

Board of Education Regular Meeting  
Monday, July 8, 2019 8:00 PM  
High School Library  
P.O. Box 8400  
Ravenna, NE 68869-8400

1. Call to Order and Roll Call - Open Meeting Law
2. Excuse Absent Board Members
3. The Pledge of Allegiance
4. Recitation of School Mission Statement: Preparing Students Today to Succeed Tomorrow: Family-Community-School
5. Approval of Agenda
6. Financial Report
7. Consent Agenda
  1. Discuss, consider, and take all necessary action to minutes
  2. Discuss, consider, and take all necessary action to bills
  3. Discuss, consider, and take all action necessary to declaring John Deere Tractor (Serial#: 161704), blade, and loader as surplus for immediate sale or disposal
  4. Discuss, consider, and take all action necessary to Notice of Public Hearing from City of Ravenna
8. Request to Address the Board and Correspondence
9. Blue Jay Celebration of Success-None This Month
10. ABC Bluejay Staff Member of the Month-None This Month
11. Information and Action Items
  1. Discuss, consider, and take all action necessary to transferring \$11,500 from the General Fund to the Lunch Fund

2. Discuss, consider, and take all action necessary to the "2019-20 Ravenna Public Schools Student Handbook"
3. Discuss, consider, and take all action necessary to the "2019-20 Ravenna Public Schools Activities Handbook"
4. Discuss, consider, and take all action necessary to the "2019-20 Ravenna Public Schools Staff Handbook"
5. Discuss, consider, and take all action necessary to the adoption of the NEE (Network for Educator Effectiveness) Teacher Evaluation Instrument
6. Discuss, consider, and take all action necessary to Policy 2008
7. Annual Parental Involvement Policy Review Hearing (Policy #5018)
8. Annual Title I Parental Involvement Policy Review Hearing (Policy # 5057)
9. Annual Student Fees Policy Hearing (#5045)
10. Annual Bullying Policy Review (#5054)
11. Annual Attendance and Excessive Absenteeism Policy Review (#5001)
12. Discuss, consider and take all action to Ravenna School Board Policies contained in the annual policy review, to include policy #'s: 2002, 2006, 2014, 2017, 3003.1, 3004.1, 3016, 3028, 3039, 3046, 3050, 3051, 3052, 3053, 4048, 4052, 5002, 5016, 5017, 5022, 5035, & 5063.
13. Discuss, consider, and take all action necessary to the superintendent's contract
12. Discussion Items
13. Elementary Principal's Report
14. Secondary Principal's Report
15. Superintendent's Report
16. Board Report-Superintendent Evaluation Instrument
17. Positive Comments

## 18. Adjournment

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	(9,849.03)	3,145.35	0.00	0.00	(12,994.38)
05 704 0102	Volleyball Fund Balance	1,568.54	1,035.00	0.00	0.00	533.54
05 704 0103	Football Fund Balance	6,865.13	4,008.68	30.00	0.00	2,886.45
05 704 0104	Cross Country Fund Balance	3,792.64	45.00	0.00	0.00	3,747.64
05 704 0105	Boys BBall Fund Balance	1,343.84	750.00	45.00	0.00	638.84
05 704 0106	Girls BBall Fund Balance	1,603.39	800.00	0.00	0.00	803.39
05 704 0107	Track Fund Balance	3,240.98	0.00	0.00	0.00	3,240.98
05 704 0108	Girls Golf Fund Balance	574.83	24.00	398.00	0.00	948.83
05 704 0109	Boys Golf Fund Balance	573.24	0.00	0.00	0.00	573.24
05 704 0110	Kids Wrestling Fund Balance	1,998.54	0.00	0.00	0.00	1,998.54
05 704 0111	Jr. High Vball Fund Balance	220.83	0.00	0.00	0.00	220.83
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	41.72	0.00	0.00	0.00	41.72
05 704 0219	Class of 2019 Fund Balance	2,241.76	1,292.00	0.00	0.00	949.76
05 704 0220	Class of 2020 Fund Balance	3,027.75	(2.98)	0.00	0.00	3,030.73
05 704 0221	Class of 2021 Fund Balance	5,762.57	0.00	0.00	0.00	5,762.57
05 704 0222	Class of 2022 Fund Balance	4,268.82	0.00	0.00	0.00	4,268.82
05 704 0223	Class of 2023	1,104.12	0.00	0.00	0.00	1,104.12
05 704 0224	Class of 2024 Fund Balance	674.00	0.00	0.00	0.00	674.00
05 704 0301	FBLA Fund Balance	9,627.49	872.00	0.00	0.00	8,755.49
05 704 0302	FCCLA Fund Balance	20.63	0.00	0.00	0.00	20.63
05 704 0303	FFA Fund Balance	28,616.32	35.94	403.00	0.00	28,983.38
05 704 0304	NHS Fund Balance	871.78	0.00	0.00	0.00	871.78
05 704 0305	Student Council Fund Balance	257.89	0.00	0.00	0.00	257.89
05 704 0306	Band Instruments Fund Balance	1,064.71	0.00	0.00	0.00	1,064.71
05 704 0307	Fine Arts Fund Balance	1,112.14	0.00	0.00	0.00	1,112.14
05 704 0308	Flag Corp Fund Balance	394.85	0.00	0.00	0.00	394.85
05 704 0309	Cheer Fund Balance	(790.86)	0.00	290.47	0.00	(500.39)
05 704 0310	Dance Fund Balance	84.11	0.00	424.38	0.00	508.49
05 704 0311	Yearbook Fund Balance	5,106.79	0.00	40.00	0.00	5,146.79
05 704 0312	Spanish Club Fund Balance	0.38	0.00	0.00	0.00	0.38
05 704 0313	Elementary Fund Balance	10,682.88	89.77	0.00	0.00	10,593.11
05 704 0314	Science Fund Balance	(20.00)	0.00	0.00	0.00	(20.00)
05 704 0315	Industrial Arts Fund Balance	1,287.50	0.00	0.00	0.00	1,287.50
05 704 0316	Skills Fund Balance	1,651.01	11.97	0.00	0.00	1,639.04
05 704 0318	Library/AR Fund Balance	99.99	0.00	0.00	0.00	99.99
05 704 0319	Life Skills Fund Balance	3,057.72	0.00	0.00	0.00	3,057.72
05 704 0320	Independent Living Fund Balance	262.55	0.00	0.00	0.00	262.55

Activity Fund Balance Report - Summary - Exclude Encumbrances  
06/2019 - 06/2019

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	536.84	0.00	0.00	0.00	536.84
05 704 0322	Star Fund Balance	2,877.45	0.00	698.84	0.00	3,576.29
05 704 0323	Youth Center Fund Balance	4,820.44	19.95	30.00	0.00	4,830.49
05 704 0324	Drama Fund Balance	1,469.10	0.00	49.75	0.00	1,518.85
05 704 0325	Speech Fund Balance	116.00	0.00	0.00	0.00	116.00
05 704 0326	AccaDecca Fund Balance	1,921.87	0.00	0.00	0.00	1,921.87
05 704 0327	Robotics Fund Balance	6,976.49	1,122.15	0.00	0.00	5,854.34
05 704 0328	COF Fund Balance	40.39	0.00	0.00	0.00	40.39
05 704 0331	Spring Play Fund Balance	728.00	0.00	0.00	0.00	728.00
05 704 0402	Reserve Fund Balance	5,792.78	0.00	0.00	0.00	5,792.78
05 704 0404	Casual Friday Fund Balance	2,441.04	0.00	0.00	0.00	2,441.04
05 704 0405	RHS Foundation Fund Balance	315.89	0.00	0.00	0.00	315.89
05 704 0406	Playground Fund Balance	2,364.86	0.00	0.00	0.00	2,364.86
05 704 0407	Guidance Fund Balance	393.70	0.00	0.00	0.00	393.70
05 704 0408	Student Assist Fund Balance	3,430.48	0.00	0.00	0.00	3,430.48
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	9,096.92	423.77	24.60	0.00	8,697.75
05 704 0411	Courtesy Fund Balance	4,204.78	40.00	0.00	0.00	4,164.78
05 704 0501	Interest Fund Balance	636.64	0.00	36.28	0.00	672.92
Fund Total: 05		143,090.83	13,712.60	2,470.32	0.00	131,848.55



Ship To 10587328

Ravenna Public Schools  
 Dave Huryta  
 41750 CARTHAGE RD  
 RAVENNA NE 68869-4051

# Invoice

<b>Invoice No.</b> 1100671395	<b>Date</b> 19-JUN-2019	<b>Sales Order no.</b> 324533764	<b>Account No.</b> 10587328	<b>Payment Terms</b> Net 30 days	<b>Due Date</b> 19-JUL-2019	<b>Sales Rep Name</b> Crystal McBride	<b>Account Clerk</b> Ana Rivas
<b>PO No.</b> 1819-INSIGHT-01		<b>PO Release No.</b>		<b>Contract No.</b>	<b>State Contract No.</b>	<b>Ship Via</b> Other/Ground	
FEIN: 36-3949000		<b>Service Order No.</b>		<b>Service Rep Name</b>		<b>Original Invoice No.</b>	

