u>	<u>3.27</u>	<u>2,128.01</u>	<u>0.00</u>	<u>2,128.01</u>
01 1121 411 001 000 2	Math Materials	200.00	0.00	0.00	0.00	200.00	0.00	200.00
1121 1121		<u>200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>200.00</u>	<u>0.00</u>	<u>200.00</u>
01 1122 318 001 000 2	Science Equip Repair	750.00	0.00	0.00	0.00	750.00	0.00	750.00
01 1122 411 001 000 2	Materials	5,000.00	189.38	458.70	9.17	4,541.30	0.00	4,541.30
01 1122 412 001 000 2	Classroom Periodical	350.00	0.00	0.00	0.00	350.00	0.00	350.00
01 1122 460 001 000 2	Computer Software	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 1122 530 001 000 2	Equipment	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
1122 SCIENCE AND COMPUTER		<u>9,350.00</u>	<u>189.38</u>	<u>458.70</u>	<u>4.91</u>	<u>8,891.30</u>	<u>0.00</u>	<u>8,891.30</u>
01 1123 411 001 000 2	Soc Stud Materials	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1123 412 001 000 2	Classroom Periodical	320.00	0.00	0.00	0.00	320.00	0.00	320.00
1123 SOCIAL STUDIES		<u>470.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>470.00</u>	<u>0.00</u>	<u>470.00</u>
01 1124 318 002 000 1	Compu Repair Service	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 1124 411 002 000 1	Computer Parts-etc	5,000.00	75.17	2,200.56	44.01	2,799.44	0.00	2,799.44
01 1124 318 001 000 2	Compu Repair Service	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1124 411 001 000 2	Computer Parts-etc	5,000.00	75.17	2,200.62	44.01	2,799.38	0.00	2,799.38
1124	COMPUTER REPAIR & EQUIPMENT	14,000.00	150.34	4,401.18	31.44	9,598.82	0.00	9,598.82
01 1125 318 001 000 2	Ag Equip Repair Ser	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 1125 319 001 000 2	Other Purchased Serv	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1125 411 001 000 2	Instr Materials	4,000.00	0.00	1,101.90	27.55	2,898.10	0.00	2,898.10
01 1125 413 001 000 2	Expendable Wrbk	65.00	0.00	0.00	0.00	65.00	0.00	65.00
01 1125 460 001 000 2	Comp Software	500.00	0.00	295.00	59.00	205.00	0.00	205.00
01 1125 530 001 000 2	Equipment	125.00	0.00	0.00	0.00	125.00	0.00	125.00
01 1125 630 001 000 2	Instr Registration	50.00	0.00	25.00	50.00	25.00	0.00	25.00
01 1125 631 001 000 2	Student Registration	900.00	0.00	753.00	83.67	147.00	0.00	147.00
01 1125 670 001 000 2	Instructor Travel	700.00	0.00	0.00	0.00	700.00	0.00	700.00
01 1125 671 001 000 2	Student Travel	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
1125	AGRICULTURE	8,940.00	0.00	2,174.90	24.33	6,765.10	0.00	6,765.10
01 1126 318 001 000 2	Business Repair Ser	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1126 411 001 000 2	Instr Materials	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1126 413 001 000 2	Expendable Wrbk	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1126 460 001 000 2	Comp Software	1,000.00	0.00	349.50	34.95	650.50	0.00	650.50
01 1126 530 001 000 2	Equipment	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1126 630 001 000 2	Instru Registration	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1126 631 001 000 2	Student Registration	1,300.00	0.00	20.00	1.54	1,280.00	0.00	1,280.00
01 1126 670 001 000 2	Instructor Travel	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1126 671 001 000 2	Student Travel	100.00	0.00	0.00	0.00	100.00	0.00	100.00
1126	BUSINESS	5,000.00	0.00	369.50	7.39	4,630.50	0.00	4,630.50
01 1127 411 001 000 2	Secon Art Materials	1,800.00	0.00	248.60	13.81	1,551.40	0.00	1,551.40
1127	SECON ART MATERIALS	1,800.00	0.00	248.60	13.81	1,551.40	0.00	1,551.40
01 1128 318 002 000 1	Instrument Repair	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1128 411 002 000 1	Instrument Materials	1,000.00	16.49	16.49	1.65	983.51	0.00	983.51
01 1128 530 002 000 1	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1128 631 002 000 1	Student Registration	500.00	0.00	170.00	34.00	330.00	0.00	330.00
01 1128 318 001 000 2	Instrument Repair Secon	2,000.00	0.00	38.00	1.90	1,962.00	0.00	1,962.00
01 1128 319 001 000 2	Other Purchased Services	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1128 411 001 000 2	Instr Materials	1,000.00	1,087.80	1,797.05	179.71	(797.05)	0.00	(797.05)
01 1128 530 001 000 2	Equipment	3,000.00	0.00	1,303.46	43.45	1,696.54	0.00	1,696.54
01 1128 631 001 000 2	Registration	500.00	0.00	45.00	9.00	455.00	0.00	455.00
1128	BAND	10,000.00	1,104.29	3,370.00	33.70	6,630.00	0.00	6,630.00
01 1129 318 001 000 2	REPAIR	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1129 327 001 000 2	Secon Pe Rental	6,500.00	1,930.00	1,930.00	29.69	4,570.00	0.00	4,570.00
01 1129 411 001 000 2	Instr Materials	800.00	341.06	341.06	42.63	458.94	0.00	458.94
01 1129 530 001 000 2	Equipment	1,000.00	0.00	3,907.35	390.74	(2,907.35)	0.00	(2,907.35)
1129	P.E.	8,800.00	2,271.06	6,178.41	70.21	2,621.59	0.00	2,621.59
01 1130 411 001 000 2	FCS Instr Materials	500.00	6.99	384.83	76.97	115.17	0.00	115.17
1130	HOME ECONOMICS	500.00	6.99	384.83	76.97	115.17	0.00	115.17
01 1131 318 001 000 2	Ind Art Equip Repair	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1131 411 001 000 2	Instruc Materials	2,000.00	17.98	17.98	0.90	1,982.02	0.00	1,982.02
01 1131 460 001 000 2	Comp Software	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1131 530 001 000 2	Equipment	1,000.00	0.00	1,596.00	159.60	(596.00)	0.00	(596.00)
01 1131 630 001 000 2	Instru Registration	80.00	0.00	50.00	62.50	30.00	0.00	30.00
01 1131 631 001 000 2	Student Registration	1,000.00	0.00	960.00	96.00	40.00	0.00	40.00
01 1131 670 001 000 2	Instructor Travel	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1131 671 001 000 2	Student Travel	50.00	0.00	0.00	0.00	50.00	0.00	50.00
1131	INDUSTRIAL ARTS	4,930.00	17.98	2,623.98	53.22	2,306.02	0.00	2,306.02
01 1132 411 001 000 2	Foreign Lang Mater	200.00	11.99	11.99	6.00	188.01	0.00	188.01

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 1132 412 001 000 2	Classroom Period	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1132 631 001 000 2	REGISTRATION	50.00	0.00	0.00	0.00	50.00	0.00	50.00
1132 FOREIGN LANGUAGE		400.00	11.99	11.99	3.00	388.01	0.00	388.01
01 1133 411 001 000 2	Journalism Materials	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1133 530 001 000 2	Journalism Equip	300.00	0.00	0.00	0.00	300.00	0.00	300.00
1133 JOURNALISM		600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 1160 110 000 000 3	Poverty Instructional Program	0.00	8,339.01	83,390.10	0.00	(83,390.10)	0.00	(83,390.10)
01 1160 210 000 000 3	Poverty Program FICA	0.00	585.91	5,881.64	0.00	(5,881.64)	0.00	(5,881.64)
01 1160 220 000 000 3	Poverty Program Retire	0.00	823.71	8,237.10	0.00	(8,237.10)	0.00	(8,237.10)
01 1160 230 000 000 3	Poverty Program Health Ins	0.00	1,816.02	18,155.64	0.00	(18,155.64)	0.00	(18,155.64)
01 1160 290 000 000 3	Life	0.00	11.93	119.24	0.00	(119.24)	0.00	(119.24)
1160 POVERTY		0.00	11,576.58	115,783.72	0.00	(115,783.72)	0.00	(115,783.72)
01 1190 110 002 000 1	PreK Salary	35,204.00	2,933.67	5,119.58	14.54	30,084.42	0.00	30,084.42
01 1190 120 002 000 1	PreK Subs	1,500.00	0.00	27.50	1.83	1,472.50	0.00	1,472.50
01 1190 140 002 000 1	PreK Para	39,100.00	2,807.15	19,589.41	50.10	19,510.59	0.00	19,510.59
01 1190 210 002 000 1	PreK Fica	5,799.00	309.09	1,114.35	19.22	4,684.65	0.00	4,684.65
01 1190 220 002 000 1	PreK Retire	7,340.00	554.44	2,122.00	28.91	5,218.00	0.00	5,218.00
01 1190 230 002 000 1	PreK Health	32,200.00	2,167.14	7,824.69	24.30	24,375.31	0.00	24,375.31
01 1190 290 002 000 1	PreK Life	192.00	15.20	60.42	31.47	131.58	0.00	131.58
01 1190 410 002 000 1	PreK Supplies	500.00	0.00	144.93	28.99	355.07	0.00	355.07
01 1190 690 002 000 1	PreK Misc Exp	500.00	0.00	0.00	0.00	500.00	0.00	500.00
1190 PREK		122,335.00	8,786.69	36,002.88	29.43	86,332.12	0.00	86,332.12
01 1212 313 002 000 1	SPED SUPERVISION	35,000.00	2,070.01	2,070.01	5.91	32,929.99	0.00	32,929.99
1212 SP ED		35,000.00	2,070.01	2,070.01	5.91	32,929.99	0.00	32,929.99
01 1213 313 002 000 1	Diagnostic Testing (School Psych)	50,000.00	3,588.26	22,923.09	45.85	27,076.91	0.00	27,076.91
01 1213 313 001 000 2	Vocational	10,000.00	564.37	5,990.26	59.90	4,009.74	0.00	4,009.74
1213 School Psych		60,000.00	4,152.63	28,913.35	48.19	31,086.65	0.00	31,086.65
01 1214 313 002 000 1	PT Therapy	16,000.00	1,119.73	11,025.80	68.91	4,974.20	0.00	4,974.20
01 1214 318 002 000 1	OT Therapy	22,000.00	1,559.04	13,147.26	59.76	8,852.74	0.00	8,852.74
01 1214 313 001 000 2	Deaf	2,500.00	87.07	1,327.15	53.09	1,172.85	0.00	1,172.85
01 1214 318 001 000 2	Vision	4,500.00	299.34	2,674.79	59.44	1,825.21	0.00	1,825.21
1214 DIAGNOSTIC TESTING		45,000.00	3,065.18	28,175.00	62.61	16,825.00	0.00	16,825.00
01 1215 313 002 000 1	Audiology Elem	2,000.00	119.04	1,349.94	67.50	650.06	0.00	650.06
1215 DISTANCE LEARNING & AUDIOLOGY		2,000.00	119.04	1,349.94	67.50	650.06	0.00	650.06
01 1216 313 002 000 1	Speech Therapy Elem	160,000.00	14,381.97	146,894.16	91.81	13,105.84	0.00	13,105.84
01 1216 313 001 000 2	Speech Therapy	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1216 SPEECH		160,000.00	14,381.97	146,894.16	91.81	13,105.84	0.00	13,105.84
01 1218 313 002 000 1	Spec Ed Flex Funding	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1218 313 001 000 2	Spec Ed Flex Funding	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1218 SPEC ED FLEX		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1220 110 002 000 1	Nurse Sp Ed Services	10,373.00	771.22	8,280.93	79.83	2,092.07	0.00	2,092.07
01 1220 210 002 000 1	Fica	793.00	58.87	632.12	79.71	160.88	0.00	160.88
01 1220 220 002 000 1	Retire	1,025.00	76.18	817.98	79.80	207.02	0.00	207.02
01 1220 230 002 000 1	Health Ins	1,681.00	133.88	1,392.97	82.87	288.03	0.00	288.03
01 1220 290 002 000 1	Life Ins	22.00	1.68	17.50	79.55	4.50	0.00	4.50
01 1220 110 001 000 2	Nurse Sp Ed Services	10,373.00	771.22	8,280.94	79.83	2,092.06	0.00	2,092.06
01 1220 210 001 000 2	Fica	793.00	58.87	632.12	79.71	160.88	0.00	160.88
01 1220 220 001 000 2	Retire	1,025.00	76.18	817.98	79.80	207.02	0.00	207.02
01 1220 230 001 000 2	Health Ins	1,681.00	133.88	1,392.97	82.87	288.03	0.00	288.03
01 1220 290 001 000 2	Life Ins	22.00	1.68	17.51	79.59	4.49	0.00	4.49
1220 NURSE SP ED		27,788.00	2,083.66	22,283.02	80.19	5,504.98	0.00	5,504.98

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 1222 110 001 000 2	Sp Ed Lvl2 Secon	143,650.00	11,630.30	116,738.00	81.27	26,912.00	0.00	26,912.00
01 1222 111 001 000 2	Cash in lieu of BC	8,750.00	735.28	7,295.50	83.38	1,454.50	0.00	1,454.50
01 1222 120 001 000 2	Sub Secon	2,400.00	0.00	291.41	12.14	2,108.59	0.00	2,108.59
01 1222 140 001 000 2	Aide Secon	176,300.00	15,343.75	153,593.16	87.12	22,706.84	0.00	22,706.84
01 1222 210 001 000 2	Fica Secon	25,329.00	2,041.46	20,478.62	80.85	4,850.38	0.00	4,850.38
01 1222 220 001 000 2	Retire Secon	31,604.00	2,516.68	26,305.90	83.24	5,298.10	0.00	5,298.10
01 1222 230 001 000 2	Health Ins	58,000.00	3,913.75	38,070.06	65.64	19,929.94	0.00	19,929.94
01 1222 290 001 000 2	Life Ins Secon	630.00	55.08	561.07	89.06	68.93	0.00	68.93
01 1222 310 001 000 2	Inservice	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 1222 318 001 000 2	Contracted Services	3,500.00	408.50	4,049.66	115.70	(549.66)	0.00	(549.66)
01 1222 410 001 000 2	Gen Supplies	100.00	0.00	269.69	269.69	(169.69)	0.00	(169.69)
01 1222 411 001 000 2	Instruc Mater Secon	1,000.00	0.00	440.44	44.04	559.56	0.00	559.56
01 1222 413 001 000 2	Expendable Workbooks	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1222 420 001 000 2	Textbooks	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1222 440 001 000 2	Periodicals	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1222 450 001 000 2	Audio Visual Secon	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1222 460 001 000 2	Comp Software Secon	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1222 530 001 000 2	Equipment Furn Secon	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 1222 560 001 000 2	Comp Equip Secon	2,000.00	0.00	598.00	29.90	1,402.00	0.00	1,402.00
01 1222 630 001 000 2	Registration Secondary	250.00	0.00	150.00	60.00	100.00	0.00	100.00
01 1222 641 001 000 2	Liability Insurance	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1222 670 001 000 2	Travel Secon	150.00	0.00	558.98	372.65	(408.98)	0.00	(408.98)
1222 SPECIAL ED SECONDARY		458,013.00	36,644.80	369,400.49	80.65	88,612.51	0.00	88,612.51
01 1229 110 002 000 1	Sp Ed Lvl2 Elem	212,089.00	16,607.92	169,209.82	79.78	42,879.18	0.00	42,879.18
01 1229 111 002 000 1	Cash in lieu of BC	1,111.00	98.68	929.50	83.66	181.50	0.00	181.50
01 1229 120 002 000 1	Sub Elem	6,500.00	1,430.00	8,457.20	130.11	(1,957.20)	0.00	(1,957.20)
01 1229 140 002 000 1	Aide Elem	69,000.00	4,643.86	55,678.01	80.69	13,321.99	0.00	13,321.99
01 1229 210 002 000 1	Fica Elem	22,085.00	1,656.59	17,121.83	77.53	4,963.17	0.00	4,963.17
01 1229 220 002 000 1	Retire Elem	27,766.00	2,089.69	22,094.39	79.57	5,671.61	0.00	5,671.61
01 1229 230 002 000 1	Health Ins Elem	90,000.00	6,156.09	66,255.25	73.62	23,744.75	0.00	23,744.75
01 1229 290 002 000 1	Life Ins Elem	546.00	39.28	407.65	74.66	138.35	0.00	138.35
01 1229 318 002 000 1	Contracted Services	8,000.00	408.50	3,609.64	45.12	4,390.36	0.00	4,390.36
01 1229 410 002 000 1	Gen Supplies Elem	750.00	0.00	3,010.64	401.42	(2,260.64)	0.00	(2,260.64)
01 1229 411 002 000 1	Instruc Mater Elem	1,500.00	212.90	568.06	37.87	931.94	0.00	931.94
01 1229 413 002 000 1	Expendable Wrbk Elem	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1229 420 002 000 1	Textbooks Elem	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1229 450 002 000 1	Audio Visual Elem	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1229 460 002 000 1	Comp Software Elem	610.00	0.00	0.00	0.00	610.00	0.00	610.00
01 1229 530 002 000 1	Furniture Equip Elem	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1229 560 002 000 1	Computer Equip Elem	1,000.00	0.00	598.00	59.80	402.00	0.00	402.00
01 1229 630 002 000 1	Registration Elem	1,000.00	0.00	150.00	15.00	850.00	0.00	850.00
01 1229 670 002 000 1	Travel Elem	250.00	0.00	585.17	234.07	(335.17)	0.00	(335.17)
1229 SPECIAL ED ELEMENTARY		443,907.00	33,343.51	348,675.16	78.55	95,231.84	0.00	95,231.84
01 1238 362 002 000 1	Sped Tuition LVL III	39,536.00	0.00	0.00	0.00	39,536.00	0.00	39,536.00
01 1238 318 001 000 2	SpEd LVL III OT/PT	35,000.00	211.50	2,422.28	6.92	32,577.72	0.00	32,577.72
01 1238 362 001 000 2	Sped Tuition LVL III	150,000.00	3,676.10	43,311.52	28.87	106,688.48	0.00	106,688.48
1238 SPED OT/PT		224,536.00	3,887.60	45,733.80	20.37	178,802.20	0.00	178,802.20
01 1290 313 000 000 0	PRE SCHL SPEECH (3-5)	20,000.00	760.95	760.95	3.80	19,239.05	0.00	19,239.05
1290 PRESCHOOL		20,000.00	760.95	760.95	3.80	19,239.05	0.00	19,239.05
01 1291 313 000 000 0	PRE SPED Supervision (3-5)	5,000.00	406.91	406.91	8.14	4,593.09	0.00	4,593.09
01 1291 318 000 000 0	PRE D/E Psychologist Services (3-5)	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 1291 410 000 000 0	PRE Supplies	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 1291 412 000 000 0	Periodicals (3-5)	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1291 530 000 000 0	Equipment (3-5)	1,700.00	0.00	0.00	0.00	1,700.00	0.00	1,700.00

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1291 313 002 000 1	PRE Deaf Ed Services (3-5)	19,000.00	0.00	0.00	0.00	19,000.00	0.00	19,000.00
01 1291 318 002 000 1	PRE PT Services (3-5)	2,500.00	351.91	351.91	14.08	2,148.09	0.00	2,148.09
01 1291 313 001 000 2	PRE OT Services (3-5)	3,000.00	296.02	296.02	9.87	2,703.98	0.00	2,703.98
1291	PRE SPED	39,400.00	1,054.84	1,054.84	2.68	38,345.16	0.00	38,345.16
01 1292 313 000 000 0	Pre Deaf Ed Services (0-2)	20,000.00	87.07	87.07	0.44	19,912.93	0.00	19,912.93
01 1292 318 000 000 0	Pre Sped Services (0-2)	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 1292 313 002 000 1	Pre Sped PT Services (0-2)	2,500.00	127.97	127.97	5.12	2,372.03	0.00	2,372.03
01 1292 318 002 000 1	Pre D/E Psychological Services (0-2)	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 1292 313 001 000 2	Pre Sped OT Services (0-2)	2,500.00	118.41	118.41	4.74	2,381.59	0.00	2,381.59
01 1292 313 000 000 9	Pre Speech (0-2)	0.00	76.10	76.10	0.00	(76.10)	0.00	(76.10)
1292	PRE Sped	35,000.00	409.55	409.55	1.17	34,590.45	0.00	34,590.45
01 2120 110 002 000 1	Counselor Sal Elem	13,187.00	1,098.91	10,989.10	83.33	2,197.90	0.00	2,197.90
01 2120 210 002 000 1	Fica Elem	1,008.00	81.48	819.48	81.30	188.52	0.00	188.52
01 2120 220 002 000 1	Retirement Elem	1,303.00	108.55	1,085.50	83.31	217.50	0.00	217.50
01 2120 230 002 000 1	Health Ins. Elem	2,770.00	230.67	2,292.14	82.75	477.86	0.00	477.86
01 2120 290 002 000 1	Life Ins Elem	20.00	1.60	15.90	79.50	4.10	0.00	4.10
01 2120 313 002 000 1	Purch Prof Ser Elem	4,000.00	0.00	105.00	2.63	3,895.00	0.00	3,895.00
01 2120 410 002 000 1	Supplies Elem	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2120 420 002 000 1	Resource Texts	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2120 670 002 000 1	Travel Elem	60.00	0.00	47.00	78.33	13.00	0.00	13.00
01 2120 110 001 000 2	Counselor Sal Secon	52,748.00	4,395.62	43,956.20	83.33	8,791.80	0.00	8,791.80
01 2120 140 001 000 2	Aide Secon	5,500.00	419.13	4,542.01	82.58	957.99	0.00	957.99
01 2120 210 001 000 2	Fica Secon	4,456.00	357.24	3,617.61	81.19	838.39	0.00	838.39
01 2120 220 001 000 2	Retirement Secon	5,754.00	475.59	4,790.55	83.26	963.45	0.00	963.45
01 2120 230 001 000 2	Health Ins. Secon	12,200.00	987.31	9,853.13	80.76	2,346.87	0.00	2,346.87
01 2120 290 001 000 2	Life Ins Secon	85.00	6.80	67.89	79.87	17.11	0.00	17.11
01 2120 313 001 000 2	Purch Prof Ser Secon	5,000.00	0.00	130.00	2.60	4,870.00	0.00	4,870.00
01 2120 410 001 000 2	Supplies Secon	1,000.00	0.00	42.04	4.20	957.96	0.00	957.96
01 2120 420 001 000 2	Resource Texts	2,500.00	0.00	336.00	13.44	2,164.00	0.00	2,164.00
01 2120 460 001 000 2	Computer Software	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 2120 670 001 000 2	Travel Secon	500.00	0.00	47.00	9.40	453.00	0.00	453.00
2120	COUNSELOR	113,341.00	8,162.90	82,736.55	73.00	30,604.45	0.00	30,604.45
01 2130 313 002 000 1	Purch Prof Serv Elem	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2130 411 002 000 1	Instruc Mater Elem	200.00	0.00	45.00	22.50	155.00	0.00	155.00
01 2130 313 001 000 2	Purch Prof Ser Secon	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2130 411 001 000 2	Instruc Mater Secon	100.00	0.00	67.50	67.50	32.50	0.00	32.50
01 2130 110 000 000 3	Nurse Salary	26,403.00	2,124.67	21,278.24	80.59	5,124.76	0.00	5,124.76
01 2130 210 000 000 3	Fica	2,019.00	162.16	1,624.31	80.45	394.69	0.00	394.69
01 2130 220 000 000 3	Retirement	2,608.00	209.87	2,101.81	80.59	506.19	0.00	506.19
01 2130 230 000 000 3	Health Ins	4,278.00	368.84	3,580.06	83.69	697.94	0.00	697.94
01 2130 290 000 000 3	Life Ins	54.00	4.64	44.99	83.31	9.01	0.00	9.01
01 2130 410 000 000 3	Health Supplies	2,500.00	0.00	460.75	18.43	2,039.25	0.00	2,039.25
01 2130 530 000 000 3	Equipment	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 2130 630 000 000 3	Dues And Fees	150.00	190.00	190.00	126.67	(40.00)	0.00	(40.00)
01 2130 670 000 000 3	Travel	200.00	0.00	0.00	0.00	200.00	0.00	200.00
2130	NURSE	38,912.00	3,060.18	29,392.66	75.54	9,519.34	0.00	9,519.34
01 2190 140 002 000 1	Act Trans Sal Elem	1,000.00	540.58	835.36	83.54	164.64	0.00	164.64
01 2190 210 002 000 1	Fica Elem	77.00	41.35	63.95	83.05	13.05	0.00	13.05
01 2190 220 002 000 1	Retirement Elem	50.00	0.00	2.47	4.94	47.53	0.00	47.53
01 2190 670 002 000 1	Meals/mileage	90.00	0.00	0.00	0.00	90.00	0.00	90.00
01 2190 140 001 000 2	Act Trans Sal Secon	12,500.00	1,711.24	10,088.43	80.71	2,411.57	0.00	2,411.57
01 2190 210 001 000 2	Fica Secon	1,000.00	130.93	771.77	77.18	228.23	0.00	228.23
01 2190 220 001 000 2	Retirement Secon	750.00	0.00	28.65	3.82	721.35	0.00	721.35
01 2190 670 001 000 2	Meals/travel	3,500.00	0.00	462.59	13.22	3,037.41	0.00	3,037.41