Register for Electronic Invoicing at [www.insight.com/einvoice](http://www.insight.com/einvoice)

Material	Material Description	Qty	Unit Price	Ext. Price
NX.VGVAA.002	Acer TravelMate P2510-G2-M-56AT - 15.6" - Core i5 8250U - 8 GB RAM - 256 GB SSD - US International Serial #:VAA002832015C67200;VAA002832015D07200;VAA002832015E57200;VAA002832015EB7200;VAA002832015EF7200;VAA002832015F07200;VAA002832015F17200;VAA002832015FF7200;VAA002832016007200;VAA002832016017200;VAA002832016037200;VAA002832016047200;VAA002832016057200;VAA002832016067200;VAA002832016097200;VAA0028320160C7200;VAA0028320160F7200;VAA002832016127200;VAA002832016147200;VAA002832016157200;VAA002832016167200;VAA002832016177200;VAA002832016187200;VAA0028320161B7200;VAA0028320161E7200;VAA002832016287200;VAA002832016367200;VAA002832016467200;VAA002832016477200;VAA002832016497200;VAA0028320164A7200;VAA0028320164C7200;VAA0028320164D7200;VAA002832016557200;VAA002832016567200;VAA002832016587200;VAA0028320165A7200;VAA0028320165C7200;VAA002832016617200;VAA002832016667200;VAA002832016677200;VAA0028320166B7200;VAA002832016777200;VAA002832016787200;VAA0028320167D7200;VAA00285204B517200;VAA00285204B5E7200;VAA00285204B657200;VAA00285204B727200;VAA00285204B827200;VAA00285204BBF7200;VAA00285204BCC7200;VAA00285204BD97200;VAA0029090291B7200;VAA002909029307200 OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644)	55	617.80	33,979.00

**Subtotal** 33,979.00  
**Total Amount Due** 33,979.00  
**Currency** USD

(T) Denotes taxable item \* Denotes non-shippable item



**Please remit checks to:**  
 Insight Public Sector, Inc.  
 P.O. Box 731072  
 DALLAS TX 75373-1072

Ship To 10587328

Ravenna Public Schools  
 Dave Huryta  
 41750 CARTHAGE RD  
 RAVENNA NE 68869-4051

Send address changes to [addresschange@insight.com](mailto:addresschange@insight.com)  
 For proper credit, please return this portion with payment.

<b>ACCOUNT NO</b>	10587328
<b>INVOICE DATE</b>	19-JUN-2019
<b>INVOICE NUMBER</b>	1100671395
<b>BALANCE DUE</b>	33,979.00
<b>AMOUNT PAID</b>	
<b>CURRENCY</b>	USD

**Bill to: 10587328**  
 RAVENNA PUBLIC SCHOOLS  
 ACCOUNTS PAYABLE-PO #1819-INSIGHT-01  
 41750 CARTHAGE RD  
 RAVENNA NE 68869-4051

Please remit electronically to:  
 Insight Public Sector, Inc  
 c/o JPMorgan Chase  
 Account: 816365761  
 Swift code: chasus33  
 Wire ABA: 021000021  
 ACH ABA: 124001545

0010587328611006713957000339790094970000000000000000

00527010210000PF6362460200527



039246-02-00527





Ship To 10587328

Page 2 of 2

Ravenna Public Schools  
 Dave Huryta  
 41750 CARTHAGE RD  
 RAVENNA NE 68869-4051

# Invoice

<b>Invoice No.</b> 1100671395	<b>Date</b> 19-JUN-2019	<b>Sales Order no.</b> 324533764	<b>Account No.</b> 10587328	<b>Payment Terms</b> Net 30 days	<b>Due Date</b> 19-JUL-2019	<b>Sales Rep Name</b> Crystal McBride	<b>Account Clerk</b> Ana Rivas
<b>PO No.</b> 1819-INSIGHT-01		<b>PO Release No.</b>		<b>Contract No.</b>	<b>State Contract No.</b>		<b>Ship Via</b> Other/Ground
FEIN: 36-3949000		<b>Service Order No.</b>		<b>Service Rep Name</b>		<b>Original Invoice No.</b>	

**Register for Electronic Invoicing at [www.insight.com/einvoice](http://www.insight.com/einvoice)**

Material	Material Description	Qty	Unit Price	Ext. Price
----------	----------------------	-----	------------	------------

THANK YOU FOR YOUR ORDER.

FOR ALL INQUIRIES PLEASE CALL 800-934-4477.

The Terms and Conditions and Return Policy and Procedures set forth on [www.ips.insight.com/TermsandConditions](http://www.ips.insight.com/TermsandConditions) are specifically incorporated herein unless purchase is being made pursuant to a separate written agreement in which case the terms of the separate written agreement shall govern.

005270202U0000P6362460200527



**Ravenna Public Schools**

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

**PURCHASE ORDER**

DATE: 6/12/2019  
 P.O. # 1819-Insight-01  
 Bill To: P.O Box 8400  
 Quote # 221219407  
 Tax Exemption No. 1-627933

**VENDOR**

Insight  
 6820 S Harl Ave  
 Tempe, AZ 85283-4318  
 501-505-4155  
 Crystal McBride

**SHIP TO**

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

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
NX.VGVAA.002	Acer TravelMate P2510-G2-M-56AT - 15.6"	55	617.80	33,979.00
	Core i5 8250U - 8 GB RAM - 256 GB SSD			0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
	Staff Laptop Refresh			0.00
	1/2 & 1/2 Equipment			0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

Other Comments or Special Instructions

SUBTOTAL \$33,979.00  
 TAX RATE 0.000%  
 TAX \$0.00  
 S & H \$0.00  
 OTHER \$0.00  
**TOTAL \$33,979.00**

*Kenneth E. Schroeder*

6-12-19

Authorized by \_\_\_\_\_ Date \_\_\_\_\_

**SOLD-TO PARTY** 10587328

RAVENNA PUBLIC SCHOOLS  
 ACCOUNTS PAYABLE  
 41750 CARTHAGE RD  
 RAVENNA NE 68869-4051

**SHIP-TO PARTY**

RAVENNA PUBLIC SCHOOLS  
 ACCOUNTS PAYABLE  
 41750 CARTHAGE RD  
 RAVENNA NE 68869-4051

Quotation	
<b>Quotation Number</b>	: 221219407
<b>Document Date</b>	: 23-MAY-2019
<b>PO Number</b>	:
<b>PO Release</b>	:
<b>Sales Rep</b>	: Crystal McBride
<b>Email</b>	: CMCBRIDE@INSIGHT.COM
<b>Telephone</b>	: 5015054155

**We deliver according to the following terms:**

**Payment Terms** : Net 30 days  
**Ship Via** : Insight Assigned Carrier/Ground  
**Terms of Delivery** : FOB DESTINATION  
**Currency** : USD

In order for Insight to accept Purchase Orders against this contract and honor the prices on this quote, your agency must be registered with OMNIA Partners Public Sector (formerly U.S. Communities). Our sales teams would be happy to assist you with your registration. Please contact them for assistance -- the registration process takes less than five minutes.

Material	Material Description	Quantity	Unit Price	Extended Price
NX.VGVAA.002	Acer TravelMate P2510-G2-M-56AT - 15.6" - Core i5 8250U - 8 GB RAM - 256 GB SSD - US International OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644)	55	617.80	33,979.00
			Product Subtotal	33,979.00
			TAX	0.00
			<b>Total</b>	<b>33,979.00</b>

**PURCHASE ORDER REQUIREMENTS:**  
 Quote Number:221219407

Purchase Order Number: 1819-Insight-01

Authorized by/Title: Kenneth E. Schroeder / Superintendent (please print)

Authorized Signature: Kenneth E. Schroeder Date: 6-12-19

Thank you for considering Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Crystal McBride  
 5015054155  
 CMCBRIDE@INSIGHT.COM

---

OMNIA Partners (formerly U.S. Communities) IT Products, Services and Solutions Contract No. 4400006644

Insight Public Sector (IPS) is proud to be a contract holder for the OMNIA Partners Technology Products, Services & Solutions Contract.

This competitively solicited contract is available to participating agencies of OMNIA Partners. OMNIA Partners assists local and state government agencies, school districts (K-12), higher education, and nonprofits in reducing the cost of purchased goods by pooling the purchasing power of public agencies nationwide. This is an optional use program with no minimum volume requirements and no cost to agencies to participate.

Regarding tariff impacts on IPS contract quotes, Insight is communicating with the contracting officials on the contracts held by Insight to minimize the impact of tariffs to our clients.

Thanks for choosing Insight!

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

The U.S. government has imposed tariffs on technology-related goods. Many of Insight's OEM and distribution partners have notified Insight that these tariffs will result in frequent and significant price increases. Some of our major partners have already provided Insight with cost increases, in some instances multiple times per day, while other providers are still assessing their situations. Due to the situation it is possible this quote may be subject to cost changes for Insight which will necessitate changes to the quoted pricing, or withdrawal of the quote.