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
2190 ACT TRANS		18,967.00	2,424.10	12,253.22	64.60	6,713.78	0.00	6,713.78
01 2212 110 002 000 1	Staff Dev Salaries	5,500.00	0.00	0.00	0.00	5,500.00	0.00	5,500.00
01 2212 120 002 000 1	Staff Development	2,500.00	0.00	1,980.00	79.20	520.00	0.00	520.00
01 2212 210 002 000 1	Staff Dev Fica	600.00	0.00	151.42	25.24	448.58	0.00	448.58
01 2212 220 002 000 1	Staff Dev Retire	550.00	0.00	21.74	3.95	528.26	0.00	528.26
01 2212 230 002 000 1	HEALTH INSURANCE	101.00	0.00	0.00	0.00	101.00	0.00	101.00
01 2212 290 002 000 1	LIFE	1.00	0.00	0.00	0.00	1.00	0.00	1.00
01 2212 319 002 000 1	Purch Prof Ser Elem	4,000.00	35.00	1,639.00	40.98	2,361.00	0.00	2,361.00
01 2212 410 002 000 1	Supplies Elem	2,300.00	0.00	226.41	9.84	2,073.59	0.00	2,073.59
01 2212 630 002 000 1	Dues And Fees Elem	2,200.00	0.00	120.00	5.45	2,080.00	0.00	2,080.00
01 2212 670 002 000 1	Travel Elem	1,500.00	0.00	189.99	12.67	1,310.01	0.00	1,310.01
01 2212 120 001 000 2	Staff Development	3,000.00	0.00	3,190.00	106.33	(190.00)	0.00	(190.00)
01 2212 210 001 000 2	Staff Dev Fica	229.00	0.00	243.86	106.49	(14.86)	0.00	(14.86)
01 2212 319 001 000 2	Purch Prof Ser Secon	4,615.00	149.00	2,233.00	48.39	2,382.00	0.00	2,382.00
01 2212 410 001 000 2	Supplies Secon	2,300.00	0.00	140.00	6.09	2,160.00	0.00	2,160.00
01 2212 630 001 000 2	Dues And Fees Secon	7,000.00	800.00	1,025.00	14.64	5,975.00	0.00	5,975.00
01 2212 670 001 000 2	Travel Secon	2,340.00	0.00	918.60	39.26	1,421.40	0.00	1,421.40
01 2212 690 001 000 2	Other Secondary	0.00	0.00	65.97	0.00	(65.97)	0.00	(65.97)
2212 STAFF		38,736.00	984.00	12,144.99	31.35	26,591.01	0.00	26,591.01
01 2215 210 002 000 1	Assessment Fica Elem	650.00	0.00	0.00	0.00	650.00	0.00	650.00
01 2215 410 002 000 1	Assessment Supplies	375.00	0.00	0.00	0.00	375.00	0.00	375.00
01 2215 630 002 000 1	Assessment Dues/fees	1,425.00	0.00	0.00	0.00	1,425.00	0.00	1,425.00
01 2215 670 002 000 1	Assessment Travel	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2215 410 001 000 2	Assessment Supplies	375.00	0.00	0.00	0.00	375.00	0.00	375.00
01 2215 630 001 000 2	Assessment Dues/fees	1,425.00	0.00	0.00	0.00	1,425.00	0.00	1,425.00
01 2215 670 001 000 2	Assessment Travel	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2215 110 000 000 3	Assessment	5,100.00	0.00	0.00	0.00	5,100.00	0.00	5,100.00
01 2215 220 000 000 3	Assessment Retire	650.00	0.00	0.00	0.00	650.00	0.00	650.00
2215 ASSESSMENT		10,300.00	0.00	0.00	0.00	10,300.00	0.00	10,300.00
01 2220 110 000 000 3	Tech Support Salary	55,258.00	4,604.82	46,048.20	83.33	9,209.80	0.00	9,209.80
01 2220 140 000 000 3	Tech Support Aides	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2220 210 000 000 3	Tech Support Fica	4,303.00	295.66	2,956.39	68.71	1,346.61	0.00	1,346.61
01 2220 220 000 000 3	Tech Support Retir	5,558.00	454.85	4,594.94	82.67	963.06	0.00	963.06
01 2220 230 000 000 3	Tech Support Health Ins	20,915.00	1,742.89	17,428.90	83.33	3,486.10	0.00	3,486.10
01 2220 290 000 000 3	Tech Support Life Ins	96.00	8.00	80.00	83.33	16.00	0.00	16.00
01 2220 318 000 000 3	SUPPORT/NETWORK/BACKUP	2,500.00	0.00	1,899.00	75.96	601.00	0.00	601.00
01 2220 630 000 000 3	REGISTRATION	3,000.00	0.00	50.00	1.67	2,950.00	0.00	2,950.00
01 2220 670 000 000 3	Tech Support Travel	3,000.00	0.00	185.51	6.18	2,814.49	0.00	2,814.49
2220 TECH SUPPORT		95,630.00	7,106.22	73,242.94	76.59	22,387.06	0.00	22,387.06
01 2222 110 002 000 1	Librarian Sal Elem	20,310.00	1,692.50	15,344.12	75.55	4,965.88	0.00	4,965.88
01 2222 210 002 000 1	Fica Elem	1,554.00	127.47	1,160.18	74.66	393.82	0.00	393.82
01 2222 220 002 000 1	Retire Elem	2,007.00	167.18	1,515.65	75.52	491.35	0.00	491.35
01 2222 230 002 000 1	Health Ins Elem	7,832.00	871.45	7,403.50	94.53	428.50	0.00	428.50
01 2222 290 002 000 1	Life Ins Elem	48.00	4.00	40.00	83.33	8.00	0.00	8.00
01 2222 313 002 000 1	Purchased Ser Elem	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2222 318 002 000 1	Repair Elem	350.00	0.00	0.00	0.00	350.00	0.00	350.00
01 2222 410 002 000 1	Supplies Elem	568.00	0.00	459.31	80.86	108.69	0.00	108.69
01 2222 430 002 000 1	Library Books Elem	1,500.00	0.00	400.35	26.69	1,099.65	0.00	1,099.65
01 2222 440 002 000 1	Magazines Elem	750.00	0.00	0.00	0.00	750.00	0.00	750.00
01 2222 450 002 000 1	Av Mater Elem	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 2222 460 002 000 1	Elem Software	2,500.00	0.00	592.50	23.70	1,907.50	0.00	1,907.50
01 2222 530 002 000 1	Equipment Elem	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 2222 690 002 000 1	Other Misc Exp Elem	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 2222 110 001 000 2	Librarian Sal Secon	20,310.00	1,692.50	15,344.11	75.55	4,965.89	0.00	4,965.89

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 2222 210 001 000 2	Fica Secon	1,554.00	127.49	1,160.25	74.66	393.75	0.00	393.75
01 2222 220 001 000 2	Retire Secon	2,007.00	167.18	1,515.65	75.52	491.35	0.00	491.35
01 2222 230 001 000 2	Health Ins Secon	7,832.00	871.44	7,403.36	94.53	428.64	0.00	428.64
01 2222 290 001 000 2	Life Ins Secon	48.00	4.00	40.00	83.33	8.00	0.00	8.00
01 2222 313 001 000 2	Purchased Ser Secon	700.00	0.00	370.00	52.86	330.00	0.00	330.00
01 2222 318 001 000 2	Repair Secon	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2222 410 001 000 2	Supplies Secon	500.00	0.00	356.88	71.38	143.12	0.00	143.12
01 2222 430 001 000 2	Library Books Secon	3,500.00	40.00	1,218.57	34.82	2,281.43	0.00	2,281.43
01 2222 440 001 000 2	Magazines Secon	1,200.00	0.00	0.00	0.00	1,200.00	0.00	1,200.00
01 2222 450 001 000 2	Av Mater Secon	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 2222 460 001 000 2	Computer Software	3,800.00	0.00	592.50	15.59	3,207.50	0.00	3,207.50
01 2222 530 001 000 2	Equipment Secon	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 2222 690 001 000 2	Other Mis Exp Secon	40.00	0.00	0.00	0.00	40.00	0.00	40.00
01 2222 425 000 000 3	EBOOKS	500.00	0.00	250.00	50.00	250.00	0.00	250.00
2222 LIBRARY		81,410.00	5,765.21	55,166.93	67.76	26,243.07	0.00	26,243.07
01 2310 318 000 000 3	SERVICES	750.00	28.50	726.84	96.91	23.16	0.00	23.16
01 2310 319 000 000 3	Audit	6,500.00	0.00	6,200.00	95.38	300.00	0.00	300.00
01 2310 350 000 000 3	Advertising & Print	10,000.00	535.85	3,676.10	36.76	6,323.90	0.00	6,323.90
01 2310 410 000 000 3	Supplies	3,500.00	529.64	1,996.92	57.05	1,503.08	0.00	1,503.08
01 2310 467 000 000 3	Software (E-Meetings)	2,000.00	0.00	2,500.00	125.00	(500.00)	0.00	(500.00)
01 2310 630 000 000 3	Dues And Fees	12,500.00	107.10	9,966.70	79.73	2,533.30	0.00	2,533.30
01 2310 641 000 000 3	Liability Ins	10,000.00	0.00	13,488.67	134.89	(3,488.67)	0.00	(3,488.67)
01 2310 642 000 000 3	Fidelity Bond Prem	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2310 670 000 000 3	Board Travel	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2310 690 000 000 3	Other Misc Exp	2,000.00	125.95	125.95	6.30	1,874.05	0.00	1,874.05
2310 TREASURER		49,750.00	1,327.04	38,681.18	77.75	11,068.82	0.00	11,068.82
01 2320 110 000 000 3	Supt Salary	128,467.00	10,705.58	107,055.44	83.33	21,411.56	0.00	21,411.56
01 2320 140 000 000 3	Clerical	17,527.00	1,427.79	14,455.97	82.48	3,071.03	0.00	3,071.03
01 2320 210 000 000 3	Fica	11,168.00	912.34	9,139.58	81.84	2,028.42	0.00	2,028.42
01 2320 220 000 000 3	Retirement	14,421.00	1,195.08	11,968.33	82.99	2,452.67	0.00	2,452.67
01 2320 230 000 000 3	Health Ins	25,700.00	2,141.08	21,436.07	83.41	4,263.93	0.00	4,263.93
01 2320 290 000 000 3	Life Ins	137.00	11.20	112.09	81.82	24.91	0.00	24.91
01 2320 410 000 000 3	Supplies	500.00	0.00	79.99	16.00	420.01	0.00	420.01
01 2320 467 000 000 3	Software (North Star)	2,500.00	0.00	1,300.00	52.00	1,200.00	0.00	1,200.00
01 2320 630 000 000 3	Dues And Fees	2,500.00	304.00	1,266.00	50.64	1,234.00	0.00	1,234.00
01 2320 670 000 000 3	Travel	4,000.00	0.00	857.41	21.44	3,142.59	0.00	3,142.59
01 2320 690 000 000 3	Other Misc Exp	1,500.00	100.00	1,000.00	66.67	500.00	0.00	500.00
2320 SUPERINTENDENT		208,420.00	16,797.07	168,670.88	80.93	39,749.12	0.00	39,749.12
01 2330 317 000 000 3	LEGAL SERVICES	15,000.00	176.00	4,929.00	32.86	10,071.00	0.00	10,071.00
2330 DISTRICT		15,000.00	176.00	4,929.00	32.86	10,071.00	0.00	10,071.00
01 2400 110 002 000 1	Prin Sal Elem	91,524.00	7,584.80	75,477.83	82.47	16,046.17	0.00	16,046.17
01 2400 111 002 000 1	Cash in lieu	20,571.00	1,714.22	17,142.20	83.33	3,428.80	0.00	3,428.80
01 2400 140 002 000 1	Clerical Sal Elem	34,000.00	2,416.67	23,306.75	68.55	10,693.25	0.00	10,693.25
01 2400 210 002 000 1	Fica Elem	11,176.00	880.16	8,718.58	78.01	2,457.42	0.00	2,457.42
01 2400 220 002 000 1	Retirement Elem	12,400.00	983.86	9,737.74	78.53	2,662.26	0.00	2,662.26
01 2400 230 002 000 1	Health Ins Elem	21,000.00	1,742.89	17,461.19	83.15	3,538.81	0.00	3,538.81
01 2400 290 002 000 1	Life Ins Elem	170.00	14.00	140.79	82.82	29.21	0.00	29.21
01 2400 410 002 000 1	Supplies Elem	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2400 530 002 000 1	Equipment Elem	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2400 560 002 000 1	COMPUTERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2400 630 002 000 1	Dues And Fees Elem	3,500.00	570.00	1,230.00	35.14	2,270.00	0.00	2,270.00
01 2400 670 002 000 1	Travel Elem	3,096.00	0.00	0.00	0.00	3,096.00	0.00	3,096.00
01 2400 690 002 000 1	Other Misc Exp Elem	2,057.00	0.00	0.00	0.00	2,057.00	0.00	2,057.00
01 2400 110 001 000 2	Princ Sal Secon	90,404.00	7,598.75	75,159.50	83.14	15,244.50	0.00	15,244.50

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 2400 120 001 000 2	Student Aide	2,000.00	129.04	1,121.02	56.05	878.98	0.00	878.98
01 2400 140 001 000 2	Clerical Sal Secon	39,869.00	3,331.51	34,034.23	85.37	5,834.77	0.00	5,834.77
01 2400 210 001 000 2	Fica Secon	9,965.00	774.28	7,742.41	77.70	2,222.59	0.00	2,222.59
01 2400 220 001 000 2	Retirement Secon	12,869.00	1,070.57	10,758.52	83.60	2,110.48	0.00	2,110.48
01 2400 230 001 000 2	Health Ins Secon	9,700.00	807.34	8,122.35	83.74	1,577.65	0.00	1,577.65
01 2400 290 001 000 2	Life Ins Secon	156.00	12.80	128.38	82.29	27.62	0.00	27.62
01 2400 410 001 000 2	Supplies Secon	1,150.00	0.00	35.62	3.10	1,114.38	0.00	1,114.38
01 2400 530 001 000 2	Equipment Secon	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2400 630 001 000 2	Dues And Fees Secon	2,000.00	0.00	915.00	45.75	1,085.00	0.00	1,085.00
01 2400 670 001 000 2	Travel Secon	2,500.00	37.06	941.69	37.67	1,558.31	0.00	1,558.31
01 2400 690 001 000 2	Other Misc Exp Secon	2,551.00	0.00	0.00	0.00	2,551.00	0.00	2,551.00
2400 PRINCIPAL		373,758.00	29,667.95	292,173.80	78.17	81,584.20	0.00	81,584.20
01 2510 342 002 000 1	Telephone Elem	6,000.00	373.79	4,024.33	67.07	1,975.67	0.00	1,975.67
01 2510 342 001 000 2	Telephone Secon	6,000.00	373.79	4,024.30	67.07	1,975.70	0.00	1,975.70
01 2510 111 000 000 3	Cash in lieu	11,170.00	916.70	9,281.60	83.09	1,888.40	0.00	1,888.40
01 2510 140 000 000 3	Clerical Salary	84,500.00	6,820.58	68,502.85	81.07	15,997.15	0.00	15,997.15
01 2510 210 000 000 3	Fica	7,300.00	582.70	5,860.18	80.28	1,439.82	0.00	1,439.82
01 2510 220 000 000 3	Retirement	8,347.00	673.73	6,766.59	81.07	1,580.41	0.00	1,580.41
01 2510 230 000 000 3	Health Ins	6,740.00	571.97	5,574.95	82.71	1,165.05	0.00	1,165.05
01 2510 290 000 000 3	Life Ins	90.00	7.52	74.22	82.47	15.78	0.00	15.78
01 2510 293 000 000 3	Workman's Comp	50,000.00	0.00	37,977.00	75.95	12,023.00	0.00	12,023.00
01 2510 318 000 000 3	Repair Maint Service	5,500.00	0.00	0.00	0.00	5,500.00	0.00	5,500.00
01 2510 327 000 000 3	Rental And Leases	1,500.00	0.00	1,240.00	82.67	260.00	0.00	260.00
01 2510 341 000 000 3	Postage	6,000.00	159.74	1,070.20	17.84	4,929.80	0.00	4,929.80
01 2510 410 000 000 3	Supplies	2,034.00	53.98	829.12	40.76	1,204.88	0.00	1,204.88
01 2510 460 000 000 3	Computer Software	6,500.00	0.00	541.17	8.33	5,958.83	0.00	5,958.83
01 2510 530 000 000 3	Equipment	1,141.00	0.00	0.00	0.00	1,141.00	0.00	1,141.00
01 2510 560 000 000 3	Computer Hardware	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2510 670 000 000 3	Travel	547.00	0.00	190.85	34.89	356.15	0.00	356.15
01 2510 690 000 000 3	Other Misc Exp	429.00	0.00	144.37	33.65	284.63	0.00	284.63
2510 CLERICAL		205,798.00	10,534.50	146,101.73	70.99	59,696.27	0.00	59,696.27
01 2610 120 002 000 1	Sub/Summer Sal Elem	16,400.00	212.73	5,235.92	31.93	11,164.08	0.00	11,164.08
01 2610 140 002 000 1	Cust Sal Elem	41,679.00	6,628.66	36,862.74	88.44	4,816.26	0.00	4,816.26
01 2610 210 002 000 1	Fica Elem	4,443.00	520.75	3,066.92	69.03	1,376.08	0.00	1,376.08
01 2610 220 002 000 1	Retirement Elem	5,244.00	334.30	3,333.31	63.56	1,910.69	0.00	1,910.69
01 2610 230 002 000 1	Health Ins Elem	20,400.00	204.78	14,364.50	70.41	6,035.50	0.00	6,035.50
01 2610 290 002 000 1	Life Ins	76.00	1.29	52.46	69.03	23.54	0.00	23.54
01 2610 321 002 000 1	Fuel Elem	20,000.00	830.72	16,834.68	84.17	3,165.32	0.00	3,165.32
01 2610 322 002 000 1	Electricity Elem	35,000.00	2,079.40	21,517.73	61.48	13,482.27	0.00	13,482.27
01 2610 323 002 000 1	Water Sewer Elem	4,500.00	290.50	2,916.44	64.81	1,583.56	0.00	1,583.56
01 2610 410 002 000 1	Supplies Elem	15,055.00	901.41	6,085.87	40.42	8,969.13	0.00	8,969.13
01 2610 120 001 000 2	Sub/Summer Sal Secon	16,800.00	456.76	6,835.08	40.69	9,964.92	0.00	9,964.92
01 2610 140 001 000 2	Cust Sal Secon	78,529.00	6,301.45	62,954.67	80.17	15,574.33	0.00	15,574.33
01 2610 210 001 000 2	Fica Secon	7,292.00	510.43	5,163.73	70.81	2,128.27	0.00	2,128.27
01 2610 220 001 000 2	Retirement Secon	8,923.00	622.44	6,032.88	67.61	2,890.12	0.00	2,890.12
01 2610 230 001 000 2	Health Ins Secon	24,100.00	1,826.14	19,410.72	80.54	4,689.28	0.00	4,689.28
01 2610 290 001 000 2	Life Ins	83.00	5.91	66.34	79.93	16.66	0.00	16.66
01 2610 321 001 000 2	Fuel Secon	20,000.00	830.73	16,834.68	84.17	3,165.32	0.00	3,165.32
01 2610 322 001 000 2	Electricity Secon	35,000.00	2,079.39	21,517.73	61.48	13,482.27	0.00	13,482.27
01 2610 323 001 000 2	Water Sewer Secon	3,500.00	290.50	2,916.45	83.33	583.55	0.00	583.55
01 2610 410 001 000 2	Supplies Secon	10,000.00	901.42	5,340.15	53.40	4,659.85	0.00	4,659.85
2610 CUSTODIAL		367,024.00	25,829.71	257,343.00	70.12	109,681.00	0.00	109,681.00
01 2620 318 002 000 1	Cont/ser Repair Elem	10,694.00	1,307.07	3,695.36	34.56	6,998.64	0.00	6,998.64
01 2620 319 002 000 1	Other Purch Ser Elem	20,000.00	672.38	17,374.16	86.87	2,625.84	0.00	2,625.84

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 328 002 000 1	Property Ins Elem	20,000.00	0.00	13,488.66	67.44	6,511.34	0.00	6,511.34
01 2620 500 002 000 1	Depreciation Fund Transfer	15,000.00	0.00	0.00	0.00	15,000.00	0.00	15,000.00
01 2620 520 002 000 1	BLDG IMPROVEMENT	9,500.00	0.00	0.00	0.00	9,500.00	0.00	9,500.00
01 2620 530 002 000 1	Equipment Elem	2,000.00	0.00	5,151.35	257.57	(3,151.35)	0.00	(3,151.35)
01 2620 690 002 000 1	Other Exp Elem	1,950.00	24.00	24.00	1.23	1,926.00	0.00	1,926.00
01 2620 318 001 000 2	Con/ser Repair Secon	15,000.00	187.52	8,132.99	54.22	6,867.01	0.00	6,867.01
01 2620 319 001 000 2	Other Pur Ser Secon	45,000.00	2,667.71	25,170.47	55.93	19,829.53	0.00	19,829.53
01 2620 328 001 000 2	Property Ins Secon	20,000.00	0.00	13,488.67	67.44	6,511.33	0.00	6,511.33
01 2620 500 001 000 2	Depreciation Fund Transfer	15,000.00	0.00	0.00	0.00	15,000.00	0.00	15,000.00
01 2620 520 001 000 2	BLDG IMPROVEMENT	15,000.00	0.00	0.00	0.00	15,000.00	0.00	15,000.00
01 2620 530 001 000 2	Equipment Secon	2,000.00	0.00	5,151.34	257.57	(3,151.34)	0.00	(3,151.34)
01 2620 690 001 000 2	Other Exp Secon	288.00	24.00	24.00	8.33	264.00	0.00	264.00
01 2620 140 000 000 3	Maintenance Sal	43,000.00	3,495.74	34,957.40	81.30	8,042.60	0.00	8,042.60
01 2620 210 000 000 3	Fica	3,289.00	266.28	2,662.74	80.96	626.26	0.00	626.26
01 2620 220 000 000 3	Retirement	4,248.00	345.30	3,453.00	81.29	795.00	0.00	795.00
01 2620 230 000 000 3	Health Ins	4,200.00	348.57	3,485.70	82.99	714.30	0.00	714.30
01 2620 290 000 000 3	Life Ins	40.00	3.20	32.00	80.00	8.00	0.00	8.00
2620 MAINTENANCE		246,209.00	9,341.77	136,291.84	55.36	109,917.16	0.00	109,917.16
01 2750 140 000 000 3	Transp Salaries	123,000.00	10,255.36	102,385.06	83.24	20,614.94	0.00	20,614.94
01 2750 210 000 000 3	Fica	9,410.00	784.35	7,830.33	83.21	1,579.67	0.00	1,579.67
01 2750 220 000 000 3	Retirement	3,590.00	438.61	4,244.21	118.22	(654.21)	0.00	(654.21)
01 2750 230 000 000 3	Health Ins	2,873.00	0.00	622.50	21.67	2,250.50	0.00	2,250.50
01 2750 290 000 000 3	LIFE INS	44.00	3.67	42.94	97.59	1.06	0.00	1.06
01 2750 318 000 000 3	TESTING	500.00	0.00	769.00	153.80	(269.00)	0.00	(269.00)
01 2750 319 000 000 3	Purch Ser(physicals)	4,000.00	525.00	2,630.09	65.75	1,369.91	0.00	1,369.91
01 2750 332 000 000 3	Option Stu Mileage	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2750 336 000 000 3	Gas And Oil	40,000.00	2,504.20	36,368.20	90.92	3,631.80	0.00	3,631.80
01 2750 337 000 000 3	Tires And Parts	25,000.00	251.26	13,038.59	52.15	11,961.41	0.00	11,961.41
01 2750 338 000 000 3	Purchased Repair	25,000.00	585.00	2,882.00	11.53	22,118.00	0.00	22,118.00
01 2750 530 000 000 3	Equipment	1,000.00	0.00	515.50	51.55	484.50	0.00	484.50
01 2750 641 000 000 3	Insurance	15,000.00	0.00	0.00	0.00	15,000.00	0.00	15,000.00
01 2750 690 000 000 3	Other Exp	2,000.00	7.69	682.32	34.12	1,317.68	0.00	1,317.68
2750 TRANSPORTATION		251,917.00	15,355.14	172,010.74	68.28	79,906.26	0.00	79,906.26
01 2760 140 002 000 1	SPED TRANSP	10,000.00	1,305.04	10,917.92	109.18	(917.92)	0.00	(917.92)
01 2760 210 002 000 1	SPED Transp FICA	765.00	99.83	835.24	109.18	(70.24)	0.00	(70.24)
01 2760 220 002 000 1	SPED Transp Retire	988.00	128.91	1,031.68	104.42	(43.68)	0.00	(43.68)
01 2760 230 002 000 1	SPED Transp Health	2,873.00	0.00	0.00	0.00	2,873.00	0.00	2,873.00
01 2760 290 002 000 1	LIFE	24.00	1.93	16.87	70.29	7.13	0.00	7.13
01 2760 331 002 000 1	Contracted Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2760 332 002 000 1	Mileage/parents Elem	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 2760 331 001 000 2	Contracted Transpor	7,500.00	0.00	162.60	2.17	7,337.40	0.00	7,337.40
01 2760 332 001 000 2	Mileage/parent Secon	4,500.00	0.00	0.00	0.00	4,500.00	0.00	4,500.00
01 2760 336 001 000 2	Gas & Oil	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2760 338 000 000 3	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2760 641 000 000 3	Insurance	1,300.00	0.00	0.00	0.00	1,300.00	0.00	1,300.00
2760 SPED TRANSP		31,450.00	1,535.71	12,964.31	41.22	18,485.69	0.00	18,485.69
01 3135 110 000 000 3	High Ability Instr	3,000.00	428.57	2,142.85	71.43	857.15	0.00	857.15
01 3135 210 000 000 3	High Ability Fica	230.00	32.24	161.20	70.09	68.80	0.00	68.80
01 3135 220 000 000 3	High Ability Retirement	297.00	42.33	211.65	71.26	85.35	0.00	85.35
01 3135 230 000 000 3	High Ability Health	1,000.00	143.84	719.20	71.92	280.80	0.00	280.80
01 3135 290 000 000 3	Life Ins	8.00	1.01	5.05	63.13	2.95	0.00	2.95
01 3135 410 000 000 3	High Abilit Learn Supplies	2,820.00	43.41	3,655.92	129.64	(835.92)	0.00	(835.92)
01 3135 460 000 000 3	HIGH ABIL SOFTWARE	520.00	0.00	0.00	0.00	520.00	0.00	520.00
01 3135 530 000 000 3	High Abilit Learn Equip	4,644.00	0.00	2,622.51	56.47	2,021.49	0.00	2,021.49

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 3135 630 000 000 3	High Abilt Learn Registration	4,000.00	850.00	7,194.70	179.87	(3,194.70)	0.00	(3,194.70)
01 3135 670 000 000 3	High Abilt Learn Mileage	320.00	0.00	0.00	0.00	320.00	0.00	320.00
3135 HIGH ABILITY		16,839.00	1,541.40	16,713.08	99.25	125.92	0.00	125.92
01 3137 140 000 000 3	Youth Center Wages	12,000.00	1,320.71	13,924.78	116.04	(1,924.78)	0.00	(1,924.78)
01 3137 210 000 000 3	Fica	1,000.00	101.03	1,065.20	106.52	(65.20)	0.00	(65.20)
01 3137 220 000 000 3	Retirement	1,000.00	62.97	1,546.22	154.62	(546.22)	0.00	(546.22)
3137 KEARNEY		14,000.00	1,484.71	16,536.20	118.12	(2,536.20)	0.00	(2,536.20)
01 3516 560 000 000 3	DIST LEARN EQUIP	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
3516 DIST LEARN EQUIP		1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 4200 110 000 000 9	REGULAR SALARIES	43,626.00	0.00	45,133.36	103.46	(1,507.36)	0.00	(1,507.36)
01 4200 210 000 000 9	FICA	3,124.00	0.00	3,344.80	107.07	(220.80)	0.00	(220.80)
01 4200 220 000 000 9	RETIREMENT	4,310.00	0.00	4,458.16	103.44	(148.16)	0.00	(148.16)
01 4200 230 000 000 9	HEALTH INSURANCE	12,600.00	0.00	13,943.12	110.66	(1,343.12)	0.00	(1,343.12)
01 4200 290 000 000 9	LIFE	63.00	0.00	64.00	101.59	(1.00)	0.00	(1.00)
01 4200 410 000 000 9	Supplies/Materials	120.00	0.00	0.00	0.00	120.00	0.00	120.00
01 4200 670 000 000 9	Travel	250.00	0.00	0.00	0.00	250.00	0.00	250.00
4200 TITLE 1 CURRENT		64,093.00	0.00	66,943.44	104.45	(2,850.44)	0.00	(2,850.44)
01 4210 410 000 000 9	SUPPLIES	8,151.00	113.96	3,899.29	47.84	4,251.71	0.00	4,251.71
4210 TITLE 1 NCLB		8,151.00	113.96	3,899.29	47.84	4,251.71	0.00	4,251.71
01 4325 110 000 000 9	Title IIA Class Size Reduction	18,299.00	0.00	18,299.00	100.00	0.00	0.00	0.00
01 4325 210 000 000 9	TITLE IIA Fica	1,343.00	0.00	1,167.72	86.95	175.28	0.00	175.28
01 4325 220 000 000 9	TITLE IIA Retirement	1,808.00	0.00	1,807.51	99.97	0.49	0.00	0.49
01 4325 230 000 000 9	TITLE IIA Health	5,810.00	0.00	7,906.41	136.08	(2,096.41)	0.00	(2,096.41)
01 4325 290 000 000 9	TITLE IIA Life Ins	29.00	0.00	36.29	125.14	(7.29)	0.00	(7.29)
4325 TITLE IIA		27,289.00	0.00	29,216.93	107.06	(1,927.93)	0.00	(1,927.93)
01 4326 630 000 000 9	Title II Eishenhower & Techno	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
4326 TITLE II		2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 4327 110 000 000 9	REAP Salary	15,253.00	0.00	15,253.00	100.00	0.00	0.00	0.00
01 4327 210 000 000 9	REAP Fica	1,113.00	0.00	973.44	87.46	139.56	0.00	139.56
01 4327 220 000 000 9	REAP Retirement	1,506.00	0.00	1,506.69	100.05	(0.69)	0.00	(0.69)
01 4327 230 000 000 9	REAP Health	4,843.00	0.00	6,590.49	136.08	(1,747.49)	0.00	(1,747.49)
01 4327 290 000 000 9	REAP Life	24.00	0.00	30.25	126.04	(6.25)	0.00	(6.25)
4327 REAP		22,739.00	0.00	24,353.87	107.10	(1,614.87)	0.00	(1,614.87)
01 4403 310 000 000 9	IDEA Vocational/Vision	7,469.00	0.00	0.00	0.00	7,469.00	0.00	7,469.00
4403 IDEA		7,469.00	0.00	0.00	0.00	7,469.00	0.00	7,469.00
01 4404 318 002 000 1	SPED IDEA PRE-K	7,514.00	0.00	0.00	0.00	7,514.00	0.00	7,514.00
01 4404 110 000 000 9	SPED IDEA instr	22,566.00	0.00	22,566.00	100.00	0.00	0.00	0.00
01 4404 140 000 000 9	SPED IDEA PARA	11,895.00	0.00	11,895.00	100.00	0.00	0.00	0.00
01 4404 210 000 000 9	SPED IDEA FICA	1,938.00	0.00	2,026.39	104.56	(88.39)	0.00	(88.39)
01 4404 220 000 000 9	SPED IDEA RETIRE	3,404.00	0.00	3,403.95	100.00	0.05	0.00	0.05
01 4404 230 000 000 9	SPED IDEA HEALTH	7,467.00	0.00	13,385.45	179.26	(5,918.45)	0.00	(5,918.45)
01 4404 290 000 000 9	SPED IDEA LIFE	86.00	0.00	90.00	104.65	(4.00)	0.00	(4.00)
4404 SPED IDEA		54,870.00	0.00	53,366.79	97.26	1,503.21	0.00	1,503.21
01 4406 110 000 000 9	BASE 3-4 SPED INSTR	2,329.00	0.00	2,329.04	100.00	(0.04)	0.00	(0.04)
01 4406 210 000 000 9	BASE 3-4 SPED FICA	84.00	0.00	175.35	208.75	(91.35)	0.00	(91.35)
01 4406 220 000 000 9	BASE 3-4 SPED RETIR	124.00	0.00	230.08	185.55	(106.08)	0.00	(106.08)
01 4406 230 000 000 9	BASE 3-4 SPED HEALTH	0.00	0.00	1,012.00	0.00	(1,012.00)	0.00	(1,012.00)
01 4406 290 000 000 9	BASE 3-4 SPED LIFE	5.00	0.00	6.18	123.60	(1.18)	0.00	(1.18)
4406 BASE 3-4 SPED		2,542.00	0.00	3,752.65	147.63	(1,210.65)	0.00	(1,210.65)
01 4410 313 000 000 0	IDEA OT Therapy Preschool	4,000.00	0.00	3,619.54	90.49	380.46	0.00	380.46
01 4410 318 000 000 0	IDEA PT Therapy Preschool	2,000.00	0.00	3,186.88	159.34	(1,186.88)	0.00	(1,186.88)

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 4410 313 002 000 1	IDEA Speech Teacher Preschool	22,000.00	0.00	8,465.29	38.48	13,534.71	0.00	13,534.71
01 4410 318 002 000 1	IDEA Sped Supervision Preschool	5,000.00	0.00	26,279.30	525.59	(21,279.30)	0.00	(21,279.30)
01 4410 313 001 000 2	IDEA D/E Audiology Preschool	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 4410 318 001 000 2	IDEA Deaf Education Services Preschool	0.00	0.00	678.58	0.00	(678.58)	0.00	(678.58)
01 4410 313 000 000 9	IDEA Vision Services Preschool	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 4410 318 000 000 9	IDEA D/E Psychological Services Preschoo	5,500.00	0.00	19,485.41	354.28	(13,985.41)	0.00	(13,985.41)
4410 IDEA E-P		38,750.00	0.00	61,715.00	159.26	(22,965.00)	0.00	(22,965.00)
01 4700 110 000 000 9	Vocational Wages	2,400.00	0.00	0.00	0.00	2,400.00	0.00	2,400.00
01 4700 210 000 000 9	Vocational FICA	183.00	0.00	0.00	0.00	183.00	0.00	183.00
01 4700 220 000 000 9	Vocational Retire	238.00	0.00	0.00	0.00	238.00	0.00	238.00
01 4700 230 000 000 9	Vocational Health	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 4700 290 000 000 9	Vocational Life	2.00	0.00	0.00	0.00	2.00	0.00	2.00
4700 VOCATIONAL		3,123.00	0.00	0.00	0.00	3,123.00	0.00	3,123.00
01 5000 560 002 000 1	Computer Equip Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 5000 560 001 000 2	Computer Equip Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5000 DEBT SERVICES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 8000 752 001 000 2	Activity Transfer	15,000.00	0.00	0.00	0.00	15,000.00	0.00	15,000.00
01 8000 753 001 000 2	Special Building	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 8000 754 000 000 3	Bond Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 8000 755 000 000 3	Depreciation Fund	213,769.00	9,396.74	59,396.74	27.79	154,372.26	0.00	154,372.26
01 8000 756 000 000 3	Lunch Fund	8,072.00	0.00	1,185.00	14.68	6,887.00	0.00	6,887.00
8000 TRANSFERS (OUTGOING)		236,841.00	9,396.74	60,581.74	25.58	176,259.26	0.00	176,259.26
000 DISTRICT WIDE		7,258,510.00	486,325.00	4,930,652.70	67.93	2,327,857.30	0.00	2,327,857.30
01 General		7,258,510.00	486,325.00	4,930,652.70	67.93	2,327,857.30	0.00	2,327,857.30

Ravenna Public Schools
GENERAL FUND
Ending May 31, 2018

Beginning Balance: **\$2,232,215.49**

Receipts:

Tax Collection (Sherman)	\$427,189.27
Tax Collection (Buffalo)	\$1,646,238.45
State of NE Sped	\$76,548.00
REAP Grant	\$23,629.00
Sale of Prop/Equip.	
Universal Service Fund (E-Rate)	
ESU 10	\$440.00
IDEA	
Medicaid (MAC)	\$2,211.68
State Aid	\$7,268.00
State of NE DHHS (MIPS)	
Distance Learning	
Other	\$694.44
Interest	\$604.00

Total Receipts: **\$2,184,822.84**

Disbursements:

Board Bills (May)	\$503,816.84
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Total Disbursements: **\$503,816.84**

Ending Balance: **\$3,913,221.49**

Cash on Hand: **\$3,913,221.49**

Outstanding checks	\$62,963.94
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Bank Balance: **\$3,976,185.43**

Investments: **\$156,491.72**

Accounted for as Follows:

General Fund

General Fund Checking	\$3,913,221.49
CD #42554	\$131,491.72
CD # 70099 (9 mo)	\$25,000.00

Total Available: **\$4,069,713.21**

Revenue Detail

Account Number	Account Description	Budget	Month to Date	Year to Date
8	Revenue			
01 1110	District Taxes	4,203,812.00	1,291,874.06	3,449,896.83
01 1111	Sherman Dist Taxes	1,300,000.00	366,879.50	1,090,751.27
01 1115	Carline	10,000.00	9,311.74	15,513.78
01 1116	Sherman Carline	3,000.00	2,676.79	4,459.65
01 1120	Public Power Tax	125,000.00	180,180.89	180,180.89
01 1121	Sherm Publ Power Tax	0.00	0.00	0.00
01 1125	Motor Vehicle Taxes	185,000.00	10,672.08	136,466.65
01 1126	Sherman Motor Vehs	40,000.00	3,376.56	28,152.45
01 1130	In Lieu Of Tax	0.00	434.09	434.09
01 1131	Sherm In Lieu Of Tax	0.00	0.00	1,252.61
01 1210	Tuition Other Dist.	0.00	0.00	0.00
01 1311	Tuition Individual	0.00	0.00	0.00
01 1313	Tuit Sp Ed Individ.	0.00	0.00	0.00
01 1315	DISTANCE LEARNING	20,000.00	0.00	15,350.00
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.	2,500.00	604.00	3,776.24
01 1620	Police Court Fines	0.00	0.00	0.00
01 1700	Other Local Receipts	0.00	0.00	0.00
01 1701	Bond Fund Transfer	0.00	0.00	0.00
01 1790	Driver's Ed	0.00	0.00	0.00
01 1810	KEARNEY FOUND YC	0.00	0.00	0.00
01 1900	AUTISM ACTION PARTNERSHIP	0.00	0.00	0.00
01 1910	RENTAL OF SCHOOL EQUIPMENT & FACILITIES	0.00	200.00	600.00
01 1911	Local License Fees	1,500.00	490.00	3,400.00
01 1920	CONTRIBUTIONS & DONATIONS	0.00	0.00	0.00
01 2110	Buffalo Co Fines-lic	27,000.00	2,465.70	23,507.83
01 2111	Sherm Fines-license	3,000.00	252.63	2,495.78
01 2130	Other County Receipt	7,500.00	0.00	0.00
01 2131	Sherman Fines & Fees	0.00	0.00	0.00
01 2140	Non-resident Tuition	0.00	0.00	0.00
01 2210	Svs Unit Payments	0.00	0.00	0.00
01 3110	State Aid	37,149.00	7,268.00	32,706.00
01 3120	Spec. Ed Programs	377,578.00	76,548.00	453,269.00
01 3121	Spec. Ed Idea	0.00	0.00	0.00
01 3125	Special Ed Transpor.	100.00	0.00	3,315.00
01 3130	Homestead Exemption	0.00	9,650.97	28,952.91
01 3131	Sherm Homestead Ex	0.00	979.84	2,939.52
01 3132	PROPERTY TAX CREDIT	0.00	189,677.43	393,464.86
01 3135	High Abilt Learners	5,000.00	0.00	5,116.00
01 3136	Prev Yr High Ability Learners	0.00	0.00	0.00
01 3137	KEARNEY	0.00	0.00	0.00
01 3160	Wards Of Court	0.00	0.00	0.00
01 3170	State Vocational	0.00	0.00	0.00
01 3180	Pro-rata Motor Veh.	7,000.00	4,505.44	8,400.55
01 3181	Sher Pro Rat Moto V	3,000.00	0.00	2,075.14
01 3190	Other St Apport.	0.00	0.00	0.00
01 3191	Enrollment Option	0.00	0.00	0.00
01 3192	Option Mileage	0.00	0.00	0.00
01 3200	State Apportionment	50,000.00	0.00	62,018.63
01 3300	School Land Tax	0.00	0.00	0.00
01 3400	Insurance Pre. Tax	0.00	0.00	0.00
01 3512	DIST ED INCENTIVE	20,000.00	0.00	16,421.08
01 3550	School Tech Fund	0.00	0.00	0.00
01 3570	Teacher Evaluation	0.00	0.00	1,530.00
01 3990	Other State Funds	0.00	0.00	0.00
01 4100	Title 1 Carry Over	0.00	0.00	0.00
01 4200	Title 1 Current	40,000.00	0.00	0.00
01 4210	Title 1 NCLB	0.00	0.00	0.00
01 4211	Title 1 Past Year	0.00	0.00	0.00
01 4212	Title IVA INNOVATIVE	0.00	0.00	0.00
01 4213	Title 1 Program Impr	0.00	0.00	0.00

Revenue Detail

Account Number	Account Description	Budget	Month to Date	Year to Date
01 4310	TITLE II, PART A NCLB TCHR QULTY GRANTS	20,000.00	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 4327	REAP GRANT	23,629.00	23,629.00	23,629.00
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 4404	IDEA Base	0.00	0.00	47,501.00
01 4406	IDEA Pre-school Handicapp	0.00	0.00	2,397.00
01 4410	IDEA E-P	50,000.00	0.00	60,540.00
01 4450	Medicaid in Public School (MIPS)	0.00	0.00	0.00
01 4455	Meccatech(MAAPS)	10,000.00	2,211.68	2,211.68
01 4580	EDUCATION JOB MONEY	0.00	0.00	0.00
01 4599	ARRA STATE AID	0.00	0.00	0.00
01 4610	ARRA IDEA PT B K-12	0.00	0.00	0.00
01 4630	ARRA IDEA PRESCH	0.00	0.00	0.00
01 4700	Fed. Vocational	0.00	0.00	0.00
01 4810	ARRA TITLE I	0.00	0.00	0.00
01 4850	UNIVERSAL SERVICE FUND (E-RATE)	0.00	0.00	871.40
01 4900	Other Fed. Non-cat	0.00	0.00	0.00
01 4901	ESU 10/STAR STIPEND	0.00	0.00	0.00
01 4902	ESU10	0.00	440.00	3,527.49
01 4915	MIGRANT EDUCATION TITLE I	0.00	0.00	0.00
01 4971	ARMS GRANT	0.00	0.00	0.00
01 4985	TITLE IID TECHNOLOGY	0.00	0.00	0.00
01 4995	Tobacco Grant	0.00	0.00	0.00
01 5300	Insurance Adjustment	0.00	0.00	0.00
01 5400	Sale Of Prop & Equip	500.00	0.00	789.15
01 5500	From Other Funds	0.00	0.00	0.00
01 5600	Other Non-revenue	250.00	494.44	5,808.04
01 9000	Non-program Receipts	0.00	0.00	0.00
01 9100	NE ST REVENUE	0.00	0.00	0.00
01 9200	Interlocal Agreement	0.00	0.00	0.00
01	General	6,572,518.00	2,184,822.84	6,113,721.52
8	Revenue	6,572,518.00	2,184,822.84	6,113,721.52

06/08/2018 01:24 PM

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID 06	1718-547AA	Fund Number 06 Lunch	06/01/2018	5.35
06 1100 691 000 000 0		Andrews, Angie		5.35
		Other Misc.		<u>5.35</u>
Total Andrews, Angie				5.35
	1718-547CB	Bauer, Chris	06/01/2018	121.50
06 1100 691 000 000 0		Other Misc.		121.50
Total Bauer, Chris				<u>121.50</u>
	1718-547LD	Deines, Liane	06/01/2018	22.75
06 1100 691 000 000 0		Other Misc.		22.75
Total Deines, Liane				<u>22.75</u>
	1718-547kh	Hand, Kathy	06/01/2018	83.91
06 1100 691 000 000 0		Other Misc.		83.91
Total Hand, Kathy				<u>83.91</u>
	NE00014695	Opaa! Food Mgt. of NE, LLC	05/17/2018	9,407.91
06 1100 390 000 000 0		OTHER PURCHASED SERVICES		9,407.91
Total Opaa! Food Mgt. of NE, LLC				<u>9,407.91</u>
	1718-548	Rose, Laura	06/01/2018	37.25
06 1100 691 000 000 0		Other Misc.		37.25
Total Rose, Laura				<u>37.25</u>
Fund Number 06				<u>9,678.67</u>
Checking Account ID 06				<u>9,678.67</u>

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 1100 120 000 000 0	Sub Salaries	4,000.00	335.06	5,246.31	131.16	(1,246.31)	0.00	(1,246.31)
06 1100 130 000 000 0	Overtime Salaries	0.00	31.28	1,370.41	0.00	(1,370.41)	0.00	(1,370.41)
06 1100 140 000 000 0	Salary	73,177.00	5,662.09	59,801.74	81.72	13,375.26	0.00	13,375.26
06 1100 210 000 000 0	Fica	6,000.00	307.53	3,985.27	66.42	2,014.73	0.00	2,014.73
06 1100 220 000 000 0	Retirement	7,230.00	562.38	6,040.23	83.54	1,189.77	0.00	1,189.77
06 1100 230 000 000 0	Health Insurance	15,945.00	1,594.18	12,274.65	76.98	3,670.35	0.00	3,670.35
06 1100 290 000 000 0	Life Ins	156.00	14.00	132.00	84.62	24.00	0.00	24.00
06 1100 390 000 000 0	OTHER PURCHASED SERVICES	238,492.00	9,407.91	163,394.45	68.51	75,097.55	0.00	75,097.55
06 1100 530 000 000 0	Equipment	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
06 1100 560 000 000 0	Computer Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 1100 690 000 000 0	Other Supplies	0.00	0.00	665.00	0.00	(665.00)	0.00	(665.00)
06 1100 691 000 000 0	Other Misc.	0.00	270.76	5,543.77	0.00	(5,543.77)	0.00	(5,543.77)
1100	SALARIES	350,000.00	18,185.19	258,453.83	73.84	91,546.17	0.00	91,546.17
000	DISTRICT WIDE	350,000.00	18,185.19	258,453.83	73.84	91,546.17	0.00	91,546.17
06	Lunch	350,000.00	18,185.19	258,453.83	73.84	91,546.17	0.00	91,546.17