This purchase is subject to Insight's online Terms of Sale unless you have a separate purchase agreement signed by both your company and Insight, in which case, that separate agreement will govern. Insight's online Terms of Sale can be found at: [http://www.insight.com/en\\_US/help/terms-of-sale-products-ips.html](http://www.insight.com/en_US/help/terms-of-sale-products-ips.html)

Ravenna Public Schools  
Fund Balance Report  
June 30, 2019

**Special Building**

Last month ending balance	\$	475,103.01
Buffalo Co Taxes	\$	31,840.30
Sherman Co Taxes	\$	8,230.84
Interest	\$	343.00
Check(s)	\$	(27,446.56)
Bank Statement Balance	\$	488,070.59

**Depreciation Fund**

Last month ending balance	\$	50,703.04
Interest		\$12.50
Ins. Proceeds		\$0.00
Transfer		\$0.00
Check(s)		\$0.00
Bank Statement Balance	\$	50,715.54

**Employee Benefit Fund**

Last month ending balance	\$	14,721.20
Interest	\$	3.63
Check(s)	\$	-
Bank Statement Balance	\$	14,724.83

**Qualified Cap**

Last month ending balance	\$	155,932.10
Buffalo Co Taxes	\$	7,347.06
Sherm Co Taxes	\$	1,899.24
US Treas.		
Interest	\$	112.09
check(s)	\$	-
Bank Statement Balance	\$	165,290.49

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID	01	Fund Number 01 General		
	107980	AGC Education Inc, dba Tonas Graphics	05/24/2019	1,009.00
01 1127 411 001 000		Secon Art Materials		1,009.00
Total		AGC Education Inc, dba Tonas Graphics		1,009.00
	INV0027319	Applied Educational Systems	06/03/2019	799.00
01 1126 460 001 000		Comp Software		799.00
Total		Applied Educational Systems		799.00
	20449	ASK SUPPLY CO	06/25/2019	531.84
01 2620 319 002 000		Other Purch Ser Elem		531.84
	20464	ASK SUPPLY CO	06/27/2019	327.50
01 2620 319 001 000		Other Pur Ser Secon		327.50
Total		ASK SUPPLY CO		859.34
	02798	BLACK HILLS ENERGY	06/19/2019	48.57
01 2610 321 001 000		Fuel Secon		24.28
01 2610 321 002 000		Fuel Elem		24.29
	02799	BLACK HILLS ENERGY	06/19/2019	688.85
01 2610 321 001 000		Fuel Secon		344.43
01 2610 321 002 000		Fuel Elem		344.42
Total		BLACK HILLS ENERGY		737.42
	1019863	BUILDERS WAREHOUSE	06/28/2019	598.29
01 2620 318 002 000		Cont/ser Repair Elem		598.29
Total		BUILDERS WAREHOUSE		598.29
	178786	Cannon Sports Inc.	06/21/2019	35.24
01 1113 411 002 000		Grade 3 Materials		4.54
01 1114 411 002 000		Grade 4 Materials		30.70
Total		Cannon Sports Inc.		35.24
	50707297	CAROLINA BIOLOGICAL SUPPLY CO	05/23/2019	369.58
01 1122 411 001 000		Materials		369.58
	50707299RI	CAROLINA BIOLOGICAL SUPPLY CO	05/23/2019	197.88
01 1122 411 001 000		Materials		197.88
	50709531RI	CAROLINA BIOLOGICAL SUPPLY CO	05/28/2019	350.00
01 1122 411 001 000		Materials		350.00
	50716399RI	CAROLINA BIOLOGICAL SUPPLY CO	06/05/2019	69.00
01 1122 411 001 000		Materials		69.00
	50719137RI	CAROLINA BIOLOGICAL SUPPLY CO	05/23/2019	73.00
01 1122 411 001 000		Materials		73.00
Total		CAROLINA BIOLOGICAL SUPPLY CO		1,059.46
	cps.0519	CENTER FOR PSYCHOLOGICAL SERVICES, PC	06/03/2019	63.22
01 1100 391 000 000		Mileage for Psyche Services		63.22
Total		CENTER FOR PSYCHOLOGICAL SERVICES, PC		63.22
	0000310062419	CHARTER COMMUNICATIONS	06/24/2019	174.82
01 1100 381 000 000		INTERNET SERVICES		174.82
Total		CHARTER COMMUNICATIONS		174.82
	357.june19	CITY OF RAVENNA	06/29/2019	470.33

07/03/2019 01:45 PM

User ID: HGB

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2610 323 001 000		Water Sewer Secon		235.17
01 2610 323 002 000		Water Sewer Elem		235.16
	760.june19	CITY OF RAVENNA	06/29/2019	77.50
01 2610 323 001 000		Water Sewer Secon		38.75
01 2610 323 002 000		Water Sewer Elem		38.75
Total		CITY OF RAVENNA		547.83
	290424003	COMPLETE AUTO REPAIR	04/24/2019	500.29
01 2710 337 000 000		Tires And Parts		340.29
01 2710 338 000 000		Purchased Repair		160.00
Total		COMPLETE AUTO REPAIR		500.29
	91490	COMPUTERS ETC	06/09/2019	60.00
01 1120 411 001 000		Lang Arts Materials		32.70
01 1115 411 002 000		Grade 5 Materials		9.10
01 2410 410 002 000		Supplies Elem		18.20
Total		COMPUTERS ETC		60.00
	1168505	DAS State Accounting - Central Finance	06/01/2019	229.49
01 1100 381 000 000		INTERNET SERVICES		229.49
Total		DAS State Accounting - Central Finance		229.49
	6625027	DEMCO	05/31/2019	685.65
01 2222 410 001 000		Supplies Secon		334.13
01 2222 410 002 000		Supplies Elem		351.52
Total		DEMCO		685.65
	2223574	ECOLAB PEST ELIM DIV	06/11/2019	1,950.00
01 2620 319 001 000		Other Pur Ser Secon		975.00
01 2620 319 002 000		Other Purch Ser Elem		975.00
	7139832	ECOLAB PEST ELIM DIV	06/11/2019	70.18
01 2620 319 001 000		Other Pur Ser Secon		35.09
01 2620 319 002 000		Other Purch Ser Elem		35.09
Total		ECOLAB PEST ELIM DIV		2,020.18
	300441	EGAN SUPPLY CO.	06/10/2019	358.34
01 2610 410 001 000		Supplies Secon		172.76
01 2610 410 002 000		Supplies Elem		172.76
01 2510 410 000 000		Supplies		12.82
Total		EGAN SUPPLY CO.		358.34
	180300.june19	ESU #10	06/28/2019	33,901.02
01 1292 318 000 000		Pre Sped Services (0-2)		294.45
01 1214 318 002 000		OT Therapy		971.18
01 1214 318 002 000		OT Therapy		971.18
01 1214 313 001 000		Deaf		99.95
01 1292 313 000 000		Pre Deaf Ed Services (0-2)		99.95
01 1214 313 002 000		PT Therapy		431.67
01 1216 313 002 000		Speech Therapy Elem		14,853.11
01 1290 313 000 000		PRE SCHL SPEECH (3-5)		1,009.17
01 1292 313 002 602		Pre Speech (0-2)		208.19
01 1212 313 001 000		Contracted Supervis		1,031.98
01 1212 313 002 000		SPED SUPERVISION		1,031.98
01 1291 313 000 000		PRE SPED Supervision (3-5)		294.45

07/03/2019 01:45 PM

User ID: HGB

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 1291 318 000 000		PRE D/E Psychologist Services (3-5)		445.46
01 1292 318 002 000		Pre D/E Psychological Services (0-2)		445.46
01 1215 313 001 000		Audiology Secon		62.57
01 1291 313 001 000		PRE OT Services (3-5)		368.80
01 1292 313 001 000		Pre Sped OT Services (0-2)		147.52
01 1216 313 001 000		Speech Therapy		4,747.53
01 1291 313 002 000		PRE Deaf Ed Services (3-5)		15.64
01 1292 313 002 604		D/E Audiology Birth (0-2)		15.64
01 1229 318 002 000		Contracted Services		(43.00)
01 1214 318 001 000		Vision		263.40
01 1213 313 002 000		Diagnostic Testing (School Psych)		1,781.86
01 1213 313 002 000		Diagnostic Testing (School Psych)		1,781.86
01 1100 460 002 000		Comp Software Elem		595.00
01 2410 630 002 000		Dues And Fees Elem		40.00
01 2410 630 001 000		Dues And Fees Secon		40.00
01 2320 630 000 000		Dues And Fees		40.00
01 1213 313 001 000		Vocational		396.78
01 1215 313 002 000		Audiology Elem		62.57
01 1214 313 002 000		PT Therapy		431.68
01 1291 318 002 000		PRE PT Services (3-5)		271.33
01 1292 313 002 000		Pre Sped PT Services (0-2)		98.66
01 1100 460 001 000		Comp Software Secon		595.00
Total ESU #10				33,901.02
	AEPA001046	ESU COORDINATING COUNCIL	06/12/2019	351.00
01 1100 460 001 000		Comp Software Secon		175.50
01 1100 460 002 000		Comp Software Elem		175.50
	AEPA001180	ESU COORDINATING COUNCIL	06/26/2019	356.00
01 2222 460 002 000		Elem Software		178.00
01 2222 460 001 000		Computer Software		178.00
Total ESU COORDINATING COUNCIL				707.00
	INV-4599	Fast Bridge Learning, LLC	06/14/2019	91.00
01 1100 460 002 000		Comp Software Elem		91.00
Total Fast Bridge Learning, LLC				91.00
	2349044	FLINN SCIENTIFIC INC	05/29/2019	121.01
01 2610 410 001 000		Supplies Secon		98.69
01 1122 411 001 000		Materials		22.32
	2349718	FLINN SCIENTIFIC INC	05/30/2019	1,051.00
01 1122 411 001 000		Materials		1,051.00
	2350004	FLINN SCIENTIFIC INC	05/31/2019	118.30
01 1122 411 001 000		Materials		118.30
Total FLINN SCIENTIFIC INC				1,290.31
	996056	Green Line Equipment - GI	05/30/2019	85.08
01 2710 337 000 000		Tires And Parts		85.08
Total Green Line Equipment - GI				85.08
	NBC507Ravenna	HOLIDAY EXPRESS	06/19/2019	1,990.85
01 2710 337 000 000		Tires And Parts		1,268.35
01 2710 338 000 000		Purchased Repair		722.50
	NBC508Ravenna	HOLIDAY EXPRESS	06/19/2019	957.38
01 2710 337 000 000		Tires And Parts		404.88

07/03/2019 01:45 PM

User ID: HGB

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2710 338 000 000		Purchased Repair		552.50
Total	HOLIDAY EXPRESS			2,948.23
01 2610 410 001 000	495243420	Home Depot Pro, The Supplies Secon	06/03/2019	15.54
01 2610 410 001 000	495740565	Home Depot Pro, The Supplies Secon	06/05/2019	91.68
01 2610 410 002 000		Supplies Elem		45.84
01 2620 318 002 000	498071133	Home Depot Pro, The Cont/ser Repair Elem	06/19/2019	40.27
01 2610 410 001 000	498297878	Home Depot Pro, The Supplies Secon	06/20/2019	40.27
01 2610 410 002 000		Supplies Elem		115.00
01 2610 410 002 000	498516426	Home Depot Pro, The Supplies Elem	06/21/2019	57.50
Total	Home Depot Pro, The			57.50
				308.33
01 2710 335 000 000	bobcat.2019	Hometown Leasing LEASE VEHICLES	07/01/2019	3,800.00
Total	Hometown Leasing			3,800.00
01 1100 420 002 000	954361996	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	06/03/2019	36,405.57
Total	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO	Textbooks Elem		36,405.57
01 1100 460 001 000	87965	INPATH DEVICES Comp Software Secon	06/13/2019	545.00
01 1100 460 002 000		Comp Software Elem		272.50
Total	INPATH DEVICES			272.50
				545.00
01 2410 670 001 000	mileage.0619	Kjar, Bradley Travel Secon	06/25/2019	75.40
Total	Kjar, Bradley			75.40
01 1222 670 001 000	1819-557	Larkins, Kinsley Travel Secon	06/11/2019	37.14
01 1229 670 002 000		Travel Elem		18.57
Total	Larkins, Kinsley			18.57
				37.14
01 2620 318 001 000	4017	LARSEN ELECTRIC INC Con/ser Repair Secon	06/09/2019	910.12
Total	LARSEN ELECTRIC INC			910.12
01 8000 756 000 000	xfer.july2019	LUNCH FUND Lunch Fund	07/02/2019	11,500.00
Total	LUNCH FUND			11,500.00
01 1100 420 002 000	108380204001	McGraw-Hill School Education Holdings, LLS Textbooks Elem	06/05/2019	5,157.60
Total	McGraw-Hill School Education Holdings, LLS			5,157.60
	79511	MENARDS	06/19/2019	156.93

07/03/2019 01:45 PM

User ID: HGB

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2620 319 002 000		Other Purch Ser Elem		78.46
01 2620 319 001 000		Other Pur Ser Secon		78.47
Total	MENARDS			156.93
	82537	MERNARDS - KEARNEY	06/12/2019	198.00
01 2610 410 002 000		Supplies Elem		198.00
	83264	MERNARDS - KEARNEY	06/24/2019	297.20
01 2620 319 001 000		Other Pur Ser Secon		148.60
01 2620 319 002 000		Other Purch Ser Elem		148.60
Total	MERNARDS - KEARNEY			495.20
	0667161-IN	MID-AMERICAN RESEARCH	06/06/2019	251.47
01 2610 410 001 000		Supplies Secon		125.74
01 2610 410 002 000		Supplies Elem		125.73
Total	MID-AMERICAN RESEARCH			251.47
	134040	MIDWEST FLOOR SPECIALISTS	06/09/2019	2,730.00
01 2620 318 001 000		Con/ser Repair Secon		2,730.00
Total	MIDWEST FLOOR SPECIALISTS			2,730.00
	60220	NCSA	06/10/2019	50.00
01 1125 630 001 000		Instr Registration		50.00
	60221	NCSA	06/10/2019	995.00
01 2120 313 001 000		Purch Prof Ser Secon		325.00
01 2212 319 001 000		Purch Prof Ser Secon		670.00
	e13199-600593	NCSA	06/24/2019	210.00
01 2410 630 002 000		Dues And Fees Elem		210.00
Total	NCSA			1,255.00
	52744.june19	NE PUBLIC POWER DISTRICT	06/28/2019	125.28
01 2610 322 001 000		Electricity Secon		62.64
01 2610 322 002 000		Electricity Elem		62.64
	52749.june19	NE PUBLIC POWER DISTRICT	06/28/2019	51.05
01 2610 322 001 000		Electricity Secon		25.53
01 2610 322 002 000		Electricity Elem		25.52
	52754.june19	NE PUBLIC POWER DISTRICT	06/28/2019	72.98
01 2610 322 001 000		Electricity Secon		36.49
01 2610 322 002 000		Electricity Elem		36.49
	52759.june19	NE PUBLIC POWER DISTRICT	06/28/2019	3,425.68
01 2610 322 002 000		Electricity Elem		1,712.84
01 2610 322 001 000		Electricity Secon		1,712.84
	52765.june19	NE PUBLIC POWER DISTRICT	06/28/2019	70.77
01 2610 322 001 000		Electricity Secon		35.38
01 2610 322 002 000		Electricity Elem		35.39
Total	NE PUBLIC POWER DISTRICT			3,745.76
	INV-03937-H4T7N7	NEBR ASSOC OF SCHOOL BOARDS	06/26/2019	125.00
01 2510 630 000 000		REGISTRATION		125.00
Total	NEBR ASSOC OF SCHOOL BOARDS			125.00
	20333347	NEBR CENTRAL TELEPHONE CO	06/16/2019	328.95
01 2510 342 001 000		Telephone Secon		164.48
01 2510 342 002 000		Telephone Elem		164.47

07/03/2019 01:45 PM

User ID: HGB

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	20334374	NEBR CENTRAL TELEPHONE CO	06/16/2019	106.44
01 2510 342 001 000		Telephone Secon		53.22
01 2510 342 002 000		Telephone Elem		53.22
	20334647	NEBR CENTRAL TELEPHONE CO	06/16/2019	33.80
01 2510 342 001 000		Telephone Secon		16.90
01 2510 342 002 000		Telephone Elem		16.90
Total	NEBR CENTRAL TELEPHONE CO			469.19
	mileage.SN0619	Nelson, Sherry	06/25/2019	34.80
01 1100 670 001 000		Travel Secon		34.80
Total	Nelson, Sherry			34.80
	2019-20Member	NRCSA	06/21/2019	850.00
01 2310 630 000 000		Dues And Fees		850.00
Total	NRCSA			850.00
	157706-00	PAPER 101	06/05/2019	4,086.36
01 1100 410 001 000		Gen Supplies Secon		1,882.80
01 1100 410 002 000		Gen Supplies Elem		2,203.56
Total	PAPER 101			4,086.36
	21019-1301940	PAYFLEX SYSTEMS USA INC	06/10/2019	100.00
01 2310 630 000 000		Dues And Fees		100.00
Total	PAYFLEX SYSTEMS USA INC			100.00
	INV720744	PIONEER MANUFACTURING CO	05/23/2019	956.00
01 2620 318 002 000		Cont/ser Repair Elem		956.00
Total	PIONEER MANUFACTURING CO			956.00
	19-041091	PLANK ROAD PUBLISHING	06/05/2019	191.25
01 1118 411 002 000		Music Materials		191.25
Total	PLANK ROAD PUBLISHING			191.25
	17056	PRAIRIE HILLS WIRELESS, LLC	07/01/2019	60.00
01 1100 381 000 000		INTERNET SERVICES		60.00
Total	PRAIRIE HILLS WIRELESS, LLC			60.00
	7408715	QUILL CORP.	05/16/2019	22.69
01 1122 411 001 000		Materials		14.98
01 2222 410 001 000		Supplies Secon		7.71
	7425691	QUILL CORP.	05/16/2019	11.86
01 1111 411 002 000		Grade 1 Materials		11.86
	7447040	QUILL CORP.	05/17/2019	32.20
01 1111 411 002 000		Grade 1 Materials		32.20
	7460430	QUILL CORP.	05/20/2019	31.53
01 2120 410 002 000		Supplies Elem		31.53
Total	QUILL CORP.			98.28
	478.ahrens2019	Ravenna Medical Clinic PC	06/05/2019	175.00
01 2710 319 000 000		Purch Ser(physicals)		175.00
Total	Ravenna Medical Clinic PC			175.00
	RavNews.0419	RAVENNA NEWS	04/30/2019	210.81