**Ravenna Public School
Lunch Fund Report
Ending May 31, 2018**

Beginning Balance: \$ 11,433.91

RECEIPTS:

Deposit \$ 28,317.97

Interest \$ 3.13

Total Receipts: \$ 28,321.10

DISBURSEMENTS:

Lunch Bills \$ 29,530.14

Outstanding Checks \$ (1,332.73)

Total Disbursements: \$ 28,197.41

Bank Balance: \$ 11,557.60

Book Balance: \$ 10,224.87

Revenue Detail

Account Number	Account Description	Budget	Month to Date	Year to Date
8	Revenue			
06 1510	Interest	20.00	3.13	26.65
06 2000	Federal Reimbursement	0.00	0.00	0.00
06 2001	Special Milk	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 3000	Student Lunches	154,928.00	7,086.57	113,559.83
06 3100	Student Alacarte	10,000.00	384.65	3,984.35
06 3200	Adult Lunches	7,000.00	445.96	6,849.14
06 3300	Adult Alacarte	0.00	0.00	0.00
06 3400	Milk	0.00	0.00	0.00
06 3401	SPECIAL MILK	0.00	0.00	0.00
06 3500	Student Breakfast	0.00	0.00	0.00
06 3501	Stu Breakfast Alaca	0.00	0.00	0.00
06 3600	Adult Breakfast	0.00	0.00	0.00
06 3601	Adult Breakf Alacart	0.00	0.00	0.00
06 3800	State Lunch Reimb.	700.00	0.00	607.10
06 3900	State Breakfast Reimb.	1,300.00	0.00	794.45
06 4000	Federal Reimbursement	116,038.00	15,583.77	89,409.39
06 4001	Special Milk	2,000.00	116.61	709.54
06 4002	Breakfast	25,000.00	3,515.41	18,736.88
06 5000	Trans From Savings	0.00	0.00	0.00
06 5500	School Dist Contrib.	8,072.00	1,185.00	1,185.00
06 5600	Other Income	0.00	0.00	0.00
06 6000	Other Income	15,000.00	0.00	5,250.51
06 6002	Interest	0.00	0.00	0.00
06 6003	Headstart Stu Brkfa	0.00	0.00	0.00
06 6004	Headstart Adu Brkfa	0.00	0.00	0.00
06 9000	Non Program Receipts	0.00	0.00	0.00
06	Lunch	<u>340,058.00</u>	<u>28,321.10</u>	<u>241,112.84</u>
8	Revenue	<u>340,058.00</u>	<u>28,321.10</u>	<u>241,112.84</u>



DECKER EQUIPMENT
 215 SOUTH SHERMAN ST.
 P.O. BOX 176
 VASSAR, MI 48768-8802
 PHONE: 800-762-4899
 FAX: 800-762-4894
 www.SchoolFIX.com

Invoice

Order # 218513A	Invoice	Invoice Date 05/24/18	Page 1
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Bill To	Ship To
ACCOUNTS PAYABLE RAVENNA PUBLIC SCHOOL PO BOX 8400 41750 CARTHAGE RD RAVENNA, NE 68869-8400 PHONE: (308) 452-3249 ALT/FAX: (308) 452-3172	DAN CYBORON HEAD OF MAINTENANCE RAVENNA PUBLIC SCHOOLS 41750 CARTHAGE RD RAVENNA, NE 68869-4051 PHONE: (308) 452-3249 ALT/FAX: (308) 452-3172

Customer No. 27176	Sales I.D. CRE/CRE	Reference # 1718-526	Source 1AP/EMAIL	Terms NET 30, DUE:06/23/18			
Invoice Method	Warehouse	Phone Number (308) 452-3249	Total Wt. 0.0 Lbs	Zone 1	Pkg 1	Ship Via FEG	

***** TO INSURE PROPER CREDIT PLEASE REFERENCE YOUR ORDER NUMBER **
 ***** ON YOUR PAYMENT. PLEASE MAKE CHECKS PAYABLE TO DECKER INC. ***
 ***** THANK YOU FOR YOUR BUSINESS. *****

Qty	B/O	Ship	Item #	Description	Un. Price	Ds	Amount
1	0	1	STEEL	Powder Coated Steel * STEEL HAS BEEN SHIPPED SEPARATELY * FLOOR ANCHORED OVERHEAD BRACED ALL STANDARD MOUNTING HARDWARE INCLUDED COLOR: 2125 GRAY (1) IN CORNER 2 STALL UNIT (1) END WALL UNIT (1) 18 X 42 WALL HUNG URINAL SCREEN ***NON-RETURNABLE NON-REFUNDABLE***	1639.4100	--	1639.41

MERCHANDISE INVOICE TOTAL \$ 1639.41
SHIPPING & HANDLING \$ 219.59
INVOICE TOTAL \$ 1859.00
BALANCE \$ 1859.00
PAYMENT DUE ON 06/23/18

1	0	1	STEEL	Powder Coated Steel			
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Spec. Bldg



DECKER EQUIPMENT
 215 SOUTH SHERMAN ST.
 P.O. BOX 176
 VASSAR, MI 48768-8802

PHONE: 800-762-4899
 FAX: 800-762-4894
 www.SchoolFIX.com

Quotation



Order # 218513A	Quotation				Quote Date 10/26/17	Page 1
Bill To ACCOUNTS PAYABLE RAVENNA PUBLIC SCHOOL 41750 CARTHAGE RD RAVENNA, NE 68869-4051 PHONE: (308) 452-3249 ALT/FAX: (308) 452-3172				Ship To DAN CYBORON HEAD OF MAINTENANCE RAVENNA PUBLIC SCHOOLS 41750 CARTHAGE RD RAVENNA, NE 68869-4051 PHONE: (308) 452-3249 ALT/FAX: (308) 452-3172		
Customer No. 27176	Sales I.D. CRE/CRE	Reference #	Source 1AP/EMAIL	Terms QUOTATION		
Invoice Method	Warehouse	Phone Number (308) 452-3249	Total Wt. 0.0 Lbs	Zone	Pkg 0	Ship Via FEG

Quotation

Qty	B/O	Ship	Item #	Description	Un. Price	Ds	Amount
1				STEEL Powder Coated Steel FLOOR ANCHORED OVERHEAD BRACED ALL STANDARD MOUNTING HARDWARE INCLUDED COLOR: TBD (1) IN CORNER 2 STALL UNIT (1) END WALL UNIT (1) 18 X 42 WALL HUNG URINAL SCREEN ***ADD \$135 TO SHIPPING IF LIFT GATE ASSISTANCE IS NEEDED*** ***NON-RETURNABLE NON-REFUNDABLE***	1639.4100	--	1639.41

 MERCHANDISE QUOTATION TOTAL \$ 1639.41
 ESTIMATED SHIPPING & HANDLING \$ 219.59
 QUOTATION TOTAL \$ 1859.00

Gray

* GUEST COPY *

RAVENNA PUBLIC SCHOOL
PO BOX 8400

MENARDS - GRAND ISLAND
3620 West State Street
Grand Island, NE 68803

RAVENNA
FAX # (308)

NE 68869

INVOICE # 50791

ACCOUNT : 31040345

TRANSACTION DATE : 05/21/18
TRANSACTION TIME : 101859
REGISTER NUMBER : 3
SIGNER : DAN CYBORON

TRANSACTION # : 4288
PURCHASE ORDER # : Dan
TYPE OF SALE : Charge Sale
CLAIM # : Dan

QUANTITY	SKU	DESCRIPTION	AMOUNT
2.00	1571396	10' STYLE D ROOF EDGE	8.58
5.32	1558373	PRO-RIB OCEAN BLUE	398.95
1.90	1558373	PRO-RIB OCEAN BLUE	142.48
4.00	1563889	8' CORNER AND GABLE TRIM	47.96
1.00	2301626	1" WOODGRIP PAINTED SCREW	29.99
1.00	2296935	1" WHITE POLEBARN SCREW	6.89
2.00	1021758	2X6-8' STUD/#2&BTR SPF	10.58
14.00	1566336	10' J-TRIM	89.46

SUB-TOTAL: 734.89
TOTAL TAX: 0.00
PAYMENTS : 0.00
=====

TOTAL DUE: 734.89

Kenneth E Schroeder
6-4-18

Spec Bids

Dan Cyboron



PICKING LIST - GUEST COPY

STORE # 3104 GISL
3620 West State Street
Grand Island, NE 68803

PHONE: (308) 389-3929
FAX: (308) 389-3986

CASHIER - PRESS RECALL TRANS
AND SCAN BARCODE ==>

GISL 54565



CASHIER:

**PLEASE STAPLE
RECEIPT HERE.**

PAGE 1 OF 1

GUEST NAME - ADDRESS - PHONE

Ravenna Public Schools
Carthage Ave
Ravenna, NE 68869

Ph: (308) 452-3249

JOB DESC:

SOLD BY: PATRICK B.
DATE: 05/21/18

QUANTITY	DESCRIPTION	SKU NUMBER
14 EACH	10' J-TRIM WHITE	156-6336
2 EACH	10' STYLE D ROOF EDGE WHITE	157-1396

Football field

**TO AVOID PRODUCT NOT BEING AVAILABLE ON A LATER DATE
PLEASE PICK UP ALL MERCHANDISE TODAY. THANK YOU.**

This is a quote valid today. Upon payment this quote becomes a yard picking list subject to the terms and conditions below. Quantities listed above may exceed quantities available for immediate pick-up. Product is not held for a specific guest, but instead is available to the buying public on a first come, first serve basis. Please pickup all purchases made on this picking list immediately. Failure to pick up products on this picking list today will result in additional charge to you if, on the day of pick up, the retail price of the products are higher than on the day purchased. Menards liability to you is limited to refunding your original purchase price for any product not picked up.

Guest Instructions:

1. Take this picking list to a cashier to pay for the merchandise.
2. Enter the outside yard to pick up your merchandise. (All vehicles are subject to inspection.)
3. Load your merchandise. (Menards Team Members will gladly help you load your materials but cannot be held liable for damage to your vehicle.)
4. When exiting the yard, present this list to the Gate Attendant. (The Gate Attendant will record the items you are taking with you.)
5. Sign the Gate Attendant's signature pad verifying you've received the merchandise.

PRE-TAX TOTAL: 98.04

Our insurance does not allow us to tie down or secure your load, trunk lid, etc. For your convenience, we supply twine, but you will have to decide whether or not your load is secure and if the twine supplied is strong enough. If you do not believe the twine will suffice, stronger material can be purchased inside the store.

READ THE TERMS AND CONDITIONS CAREFULLY. All returns are subject to Menards' posted return policy. In consideration for Menards low prices you agree that if any merchandise purchased by you is defective, Menards will agree to exchange the merchandise or refund the purchase price based on the form of original payment. You agree that there shall be no other remedy available to you. If there is a warranty provided by the manufacturer, that warranty shall govern your rights and Menards shall be selling the product "AS IS." Oral statements do not constitute warranties, and are not a part of this contract. The guest agrees to inspect all merchandise prior to installing or using it. **UNDER NO CIRCUMSTANCES SHALL MENARDS BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES. MENARDS MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AS TO MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF THE MERCHANDISE.** Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association under its applicable Consumer or Commercial Arbitration Rules, and judgments on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The guest agrees to these terms and conditions through purchase of merchandise contained on this document.

THIS IS NOT A RECEIPT

GATE ATTENDANT-SCAN HERE ==>





SPECIAL ORDER CONTRACT
GUEST COPY



CASHIER: Please staple receipt to back

STORE # 31(4 GISL
3620 West State Street
Grand Island, NE 68803

PHONE: (308) 389-3929
FAX: (308) 389-3986

GUEST NAME - ADDRESS - PHONE

Ravenna Public Schools
Carthage Ave
Ravenna, NE 68869
Ph: (308) 452-3249

IMPORTANT

1. Verify quoted product and quantity
2. Product will be ordered upon payment
3. Track order on Menards.com
4. Pick up order within 14 days of arrival at store
5. Retain receipt

ESTIMATED ARRIVAL DATE
NOT BINDING ON MENARD, INC.
BASED ON PROMISES BY OTHERS 06/02/18

SOLD BY ORDER DATE
PATRICK B. 05/21/18

NOTIFICATION:
TEXT: (308)440-6084
JOB DESC:

QTY ORDERED	DESCRIPTION	SKU	UNIT PRICE	EXTENDED PRICE
5.320	PRO-RIB OCEAN BLUE 21-96"	.0142BP-.0165AP 155-8373	74.99	398.95
1.900	PRO-RIB OCEAN BLUE 6-120"	.0142BP-.0165AP 155-8373	74.99	142.48
4 EACH	8' CORNER AND GABLE TRIM SPO COLORS 01-WHITE	156-3889	11.99	47.96
1 EACH	1" WOODGRIP PAINTED SCREWS LB BOX 55-OCEAN BLUE	230-1626	29.99	29.99

This is a quote valid today. This quote becomes an order upon payment and a valid Menards receipt for this order is attached.

READ THIS CONTRACT CAREFULLY. The terms and conditions set forth in this document are a complete and final expression of the parties. The contract cannot be altered except by written instrument explicitly signed and executed by the General Manager. Any and all claims under this contract must be brought within one year of purchase. "Custom made" special order merchandise purchased from Menards is NON-REFUNDABLE. Non-custom made" Special order product may be refunded at Menards sole discretion with a 25% restocking fee. Purchaser is responsible for providing to Menards all measurements, sizes, and colors stated above. Purchaser's exclusive remedy, if any product is defective or fails to conform to the terms of the contract, is replacement of the product. All defects and non-conformities must be reported to Menards within 3 days of receiving the product. Purchaser understands that all product is sold "AS IS," and the manufacturer's warranty, if any, is controlling. MENARDS MAKES NO WARRANTIES, EXPRESS OR IMPLIED AS TO THE MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF THE PRODUCT. There are no representations that the products listed herein meet local, state, or federal code requirements. Menards liability shall not exceed the purchase price of the products sold. MENARDS SHALL NOT BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES. Menards agrees to email Purchaser when the product is available for pick-up. If Purchaser fails to provide an email address, it is Purchaser's responsibility to check the status of the order by visiting Menards.com. If Purchaser refuses or fails to pick up the product within 14 days from the date of its availability, Menards may liquidate the product and shall be entitled to a 25% restocking fee. Menards may withhold any payment received as partial satisfaction. Purchaser agrees that Menards is not liable if the vendor, which supplies the product on this contract, fails to perform. Purchaser agrees that any and all controversies or claims arising out of or relating to this contract, or the breach thereof, shall be settled by binding arbitration administered by the American Arbitration Association under its applicable Consumer or Commercial Arbitration Rules. Purchaser agrees that all arbitrators selected shall be attorneys. This provision shall supersede any contrary rule or provision of the forum state. YOUR PURCHASE OF THE PRODUCT ON THIS CONTRACT CONSTITUTES YOUR AGREEMENT TO ALL TERMS AND CONDITIONS STATED ABOVE.

SUB-TOTAL: 619.38
 SHIPPING: 0.00
 PRE-TAX TOTAL: 619.38
 VENDOR: MIDWEST MANUFACTURING

For the most accurate and up-to-date status of your order, please visit:

www.menards.com

If this is a partial pickup, please verify all quantities/items being signed for. Menards is not responsible for shortages after leaving the yard.



<u>Picture Number</u>	<u>Item Description</u>	<u>Quantity</u>
381	Electronic tape timer	3
382	electrical junction box and equipment	1
383	Power supply for gas tubes	1
384	Aluminum thermodynamic cups	4
385	copper tubes	2
386	potential energy apparatus	4
387	second law of motion apparatus	1
388	switch	1
389	telegraph device	1
390	Meterstick optic materials	1 box
391	pressure gauge	1
394	friction block	1
395	motor	1
396	variable resistors	3
398	electrical apparatus	1
399	stand	1
400	lens holders	2
401	glass plates	1 box
402	metal balls	2
403	strobe light (not working)	1
404	light source	1
405	spectroscopes	1 box
406	optics kit	1
407	optics kit	1
408	brownianscope	1
409	lenses	1 box
410	mirrors	1 box
411	motor	1
412	air pressure instrument	1
413	vacuum grease	1
414	pressure gauge	1
415	spectroscope	1
416	plastic plate	1
417	flow indicator	1
418	bolt	1
419	plastic rod	1
420	flow switch	1
421	buzzer	1
422	adapter	1
423	motor	1
424	water pump	1
425	motor	1
426	mixer	1
427	friction rod set	3
428	gears	1
429	electroscope	6
430	power supply	1
431	air tank	1
432	bulbs and sockets	1 set
433	circut kit	1
434	circut plates	2
435	flow shroud with filter	1
436	electromagnet	1

437 motor	1
438 centripetal force apparatus	3
439 sawtooth sweep generator	1
440 vertical deflection amplifier	1
441 horizontal deflection amplifier	1
442 preamplifier	1
443 physics charts	1 set
444 bulb holders on boards	6
445 gas tube	1
446 pully	1
447 pvc tubes	7
448 holder	1
449 air track rider	1
450 accumulator	1
451 microwave optics apparatus	1
452 pipe	1
453 copper temperature tube	1
454 pressure gauge	1
456 pressure gauge	1
457 board with support	1
458 millikan apparatus	2
459 air pump	1
460 color spinner	1
461 electric meter	1
462 cathode ray tube	1
464 meters	5
465 decade resistance box	1
466 meters	4
467 meters	4
468 pullies	1 box
469 clamps	1 box
470 spring scales	1
471 spring scales	1 cup
472 mass set	1`
473 incline plane apparatus	1
474 vaan de graph generator	2
475 spark generator	1
476 stuffed birds	9
477 film cartriges	1 box
478 miscellaneous film media	1 box
479 miscellaneous adaptors	1 box
480 film strips	1 box
481 thermodynamic apparatus	1 box
483 analytical balance	1
484 pressure cooker	1
485 heat knife	1
486 lead bowls	3 stacks
487 power supply	1
488 power supply	1
489 thermodynamic steam generators	5
490 microscopes	3
491 balance	1
492 dissecting kit	1
493 gas tube	1

494 boyles law apparatus	1
495 wave measurement apparatus	1
496 analytical balance	1
497 air pump	1
498 bell jar	1
499 glass sphere and stand	1
500 milk jar bottle	48
501 stoppers and lenses	1 basket
503 bulletin board letters	2 boxes
504 clamps	4
505 microscope with box	1
506 laboratory oven	1
507 eye wash apparatus	1
508 pans	5
509 first aid kit	1
511 CBL	1
512 circuit apparatus	2
513 ruler in tube	1
514 glass in stopper	1
515 trig and log tables	1
516 tripod stand	1
517 light source	1
378 thermostat and heater	1
379 electrodes	1

Board of Education Regular Meeting

High School Library

41750 Carthage Road

Ravenna, NE 68869

Monday, May 14, 2018 7:00 PM

1. 7:00 PM Building & Grounds Tour from 7:00-8:00 PM-The superintendent, head of maintenance, building principals, and board members toured the building and grounds and discussed summer project and future needed repairs.

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

3. Excuse Absent Board Members

4. Approval of Agenda

Motion to approve the agenda passed with a motion by Dawn Standage and a second by Marilyn Bohn.

5. Financial Report

6. Consent Agenda

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

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

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

6.3. Declare old basketball warm ups as surplus for immediate sale or disposal

6.4. Discuss, consider, and take all action necessary to declaring speech textbooks as surplus for immediate sale or disposal

6.5. Discuss, consider, and take all action necessary to declaring musical instruments as surplus for resale

6.6. Discuss, consider, and take all action necessary to rescinding the bid award for an industrial lawn mower to Grone's Outdoor Power in the amount of \$10,349.95

6.7. Discuss, consider, and take all action necessary to awarding industrial mower bid to Grone's Outdoor Power in the amount of \$9834

6.8. Discuss, consider, and take all action necessary to the resignation of certificated staff member, Stephanie Rodenborg

6.9. Discuss, consider, and take all action necessary to the resignation of classified staff member, Mrs. Ruth Bergmeier, Custodian

6.10. Discuss, consider, and take all action necessary to the resignation of classified staff member, Mr. Kyle Moore, Para Professional

6.11. Discuss, consider, and take all action necessary to purchasing retirement gift for retiree in the amount of \$125.95

6.12. Discuss, consider, and take all action necessary to transferring \$1185 from the General Fund to the Lunch Fund

7. Request to Address the Board and Correspondence

8. Blue Jay Celebration of Success-World's Robotics Competitors-Kooper Schirmer & Abe Schroeder

9. ABC Bluejay Staff Member of the Month-Mrs. Ruth Bergmeier

10. Information and Action Items

10.1. Discuss, consider, and take all action necessary to hiring of media specialist
Motion to hire Holly Myers as ms/hs media specialist for the 2018-19 school year passed with a motion by Marilyn Bohn and a second by Ryan Osten.

10.2. Discuss, consider, and take all action necessary to hiring of ms/hs science teacher
Motion to hire Scott Stecklein as ms/hs science teacher for 2018-19 school year passed with a motion by Marilyn Bohn and a second by Ryan Osten.

10.3. Discuss, consider, and take all action necessary interlocal agreement with Fullerton Public Schools for distance learning services for Family & Consumer Science for the 2018-19 School Year

Motion to approve resolution to enter into interlocal agreement with Fullerton Public Schools for the purpose of providing FCS courses to Ravenna Students during the 2018-19 School Year passed with a motion by Marc Vacek and a second by Dawn Standage.

10.4. Discuss, consider, and take all action necessary to school breakfast and lunch prices for the 2018-19 school year

Motion to increase student lunch and breakfast prices by 5 cents and adult meal prices by 15 cents for the 2018-19 school year passed with a motion by Ryan Osten and a second by Marilyn Bohn.

10.5. Discuss, consider, and take all action necessary to Policy #5068-Extracurricular Random Drug Testing Program

Motion to approve second and final reading of Board Policy #5068-Extracurricular Random Drug Testing Program passed with a motion by Dawn Standage and a second by Ryan Osten.

10.6. Discuss, consider, and take all action necessary to the purchase and installation of a football scoreboard with donated funds

Motion to approve purchase and installation of football scoreboard with donated funds passed with a motion by Marc Vacek and a second by Ryan Osten.

10.7. Discuss, consider, and take all actions necessary to the amendment of the superintendent's contract

Motion to approve the amended superintendent's contract passed with a motion by Dawn Standage and a second by Marc Vacek.

11. Discussion Items

11.1. Discuss, consider, and take all action necessary to Board Self Evaluation & Retreat Planning

12. Elementary Principal's Report-MTSS & BI Program Report

13. Secondary Principal's Report-MTSS & BI Program Report

14. Superintendent's Report

15. Positive Comments

The “Spring Play” was wonderfully done. The performers and the directors all did a great job.
-Superintendent Schroeder

Congratulations to our track and golf athletes on very successful season! Congratulations to all athletes who qualified to participate in state level competition. -Superintendent Schroeder

Congratulations to Kooper Schirmer and Abe Schroeder for qualifying for the World Robotics Competition. Also, a special thanks to them and to Mrs. Jarzykna for presenting at the May Board Meeting. -Marilyn Bohn

Thanks to the Lion's Club for their generous donation to purchase library books for the elementary library. -Paul Anderson, Elementary Principal

A special thanks to Dan Bolling for his fundraising efforts on the football scoreboard. -Marc Vacek

The 2018 Graduation Ceremony was a great success. Thanks to all who participated to make this such a wonderful day for our seniors. The band sounded exceptional at the ceremony! -Marc Vacek

16. Adjournment

Motion to adjourn at 10:01 PM passed with a motion by Marilyn Bohn and a second by Ryan Osten.