07/03/2019 01:45 PM

User ID: HGB

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2310 350 000 000		Advertising & Print		210.81
Total	RAVENNA NEWS			210.81
	trash.june19	RAVENNA SANITATION	06/27/2019	472.80
01 2620 319 001 000		Other Pur Ser Secon		236.40
01 2620 319 002 000		Other Purch Ser Elem		236.40
Total	RAVENNA SANITATION			472.80
	208122897599	SCHOOL SPECIALTY INC	05/21/2019	63.90
01 1122 411 001 000		Materials		63.90
	208122910589	SCHOOL SPECIALTY INC	05/23/2019	11.11
01 1123 411 001 000		Soc Stud Materials		11.11
Total	SCHOOL SPECIALTY INC			75.01
	1819-570	SCHROEDER, KENNETH	06/27/2019	100.00
01 2320 690 000 000		Other Misc Exp		100.00
Total	SCHROEDER, KENNETH			100.00
	3414085776	STAPLES	05/17/2019	15.32
01 1131 411 001 000		Instruc Materials		15.32
	3414085777	STAPLES	05/17/2019	85.46
01 1111 411 002 000		Grade 1 Materials		57.08
01 1113 411 002 000		Grade 3 Materials		14.00
01 2510 410 000 000		Supplies		14.38
	3414085778	STAPLES	05/17/2019	17.10
01 1113 411 002 000		Grade 3 Materials		17.10
	3414085780	STAPLES	05/17/2019	14.38
01 1190 410 002 000		PreK Supplies		14.38
	3414280979	STAPLES	05/18/2019	10.79
01 1123 411 001 000		Soc Stud Materials		10.79
	3414368990	STAPLES	05/21/2019	4.69
01 2120 410 002 000		Supplies Elem		4.69
	34144280980	STAPLES	05/18/2019	38.78
01 1125 411 001 000		Instr Materials		26.38
01 2222 410 001 000		Supplies Secon		12.40
	3414439796	STAPLES	05/22/2019	37.19
01 1190 410 002 000		PreK Supplies		37.19
	3414439797	STAPLES	05/22/2019	19.69
01 1190 410 002 000		PreK Supplies		19.69
	3414439798	STAPLES	05/22/2019	19.69
01 1190 410 002 000		PreK Supplies		19.69
	3416605089	STAPLES	06/14/2019	326.82
01 2610 410 001 000		Supplies Secon		163.41
01 2610 410 002 000		Supplies Elem		163.41
Total	STAPLES			589.91
	form74.2ndqtr2019	STATE OF NEBRASKA	07/03/2019	556.00
01 2710 336 000 000		Gas And Oil		556.00
Total	STATE OF NEBRASKA			556.00
	260681	STUDIES WEEKLY	05/31/2019	318.00
01 1115 412 002 000		Classroom Periodical		318.00
Total	STUDIES WEEKLY			318.00

07/03/2019 01:45 PM

User ID: HGB

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	92251083	Teacher Synergy, LLC	06/18/2019	450.00
01 1100 420 001 000		Textbooks Secon		450.00
Total	Teacher Synergy, LLC			450.00
	usbank.0619	U.S. Bank	06/25/2019	6,067.70
01 1100 410 002 000		Gen Supplies Elem		157.03
01 1118 411 002 000		Music Materials		487.91
01 2222 410 002 000		Supplies Elem		133.24
01 1122 411 001 000		Materials		109.90
01 1222 670 001 000		Travel Secon		142.49
01 1229 670 002 000		Travel Elem		142.49
01 1100 410 001 000		Gen Supplies Secon		970.54
01 1124 411 001 000		Computer Parts-etc		132.41
01 1124 411 002 000		Computer Parts-etc		132.40
01 2620 319 002 000		Other Purch Ser Elem		42.90
01 2710 336 000 000		Gas And Oil		101.17
01 1123 411 001 000		Soc Stud Materials		74.00
01 2510 341 000 000		Postage		1.90
01 1100 410 001 000		Gen Supplies Secon		202.65
01 1100 670 001 000		Travel Secon		16.40
01 1122 411 001 000		Materials		38.50
01 1112 411 002 000		Grade 2 Materials		67.12
01 1115 411 002 000		Grade 5 Materials		170.00
01 2710 337 000 000		Tires And Parts		1,641.24
01 2710 336 000 000		Gas And Oil		118.16
01 1100 460 002 000		Comp Software Elem		499.00
01 1100 420 002 000		Textbooks Elem		686.25
Total	U.S. Bank			6,067.70
	2162390	US Foods - Grand Island	06/17/2019	297.17
01 2610 410 001 000		Supplies Secon		148.59
01 2610 410 002 000		Supplies Elem		148.58
Total	US Foods - Grand Island			297.17
	905362856	US GAMES	06/04/2019	773.28
01 1119 411 002 000		Elem Pe Materials		500.00
01 1129 411 001 000		Instr Materials		273.28
Total	US GAMES			773.28
	9832891284	VERIZON WIRELESS	06/25/2019	172.66
01 2510 342 001 000		Telephone Secon		86.33
01 2510 342 002 000		Telehone Elem		86.33
Total	VERIZON WIRELESS			172.66
	91872615	Virco Inc.	06/03/2019	644.58
01 1100 410 001 000		Gen Supplies Secon		644.58
Total	Virco Inc.			644.58
	rps.june2019	WILKE'S TRUE VALUE	06/30/2019	266.97
01 2620 319 001 000		Other Pur Ser Secon		89.53
01 2620 319 002 000		Other Purch Ser Elem		82.96
01 2710 336 000 000		Gas And Oil		94.48
Total	WILKE'S TRUE VALUE			266.97

07/03/2019 01:45 PM

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Fund Number	01			<hr/> 134,274.50
Checking Account ID	01			<hr/> 134,274.50

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	General							
01 1100 110 001 000	Salaries Secon	918,500.00	74,436.35	828,002.98	90.15	90,497.02	0.00	90,497.02
01 1100 110 002 000	Salaries Elem	906,948.00	60,810.25	624,582.04	68.87	282,365.96	0.00	282,365.96
01 1100 111 001 000	Cash in lieu of BC Secon	17,200.00	1,432.35	15,755.85	91.60	1,444.15	0.00	1,444.15
01 1100 111 002 000	Cash in lieu of BC Elem	20,065.00	1,671.07	18,381.77	91.61	1,683.23	0.00	1,683.23
01 1100 120 001 000	Sub Salaries Secon	35,000.00	0.00	27,920.56	79.77	7,079.44	0.00	7,079.44
01 1100 120 002 000	Sub Salaries Elem	15,000.00	0.00	16,418.04	109.45	(1,418.04)	0.00	(1,418.04)
01 1100 140 001 000	Aides Secon	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 210 001 000	Fica Secon	74,336.00	5,682.96	65,325.18	87.88	9,010.82	0.00	9,010.82
01 1100 210 002 000	Fica Elem	72,064.00	4,493.56	47,538.31	65.97	24,525.69	0.00	24,525.69
01 1100 220 001 000	Retirement Secon	90,827.00	7,352.67	81,389.61	89.61	9,437.39	0.00	9,437.39
01 1100 220 002 000	Retirement Elem	89,587.00	6,006.72	61,678.37	68.85	27,908.63	0.00	27,908.63
01 1100 230 001 000	Health Ins Secon	266,000.00	19,561.63	215,552.35	81.03	50,447.65	0.00	50,447.65
01 1100 230 002 000	Health Ins Elem	231,390.00	14,981.94	151,346.93	65.41	80,043.07	0.00	80,043.07
01 1100 290 001 000	Life Ins Secon	1,630.00	134.35	1,491.00	91.47	139.00	0.00	139.00
01 1100 290 002 000	Life Ins Elem	1,594.00	110.28	1,153.08	72.34	440.92	0.00	440.92
01 1100 310 001 000	ASSEMBLIES	1,000.00	0.00	1,849.50	184.95	(849.50)	0.00	(849.50)
01 1100 310 002 000	ASSEMBLIES	1,000.00	0.00	349.50	34.95	650.50	0.00	650.50
01 1100 318 001 000	Cont Repair Secon	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 1100 318 002 000	Cont Repair Elem	1,500.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00
01 1100 327 001 000	LEASED EQUIP	9,000.00	0.00	7,086.60	78.74	1,913.40	0.00	1,913.40
01 1100 327 002 000	LEASED EQUIP	8,500.00	0.00	3,543.40	41.69	4,956.60	0.00	4,956.60
01 1100 381 000 000	INTERNET SERVICES	10,000.00	464.31	4,800.95	48.01	5,199.05	0.00	5,199.05
01 1100 382 001 000	Distance Education	7,500.00	0.00	6,500.00	86.67	1,000.00	0.00	1,000.00
01 1100 391 000 000	Mileage for Psyche Services	2,500.00	63.22	853.47	34.14	1,646.53	0.00	1,646.53
01 1100 410 001 000	Gen Supplies Secon	15,000.00	3,700.57	18,731.54	124.88	(3,731.54)	0.00	(3,731.54)
01 1100 410 002 000	Gen Supplies Elem	15,000.00	2,360.59	13,207.47	88.05	1,792.53	0.00	1,792.53
01 1100 420 001 000	Textbooks Secon	15,000.00	450.00	7,149.86	47.67	7,850.14	0.00	7,850.14
01 1100 420 002 000	Textbooks Elem	20,000.00	42,249.42	42,939.36	214.70	(22,939.36)	0.00	(22,939.36)
01 1100 460 001 000	Comp Software Secon	30,000.00	1,043.00	14,637.23	48.79	15,362.77	0.00	15,362.77
01 1100 460 002 000	Comp Software Elem	20,000.00	1,633.00	10,893.51	54.47	9,106.49	0.00	9,106.49
01 1100 530 001 000	Equipment Secon	5,000.00	0.00	5,252.00	105.04	(252.00)	0.00	(252.00)
01 1100 530 002 000	Equipment Elem	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 1100 531 001 000	Furniture Secon	5,000.00	0.00	1,077.30	21.55	3,922.70	0.00	3,922.70
01 1100 531 002 000	Furniture Elem	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 1100 560 001 000	Comp Equip Secon	60,000.00	0.00	0.00	0.00	60,000.00	0.00	60,000.00
01 1100 560 002 000	Comp Equip Elem	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 1100 630 001 000	FEES	5,500.00	0.00	5,108.90	92.89	391.10	0.00	391.10
01 1100 630 002 000	FEES	500.00	0.00	300.00	60.00	200.00	0.00	200.00
01 1100 670 001 000	Travel Secon	2,000.00	51.20	744.33	37.22	1,255.67	0.00	1,255.67
01 1100 670 002 000	Travel Elem	1,500.00	0.00	1,551.95	103.46	(51.95)	0.00	(51.95)
01 1100 690 001 000	Other Misc Exp Secon	2,500.00	0.00	4,404.87	176.19	(1,904.87)	0.00	(1,904.87)
01 1100 690 002 000	Other Misc Exp Elem	2,500.00	0.00	692.11	27.68	1,807.89	0.00	1,807.89
1100	SALARIES	2,996,641.00	248,689.44	2,308,209.92	77.03	688,431.08	0.00	688,431.08
01 1110 411 002 000	Kingrt Materials	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1110 412 002 000	Classroom Periodical	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1110 413 002 000	Expendable Wrk	600.00	0.00	0.00	0.00	600.00	0.00	600.00
1110	1110	1,100.00	0.00	0.00	0.00	1,100.00	0.00	1,100.00
01 1111 411 002 000	Grade 1 Materials	400.00	101.14	203.74	50.94	196.26	0.00	196.26
01 1111 412 002 000	Classroom Periodical	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1111 413 002 000	Expendable Wrk	1,700.00	0.00	0.00	0.00	1,700.00	0.00	1,700.00
1111	1111	2,200.00	101.14	203.74	9.26	1,996.26	0.00	1,996.26
01 1112 411 002 000	Grade 2 Materials	400.00	67.12	93.92	23.48	306.08	0.00	306.08
01 1112 412 002 000	Classroom Periodical	150.00	0.00	0.00	0.00	150.00	0.00	150.00

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 1112 413 002 000	Expendable Wrkbk	1,600.00	0.00	0.00	0.00	1,600.00	0.00	1,600.00
1112 1112		2,150.00	67.12	93.92	4.37	2,056.08	0.00	2,056.08
01 1113 411 002 000	Grade 3 Materials	400.00	35.64	35.64	8.91	364.36	0.00	364.36
01 1113 412 002 000	Classroom Periodical	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1113 413 002 000	Expendable Wrkbk	1,400.00	0.00	0.00	0.00	1,400.00	0.00	1,400.00
1113 1113		1,950.00	35.64	35.64	1.83	1,914.36	0.00	1,914.36
01 1114 411 002 000	Grade 4 Materials	400.00	30.70	30.70	7.68	369.30	0.00	369.30
01 1114 412 002 000	Classroom Periodical	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1114 413 002 000	Expendable Wrkbk	500.00	0.00	0.00	0.00	500.00	0.00	500.00
1114 1114		1,050.00	30.70	30.70	2.92	1,019.30	0.00	1,019.30
01 1115 411 002 000	Grade 5 Materials	400.00	179.10	179.10	44.78	220.90	0.00	220.90
01 1115 412 002 000	Classroom Periodical	150.00	318.00	318.00	212.00	(168.00)	0.00	(168.00)
01 1115 413 002 000	Expendable Wrkbk	400.00	0.00	0.00	0.00	400.00	0.00	400.00
1115 Grade 5		950.00	497.10	497.10	52.33	452.90	0.00	452.90
01 1116 411 002 000	Grade 6 Materials	400.00	0.00	0.00	0.00	400.00	0.00	400.00
01 1116 412 002 000	Classroom Periodical	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1116 413 002 000	Expendable Wrkbk	150.00	0.00	0.00	0.00	150.00	0.00	150.00
1116 1116		700.00	0.00	0.00	0.00	700.00	0.00	700.00
01 1117 411 002 000	Elem Art Materials	500.00	0.00	0.00	0.00	500.00	0.00	500.00
1117 MATERIALS & TEXTBOOKS		500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1118 411 001 000	Music Materials	1,000.00	0.00	816.28	81.63	183.72	0.00	183.72
01 1118 411 002 000	Music Materials	727.00	679.16	945.69	130.08	(218.69)	0.00	(218.69)
01 1118 530 001 000	Music Equipment	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1118 530 002 000	Music Equipment	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1118 600 001 000	Other (Band Uniforms)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1118 631 001 000	Choral Registration	831.00	0.00	455.00	54.75	376.00	0.00	376.00
1118 MUSIC		3,558.00	679.16	2,216.97	62.31	1,341.03	0.00	1,341.03
01 1119 411 002 000	Elem Pe Materials	200.00	500.00	500.00	250.00	(300.00)	0.00	(300.00)
01 1119 530 002 000	Equipment	300.00	0.00	0.00	0.00	300.00	0.00	300.00
1119 1119		500.00	500.00	500.00	100.00	0.00	0.00	0.00
01 1120 411 001 000	Lang Arts Materials	500.00	32.70	393.94	78.79	106.06	0.00	106.06
01 1120 412 001 000	Classroom Periodical	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 1120 460 001 000	Computer Software	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1120 631 001 000	Student Registration	900.00	0.00	0.00	0.00	900.00	0.00	900.00
1120 1120		2,200.00	32.70	393.94	17.91	1,806.06	0.00	1,806.06
01 1121 411 001 000	Math Materials	200.00	0.00	0.00	0.00	200.00	0.00	200.00
1121 1121		200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1122 318 001 000	Science Equip Repair	750.00	0.00	0.00	0.00	750.00	0.00	750.00
01 1122 411 001 000	Materials	5,000.00	2,478.36	3,679.10	73.58	1,320.90	0.00	1,320.90
01 1122 412 001 000	Classroom Periodical	350.00	0.00	0.00	0.00	350.00	0.00	350.00
01 1122 460 001 000	Computer Software	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 1122 530 001 000	Equipment	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
1122 SCIENCE AND COMPUTER		9,350.00	2,478.36	3,679.10	39.35	5,670.90	0.00	5,670.90
01 1123 411 001 000	Soc Stud Materials	150.00	95.90	508.62	339.08	(358.62)	0.00	(358.62)
01 1123 412 001 000	Classroom Periodical	320.00	0.00	0.00	0.00	320.00	0.00	320.00
1123 SOCIAL STUDIES		470.00	95.90	508.62	108.22	(38.62)	0.00	(38.62)
01 1124 318 001 000	Compu Repair Service	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 1124 318 002 000	Compu Repair Service	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 1124 411 001 000	Computer Parts-etc	5,000.00	132.41	1,784.69	35.69	3,215.31	0.00	3,215.31
01 1124 411 002 000	Computer Parts-etc	5,000.00	132.40	1,592.76	31.86	3,407.24	0.00	3,407.24