PUBLIC PARTICIPATION

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

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

INTERLOCAL COOPERATION ACT AGREEMENT

THIS AGREEMENT is made and entered into as of this ____ day of _____, 2018, by and between the undersigned School Districts, Educational Service Units or other Educational Institutions, all being bodies politic and corporate, hereinafter sometimes referred to collectively as the “Tri-Valley Spanish Program Consortium” or the “Consortium,” and hereinafter sometimes referred to individually or collectively as “Members” or “Parties”. School Districts or other Educational Institutions with students may also sometimes hereafter be referred to individually or collectively as “District Members,” and in reference to students who reside in each of their individual district boundaries as the “Home District” for such students.

WITNESSETH: WHEREAS, the Parties hereto desire to enter into an Agreement pursuant to the Nebraska Interlocal Cooperation Act, Neb. Rev. Stat. 13-801 et seq. (Reissue 1997), as now existing or hereinafter amended, and other laws, to establish, maintain, and operate a Spanish Program (“Program”) for students of District Members or for other lawful purposes, as applicable by, through and as a part of this Consortium; and,

WHEREAS, the members have agreed to cooperatively provide such Program, and desire to reduce the terms and conditions of such Agreement to writing;

NOW THEREFORE, in consideration of the foregoing recitals and the terms and conditions hereinafter set forth, the Parties covenant and agree as follows:

1. **INTERLOCAL AGREEMENT.** The parties hereto agree, under Neb. Rev. Stat. 13-801, et seq. (Reissue 1997), and other Nebraska Laws to create and provide the Program as set forth herein, for use by Consortium Members or others as agreed. The Program shall be managed and controlled in accordance with the terms of this Agreement. As deemed necessary and appropriate, the governing body of each Member, hereinafter referred to as the “Member Governing Body” shall approve this Agreement by resolution, and provide a copy to each Member.

2. **GOVERNANCE AND PROGRAM ADMINISTRATION.** The Members agree that Dr. Joel Bohlken, whose office and business is at 202 Commercial Street, Palmer, Nebraska (or at such other business office and address as otherwise designated by Consortium Members), in addition to being a Member, shall also be the program Administrator (“Administrator”) or Managing Agent (“Managing Agent”). The Administrator shall perform such duties as provided in this Agreement or as assigned and agreed to from time to time. The Administrator shall have the following duties and in the performance thereof, shall seek input and advice from the Members:

1. To develop policy and procedural recommendations for the Program, including, but not limited to capacity, eligibility criteria, structure, and content, etc;
2. To administer, obtain and complete any required governmental approvals or contractual Agreement in order to conduct the Program; and,

3. To establish and make member assessment and billing to fund the program budget, and to perform such other and further administrative or management functions as necessary or appropriate to transact all business of the Consortium under this Agreement or as agreed to and assigned from time to time. The undersigned signatory for each Member represents and warrants that the Members Governing Body has agreed to and shall make all payments, and pay all costs, fees, bills, assessments, and expenses for services rendered, or as otherwise required by this Agreement to the Administrator.

3. DURATION. The term of this Agreement shall commence on the date the Agreement is entered into as shown above, and shall continue for a period of one (1) year through the 2018-19 school year, and shall end by mutual agreement of the Parties on June 1, 2019; provided, however, the term of this Agreement may be extended by further Member agreement. This Agreement shall be effective for all Members who have executed this instrument or a counterpart thereof.

4. LOCATION & STAFFING OF THE PROGRAM, ETC. The Program shall be located and staffed as determined by the Members and the Administrator. Certificated and other staff employed for the Program shall be compensated according to the negotiated agreement of the Managing District, employing Member or as otherwise determined and agreed. Unless otherwise agreed, the Administrator or Managing District shall set up, administer the Program, provide the staff, and shall adopt a plan for other necessary items, supplies and equipment for the Program.

5. PROGRAM PAYMENT. Unless otherwise agreed, the District Members shall pay to the Managing District for the 2018-19 school year as follows: **\$600.00** per student; first payment of **\$300.00** per student due on October 15, 2018, second payment of **\$300.00** per student due on February 15, 2019.

6. NOT FOR PROFIT. It is expressly understood that the Consortium is to be operated not for profit. No separate entity is created by this agreement.

7. EXPANSION OR DECREASE OF MEMBERSHIP. Participation in the Consortium is open to all schools in the Network Nebraska system but deference in scheduling and enrollment shall be granted to the preceding year's member schools. The managing district shall limit total program enrollment to approximately that which is estimated and determined for calculation of fees.

8. AMENDMENT OF AGREEMENT. Unless otherwise provided herein, the Agreement may only be amended by consent of the Members.

9. GOVERNING LAW. The Agreement shall be construed in accordance with and governed by the laws of the State of Nebraska.

10. COUNTERPARTS. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall be one and the same instrument.

IN WITNESS WHEREOF the Parties have executed this Agreement as of the day and year first above written.

Palmer Public School

(Managing District Name)

(Member District Name)

By:



Authorized Official

By:

Authorized Official

RESOLUTION

A motion was made by _____ and seconded by _____
that _____
Public School District enter into a Tri-Valley Spanish Program Consortium interlocal agreement in the form attached hereto with other school districts and educational institutions which program will provide substantial benefits for the instruction of students or other substantial benefits for this institution; and does hereby approve the interlocal agreement which is attached to this motion and resolution, agrees that it will be bound thereby, and directs _____, as an authorized official, to sign, execute and deliver the agreement on behalf of the undersigned school district or educational institution.

After discussion, the following Governing Body Members voted for the motion and resolution: _____;
the following Governing Body Members voted against the same: ; _____
_____ the following Governing Body Members were absent or not voting: _____.

This motion and resolution was duly adopted at a meeting of the Governing Body on the _____ day of _____, 2018, which meeting was duly called and held in compliance with the public meeting law and at which a quorum was present.

CERTIFICATION The undersigned, being an authorized official of the educational agency, which adopted the above motion and resolution, hereby certifies that the same is accurate and is a true and accurate copy as contained in the official records and minutes of such educational agency.

(School District or Member Name)

By: _____
Authorized Official

INTERLOCAL COOPERATION ACT AGREEMENT

THIS AGREEMENT is made and entered into as of this [REDACTED] day of [REDACTED], 2018, by and between the undersigned School Districts, Educational Service Units or other Educational Institutions, all being bodies politic and corporate.

WITNESSETH:

WHEREAS, the Parties hereto desire to enter into an Agreement pursuant to the Nebraska Interlocal Cooperation Act, Neb. Rev. Stat. 13-801 et seq. (Reissue 1997), as now existing or hereinafter amended, and other laws, to establish, maintain, and operate an Art Program (“Program”) for students of Palmer Public Schools, as applicable by, through and as a part of this arrangement; and,

WHEREAS, the members have agreed to cooperatively provide such Program, and desire to reduce the terms and conditions of such Agreement to writing;

NOW THEREFORE, in consideration of the foregoing recitals and the terms and conditions hereinafter set forth, the Parties covenant and agree as follows:

1. **INTERLOCAL AGREEMENT.** The parties hereto agree, under Neb. Rev. Stat. 13-801, et seq. (Reissue 1997), and other Nebraska Laws to create and provide the Program as set forth herein, for use by the Partners or others as agreed. The Program shall be managed and controlled in accordance with the terms of this Agreement. As deemed necessary and appropriate, the governing body of each Member, hereinafter referred to as the “Member Governing Body” shall approve this Agreement by resolution, and provide a copy to each Member.

2. **GOVERNANCE AND PROGRAM ADMINISTRATION.** The Members agree that Ken Schroeder, whose office and business is at 41750 Carthage Rd, Ravenna, Nebraska, in addition to being a Partner, shall also be the program Administrator (“Administrator”) or Managing Agent (“Managing Agent”). The Administrator shall perform such duties as provided in this Agreement or as assigned and agreed to from time to time.

The Administrator shall have the following duties and in the performance thereof, shall seek input and advice from the Members:

1. To develop policy and procedural recommendations for the Program, including, but not limited to capacity, eligibility criteria, structure, and content, etc;
2. To administer, obtain and complete any required governmental approvals or contractual Agreement in order to conduct the Program; and,
3. To establish and make member assessment and billing to fund the program budget, and to perform such other and further administrative or management

functions as necessary or appropriate to transact all business of the Partnership under this Agreement or as agreed to and assigned from time to time.

The undersigned signatory for each Member represents and warrants that each Partner's Governing Body has agreed to and shall make all payments, and pay all costs, fees, bills, assessments, and expenses for services rendered, or as otherwise required by this Agreement to the Administrator.

3. **DURATION.** The term of this Agreement shall commence on the date the Agreement is entered into as shown above, and shall continue for a period of one (1) year through the 2018-19 school year, and shall end by mutual agreement of the Parties on June 1, 2019; provided, however, the term of this Agreement may be extended by further Member agreement. This Agreement shall be effective for all Members who have executed this instrument or a counterpart thereof.

4. **LOCATION & STAFFING OF THE PROGRAM, ETC.** The Program shall be located and staffed as determined by the Administrator. Certificated and other staff employed for the Program shall be compensated according to the negotiated agreement of the Managing District, employing Member or as otherwise determined and agreed. Unless otherwise agreed, the Administrator or Managing District shall set up, administer the Program, provide the staff, and shall adopt a plan for other necessary items, supplies and equipment for the Program.

5. **PROGRAM PAYMENT.** Unless otherwise agreed, Palmer Public School shall pay Ravenna Public School for the 2018-19 school year as follows: **\$275.00** per student, per semester. First payment of **\$275.00** per student due on December 1, 2018. Second payment of **\$275.00** per student due on February 1, 2019. Additional billable fees, due and payable at the conclusion of each academic term shall be limited to substitute teacher fees at \$110 per day/\$55 per half-day for a maximum of 10 days throughout the contract period and mileage reimbursement at the rate of 54.5¢ per mile, payable to either Ravenna Public Schools or to the teacher contracted by Ravenna Public Schools for travel to/from Palmer Public Schools for on-site classroom visits or conferences.

6. **EXPANSION OR DECREASE OF MEMBERSHIP.** Participation in the partnership, any expansion of services to other districts shall be at the discretion of and determined by the Administrator. Any expansion or decrease in membership shall be according to a Member approved plan. Any new Partner shall also be bound by all terms and conditions of this Agreement.

7. **AMENDMENT OF AGREEMENT.** Unless otherwise provided herein, the Agreement may only be amended during the term of this agreement by mutual consent of the Partners.

8. **GOVERNING LAW.** The Agreement shall be construed in accordance with and governed by the laws of the State of Nebraska.

9. **COUNTERPARTS.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall be one and the same instrument.

IN WITNESS WHEREOF the Parties have executed this Agreement as of the day and year first above written.

Ravenna Public School
(Managing District Name)

Palmer Public School
(Member Name)

By: _____
Authorized Official

By: _____
Authorized Official

RESOLUTION

A motion was made by _____ and seconded by _____ that _____ Public School District enter into an interlocal partnership agreement in the form attached hereto with other school districts and educational institutions which program will provide substantial benefits for the instruction of students or other substantial benefits for this institution; and does hereby approve the interlocal agreement which is attached to this motion and resolution, agrees that it will be bound thereby, and directs _____ Superintendent, as an authorized official, to sign, execute and deliver the agreement on behalf of the undersigned school district or educational institution. After discussion, the following Governing Body Members voted for the motion and resolution: _____

_____ ; the following Governing Body Members voted against the same: _____

_____ ; the following Governing Body Members were absent or not voting: _____. This motion and resolution was duly adopted at a meeting of the Governing Body on the _____ th day of _____, 2018, which meeting was duly called and held in compliance with the public meeting law and at which a quorum was present.

CERTIFICATION

The undersigned, being an authorized official of the educational agency which adopted the above motion and resolution, hereby certifies that the same is accurate and is a true and accurate copy as contained in the official records and minutes of such educational agency.

Public Schools
(School District or Member Name)

By: _____
Authorized Official

RAVENNA PUBLIC SCHOOLS STUDENT HANDBOOK

2018-2019 Edition

Ravenna Public Schools
41750 Carthage Road
Ravenna, NE 68869

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



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WELCOME

Dear Students and Parents:

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

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

There are several forms at the end of this handbook which you must read, sign and return no later than August 24, 2018.

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

Sincerely,

Ken Schroeder

Dr. Ken Schroeder - Superintendent

Intent of Handbook

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

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

Notice of Non-Discrimination

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Dr. Ken Schroeder in writing at Ravenna Public Schools, Ravenna, NE 68869 or by telephone at (308) 452-3249. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-

1404; TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov. Also see the "Discrimination and Harassment" section below.

MISSION STATEMENT

FAMILY – COMMUNITY – SCHOOL

Preparing Students Today to Succeed

Tomorrow

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

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

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

Discontinuing Enrollment – 5 Year Old Students

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

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

Discontinuing Enrollment – 16 and 17 Year Old Students

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

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

Attendance Officer

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

Excused Absences

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

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

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

Excessive Absenteeism

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

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

Absences due to illness

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

Planned absences

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

appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:

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

Parents are obligated to:

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

Pregnant and Parenting Students

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

Make up allowance

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

Loss of Credit

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

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

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

Band

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

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. to the school bookkeeper's office or building secretary. Any check for

these payments should be made out to Ravenna Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

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

Books and Supplies

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

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

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. Announcements will be made available online through Infinite Campus and the school website.

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

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

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

Bullying

Students are prohibited from engaging in any form of bullying. "Bullying" means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events. The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Cafeteria Rules

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

Candy & Pop

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

Cell Phones and Other Electronic Devices

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

Students may use cell phones or other electronic devices on the school sidewalks, in hallways, and in the common areas of the school before school, after school, during lunch, and passing periods so long as they do not create a distraction or a disruption. Students may not have cell phones or other electronic devices while they are in locker rooms, classrooms or restrooms. During school hours students must keep their cell phones or other electronic devices in book-bags, lockers, personal vehicle, or on their person and shut off.

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

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

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

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

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

lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

Child Abuse and Neglect

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

Class Dismissal

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

Classroom Behavior

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

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

Teachers will establish classroom conduct rules which students must obey.

Closed Campus

Once students arrive at school, they are expected to stay at school for the entire day. Students may not leave the building without permission from an administrator. Students may leave school during the day for legitimate purposes provided the parents have provided written or verbal permission to the office. Students will not be excused during the school day for non-

emergency situations, such as running home to get gym shorts, picking up forgotten assignments, retrieving a computer, going off campus for lunch, etc. Students who leave for appointments during the school day will be required to provide an 'appointment card' from the doctor, dentist, or office they visited during their absence in order to verify the purpose for their absence from school.

Coats and Boots

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

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

College Visits

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

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses Title 173-Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition, please call the school nurse, Mrs. Karalee Fiddelke.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through access to Infinite Campus, report cards, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Computer Network Use by Students

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

I. Student Expectations in the Use of the Internet

A. Acceptable Use

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

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading

- and copying of copyrighted material.
3. Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers that are not approved by the school.
 4. Students shall not use school computers to participate in on-line auctions, non-educational on-line gaming or file sharing systems.
 5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
 6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
 7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator or supervising teacher.
 8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
 9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
 10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
 11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, malware or Trojan Horse.
 12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.

13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

II. **Enforcement**

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet and cell phone usage through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance

- with the Nebraska Student Discipline Act;
 - d. Taking a class administered by the district administration for the purpose of reteaching students appropriate use of technology in accordance with this policy; and
 - e. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. **Protection of Students**

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

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

B. **Education About Appropriate Online Behavior**

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

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members,

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

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. A complainant who is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint may appeal the decision to the superintendent.
 - a) This appeal must be in writing.

- b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
- a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.

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

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

Conferences

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

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their

student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Contact Information

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

Contraband

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

Damage to School Property

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

Dances and Outside Dates

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

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

Dating Violence

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

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

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

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

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

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the

purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: High School and Elementary Principals at 308-452-3249, brad.kjar@ravennabluejays.org or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Brad Kjar at 308-452-3249, brad.kjar@ravennabluejays.org or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the High School and Elementary Principals at 308-452-3249, brad.kjar@ravennabluejays.org or paul.anderson@ravennabluejays.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Sexual Harassment

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

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

Hostile environment harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature by another students, a school employee, or a third party are sufficiently severe, persistent, or pervasive to limit a student's ability to

participate in or benefit from an educational program or activity or create a hostile or abusive educational environment.

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

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

Sexual harassment may include but not be limited to:

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

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

The prohibition of sexual harassment applies whether the harassment is between people of the same or different gender. The prohibition against sexual harassment does not preclude legitimate, nonsexual contact such as the use of necessary restraints to avoid physical harm to persons or

property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student. In determining whether alleged conduct constitutes a violation of the policy, the School District should consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy required a determination based on all of the facts and surrounding circumstances.

The School District will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against or attempts to retaliate against, any person who reports alleged harassment or violence, files a complaint of harassment, who testifies, assists or participates in any investigation, hearing or proceeding related to such harassment or violence. Retaliation includes but is not limited to any form of threat, intimidation, reprisal or discrimination.

Reporting Procedure

Any person who believes he or she is being harassed or is otherwise the victim of sexual harassment or sexual violence shall report such conduct to the building principal, who serves as our Title IX Compliance Coordinator. Thereafter, the complaint shall be investigated and processed in a manner consistent with district policy.

Dress Code

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

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats and bandanas may not be worn during the school day
4. Bare feet (some type of footwear must be worn)

5. Short-shorts, cutoffs, or compression shorts alone (unless under other shorts)
6. Hairstyles which distract from the learning process or the health and safety for either the student or others
7. Any clothing that could cause damage to others or school property
8. Clothing that is torn, ripped, or cut
9. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
10. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
11. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
12. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
13. Pants and shorts worn below the waist so as to expose undergarments
14. Pants that drag on the floor
15. Chains hanging or attached to pants or shorts
16. Coats during school hours unless the student has permission from a faculty member
17. Clothing with tears or holes that expose **inappropriately** flesh or that exposes underclothes
18. No spaghetti strap tops, string backless or plain backless tops will be worn unless there is another shirt worn over these garments that cover the skin and is not see through material.
19. Sleeveless tops are allowed providing the armhole openings are appropriate and do not show chest, undergarments (including sports bras) or side chest portions of the body.
20. **Clothing may not include symbols that cause a significant disruption to the educational environment.**

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

will also receive zeros for any class time they miss while correcting the violation. Repeated dress code violations may result in more severe consequences.

Driving and Parking Personal Vehicles

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

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

Drones and Unmanned Aircraft

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

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

1. In compliance with this policy and all other district policies;
2. Only outside the school building(s) in the area authorized or designated by the superintendent or designee;
3. Under the direct supervision of an individual fully trained and skilled in the system's operation;

4. By an individual with the requisite skill and training to safely operate the drone; and
5. Consistent with any other limitations imposed by the superintendent or designee.

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

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

Drug Free Schools

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

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

Emergency Contact Information

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

Evacuations

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

Eye Exams

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

Food Service Program

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

Breakfast

The school will serve breakfast daily from 7:30 a.m. until 7:50 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students K-6 \$1.95, 7-12 \$2.10 and adults \$2.65 for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-6 is \$2.75, Lunch for 7-12 lunch is \$3.05 for students and \$4.00 for adults.

Milk Break/Snack

The school will offer a milk program to students in grades preK-3. All milk served to a student (except the initial carton served with lunch) will cost

\$.40 per half pint and \$.15 per half pint and \$.40 per snack for preschool students. The price for milk may change during the school year.

Payment for Meals

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

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

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

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

Notice of Non-discrimination

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at [\(800\) 877-8339](tel:8008778339). Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <http://www.ascr.usda.gov/complaintfilingcust.html>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call [\(866\) 632-9992](tel:8666329992). Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: [\(202\) 690-7442](tel:2026907442); or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Field Trips

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

First-Aid

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

Fundraiser

All fundraising activities shall require authorization by an administrator.

Head Lice

Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

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

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

Health Problems

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

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

Homebound Instruction

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

that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Homeless Children and Youth

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

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

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

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

Illness or Injury at school

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

name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Immunizations

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

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

Provisional Enrollment.

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

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

Initiations and Hazing

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

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students

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

Lost and Found

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

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

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

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container.

(3) The container must be labeled with the child's name and with directions for provision or administration of the medication

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

Media Center

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

Memorials

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

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

Parental Involvement

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

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

newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.

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

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

4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, **parents with limited literacy, are economically disadvantaged, are of a racial or minority background or** parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

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

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

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

Parties

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

Personal Hygiene

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

Personal Items

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

Physical Education

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

Physical Exam

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

Pictures

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

Playground Rules

Students must follow these rules to keep the playground safe:

1. Students must obey the playground supervisor at all times.

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

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

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

Police Questioning and Apprehension

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

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA) and The No Child Left Behind Act (NCLB). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The

approximate dates during the school year when such a survey requesting personal information as defined in the Protection of Pupil Rights policy may occur between the timeframe of: August 10th-May 20th. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

Public Displays of Affection

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

Rights of Custodial and Noncustodial Parents

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

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

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

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

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

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

Secret Organizations

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

School Day

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

Self-Management of Diabetes or Asthma/Anaphylaxis

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

Smoking and Tobacco

Smoking, including the possession or use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

Staff Qualifications

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

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

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

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

Standardized Testing

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

Student Assistance

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

Student Fee Policy

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

Definitions.

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

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

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

Listing of Fees Charged by this District.

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

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

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

- 3. Personal or Consumable Items.** The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.
- 4. Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.
- 5. Extracurricular Activities.** The school district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

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

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

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

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

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

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

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

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

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

- Breakfast Program – Grades K-6
 - Regular Price \$1.95
 - Reduced Price \$.30
- Breakfast Program – Grades 7-12
 - Regular Price \$ 2.10
 - Reduced Price \$.30
- Lunch Program – Grades K-6
 - Regular Price \$ 2.75
 - Reduced Price \$.40
- Lunch Program – Grades 7-12
 - Regular Price \$ 3.05
 - Reduced Price \$.40
- Second milk or second entrée (each) \$.40 and \$1.25

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

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

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

Waiver Policy.

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

Voluntary Contributions to Defray Costs.

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

Student Illness

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

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

Student Government

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

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

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

Student Records

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

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

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

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

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

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

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

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

Non-Directory Information

All of the other personally identifiable information about students that is contained in this school district's education records will generally not be

disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

Transfer of Records Upon Student Enrollment

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

Complaints

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

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

Student Class Requirements

REQUIREMENTS FOR JUNIOR HIGH STUDENTS

Junior High students will have to pass a minimum of 110 credits or a minimum amount of credits approved by the school administration during their 7th and 8th grade years to move on to high school. This would include 60 units from core classes and 50 units from electives or satisfy their IEP.

HIGH SCHOOL GRADUATION REQUIREMENTS

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

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

9th Grade Students > Biology

10th Grade Students > Physical Science

11th Grade Students > Earth and Space Science

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

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

Tardiness

A little late is too late. Tardiness is usually created by a lack of planning or caring. Students are expected to be prompt and on time. Students who

are tardy in the morning will be issued a tardy pass by the office to their first period class. Students must have a pass prior to attending any class if they are late. Teachers will address and record tardiness to all other classes during the school day. Students arriving to school after 8:05-will be considered tardy. If a student misses more than 1/3 of a given period (including the ACCESS period), they will be considered as absent. Detention will be served after three incidents of tardiness for any particular class, to be served in the classroom. Lunch detention or In-School-Suspension may also be assigned for excessive tardiness.

Telephone Calls

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

Threat Assessment and Response

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

1. Obligation to Report threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

2. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will

immediately be forwarded to the superintendent. Upon receipt of an initial report of any threat, the superintendent will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the superintendent determines to be reasonable and useful.

At the conclusion of the investigation, the superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of his/her investigation to law enforcement and to the target(s) of any threatened acts. The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of his/her investigation to the student's individualized education plan team.

3. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence if that individual is a minor.

Transportation Services

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

Transportation to School

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

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

Bus Regulations

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

a) Rules of Conduct on School Vehicles:

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

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

b) **Consequences**

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

suspension, short term or long term suspension from school, and/or expulsion.

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

c) **Records**

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

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

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

Transportation to Activities

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

Video Surveillance and Photographs

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

The school district generally prohibits students from taking photographs or making video recordings on school grounds, in a school vehicle, or at a school event except as provided in this policy or as otherwise required by law. Students may take photographs and make video recordings only after receiving permission from the building principal or superintendent. An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Weather-Related School Closing

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

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

Withdrawal from School

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

Work Permits

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

SECTION TWO

ACADEMIC INFORMATION

Academic Dishonesty

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

Certificate of Attendance

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

Class Rank

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

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

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

Credit for Non-Academic Work

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

Correspondence and Online Courses

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

Grades

Students will receive letter grades for their academic core classes.

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

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

assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

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

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

Graduation Awards

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

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

Graduation Requirements

1. All students will be required to take at least 7 subjects per day for a 1-9 period day during the school year and a maximum of 1 study hall unless there are special circumstances. Any special circumstances must have prior approval of the principal.
2. The requirements for graduation are:
 - **English (Language Arts):** 40 credits required in 9th, 10th, 11th and 12th grade

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

9th Grade Students > Biology

10th Grade Students > Physical Science

11th Grade Students > Earth and Space Science

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

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

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

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of

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

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

Homework

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

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. The APL Instructional model provides a guideline that time spent on homework should be approximately 10 minutes x Grade level (i.e. 3rd grade = 30 min).

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

Honor Roll

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

Honor Days Rewards

The purpose of this program is to recognize those students who have worked to achieve to the best of their ability in all facets of school. This includes student behavior. The administration will maintain the authority to deny the request for an honor day for any reason that the

administration deems appropriate. Students who work diligently deserve to be rewarded for their hard work. This program may be utilized only by students in grades 9-12.

1. At the end of each semester, students who reach the "Roll of Excellence" honor roll will earn one day of release time from school.
2. At the end of the semester, students who make the "Roll of Honor" will earn ½ day of release time from school.
3. Students earning release time must request and fill out the release form, signed by their parents, and file it with the principal designating the day or ½ day they plan to be gone from school. Students must take release time in ½ or full days; four periods constitute ½ day. The form must be returned to the principal prior to taking the Honor Day or the absences will be counted as an "unexcused absence". Students may not use an honor day if they are failing a class. All grades must be passing.
4. All work must be made up before students can take release time. Once the work is handed in, the teachers will then sign the release form.
5. Students will not be counted absent during release time.
6. Students may only earn two full days of release time per year and can only carry over a maximum of one release day into the next school year.
7. Students who are over the attendance limit for a semester cannot use honor days.

Mid-Term Graduation

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

The Board of Education, upon receiving administrative recommendation, may grant mid-term exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian should apply during the first quarter of the student's senior year. The Board of Education will act

on all requests. Any student who is granted mid-term exit from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises.

Report Cards

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

Study Halls

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

1. Student must sit in an assigned seat when coming into the room.
2. Students must get a tardy slip if late for study hall.
3. Roll shall be taken and recorded.
4. The study hall must be quiet.
5. Students must have studies to work on or material to read with them upon arrival.
6. Students shall not talk or whisper except with the teacher's permission.
7. Students wishing to study together may do so with the teacher's permission.
8. Sleeping will not be allowed.
9. Students shall not have their feet on the furniture nor re-arrange the furniture.
10. No more than one student at a time may go to the restroom, unless an emergency arises.
11. Students shall not leave unless in possession of a student pass from a teacher.
12. Study hall teachers may issue a student a pass to see another teacher. Students are encouraged to pre-arrange visits to classroom teachers during study hall by securing a pass from the teacher they wish to see during the study hall, before reporting to study hall.

13. A student pass may be issued to a student to go to the administration or guidance offices if it is necessary.
14. No food, pop, or candy is allowed in study halls.
15. No online computer games unless it is an educational program approved by the instructor or administration.
16. Ear buds may be worn with the permission of the supervising instructor only. iPods and other music devices are prohibited.

SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy

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

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

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

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

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

Forms of School Discipline

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

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

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

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

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

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

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

In-School Suspension

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

Emergency Exclusion

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

Short-Term Suspension

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

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

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: all assignments due during the time of suspension will be finished/completed upon reentry to school.

Weapons and/or Firearms

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

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

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

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

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

Definition of encased. The term encased shall mean enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

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

1. The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose; and

2. The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so; and
3. All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.

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

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

Long-Term Suspension

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

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the

expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures:** The school shall either provide an alternative school, class or educational program for

expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the*

breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);

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

- c. Violating school bus rules as set by the school district or district staff;
- d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;
- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual stimulation and sexual assault;
- i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging

up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- k. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

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

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

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

suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;

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

(a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

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

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

SECTION FOUR
STAFF DIRECTORY

Members of the Board of Education:

Misti Fiddelke President
Tara Schirmer..... Vice-
President
Dawn StandageSecretary
Ryan Osten..... Member
Marilyn Bohn..... Member
Marc Vacek..... Member

Administrative Staff:

Dr. Ken Schroeder
.....Superintendent
Mr. Brad Kjar High School Principal
Mr. Paul Anderson Elementary Principal

Teaching Staff:

Lisa Anderson.....Speech Pathologist
Michelle Abels.....Grade One
Heath Ahrens.....Agricultural Education
Libby Clark.....Art
Sara Bock.....Grade Two
Wayne Bock.....Special Education
Dan Bolling.....Grade Six
Brandy Brodersen.....Special Education
Kaleb Christensen.....Science
Tiffani Drabek.....Grade Three
Angie Drahota.....Counselor, K-12
Barbara Ellis.....Music/Band
Tanner Ellis.....Business
Karalee Fiddelke.....Nurse
Caley Greer.....Kindergarten
Haley Gadenken.....Grade Fifth

James Habe.....Grade Four
 Paige Havranek.....English, Journalism
 Jody Hutsell.....Speech Path
 Erin Jarvi.....Grade Three
 Tiffany Jacobsen.....Social Studies
 Kelley Jarzynka.....Science/Robotics
 Heidi Kjar.....English
 Katie LewandowskiGrade One
 Brett Mauler.....Social
 Studies
 Julie Maulsby.....English, Reading
 Noah Maulsby.....Physical Education
 Adam Mingus.....Math
 Teresa Mingus.....Music
 Holly Myers.....Media Specialist/Assessment Coordinator
 Sherry Nelson.....Grade Four
 Melodie Nozicka.....Grade Five
 Sonya Rasmussen.....Life Skills
 Dawn Reicks.....Grade Two
 Dominic Reicks.....Industrial Arts/Activities Director
 Michelle Riens.....Grade Six
 Tony Schirmer.....Math
 Abby Sorensen.....Kindergarten
 Scott Stecklein.....Science, Health
 Jeff Thober.....Physical Education
 Kayla Wiarda.....Preschool
 Korina Wick.....Instructional Coach
 Cindy Wilke.....Special Education
 Traci Woodson.....Behavioral Interventionist
 Alison Yendra.....Spanish
 Teresa Zinnel.....Special Education

Para Professionals

Angie Barent, Judith Dunning(elementary librarian), Caleb Gross, Cindy Habe, Terry Hervert, Jean Luther, Brittney Lutz, Julie McGuigan, Doris

Russell, JoEllen Russell, Millisa Schroll, Vickie Sieczkowski, Melissa Wroblewski, Stephanie Yost

Ravenna Public Schools

2018-2019 School Calendar

July 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
Su	M	Tu	W	Th	F	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
Su	M	Tu	W	Th	F	Sa
						1
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21	22	23	24	25	26	27
28	29	30	31			

November 2018						
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						1
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18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
Su	M	Tu	W	Th	F	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019						
Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
Su	M	Tu	W	Th	F	Sa
						1
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17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
Su	M	Tu	W	Th	F	Sa
						1
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21	22	23	24	25	26	27
28	29	30				

May 2019						
Su	M	Tu	W	Th	F	Sa
						1
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
Su	M	Tu	W	Th	F	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- School Closed
- Noon Dismissal
- Parent Teacher Conferences

- Teacher In Service (no school for students)
- 2:00 Dismissal
- First and Last Day of School

- P/T Conf - No School for Students
- Board Meeting
- Graduation

- First Day of School - August 15
- Labor Day - Sept. 3 - No School
- Parent/Teacher Conf - Sept. 20 (4-8 pm) & Sept. 21 (8 am- noon)
- Fall Break - October 26 - No School
- Professional Development Days - Jan 2, Feb 4, March 22, May 17
- Thanksgiving Break - November 21 - Noon Dismissal
- Thanksgiving Break - November 23, 24
- Ravenna Wrestling Invite - Nov 30 - No School for Students/Teachers Report
- Holiday Break - Dec 24 - Jan 2 (Classes Resume Jan 3)
- Five Day Moratorium - Dec 22 - 28
- Spring Break - March 7-8 - No School
- Parent/Teacher Conf - March 21 - 2:00 Dismissal
- Ravenna Track Invite - April 11 - Noon Dismissal

- Easter Break - April 19 & 22 - No School
- Graduation - May 11
- Last Day of School - May 16 - Noon Dismissal

- End of Qt1 - Oct. 17
- End of Qt2 - Dec. 21
- End of Qt3 - Mar. 13
- End of Qt4 - May 16

Month	Student	Teacher
August	13	16
September	18	19
October	22	22
November	18.5	19.5
December	14	15
January	21	22
February	19	20
March	18	19
April	19.5	20
May	11.5	12.5

SECTION FIVE

FORMS

This section contains forms which students and their parents must complete and return to the school office **NO LATER THAN August 22, 2018.**

RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

Parents (or guardians) and students are required to sign & return the receipt form below and return it to the school office before August 22, 2018.

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook or reviewed the electronic copy of the Student Handbook on the school's website that describes the Ravenna School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Ravenna Public Schools, including the Drug Free School Policy & Computer Network Use by Students. My child and I have discussed these policies and understand that we must comply with them.

Student's Signature

Date

Parent/Guardian's Signature

Date

Student Cell Phone Number

Parent Cell Phone Number

Parent's Email Address

Parent's Email Address

STUDENT CENSUS SHEET

Student's Name (Print) _____ Student Grade _____

Place of Birth (town and state) _____ Male _____ Female _____

Date of Birth _____ Social Security Number _____

Parent's Name _____ Home Phone Number _____

Cell #'s (Dad's) _____ (Mom's) _____

Emergency Number _____ e-mail address _____

Home Address _____ Town _____

Name of Last School Attended _____
(School) (Address) (City) (State) (Zip)

Parents/Guardian Work (Dad's) _____ (Mom's) _____

Place _____

Address _____

Phone No. _____

Contact person besides Parent _____ Phone # _____

Family Physician _____ Phone no. _____ Hospital Preference _____

Race: (Choose one) Asian/Pacific ___ Black ___ Hispanic ___ Am. Indian ___ White ___ Other _____

(Definitions are below)

Race Ethnicity

White, Not Hispanic – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, India, and Vietnam.

Hispanic – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

American Indian/Alaska Native – A person having origins in any of the original peoples of North America, or who maintains cultural identification through tribal affiliation or community recognition.

Black, Not Hispanic – A person having origins in any of the black racial groups of Africa

Parent's Signature _____

**PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF OVER THE COUNTER AND PRESCRIPTION
DRUGS TO STUDENTS**

The undersigned are the parent(s), guardian(s), or person(s) in charge of

(name of the student)

It is necessary that the student receive (name of drug) _____, a physician-prescribed drug, during school intervals beginning on (date) _____ and continuing through _____ (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this _____ day of _____, 20__.

Parent/Guardian

**ADMINISTRATION OF OVER THE COUNTER OR PRESCRIPTION
MEDICATION TO STUDENTS
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION
MEDICATIONS BY SCHOOL PERSONNEL**

DATE _____

CHILD'S FULL NAME _____ is under my care and must take medication which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored)

Dosage _____ and time _____

Date _____ administration of drug is to begin

Possible adverse reactions to be reported to physician _____

Special instructions for the administration and storage of the drug _____

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self-administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee

Print or Type

Primary Phone Number

Secondary Phone Number

Signature of Physician

**RECORD OF THE ADMINISTRATION OF
SELF-ADMINISTRATION OF MEDICATION**

Parent's Phone _____
Student Name _____ Grade _____
Date to Begin _____ Date to End _____
Name of Medication _____
Dosage of Medication _____ Time _____
Doctor _____ Phone #1 _____
Phone # _____
Possible Adverse Reaction: _____

_____ gives permission for _____ our son/daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.

DATED this _____ day of _____, 20____.

Students who are able to self-administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physician's' designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Doctor's Signature

Pregnant and Parenting Students

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

Dress Code

Clothing with tears or holes that expose flesh **inappropriately** or that exposes underclothes

1. Clothing may not include symbols that cause a significant disruption to the educational environment.

Drones and Unmanned Aircraft

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

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

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

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

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

Lunch Balances

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

Memorials

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

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

Personal Hygiene

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

School Day

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

Standardized Testing

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

Graduation Requirements

- **Science:** 30 credits required 9th, 10th and 11th grades.

9th Grade Students > Biology

10th Grade Students > Physical Science

11th Grade Students > Earth and Space Science

Tardiness

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

Academic Dishonesty

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



Karen Haase
Steve Williams
Bobby Truhe
Tim Malm
Shari Russell, Paralegal

MEMORANDUM

TO: KSB Policy Service Subscribers
FROM: KSB School Law
DATE: May 14, 2018
RE: Annual Policy Updates

Attached are the 2018 KSB School Law policy updates. As has been our practice, we have also included changes to our standard forms and updates on some other laws which do not require changes to policies but do present new obligations or things to keep in mind as you enter the 2018-2019 year. We have broken these down in 3 sections: "Policy Changes;" "Forms Changes;" and "Other Issues to Consider."

To assist subscribers in implementing these policy changes and the other considerations laid out in this Memo, **KSB will hold a webinar on Tuesday, May 22, 2018 at 10:00 a.m. Central Time.** In the webinar, we will give a brief overview of the changes and then answer questions from attendees regarding the policies and other considerations. We will send out the link to the ZOOM conference to subscribers and will post it on the website in the Policy Updates section.

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

Policy Changes

REVISION OF POLICY 2002: Organization of the Board

Without fail, some boards struggle each year to appoint board officers. Sometimes no board members volunteer; sometimes no motion receives a second; and sometimes there are dozens of votes without any nominated board member receiving a majority. For example, we believe the current record is 155 votes for the board president position, split 3-3 each time. You saw it play out in the World Herald and on social media this year at Omaha Public Schools.

We have added two provisions to this policy. The first makes clear that the votes to nominate a board officer can be conducted by secret ballot as long as the vote tally is recorded in the minutes. The second is a series of methods the board can use to fill its officer positions if one of the crazy circumstances above happens to your board.

The most common scenario is a split vote multiple times for board president. For that scenario, we've offered 2 options: split the position between the 2 members at 6 months apiece, or flip a coin.

This change is not required but is recommended; you will have to make a choice between 2 options.

REVISION OF POLICY 2006: Complaint Procedure

Our general purpose behind policy 2006 is simple: drive as many different complaints and due process requirements as possible to one place, using one procedure. Unfortunately, bad actors also know that one way to significantly increase the administrative burdens of operating a school is to file complaints in bad faith or to become a "serial filer." Schools have seen an increase in the number of individuals who simply file complaints to be a pain, especially when they can eventually get a review from the board. Additionally, many of these "serial" complainants are either raising illegitimate issues or have no desire to actually resolve claims through the complaint process.

To combat bad faith attempts, we added a section to the policy to address those situations. Even entities like the Office of Civil Rights have

added similar complaint processing restrictions for serial filers. However, because policy 2006 contains many important state and federal law due process components (such as the ADA, Title IX, Section 504, etc.), this section had to be carefully worded to avoid violations. You should review it carefully and decide if the board is comfortable allowing the superintendent to make these determinations.

This policy was also amended to include the standard of evidence that investigators must use when determining if misconduct occurred. This is related to the updates to Policy 5026 regarding sexual misconduct complaints. It is our recommendation that all student misconduct offenses be investigated using the same standard of evidence.

This change is not required but is recommended.

REVISION OF POLICY 2007: Reimbursement and Miscellaneous Expenditures

The Local Government Miscellaneous Expenditures Act allows schools to spend public funds for one recognition dinner each year for elected and appointed officials, employees, or volunteers of the school district. Since the Act was enacted in 1993, the maximum cost per person for the dinner has been \$25.00. LB 1036 increases the maximum cost per person for such a dinner to \$50.00.

This change is not required but is recommended.

REVISION OF POLICY 2013: Violation of Board Ethics

The current version of Policy 2013 says that a board can go into closed session to discuss a violation of its code of ethics by one of its members. Section 84-1410, governing closed sessions, says that it is permissible to go into closed session "for the prevention of needless injury to the reputation of an individual...if such individual has not requested a public meeting." So long as the underlying reason and technical compliance components of the statute are met, there is no prohibition on using a closed session for protecting the reputation of a board member.

Recently, one of our clients defended an Open Meetings Act complaint filed with the Nebraska Attorney General. In the complaint, the complainant challenged the sufficiency of a closed session motion made by the board of

education. Ultimately, the board wanted to go into closed session to protect the reputation of one of the board members. The Attorney General rejected the idea outright that a board can go into closed session to protect a fellow board member's reputation: "[W]e do not believe that it is a proper reason for a closed session to protect the reputation of a member of the public body."

Consequently, we are revising this policy to remove the authority for the board to use closed session to hold a discussion of a violation of board ethics. We also encourage all boards to be mindful of this decision in the event they want to use closed session to protect a board member's reputation for other reasons.

These changes are required.

REVISION OF POLICY 3020: Copyright Compliance

This year, we took a fresh look at our copyright policy. After reviewing the federal Copyright Act and other copyright laws, we have incorporated several new sections into this policy. Each new section is designed to increase compliance with copyright laws and preserve defenses the district and individuals will have in the event of a violation by a student or staff member engaged in district curriculum, activities, or programs.

The policy requires any staff member who wants to use a copyrighted "work" to seek the written permission of the building principal. The principal must ensure either that (1) the district has obtained a license for the use, or (2) the staff member's use of the copyrighted material is a "fair use" for educational purposes. This will require building principals to have a working understanding of what constitutes "fair use" in the educational context, because federal law provides some protection from liability for educational institutions if they authorize use of copyrighted material only when they "reasonably" believe it is a "fair use." Even if a principal accidentally authorizes use of copyrighted material which turns out to be a violation, the defense to liability exists if the principal reasonably believed it was a fair use. This requires some level of consideration of the fair use doctrine, which is why staff members must seek permission of the building principal and why the principal must actually make a fair use determination.

The policy also requires the district to make materials available (and ideally training) to students and staff on the importance of copyright compliance. It provides another defense for the district to use if it

distributes/trains on copyright compliance in an effort to avoid violations of the law.

Finally, the policy authorizes building administrators or their designees to take reasonable steps to stop copyright violations when they discover them, including removing materials from use, limiting access to district devices and technology, and imposing disciplinary consequences.

These changes are required.

**REVISION OF POLICIES 3022: Volunteers
AND 6027: Field Trips**

One of our policy subscribers received multiple requests from convicted felons to volunteer on school district field trips. The school district asked for more specific wording in these policies to make clear that the superintendent had the ultimate authority to reject volunteers or chaperones who were not suitable or appropriate for the assignment.

These changes are not required.

**REVISION OF POLICIES 3023: Record Management and Retention
(formerly Electronic Record Management)**

The Nebraska Secretary of State's Record Management Division has recently completed a full revision of Schedule 10, the record retention schedule which governs school districts. We have added the requirements for general record retention to this policy which previously only addressed electronic records. Given the dominance of digital record-keeping, it did not seem sensible to us to continue distinguishing between electronic and paper records.

We also felt that it was time to review our policy on electronic records management given the huge changes in the management and storage of electronic data with the advent of cloud-based digital communications. If you use a cloud-based service such as Google Apps for Education or Office 365, you will need to select the retention level you have selected from your service provider. If you still use internal servers to host your e-mail, you will need to consult with your technology coordinator to determine how long the district stores e-mail and other electronic data. There is no obligation to

retain all of your e-mail in their original format, but you must identify your retention schedule for these records.

Under the Secretary of State's retention schedule, "short term communications" must be maintained for at least 6 months, which is why we have included that retention period for school-affiliated social media posts. Please note that all this means is that staff using school-affiliated social media posts cannot delete their posts for at least 6 months. If you use Twitter, for example, to announce sports scores, you just cannot go back and delete old Tweets at the end of the school year. You do not have to print these posts -- leaving them on the social media application counts as "maintaining" under the schedules.

We have had numerous issues related to retention and review of security camera footage. School districts' retention obligations for security video is covered by Schedule 24. After consulting with the Secretary of State's office, we have categorized security video as "working papers" which can be destroyed as soon as the school determines that there is no need to keep it. Schools will have to complete an annual disposition report regarding this footage. The Secretary of State's Office was gracious enough to provide us with a sample disposition report on security video footage, which we have included as an example with these updates.

These changes are required.

REVISION OF POLICY 3025: Returned and Outstanding Checks (formerly Returned Checks)

We have updated this policy to include a section on "Outstanding Checks." This year, we had a few boards who issued checks which were not deposited. School auditors recommended to their school districts that they adopt a policy which requires a review after a certain amount of time, and if necessary a follow up with the payee. The new section permits the superintendent to take any action necessary to resolve the matters, including stopping payments and reissuing checks.

This change is not required.

REVISION TO POLICY 3040: School Safety and Security

We have made two changes to the policy. The first deals with requests for memorials. When a school community experiences the death of a student or a similar tragedy, there is often the very human tendency to want to do something in memory of the deceased student. These memorials can range from spontaneous tributes piled at lockers or parking spaces to more permanent, lasting tributes like placing plaques in halls or planting trees or gardens in the student's name. There may also be ceremonies or assemblies that bring together members of the school community to share memories and grieve together. While this is a very understandable impulse, the most current psychological research indicates that these sorts of memorials are not good for kids and they create tremendous potential legal issues. We blogged about this issue last year [here](#). After several schools faced high-profile pressure from their communities to consider allowing student memorials, we reached out to Jolene Palmer, the State Safety and Security Officer. She confirms that it remains best practice to disallow student memorials. While we agree with Ms. Palmer and defer to the research, we also know that there can be tremendous political pressure to allow a memorial. So, we now have two options for memorials. The first is to flatly prohibit them. The second option sets up a process whereby the school's crisis team can consider a request for a memorial and make a recommendation to the board. It is important that you discuss this issue as a board **now** before a crisis event has occurred.

We have also revised the list of crisis team participants to include a representative of the district's IT staff. This person can be an important resource for retrieving security footage, shutting down e-mail access, and other possible crisis response steps.

These changes are not required.

REVISION TO POLICY 3047: Data Breach and Response

We updated this policy to include the security standards put in place by LB 757. LB 757 requires that districts implement appropriate security procedures and practices based on the personal information that is handled by the district. It also requires that vendors be held to the same security standards. This means the policy change will only be step one of compliance with this statute. Each district will need to work with its technology staff to

ensure that data security is in place. Districts will also want vendor contracts reviewed as they enter new contracts or review current contracts, to get the required security provisions written into each contract.

This change is required.

NEW POLICY 3048: Communicable Disease

The KSB Policy Service used to include a policy on communicable diseases, but we decided it duplicated other policies and wasn't needed. Some of our subscribers requested that we put it back in the service. Policy 3048 is the new and improved version of our communicable disease policy.

This policy is not required.

NEW POLICY 3049: Drones and Unmanned Aircraft

We have added this policy to the service since many schools now use drones or other "Unmanned Aircraft Systems" as part of school programs. The policy contemplates some general use restrictions while also factoring in differences for district uses versus personal or private use on school grounds. The policy generally defers to the superintendent or his or her designee to provide permission, designate authorized areas, and impose other restrictions on the use of drones on school property.