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
1124	COMPUTER REPAIR & EQUIPMENT	14,000.00	264.81	3,377.45	24.12	10,622.55	0.00	10,622.55
01 1125 318 001 000	Ag Equip Repair Ser	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 1125 319 001 000	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	Instr Materials	4,000.00	26.38	1,232.98	30.82	2,767.02	0.00	2,767.02
01 1125 413 001 000	Expendable Wrbk	65.00	0.00	0.00	0.00	65.00	0.00	65.00
01 1125 460 001 000	Comp Software	500.00	0.00	295.00	59.00	205.00	0.00	205.00
01 1125 530 001 000	Equipment	125.00	0.00	0.00	0.00	125.00	0.00	125.00
01 1125 630 001 000	Instr Registration	50.00	50.00	50.00	100.00	0.00	0.00	0.00
01 1125 631 001 000	Student Registration	900.00	0.00	720.00	80.00	180.00	0.00	180.00
01 1125 670 001 000	Instructor Travel	700.00	0.00	0.00	0.00	700.00	0.00	700.00
01 1125 671 001 000	Student Travel	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
1125	AGRICULTURE	8,940.00	76.38	2,297.98	25.70	6,642.02	0.00	6,642.02
01 1126 318 001 000	Business Repair Ser	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1126 411 001 000	Instr Materials	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1126 413 001 000	Expendable Wrbk	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1126 460 001 000	Comp Software	1,000.00	799.00	799.00	79.90	201.00	0.00	201.00
01 1126 530 001 000	Equipment	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1126 630 001 000	Instru Registration	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1126 631 001 000	Student Registration	1,300.00	0.00	90.00	6.92	1,210.00	0.00	1,210.00
01 1126 670 001 000	Instructor Travel	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1126 671 001 000	Student Travel	100.00	0.00	0.00	0.00	100.00	0.00	100.00
1126	BUSINESS	5,000.00	799.00	889.00	17.78	4,111.00	0.00	4,111.00
01 1127 411 001 000	Secon Art Materials	1,800.00	1,009.00	1,009.00	56.06	791.00	0.00	791.00
1127	SECON ART MATERIALS	1,800.00	1,009.00	1,009.00	56.06	791.00	0.00	791.00
01 1128 318 001 000	Instrument Repair Secon	2,000.00	0.00	332.38	16.62	1,667.62	0.00	1,667.62
01 1128 318 002 000	Instrument Repair	500.00	0.00	382.20	76.44	117.80	0.00	117.80
01 1128 319 001 000	Other Purchased Services	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1128 411 001 000	Instr Materials	1,000.00	0.00	1,541.20	154.12	(541.20)	0.00	(541.20)
01 1128 411 002 000	Instrument Materials	1,000.00	0.00	875.10	87.51	124.90	0.00	124.90
01 1128 530 001 000	Equipment	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 1128 530 002 000	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1128 631 001 000	Registration	500.00	0.00	53.00	10.60	447.00	0.00	447.00
01 1128 631 002 000	Student Registration	500.00	0.00	100.00	20.00	400.00	0.00	400.00
1128	BAND	10,000.00	0.00	3,283.88	32.84	6,716.12	0.00	6,716.12
01 1129 318 001 000	REPAIR	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1129 327 001 000	Secon Pe Rental	6,500.00	0.00	2,050.00	31.54	4,450.00	0.00	4,450.00
01 1129 411 001 000	Instr Materials	800.00	273.28	2,353.47	294.18	(1,553.47)	0.00	(1,553.47)
01 1129 530 001 000	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
1129	P.E.	8,800.00	273.28	4,403.47	50.04	4,396.53	0.00	4,396.53
01 1130 411 001 000	FCS Instr Materials	500.00	0.00	251.97	50.39	248.03	0.00	248.03
1130	HOME ECONOMICS	500.00	0.00	251.97	50.39	248.03	0.00	248.03
01 1131 318 001 000	Ind Art Equip Repair	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1131 411 001 000	Instruc Materials	2,000.00	15.32	371.96	18.60	1,628.04	0.00	1,628.04
01 1131 450 001 000	VIDEOS	0.00	0.00	361.38	0.00	(361.38)	0.00	(361.38)
01 1131 460 001 000	Comp Software	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1131 530 001 000	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1131 630 001 000	Instru Registration	80.00	0.00	50.00	62.50	30.00	0.00	30.00
01 1131 631 001 000	Student Registration	1,000.00	0.00	1,420.00	142.00	(420.00)	0.00	(420.00)
01 1131 670 001 000	Instructor Travel	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1131 671 001 000	Student Travel	50.00	0.00	0.00	0.00	50.00	0.00	50.00
1131	INDUSTRIAL ARTS	4,930.00	15.32	2,203.34	44.69	2,726.66	0.00	2,726.66
01 1132 411 001 000	Foreign Lang Mater	200.00	0.00	94.16	47.08	105.84	0.00	105.84

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 1132 412 001 000	Classroom Period	150.00	0.00	44.00	29.33	106.00	0.00	106.00
01 1132 631 001 000	REGISTRATION	50.00	0.00	0.00	0.00	50.00	0.00	50.00
1132 FOREIGN LANGUAGE		400.00	0.00	138.16	34.54	261.84	0.00	261.84
01 1133 411 001 000	Journalism Materials	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1133 530 001 000	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 110 002 000	Poverty Instructional Program	0.00	9,172.91	100,902.01	0.00	(100,902.01)	0.00	(100,902.01)
01 1160 210 002 000	Poverty Program FICA	0.00	642.20	7,064.43	0.00	(7,064.43)	0.00	(7,064.43)
01 1160 220 002 000	Poverty Program Retire	0.00	906.08	9,966.88	0.00	(9,966.88)	0.00	(9,966.88)
01 1160 230 002 000	Poverty Program Health Ins	0.00	1,902.75	20,923.71	0.00	(20,923.71)	0.00	(20,923.71)
01 1160 290 002 000	Life	0.00	12.65	139.07	0.00	(139.07)	0.00	(139.07)
1160 POVERTY		0.00	12,636.59	138,996.10	0.00	(138,996.10)	0.00	(138,996.10)
01 1190 110 002 000	PreK Salary	36,990.00	1,541.25	6,192.36	16.74	30,797.64	0.00	30,797.64
01 1190 120 002 000	PreK Subs	1,500.00	0.00	1,108.45	73.90	391.55	0.00	391.55
01 1190 140 002 000	PreK Para	40,100.00	1,738.25	17,645.64	44.00	22,454.36	0.00	22,454.36
01 1190 210 002 000	PreK Fica	6,012.00	186.40	1,286.37	21.40	4,725.63	0.00	4,725.63
01 1190 220 002 000	PreK Retire	7,615.00	323.94	2,023.96	26.58	5,591.04	0.00	5,591.04
01 1190 230 002 000	PreK Health	32,200.00	1,131.46	7,267.74	22.57	24,932.26	0.00	24,932.26
01 1190 290 002 000	PreK Life	192.00	8.00	54.89	28.59	137.11	0.00	137.11
01 1190 410 002 000	PreK Supplies	500.00	90.95	90.95	18.19	409.05	0.00	409.05
01 1190 690 002 000	PreK Misc Exp	500.00	0.00	0.00	0.00	500.00	0.00	500.00
1190 PREK		125,609.00	5,020.25	35,670.36	28.40	89,938.64	0.00	89,938.64
01 1212 313 001 000	Contracted Supervis	0.00	1,031.98	12,720.91	0.00	(12,720.91)	0.00	(12,720.91)
01 1212 313 002 000	SPED SUPERVISION	33,888.00	1,031.98	12,720.91	37.54	21,167.09	0.00	21,167.09
1212 SP ED		33,888.00	2,063.96	25,441.82	75.08	8,446.18	0.00	8,446.18
01 1213 313 001 000	Vocational	5,343.00	396.78	5,127.92	95.97	215.08	0.00	215.08
01 1213 313 002 000	Diagnostic Testing (School Psych)	46,700.00	3,563.72	43,710.38	93.60	2,989.62	0.00	2,989.62
1213 School Psych		52,043.00	3,960.50	48,838.30	93.84	3,204.70	0.00	3,204.70
01 1214 313 001 000	Deaf	862.00	99.95	1,047.55	121.53	(185.55)	0.00	(185.55)
01 1214 313 002 000	PT Therapy	12,070.00	863.35	9,406.67	77.93	2,663.33	0.00	2,663.33
01 1214 318 001 000	Vision	3,568.00	263.40	2,959.12	82.93	608.88	0.00	608.88
01 1214 318 002 000	OT Therapy	25,387.00	1,942.36	24,040.30	94.70	1,346.70	0.00	1,346.70
1214 DIAGNOSTIC TESTING		41,887.00	3,169.06	37,453.64	89.42	4,433.36	0.00	4,433.36
01 1215 313 001 000	Audiology Secon	0.00	62.57	712.14	0.00	(712.14)	0.00	(712.14)
01 1215 313 002 000	Audiology Elem	1,614.00	62.57	712.14	44.12	901.86	0.00	901.86
1215 DISTANCE LEARNING & AUDIOLOGY		1,614.00	125.14	1,424.28	88.25	189.72	0.00	189.72
01 1216 313 001 000	Speech Therapy	0.00	4,747.53	44,168.12	0.00	(44,168.12)	0.00	(44,168.12)
01 1216 313 002 000	Speech Therapy Elem	163,618.00	14,853.11	123,868.64	75.71	39,749.36	0.00	39,749.36
1216 SPEECH		163,618.00	19,600.64	168,036.76	102.70	(4,418.76)	0.00	(4,418.76)
01 1218 313 001 000	Spec Ed Flex Funding	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1218 313 002 000	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 110 001 000	Nurse Sp Ed Services	10,638.00	841.54	9,325.88	87.67	1,312.12	0.00	1,312.12
01 1220 110 002 000	Nurse Sp Ed Services	10,638.00	841.54	9,325.88	87.67	1,312.12	0.00	1,312.12
01 1220 210 001 000	Fica	813.00	64.24	711.91	87.57	101.09	0.00	101.09
01 1220 210 002 000	Fica	813.00	64.24	711.91	87.57	101.09	0.00	101.09
01 1220 220 001 000	Retire	1,051.00	83.13	921.18	87.65	129.82	0.00	129.82
01 1220 220 002 000	Retire	1,051.00	83.13	921.18	87.65	129.82	0.00	129.82
01 1220 230 001 000	Health Ins	1,681.00	140.06	1,540.56	91.65	140.44	0.00	140.44
01 1220 230 002 000	Health Ins	1,681.00	140.06	1,540.56	91.65	140.44	0.00	140.44
01 1220 290 001 000	Life Ins	22.00	1.76	19.36	88.00	2.64	0.00	2.64