This policy is not required but is strongly recommended.

NEW POLICY 3050: Technology in the Classroom

Some teachers bring "smart speakers" such as Google Home and Alexa Echo devices into their classrooms. This policy addresses the use of those devices, along with assistive technology that has "listen-in" capabilities.

This policy also addresses how educational apps and other software will be used in the classroom and requires teachers to notify the administration of any app or software they plan to use in their classroom that is not issued by the district.

The Children's Privacy Protection Act places limits on the information which operators of websites or online services can collect from children

under the age of 13. COPPA is the reason Twitter and Facebook, for example, have a minimum user age of 13 in their terms of service. The aim is to give parents more control over what information is collected from their children online. Schools are not directly regulated by COPPA, but as the digital revolution has moved into the classroom, schools have increasingly been put in the middle of the relationship between vendors and parents. The FTC is the federal agency which enforced COPPA. It has said it prefers schools to have a system where digital resources are reviewed on a district-wide basis to develop a "whitelist/blacklist" system. But that is a *suggestion*, not a *requirement*. In our experience, this is simply unworkable given the vast array of digital educational resources available and the need for school staff to be nimble in responding to student needs. The FTC has said schools may use a decentralized review so long as the district provides adequate guidance to the staff members who are allowed to make relevant decisions. That means if you adopt this policy with a decentralized process, you will have to provide training for every teacher who is permitted to deploy an app that might collect student data.

There is no standard training protocol on COPPA. The district should document the directive that staff must understand the data implications of app usage and student data privacy. One option would be to require all staff to view [this](#) video from PTAC. It is only nine minutes long, not terribly boring, and covers the basics of FERPA and COPPA very well. We also think it will be hard for the FTC or FPCO to say your training was inadequate if you used resources created by the U.S. Department of Education.

The assistive technology provisions are required. The rest of the policy is highly recommended.

REVISION OF POLICY 4012: Staff Internet and Computer Use

Previously, we did not distinguish between staff use of school internet and computers while "on duty" versus "off duty." We have added that distinction to the policy. To start, we simply added "While on Duty" to several of the first few sections of the policy. We then added a section at the very end of the policy on "Off-Duty Personal Use."

This new section mirrors the requirements contained in policy 3044, which covers personal use of school resources, including when it is permissible. This was included in the 2017 updates, and it is required to comply with the Political Accountability and Disclosure Act. In addition to complying with other district policies, it requires personal internet/computer

use by staff to comply with NDE Rule 27, so it is clear that inappropriate or unauthorized use can be used as part of a personnel case or PPC complaint. Finally, the new section and policy 3044 require the employee to report as compensation any taxable "income" as defined by IRS rules. We are not accountants and cannot give tax advice, but we believe there are some authorized uses of school property which arguably could be considered as in-kind "income" which must be accounted for in tax filings.

This change is required.

REVISION OF POLICY 4013: Grievance Procedure

We include this policy in our policy service, but grievance procedures are mandatory subjects of bargaining. We advise schools and ESUs that your grievance procedure which applies to certificated staff should be in your negotiated agreement. Some schools modify and use this policy for administrative and classified staff "grievances," but most schools use their general complaint procedure for non-union grievances. Regardless of how you handle your grievance procedures for work-related complaints (negotiated agreement, policy, or handbook), some updates from state and federal law have impacted grievance procedure considerations over the past year. We suggest you consider incorporating the changes below wherever your grievance procedures are housed.

In August, the Nebraska Supreme Court decided *Armstrong v. Clarkson Coll.*, 297 Neb. 595, 901 N.W.2d 1 (2017). The important point for public schools and ESUs in Nebraska relates to grievance procedures. The Court held that prior to filing a lawsuit based upon a breach of contract claim, the plaintiff in the case was first required to exhaust the administrative grievance procedure available to her. We have added a section to our policy making clear that it is a required and not a permissive procedure.

You may recall the NSEA circulating proposed language that local associations presented to boards last year asking the board to consider the grievance procedure as "permissive" or "voluntary" rather than a required administrative procedure to exhaust before filing a lawsuit. We advise our clients not to agree to that. We believe the grievance process is useful, because it forces grievances and related issues into one process for staff members covered by the policy. Most grievances are resolved at the lowest level before they are ever formalized. The downside to a mandatory grievance procedure is that schools may receive more grievances as a result.

Although we shared that concern after reading the case and speaking with the NSEA attorneys, we have not seen a significant uptick in grievances filed. If you have not already, you should talk through that with your board.

Finally, as noted above in the Complaint Procedure updates, schools have seen an increase in the number of individuals who simply file complaints to cause administrative burden. Many of these “serial” complainants are either raising illegitimate issues and/or have no desire to actually resolve claims through the complaint process. We added a section to the policy to address those situations. Even entities like the Office of Civil Rights have added similar complaint processing restrictions for serial filers.

These changes are not required but are recommended. You should review these changes in light of your current grievance procedures and with your board, including adding it as an item to change during your 2018 negotiations.

REVISION OF POLICY 4014: Employment-Related Sexual Harassment

This policy was revised to direct employees who feel they have been harassed to use the complaint procedure found in board policy, or to report the harassment directly to the Title IX coordinator. Prior to this update, the complaint procedure was already in place, and it allowed employees to go directly to the Title IX coordinator. This revision is mostly to clarify the employee’s options and streamline the complaint process. Previously this policy also listed board members as a proper person to receive a report of sexual harassment. We have removed that option, because we have seen cases in which a board member had knowledge of a sexual misconduct issue but failed to report it to the administration. This fact was used against the district when the court assessed whether the district was indifferent to the alleged incident.

This change is not required but is recommended.

DELETE POLICY 4047: Implementation of Student Assistance Team Label as “[Intentionally Left Blank]”

During the Safety and Security Updates we released in the fall of 2016, we moved the SAT policy to number 5067. We realized this year that we did not tell you to remove it from its former location in 4047. You do not

need to change the policy, which is now policy 5067, but you should remove policy 4047. We have updated the 4000 Series Memo and the 4000 Series Index to reflect this change.

This change is not required but is recommended.

REVISION TO POLICY 5008: Pregnant and Parenting Students

We revised this policy last year in order to comply with LB 427, which allowed you to meet the May 1, 2018 deadline for implementation of a policy. After NDE distributed its model policy, we asked their legal counsel to review our policy to make sure they agreed that it was consistent with their model. NDE's legal counsel suggested the changes contained in this policy. These changes are minor, but it is always good to have NDE approve our policy, and we almost always make any changes they suggest. We also sent these revisions out in April, so your board may have already adopted this revision.

This change is required.

REVISION TO POLICY 5017: Routine Directory Information

We have added "Name of parent and/or guardian" to the list of information about a student which may be released without parent knowledge or consent. This allows you to announce the name of a student's parents at senior recognition night or on other occasions. To be candid, we should have included this on the list before now.

This change is not required but is highly recommended.

REVISION OF POLICY 5026: Sex Discrimination and Sexual Harassment of Students; COMBINE POLICIES 5026 AND 5027

The Department of Education released new guidance on Title IX investigations in 2017. In the new guidance the DOE rescinded some Obama administration procedures for the investigation and appeal of district decisions involving sexual harassment. The Trump Administration has indicated that the 2001 Title IX Guidance from the Bush Administration should be followed, unless otherwise directed by the DOE. One of the big

changes from this decision is that districts may choose the appeal process for Title IX investigations. A district is not required to offer an appeal from its decision regarding responsibility and disciplinary sanctions. A district can allow only the accused party to have an appeal, as they are the party that “stands to suffer from any penalty imposed” according to decision from the Office of Civil Rights. A district can also allow appeals for both parties once a decision has been made.

In addition to a decision on the appeals process, the district may choose the level of evidence required to reach a conclusion that sexual misconduct has occurred. The district may use a preponderance of the evidence standard or a clear and convincing evidence standard. A preponderance of the evidence standard means that the evidence shows it is more likely true than not that the accusations are true. A clear and convincing evidence standard is a higher bar of proof that requires a party to show that it is substantially more likely than not that the accusations are true.

These are very brief explanations of the appeals and evidence issues raised by the Title IX guidance. The complaint procedure in Policy 2006 will follow a preponderance of the evidence standard, as that is customary in student conduct investigations, and is lawful under the new guidance. Policy 2006 will also reflect a complaint procedure that allows both parties in a student misconduct allegation to appeal the decision.

This change is required.

DELETE POLICY 5027: Sexual Harassment of Students by Other Students
Label as “[Intentionally Left Blank]”

This policy was combined with policy 5026 and will now be “Intentionally Left Blank.”

This change is required.

REVISION OF POLICY 5035: Student Discipline

This policy was revised to reflect changes in state law. LB 1081 was passed this legislative session. Among other things it amended § 79-262 and § 79-293 to require that school districts collaborate with their local

county attorney in order to determine what student conduct should be reported to law enforcement as a criminal violation. One of the forms for the 5000 series will be a form letter for subscribers to send to their county attorney requesting collaboration. Subscribers should attach this updated policy to the form letter and send it out as soon as possible.

The amended § 79-262 requires the annual review of reportable student conduct occur before August 1. We have drafted what offenses we believe should be reported to law enforcement. If your county attorney collaborates with the district and requests additional or different conduct be reported, the district will need to work with their county attorney and amend the policy. The student handbook has been updated with this change as well.

This change is required.

REVISION OF POLICY 5037: Student Internet and Computer Access

This policy was revised to correct an accidental omission that occurred in section I.B.3.

This change is required.

REVISION OF POLICY 5045: Student Fees

This policy was revised to correct section (B)(4) Materials Required for Course Projects. Course projects that are required in the curriculum cannot have a fee associated with them. Elective coursework counts toward graduation and advancement between grades, and does not qualify as an extracurricular activity under § 79-2,126. However, students who wish to buy different or more advanced materials, such as additional art supplies or lumber, may purchase those materials through the school or provide the materials themselves. The course must include a basic project that can meet the curriculum with materials the district will provide.

This change is required.

REVISION OF POLICY 5054: Student Bullying

One of the issues we see school administrators struggle with is how to distinguish between conduct which is bullying and other conduct which is annoying or hurtful to students. We have revised the bullying policy to pull two definitions into the policy. We think the definition adopted by the Centers for Disease Control is useful to have in your policy because this is the definition that the federal courts have used in litigation alleging that schools have been deliberately indifferent to bullying among students. We also think the CDC definition provides useful tools to discuss bullying allegations with parents. We have also included the definition of bullying found in state law which requires schools to have an anti-bullying policy. Notice that the policy gives district administrators the discretion to use these two definitions to make their own determination on a case-by-case basis about whether bullying has occurred.

The next set of additions are designed to resolve a conflict between state and federal law. The Nebraska Student Discipline Act says that school administrators may only long-term suspend or expel a student for misconduct which occurs on school grounds, in a school vehicle, or at a school activity. But that does not mean that school administrators can simply ignore off-campus cyberbullying. The IDEA, Section 504, and Title IX all require school staff to take prompt remedial action to assist a student who has been bullied or harassed due to a protected status characteristic -- disability, sex, race, etc. This obligation under federal law exists if the bullying or harassment is interfering with the student's ability to access education, *regardless of where the student was when the bullying or harassment occurred*. We have added two paragraphs to the bullying policy to make the distinction between punishment of the bully and support for the victim clear under the policy. Please also notice that the limits of the Nebraska Student Discipline Act only apply to long-term suspension or expulsion. Schools can (and should) impose a whole range of other consequences on students who bully, including short-term suspension, in-school suspension, counseling, additional academic work detentions, and the like. These consequences serve both to punish the bully and to prove that the district was not deliberately indifferent to the victim, even if the bully could not be expelled.

This change is required.

REVISION OF POLICY 5057: District Title I Parent and Family Engagement Policy

Once again this year, NDE required a few changes to school districts' Title I policies. We collaborated with NDE on these changes and obtained their approval of this policy. This policy should comply with all items to be reviewed in the event your district is subject to an audit or review of your Title I policy.

This change is required.

REVISION OF POLICY 5062: Lice and Nits

This policy has always had two options. Option A is more aggressive and prohibits lice, louse eggs, and nits. Option B was designed to be less aggressive and more in line with what DHHS and the Centers for Disease Control have said, which is that only live lice or eggs should be a basis for exclusion from school. However, the "Option B" version of the policy still contained two references to "nits." This revision simply corrects that. You may not need to do anything to your policy. However, you should double check your policy to be sure the wording is consistent with your board's choice.

This change is required if you adopted "Option B," and you should check your policy to be sure it is worded correctly if you picked that option.

REVISION OF POLICY 6021: District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations

When the Nebraska Department of Education revamped its website, it changed the URL for service agencies that have approved rates. This revision replaces the old URL with the correct one.

This change is required.

REVISION OF POLICY 6031: Emergency Exclusion

We fixed a sentence fragment in this policy. It was the first sentence under the heading "Extension of Exclusion." In that same paragraph, we changed the word "considered" to "made" in the last sentence.

This change is required.

NEW POLICY 6036: Reading Instruction and Intervention Services OR Nebraska Reading Improvement Act Policy

LB 1081 creates the Nebraska Reading Improvement Act that expresses the Unicameral's intent that all students in public schools be able to read at or above grade level by third grade. In order to meet this goal, school boards are required to develop policies to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. Beginning with the 2019-20 school year, schools will be required to administer reading assessments approved by NDE three times per school year to all students in kindergarten through third grade. Schools will also be required to provide supplemental reading intervention programs to students identified with reading deficiencies to ensure that they are reading at or above grade level by the end of third grade. This policy addresses all of the requirements of the new Act. However, the Act also authorizes NDE to adopt rules and regulations. We will review any such rules and regulations and amend the policy as necessary prior to the 2019-20 school year.

This policy is required.

Forms Changes

Employment Application (4000 Series)

The state laws regarding Veterans Preference have been updated to change the definitions of who is eligible for a preference and place timeline limitations on some eligible individuals. The changes to the law are best

observed in LB 639 from the last Unicameral session, and you can view the 2-page bill [here](#).

In terms of the changes relevant for schools as employers, the Unicameral added "service members" to the definition section of 48-225 so that the statute not only covers "veterans'" spouses but also the spouses of "servicemembers." The preference given to spouses of servicemembers is limited to the time during which the servicemember is on active duty and up to 180 days of the servicemember's discharge or separation from service. We have updated our form Employment Application to reflect those changes.

NOTE: Many schools still do not include the veterans' preference disclaimer in their job postings. Section 48-227(3) states as follows:

(3) All notices of positions of employment available for veterans preference and all applications for such positions by the state or its governmental subdivisions shall state that the position is subject to a veterans preference.

Every job opening you post or advertise should include the following wording: "This position is subject to a veterans preference."

These changes are required.

Copyright Compliance for School Staff (4000 Series)

This document is from the U.S. Copyright office and can be distributed to staff as a way to evidence attempts at copyright compliance in the educational setting.

This form is not required but recommended.

Title I School-Parent-Student Compact Example (5000 Series)

Consistent with the Title I policy, we collaborated with NDE to update our model Title I Compact document. The primary change to note is that it no longer requires the signature of the building principal, parents, or eligible students.

These changes are required.

**Disenrollment Packet
(5000 Series)**

Disenrollment varies based on student age and circumstance. The new packet provides a separate form for each disenrollment situation authorized by state law. The final page of the packet is for the superintendent to fill out in situations that require an exit interview.

These changes are not required but are recommended.

**Letter to County Attorney Regarding Collaboration
(5000 Series)**

LB 1081 was passed during the legislative session, which amended section 79-283 to require school districts to collaborate with their county attorney to determine what violations of student conduct should be reported law enforcement.

This change is required.

**Foreign Exchange Student Application Form
(5000 Series)**

Whenever our policies reference a “form” or “application,” we try to provide a sample for you to use. We did not have a sample application for foreign exchange students despite the fact that policy 5006 requires the prospective host family to “file an application with the administration to enroll the student.”

This form is not required but recommended.

Other Issues to Consider

Procurement With Federal Funds (Policies 3003.1, 3004 and 3004.1)

Last year we made extensive revisions to our construction and purchasing policies in order to comply with revisions to the federal Education Department General Administrative Regulations (EDGAR). This is the regulation that required you to begin bidding all of your school lunch purchases if you spend more than \$3,500. In early December 2017, Congress raised the limits for all categories of purchasing for the military and for institutions of higher education. This year, the Office of Management and Budget has announced that it will extend those changes to the programs covered by EDGAR, including K-12 educational entities. The new regulations will be released in July and will be effective immediately. We will have to review the regulations when they are released and will also need to confer with several program offices at the Nebraska Department of Education.

The good news: The purchasing limits for some federal programs are definitely going to be increased for the 2018-19 school year. The federal regulations will increase the limit for micro-purchases from \$3,500 to \$10,000 and small purchases will increase from \$150,000 to \$250,000. We might also be able to loosen up some of the other administrative burdens that have been placed on your federal purchasing programs during the 2017-18 school year.

The bad news: We will have to send a separate update on purchasing policies sometime this summer to allow you to take advantage of those higher purchasing limits. The higher limits could potentially apply to Title I, school nutrition, and special education. We do not yet know if the Nebraska Department of Education will take any steps to retain the lower limits in specific program areas, and will work with those offices within NDE to formulate a single set of policy changes that subscribers can adopt. We will also need to review the actual federal regulations to see what, if any, of the other administrative hoops might be eliminated in our new policies.

Voluntary Termination Incentives

The Unicameral passed LB 512 during the 105th Legislature (2017-18) with an effective date of September 1, 2017. Section 11 of that bill is now codified at section 79-8,142, and it provides certain limitations on early

retirement incentives. These limitations only apply to school districts that are at their maximum budget authority and at their maximum levy, but we fielded many questions about the changes during this past school year. If you are a school district up against your max budget and levy authority, meeting these requirements will allow qualified payments to be excluded from levy and budget limitations on a scaled basis for the next several years. Section 79-8,142 states:

(1) A school district may agree to pay incentives to a certificated employee in exchange for a voluntary termination of employment.

(2) For purposes of this section, incentives paid in exchange for a voluntary termination of employment include any amount paid, except pursuant to the Retirement Incentive Plan or Staff Development Assistance agreement required under sections 79-854 to 79-856 for school districts involved in a unification or reorganization, to or on behalf of any certificated staff member in exchange for a voluntary termination of employment, including, but not limited to, early retirement inducements and costs to the school district for insurance coverage for such certificated staff member or any member of such certificated staff member's family.

(3) Incentives paid to a certificated teacher in exchange for a voluntary termination of employment shall be a qualified voluntary termination incentive for a certificated teacher for purposes of sections 77-3442 and 79-1028.01 if:

(a) All current and future incentives paid by the school district to such certificated teacher for such voluntary termination of employment **do not exceed thirty-five thousand dollars** in total and such school district has not and shall not pay any other incentives to such certificated teacher for any voluntary termination of employment;

(b) All current and future incentives for such voluntary termination of employment are **paid within five years** after such voluntary termination of employment **or prior to such certificated teacher becoming eligible for medicare**, whichever occurs first;

(c) Such school district has, to the satisfaction of the State Board of Education, **demonstrated** that the payment of such incentives in exchange for a voluntary termination of

employment ***will result in a net savings in salary and benefit costs to the school district over a five-year period;*** and

(d) Such incentives to be paid in exchange for a voluntary termination of employment were ***not included in any collective-bargaining agreement.***

(4) Each school district ***shall report all incentives paid*** in exchange for voluntary terminations of employment on the annual financial report in the manner specified by the department.

(5) The State Board of Education may adopt and promulgate rules and regulations to carry out the purposes of this section.

(Emphasis added).

This statutory change does not necessarily require a change to your school's early retirement policy. However, you should seek a legal review of your policy and agreement if you are looking to use an early retirement program and your district is up against its budget authority and levy limits.

Child Restraint Safety Devices

LB 42 changes the law related to the use of motor vehicle child safety restraint devices. LB 42 requires:

- All children up to 8 years old must ride properly secured in a federally-approved child safety seat.
- Children must ride rear-facing until up to 2 years old or until they reach the upper weight or height limit allowed by the car seat manufacturer.
- Children under 8 years old must ride in the back seat, as long as there is a back seat equipped with a seatbelt and it is not already occupied by other children under 8.
- Children ages 8 to 18 must ride secured in a safety belt or child safety seat (booster seat).

This bill does not require a policy change.

LB 1000: Public Facilities Construction and Finance Act and Bonds

Effective April 17, 2018, any bonds issued under the Public Facilities Construction and Finance Act must be submitted to a vote prior to their issuance.

This bill does not require a policy change.

E-Rate Compliance and Audits

Earlier this school year there was some discussion among educational technology gurus about what school districts must do to prove they have complied with the Children's Internet Protection Act in order to qualify for E-rate funding. The FCC's Small Entity Compliance Guide requires that schools be able to prove that they:

- Implement technology protection measures to prevent students from accessing material which is harmful to minors;
- Have an internet safety policy;
- Held a public hearing when the board originally adopted the internet safety policy;
- Educate students in internet safety and digital citizenship.

If you are a full policy service subscriber, you comply with all of these requirements under two policies. First, Policy 5037 is your internet safety policy and includes the necessary CIPA wording. As long as you can dig up the minutes of the hearing where you originally adopted the district's first internet safety policy, you will be fully compliant with the FCC's regulations. You do not have to hold an annual hearing or review of this policy.

The curriculum piece is met by policy 5054 on student bullying. Years ago, when the FCC regulations came out, we added the last sentence, "Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship." We have conferred with SuAnn Witt, the State E-rate Coordinator, and she confirms that this statement is sufficient to comply with the FCC regulations.

Finally, the billed entity in a consortium application (such as the State of Nebraska for Network Nebraska services or your ESU) may request that members of the consortium provide this information to prove their subsidiary

compliance with the regulations. Schools who work with consortia for the E-rate applications should confer with the consortium manager to see what, if any, documentation the consortium will require.

The Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017

This law does not apply to most Nebraska schools. This federal law was passed in the wake of the USA Gymnastics sexual abuse scandal. The law is focused on interstate competitive athletics and Olympic and Paralympic national governing bodies that participate in the U.S. Olympic Committee. The law includes amateur sports leagues that engage in interstate competition. The law does not apply to extracurricular athletics between schools in the same state. If your school engages in interstate athletic competition and you have any questions about the requirements of the law, please contact us.

This law does not require a policy change unless you participate in interstate athletic competitions. If you do, we will help you prepare a policy as needed.

CONCLUSION

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

5018

Parent and Guardian Involvement In Education Practices

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

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

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

- b. State Assessments

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

- c. National Assessment of Educational Progress

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

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

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

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

Adopted on: August 14, 2017

Revised on: _____

Reviewed on: August 14, 2017

5057

District Title I Parent and Family Engagement Policy

The school district will jointly develop with parents a School-Parent-Student Compact that outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

The written District Parent and Family Engagement Policy will be jointly developed and distributed to parents and family members of participating children and the local community in an understandable format and to the extent practicable, in a language the parents can understand. An annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy will be used to design evidence-based strategies for more effective parental involvement, to revise the Parent and Family Engagement Policy and to remove barriers to participation.

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

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

improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parent and Family Engagement Policy.

Adopted on: _____

Revised on: _____

Reviewed on: _____



Ken Schroeder <ken.schroeder@ravennabluejays.org>

Fwd: Policy Update

2 messages

Paul Anderson <paul.anderson@ravenabluejays.org>
To: "Dr. Ken Schroeder" <ken.schroeder@ravennabluejays.org>

Tue, May 22, 2018 at 1:26 PM

Here is a response from Myra

Paul Anderson

Elementary Principal

Ravenna Public Schools

----- Forwarded message -----

From: **MYRA** <myra14_6@hotmail.com>

Date: Tue, May 22, 2018 at 12:36 PM

Subject: Re: Policy Update

To: Paul Anderson <paul.anderson@ravennabluejays.org>

It sounds good to me. Myra

Sent from my iPhone

On May 22, 2018, at 12:21 PM, Paul Anderson <paul.anderson@ravennabluejays.org> wrote:

Myra,

Ravenna Public Schools is currently conducting its annual review of its 'District Title I Parent and Family Engagement Policy' which is attached to this email. Please review the policy and reply to me via email with any suggestions or input you may have regarding the policy. Thank you for your valuable input.

Paul Anderson

Elementary Principal

Ravenna Public Schools

The information in this e-mail may be privileged and confidential, intended only for the use of the addressee(s) above. Any unauthorized use or disclosure of this information is prohibited. If you have received this e-mail by mistake, please delete it and immediately contact the sender.

<5057+District+Title+I+Parent+and+Family+Engagement+Policy (2).docx>



Mail

More

3 of 11

COMPOSE

Parent Engagement Policy Inbox x

- Inbox (2)
- Starred
- Sent Mail
- Drafts (2)
- Notes
- More



Paul Anderson
to me

2:12 PM

Paul Anderson
Elementary Principal
Ravenna Public Schools

----- Forwarded message -----
 From: **Brittney Lutz** <brittney.lutz@ravennabluejays.org>
 Date: Tue, May 22, 2018 at 1:59 PM
 Subject: Re: Parent Engagement Policy
 To: Paul Anderson <paul.anderson@ravennabluejays.org>

Hi paul I like how it is!! Thank you have you had a lot of people apply for the para spot.

On Tue, May 22, 2018, 12:07 PM Paul Anderson <paul.anderson@ravennabluejays.org> wrote:
Brittney,

Ravenna Public Schools is currently conducting its annual review of its 'District Title I Parent and Family Engagement Policy' which is attached to this email. Please via email with any suggestions or input you may have regarding the policy. Thank you for your valuable input.

Paul Anderson
Elementary Principal
Ravenna Public Schools



Click here to [Reply](#) or [Forward](#)



Ken Schroeder <ken.schroeder@ravennabluejays.org>

Fwd: Title 1 Policy

1 message

Paul Anderson <paul.anderson@ravennabluejays.org>
To: "Dr. Ken Schroeder" <ken.schroeder@ravennabluejays.org>

Wed, May 23, 2018 at 9:05 AM

Paul Anderson

Elementary Principal

Ravenna Public Schools

----- Forwarded message -----

From: **Melissa Wroblewski** <melissa.wroblewski@ravennabluejays.org>

Date: Wed, May 23, 2018 at 6:55 AM

Subject: Re: Title 1 Policy

To: Paul Anderson <paul.anderson@ravennabluejays.org>

I think it looks good. I don't have any suggestions or changes.

Melissa Wroblewski

On May 22, 2018, at 12:05 PM, Paul Anderson <paul.anderson@ravennabluejays.org> wrote:

Melissa,

Ravenna Public Schools is currently conducting its annual review of its 'District Title I Parent and Family Engagement Policy' which is attached to this email. Please review the policy and reply to me via email with any suggestions or input you may have regarding the policy. Thank you for your valuable input.

Paul Anderson

Elementary Principal

Ravenna Public Schools

<5057+District+Title+I+Parent+and+Family+Engagement+Policy (2).docx>

5054 Student Bullying

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior. Without limiting any definition of bullying under any state or federal law or regulation, bullying behavior, as used herein, refers to the use of physical force or verbal, nonverbal, written, and electronic communication (including but not limited to instant messaging, text messaging, e-mailing, and using websites) to threaten, intimidate, ridicule, humiliate, or harass any person.

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

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

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

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

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

Adopted on: October 10, 2016

Revised on: _____

Reviewed on: August 14, 2017

5054 Student Bullying

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

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

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

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

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

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

Support for Students Who Have Experienced Bullying. Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if

appropriate, will refer those students to the district's student assistance team.

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

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

5045 Student Fees

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

A. Definitions.

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

B. Listing of Fees Charged by this District.

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

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

- Student activity card-\$25.00 (covers admission to all home extracurricular events, away events and certain conference and district events are not covered by the student activity card)
- Future Business Leaders of America-\$0
- Cheerleading, drill team, flag corps. Students must purchase uniforms and shoes selected by the sponsor and/or student group.

- Football-Students must provide their own football shoes and undergarments.
- Golf-Students must provide their own golf shoes, undergarments, and clubs.
- Track, volleyball, wrestling and basketball. Students must provide their own shoes and undergarments.
- Future Farmers of America-\$25.00. Students must purchase their own jackets in addition to paying dues.

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

5. Extracurricular Activities.

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

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

- Student activity card \$25.00
Covers admission to all extracurricular events
- Student participation fee \$50.00
Required of all students who participate in athletics and/or other extracurricular activities
- Future Business Leaders of America \$50.00
- DECA \$50.00
- National Honor Society \$50.00

- Cheerleading, Drill Team, Flag Corps Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$500.

- Football Students must provide their own football

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

6. Post-Secondary Education Costs.

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

7. Transportation Costs.

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

The maximum dollar amount of the transportation fee charged by this district shall be \$0.54 cents per mile.

8. Copies of Student Files or Records.

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

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

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

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

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

10. Participation in Summer School or Night School.

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

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

11. Charges for Food Consumed by Students.

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

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

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

- Breakfast Program – Grades K-6
 - Regular Price \$1.90
 - Reduced Price \$0.30

- Breakfast Program – Grades 7-12
 - Regular Price \$2.05
 - Reduced Price \$0.30

- Lunch Program – Grades K-6
 - Regular Price \$2.70
 - Reduced Price \$0.40

- Lunch Program – Grades 7-12
 - Regular Price \$3.00
 - Reduced Price \$0.40

12. Charges for Musical Extracurricular Activities.

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

- Band Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers

- Swing Choir Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$250.00.

13. Contributions for Junior and Senior Class Extracurricular Activities.

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

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which

they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Student Fee Fund.

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

Adopted on: October 10, 2016

Revised on: August 14, 2017

Reviewed on: August 14, 2017

5045 Student Fees

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

A. Definitions.

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

B. Listing of Fees Charged by this District.

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

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

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

5. Extracurricular Activities.

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

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

- Student activity card \$25.00
Covers admission to all extracurricular events
- Student participation fee \$50.00
Required of all students who participate in athletics and/or other extracurricular activities
- Future Business Leaders of America \$50.00
- DECA \$50.00
- National Honor Society \$50.00

- Cheerleading, Drill Team, Flag Corps Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$500.

- Football Students must provide their own football

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

6. Post-Secondary Education Costs.

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

7. Transportation Costs.

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

The maximum dollar amount of the transportation fee charged by this district shall be \$0.545 cents per mile.

8. Copies of Student Files or Records.

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

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

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

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

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

10. Participation in Summer School or Night School.

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

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

11. Charges for Food Consumed by Students.

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

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

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

- Breakfast Program – Grades K-6
 - Regular Price \$1.95
 - Reduced Price \$0.30

- Breakfast Program – Grades 7-12
 - Regular Price \$2.10
 - Reduced Price \$0.30

- Lunch Program – Grades K-6
 - Regular Price \$2.75
 - Reduced Price \$0.40

- Lunch Program – Grades 7-12
 - Regular Price \$3.05
 - Reduced Price \$0.40

12. Charges for Musical Extracurricular Activities.

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

- Band

Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers

- Swing Choir

Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$250.00.

13. Contributions for Junior and Senior Class Extracurricular Activities.

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

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. Fund-Raising Activities

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

G. Student Fee Fund.

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

Adopted on: June 11, 2018

Revised on: _____

Reviewed on: _____

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

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

Excessive Absenteeism

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

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

Adopted on: October 10, 2016

Revised on: _____

Reviewed on: June 11, 2018

NASB Monthly Update for Board Meetings

Agenda Item: JUNE 2018

“NASB Update”

Congrats to all on another successful school year! We loved seeing, hearing and sharing all the accomplishments your students had on social media and our other communications.

May saw our office preparing for a busy summer of events, workshops, and more. The annual NASB Member Golf Outing will be Thursday June 14th, at the Kearney Country Club. A few spots remain, if you're interested, contact Sharon Endorf asap! The following day, we will stay in Kearney for the School Law Seminar. Online registration ended June 8th, onsite registrations will be taken.

In July we will hit the road for five Candidate Workshops in Auburn, Scottsbluff, Kearney, Wayne and La Vista, and four NAEP Annual Workshops in Gering, Kearney, Lincoln and Norfolk. To learn more and register for any of the above, visit www.NASBonline.org

May was a busy month for NASB's Board Leadership crew as well, conducting Strategic Planning sessions in Bellevue, Oakland-Craig, Plattsmouth, Tri County, West Point, Winside, and Wisner-Pilger; Community Engagement at HTRS and Sutton; a Climate Survey in Mullen; a Board Retreat in North Platte; and a Superintendent Evaluation session at Raymond Central.

The May 15th Primary Election started to shape what we will see come November. To see the full listing of candidates who will vie for the various open seats in the Legislature, as well as other state and federal races, check out the pdf located on the right side of the Government Relations tab of the NASB website.

Another reminder on the new NASB Membership Portal and how that may affect you in the coming weeks. Everyone will be receiving a new username and new default password from the system which will then allow you to log into the new Membership Portal. If you have any questions, please contact Jen Goetz at 402-817-0210 or email jgoetz@NASBonline.org.

Finally, any suggestions for new or revised legislative resolutions or standing positions to be considered by the NASB Legislation Committee for this year's Delegate Assembly, will need to be submitted by July 1st. Visit the Government Relations section of the NASB website and click on Call for Submission. Feel free to contact Matt Belka with any questions as well.

Stay engaged online at www.NASBonline.org and follow NASB on twitter at www.twitter.com/NASBonline using the hashtag #liveNASB - Thanks for all you do for your board, your community and the entire state by serving public education in Nebraska.

June 4, 2018



Pete Ricketts, Governor

SUPERINTENDENT
RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
PO BOX 8400
RAVENNA, NE 68869-8400

Re: School Bus Replacement Rebate Opportunity through August 3, 2018

Dear Sir or Madam:

The Nebraska Department of Environmental Quality (NDEQ) announces that the 2018 Nebraska School Bus Rebate Program is open and accepting applications through August 3, 2018. This program is offering partial reimbursement for replacing diesel school buses with new, lower-emission buses. This opportunity is part of the Nebraska Diesel Emission Mitigation Program funded by the *Volkswagen Diesel Emissions Environmental Mitigation Trust for State Beneficiaries, Puerto Rico, and the District of Columbia* (VW State Trust). NDEQ anticipates awarding 24 school bus rebates in 2018, but may adjust this number based on the number of applications received.

Buses eligible for replacement must be currently operational, have diesel engines with model year 2009 or older, and have a Gross Vehicle Weight Rating of 14,001 pounds or greater (Class 4 to 8). The replacement bus must have a 2017 or newer model year engine certified to EPA emission standards; the bus may use either diesel or alternative fuels (propane or compressed natural gas). New buses purchased prior to being selected for this program are not eligible for the rebate. Replaced buses and their engines must be disabled (scrapped).

All public school districts and private K-12 schools in Nebraska are eligible to apply for this program. Private companies that provide bus service may apply if they are either headquartered in or have an operational base office in Nebraska. Applicants may submit only one application for one bus replacement. Previous recipients of a Nebraska or EPA Clean Diesel School Bus Rebate (2013 or later) are eligible to apply, but preference will be given to applicants that are not previous rebate recipients. Rebate recipients will be determined by lottery.

The deadline for submitting the completed application and supporting documents is **5:00 pm on Friday, August 3, 2018**.

Rebate for Public School Districts:

For public school districts, NDEQ will reimburse:

- **50% of the base purchase cost** (up to a maximum of \$42,000) of a new diesel school bus certified to EPA 2017 emission standards.
- **60% of the base purchase cost** (up to a maximum of \$57,000) of a new school bus powered by a propane or compressed natural gas engine certified to meet California Air Resources Board Optional Low-NOx Standards.

Rebate for Private Schools and Contractors:

For non-government recipients such as private schools or private companies providing student transport services under contract, the VW State Trust agreement limits reimbursement to **25% of the base purchase cost** of a new school bus.

More information and application materials for this program are available on the Nebraska DEQ website at <http://deq.ne.gov/publica.nsf/pages/18-023>. General information about the Nebraska Diesel Emission Mitigation Program can be found at <http://deq.ne.gov/NDEQProg.nsf/OnWeb/AirVW>.

If you have questions about this rebate opportunity, please e-mail us at randy.smith@nebraska.gov or phone 402-471-4272.

Sincerely,

A handwritten signature in cursive script that reads "Randy Smith".

Randy Smith
NDEQ Clean Diesel Program Coordinator

Enclosure

**Ravenna Public Schools
Book to Bank Reconciliation
For the year ended 8/31/2018**

Lunch Fund	September	October	November	December	January	February	March	April	May	June	July	August	Total
BALANCE PER BOOKS													
Beginning Balance - 9/1/17	9,380.67	18,838.11	14,272.50	12,645.39	8,646.39	10,653.44	13,130.04	12,813.06	11,433.91	10,247.37	4,692.76	(1,193.93)	9,380.67
Add - Receipts per "Receipts Summary by Source" Report	27,694.37	27,492.18	28,816.64	22,753.91	24,554.14	28,713.42	27,658.25	25,135.83	28,321.10	12,626.49	-	-	253,766.33
Subtract - Expenditures per "Expenditures Summary by Program" Report	18,236.93	32,057.79	30,443.75	26,752.91	22,547.09	26,236.82	27,975.23	26,514.98	29,507.64	18,181.10	5,886.69	5,886.69	270,227.62
Equals - Balance per Books at End of Month ***	18,838.11	14,272.50	12,645.39	8,646.39	10,653.44	13,130.04	12,813.06	11,433.91	10,247.37	4,692.76	★ (1,193.93)	(7,080.62)	(7,080.62)

BALANCE PER BANK

Balance per Bank Statement	19,927.48	15,755.35	14,284.08	27,720.26	26,037.66	14,451.79	14,115.81	12,735.06	-	-	-	-	-
Add - Deposits in Transit	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtract - Checks Outstanding	1,089.37	1,482.85	1,638.69	19,073.87	15,384.22	1,321.75	1,302.75	1,301.15	-	-	-	-	-
Equals - Balance per Bank ***	18,838.11	14,272.50	12,645.39	8,646.39	10,653.44	13,130.04	12,813.06	11,433.91	-	-	-	-	-

*** = These two balances should equal.

* Estimating a negative \$1,193.93^(est.) balance after July payroll.
 Opaq! has already issued a check as partial payment for guarantee in the amount of \$12,626.49 $\frac{1}{2}$ is willing to issue another check to cover \$1,193.93 (est.) and previous GF transfer in the amount of \$1185, for a total guarantee in the amount of \$15,005.42.



Our Mission... "Make Their Day"

Since 1978

July 3, 2017

Mr. Ken Schroeder
Superintendent of Schools
Ravenna Public Schools
41750 Carthage Road
Ravenna, NE 68869

Dear Mr. Schroeder,

Opaa! will guarantee that the Ravenna Public Schools food service gain from pure food service operations will not fall below \$117 at the end of the 2017-18 school year. This guarantee is contingent upon the following:

- a. Days of service will be at least 178;
- b. Enrollment declines no more than 2% from 2016-17 to 2017-18;
- c. The same number of buildings as listed in the RFP are operated, and no changes are made to building or bus schedules that would adversely affect food service;
- d. 2017-18 state and federal reimbursements and USDA commodity support level no less than the 2016-17 levels and no legislative or regulatory changes occur during the year that affect school food service operations;
- e. The allocation of costs as detailed in our "Cost Responsibility" section does not change;
- f. District labor costs do not exceed those below the "Profit Contributions Before District Labor Expenditures" line.
- g. The District does not impose restrictions or changes during the 2016-17 or 2017-18 school years that would alter student and/or staff perceptions of meals served;
- h. Charges by the District to the District's food service budget other than the payment for bid meals served by Opaa! do not apply to this guarantee;

Sincerely,
OPAA! FOOD MANAGEMENT, INC.

John Catalano
Manager of Financial Analysis

Opaa! Food Management, Inc.

100 Chesterfield Business Parkway • Suite 310 • Chesterfield, MO 63005 • 636-812-0777 • Fax 636-812-0100
www.opaafood.com

Projected 2017-18

**Ravenna Public Schools
Budget Proposal
Projected for the 2017-2018 School Year**

**Participation Targets
Lunch ADP: 88%
Breakfast ADP: 25%**

Cash Income	Quantity	Days	Price	Total
Paid Student Lunch - Elem	72	178	\$2.70	\$34,434
Paid Student Lunch - MS	72	178	\$3.00	\$38,260
Paid Student Lunch - HS	72	178	\$3.00	\$38,260
Second Student Lunch - Elem	0	178	\$2.70	\$0
Second Student Lunch - MS	0	178	\$3.00	\$0
Second Student Lunch - HS	0	178	\$3.00	\$0
Reduced Student Lunch	50	178	\$0.40	\$3,539
Adult Lunch	15	178	\$3.90	\$10,327
Paid Student Breakfast - Elem	12	178	\$1.90	\$3,940
Paid Student Breakfast - MS	12	178	\$2.05	\$4,251
Paid Student Breakfast - HS	12	178	\$2.05	\$4,251
Second Student Breakfast - Elem	0	178	\$1.90	\$0
Second Student Breakfast - MS	0	178	\$2.05	\$0
Second Student Breakfast - HS	0	178	\$2.05	\$0
Reduced Student Breakfast	15	178	\$0.30	\$818
Adult Breakfast	0	178	\$2.95	\$0
Other Meals Lunch	0	178	\$0.00	\$0
Other Meals Breakfast	0	178	\$0.00	\$0
A la Carte	33	178	\$1.03	\$6,077
Total Cash Income				\$144,154

Reimbursement Income	Quantity	Days	Reimb	Total	
Fed Paid Lunch	B	217	178	\$0.36	\$13,913
Fed Reduced Lunch	B	50	178	\$2.82	\$24,947
Fed Free Lunch	B	120	178	\$3.22	\$68,537
Fed Paid Breakfast	S	35	178	\$0.29	\$1,822
Fed Reduced Breakfast	S	15	178	\$1.74	\$4,742
Fed Free Breakfast	S	57	178	\$2.04	\$20,519
Snacks - Paid		0	178	\$0.07	\$0
Snacks - Reduced		0	178	\$0.43	\$0
Snacks - Free		0	178	\$0.86	\$0
Other Meals Lunch		0	178	\$0.00	\$0
Other Meals Breakfast		0	178	\$0.00	\$0
Fed Reimbursement - 3.00%					\$4,034
State Lunch		386	178	\$0.03	\$2,063
Total Reimbursement Income				\$140,578	
TOTAL CASH AND REIMBURSEMENTS				\$284,732	

District Expenditures	Quantity	Days	Rate	Total
OPAA FOOD MANAGEMENT				
Student Lunches	386	178	\$2.4900	\$171,256
Adult Lunches	15	178	\$2.4900	\$6,594
Student Breakfasts	107	178	\$1.2450	\$23,738
Adult Breakfasts	0	178	\$1.2450	\$0
Snacks	0	178	\$0.9400	\$0
Other Meals Lunch	0	178	\$0.0000	\$0
Other Meals Breakfast	0	178	\$0.0000	\$0
A la Carte	33	178	\$0.7176	\$4,361
TOTAL EXPENDITURES				\$205,948

Projected Commodity Credit (22,009)

Profit Contributions Before District Labor Expenditures	\$100,792
Less: Labor Bill Back	\$0
Less: District Wages & Taxes	\$86,424
Less: Medical Insurance	\$8,956
Flexible Benefit Allowance (OK)	\$0
Less: Retirement	\$5,295

Estimated District Net Profit (Loss) \$117

1. Does not include other district expenditures charged to food service
2. Assumes a \$0.00 increase in school meal prices due to the USDA mandated Paid Lunch Equity Program
3. Assumes a \$0.06 increase in school lunch reimbursement rates



District Food Service Financial Budget

Actual 2017-18

Ravenna Public Schools
Projected Current Year Data Through 5/31/2018

Session	Description	School Type	Daily Average	Days	Rate	Total
Cash Income						
Regular School	Paid National School Lunch Program (NSLP) (Regular Term)	Elementary	88.00	176	\$2.7000	\$42,235.78
	Paid National School Lunch Program (NSLP) (Regular Term)	High	84.00	176	\$3.0000	\$44,431.20
	Reduced National School Lunch Program (NSLP) (Regular Term)	ALL	19.00	176	\$0.4000	\$1,364.35
	Reduced National School Lunch Program (NSLP) (Regular Term)	ALL	11.00	176	\$0.4000	\$794.11
	Paid School Breakfast Program (SBP) (Regular Term)	Elementary	2.00	176	\$1.9000	\$695.55
	Paid School Breakfast Program (SBP) (Regular Term)	High	11.00	176	\$2.0500	\$4,293.52
	Reduced School Breakfast Program (SBP) (Regular Term)	ALL	6.00	176	\$0.3000	\$343.73
	Reduced School Breakfast Program (SBP) (Regular Term)	ALL	4.00	176	\$0.3000	\$262.42
	Paid After-School Snack Program (ASP)	ALL	23.00	176	\$0.4000	\$1,631.17
	A la Carte	ALL	\$206.00	176	\$1.0000	\$36,338.72
	Paid Extra Beverages	ALL	17.00	176	\$0.4000	\$1,218.62
	Paid Special Milk Program (SMP)	ALL	81.00	176	\$0.4000	\$5,733.38
	Total Cash Income					\$139,342.55

Reimbursement Income

	Free National School Lunch Program (NSLP) (Regular Term)	ALL	107.00	176	\$3.3250	\$62,698.33
	Paid National School Lunch Program (NSLP) (Regular Term)	ALL	173.00	176	\$0.4050	\$12,332.87
	Reduced National School Lunch Program (NSLP) (Regular Term)	ALL	30.00	176	\$2.9250	\$15,783.77
S	Free School Breakfast Program (SBP) (Regular Term)	ALL	38.00	176	\$2.0900	\$14,275.87
S	Paid School Breakfast Program (SBP) (Regular Term)	ALL	13.00	176	\$0.3000	\$738.14
S	Reduced School Breakfast Program (SBP) (Regular Term)	ALL	11.00	176	\$1.7900	\$3,613.51
	Paid After-School Snack Program (ASP)	ALL	23.00	176	\$0.0800	\$323.84
	Paid Special Milk Program (SMP)	ALL	81.00	176	\$0.2075	\$2,958.12
	Total Reimbursement Income					\$112,724.44

District Expenditures

National School Lunch Program (NSLP) (Regular Term)	(310.00)	176	\$2.4900	(\$136,213.76)
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Total Income with Commodity Credit = \$271,945.59

Regular School	School Breakfast Program (SBP) (Regular Term)	(64.00)	176	\$1.2450	(\$14,080.65)
	After-School Snack Program (ASP)	(23.00)	176	\$0.4000	(\$1,631.17)
	A la Carte	(\$148.00)	176	\$1.0000	(\$26,076.16)
	Extra Beverages	(17.00)	176	\$0.2500	(\$761.64)
	Special Milk Program (SMP)	(81.00)	176	\$0.3500	(\$5,016.70)
	Total District Expenditures				<u>(\$183,780.08)</u>

Commodity Credit

Commodity Credit	176	<u>\$19,878.60</u>
Total Commodity Credit		\$19,878.60

Other

Retirement	(\$5,295.00)
District Wages and Taxes	(\$86,424.00)
Medical Insurance	(\$8,956.00)
Total Other	<u>(\$100,675.00)</u>
Estimated District Net Profit (Loss)	<u>(\$12,509.49)</u>

Guaranteed Profit: \$117
 Reimbursement: \$12,626.49

Total Expenses (Opaa! District Labor) = \$284,455.08

Total Income = \$271,945.59

Total Expense = \$284,455.08

Net Loss/Gain = -\$12,626.49

+117 (Guaranteed Profit)

- \$12,626.49

- 1,185

— Transfer from GF

- 1,193.93

— Transfer from GF

- \$15,005.42