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 1220 290 002 000	Life Ins	22.00	1.76	19.36	88.00	2.64	0.00	2.64
1220 NURSE SP ED		28,410.00	2,261.46	25,037.78	88.13	3,372.22	0.00	3,372.22
01 1222 110 001 000	Sp Ed Lvl2 Secon	145,849.00	11,528.70	126,992.56	87.07	18,856.44	0.00	18,856.44
01 1222 111 001 000	Cash in lieu of BC	8,273.00	676.39	7,440.29	89.93	832.71	0.00	832.71
01 1222 120 001 000	Sub Secon	2,400.00	0.00	1,204.00	50.17	1,196.00	0.00	1,196.00
01 1222 140 001 000	Aide Secon	193,500.00	10,001.16	155,307.10	80.26	38,192.90	0.00	38,192.90
01 1222 210 001 000	Fica Secon	26,777.00	1,610.67	21,199.17	79.17	5,577.83	0.00	5,577.83
01 1222 220 001 000	Retire Secon	33,521.00	2,126.68	27,291.84	81.42	6,229.16	0.00	6,229.16
01 1222 230 001 000	Health Ins	58,000.00	3,561.86	46,446.06	80.08	11,553.94	0.00	11,553.94
01 1222 290 001 000	Life Ins Secon	672.00	46.88	586.27	87.24	85.73	0.00	85.73
01 1222 310 001 000	Inservice	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 1222 313 001 000	Purch Prof Ser Secon	0.00	0.00	352.50	0.00	(352.50)	0.00	(352.50)
01 1222 318 001 000	Contracted Services	3,500.00	0.00	2,894.64	82.70	605.36	0.00	605.36
01 1222 327 001 000	RENTALS OR LEASES	0.00	0.00	331.00	0.00	(331.00)	0.00	(331.00)
01 1222 410 001 000	Gen Supplies	100.00	0.00	993.31	993.31	(893.31)	0.00	(893.31)
01 1222 411 001 000	Instruc Mater Secon	1,000.00	0.00	992.79	99.28	7.21	0.00	7.21
01 1222 413 001 000	Expendable Workbooks	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1222 420 001 000	Textbooks	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1222 440 001 000	Periodicals	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1222 450 001 000	Audio Visual Secon	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1222 460 001 000	Comp Software Secon	1,000.00	0.00	299.00	29.90	701.00	0.00	701.00
01 1222 530 001 000	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	Comp Equip Secon	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 1222 630 001 000	Registration Secondary	250.00	0.00	50.00	20.00	200.00	0.00	200.00
01 1222 641 001 000	Liability Insurance	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1222 670 001 000	Travel Secon	150.00	161.06	686.68	457.79	(536.68)	0.00	(536.68)
1222 SPECIAL ED SECONDARY		480,342.00	29,713.40	393,067.21	81.83	87,274.79	0.00	87,274.79
01 1229 110 002 000	Sp Ed Lvl2 Elem	216,129.00	21,565.57	192,803.23	89.21	23,325.77	0.00	23,325.77
01 1229 111 002 000	Cash in lieu of BC	634.00	39.79	437.69	69.04	196.31	0.00	196.31
01 1229 120 002 000	Sub Elem	9,300.00	0.00	7,351.27	79.05	1,948.73	0.00	1,948.73
01 1229 140 002 000	Aide Elem	93,000.00	5,449.61	70,698.78	76.02	22,301.22	0.00	22,301.22
01 1229 210 002 000	Fica Elem	24,409.00	1,991.96	19,886.46	81.47	4,522.54	0.00	4,522.54
01 1229 220 002 000	Retire Elem	30,536.00	2,668.51	25,876.27	84.74	4,659.73	0.00	4,659.73
01 1229 230 002 000	Health Ins Elem	92,700.00	6,652.17	73,135.59	78.89	19,564.41	0.00	19,564.41
01 1229 290 002 000	Life Ins Elem	540.00	44.50	489.74	90.69	50.26	0.00	50.26
01 1229 313 002 000	Purch Prof Serv Elem	0.00	0.00	332.50	0.00	(332.50)	0.00	(332.50)
01 1229 318 002 000	Contracted Services	8,000.00	(43.00)	2,728.31	34.10	5,271.69	0.00	5,271.69
01 1229 410 002 000	Gen Supplies Elem	750.00	0.00	559.77	74.64	190.23	0.00	190.23
01 1229 411 002 000	Instruc Mater Elem	1,500.00	0.00	78.58	5.24	1,421.42	0.00	1,421.42
01 1229 413 002 000	Expendable Wrbk Elem	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1229 420 002 000	Textbooks Elem	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1229 450 002 000	Audio Visual Elem	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1229 460 002 000	Comp Software Elem	610.00	0.00	65.00	10.66	545.00	0.00	545.00
01 1229 530 002 000	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	Computer Equip Elem	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1229 630 002 000	Registration Elem	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1229 670 002 000	Travel Elem	250.00	161.06	842.67	337.07	(592.67)	0.00	(592.67)
1229 SPECIAL ED ELEMENTARY		482,058.00	38,530.17	395,285.86	82.00	86,772.14	0.00	86,772.14
01 1238 318 001 000	SpEd LVL III OT/PT	35,000.00	0.00	2,625.42	7.50	32,374.58	0.00	32,374.58
01 1238 362 001 000	Sped Tuition LVL III	150,000.00	0.00	3,924.90	2.62	146,075.10	0.00	146,075.10
01 1238 362 002 000	Sped Tuition LVL III	39,536.00	0.00	0.00	0.00	39,536.00	0.00	39,536.00
1238 SPED OT/PT		224,536.00	0.00	6,550.32	2.92	217,985.68	0.00	217,985.68
01 1290 313 000 000	PRE SCHL SPEECH (3-5)	9,090.00	1,009.17	1,009.17	11.10	8,080.83	0.00	8,080.83

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
1290	PRESCHOOL	9,090.00	1,009.17	1,009.17	11.10	8,080.83	0.00	8,080.83
01 1291 313 000 000	PRE SPED Supervision (3-5)	6,695.00	294.45	294.45	4.40	6,400.55	0.00	6,400.55
01 1291 313 001 000	PRE OT Services (3-5)	4,821.00	368.80	368.80	7.65	4,452.20	0.00	4,452.20
01 1291 313 002 000	PRE Deaf Ed Services (3-5)	862.00	15.64	15.64	1.81	846.36	0.00	846.36
01 1291 318 000 000	PRE D/E Psychologist Services (3-5)	5,838.00	445.46	445.46	7.63	5,392.54	0.00	5,392.54
01 1291 318 001 000	PRE D/E Audiology (3-5)	202.00	0.00	0.00	0.00	202.00	0.00	202.00
01 1291 318 002 000	PRE PT Services (3-5)	3,794.00	271.33	271.33	7.15	3,522.67	0.00	3,522.67
01 1291 410 000 000	PRE Supplies	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 1291 412 000 000	Periodicals (3-5)	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1291 530 000 000	Equipment (3-5)	1,700.00	0.00	0.00	0.00	1,700.00	0.00	1,700.00
1291	PRE SPED	27,112.00	1,395.68	1,395.68	5.15	25,716.32	0.00	25,716.32
01 1292 313 000 000	Pre Deaf Ed Services (0-2)	862.00	99.95	99.95	11.60	762.05	0.00	762.05
01 1292 313 001 000	Pre Sped OT Services (0-2)	1,929.00	147.52	147.52	7.65	1,781.48	0.00	1,781.48
01 1292 313 002 000	Pre Sped PT Services (0-2)	1,380.00	98.66	98.66	7.15	1,281.34	0.00	1,281.34
01 1292 318 000 000	Pre Sped Services (0-2)	5,000.00	294.45	294.45	5.89	4,705.55	0.00	4,705.55
01 1292 318 002 000	Pre D/E Psychological Services (0-2)	5,838.00	445.46	445.46	7.63	5,392.54	0.00	5,392.54
1292	PRE Sped	15,009.00	1,086.04	1,086.04	7.24	13,922.96	0.00	13,922.96
01 2120 110 001 000	Counselor Sal Secon	54,815.00	4,567.90	50,246.90	91.67	4,568.10	0.00	4,568.10
01 2120 110 002 000	Counselor Sal Elem	13,704.00	1,141.98	12,561.78	91.67	1,142.22	0.00	1,142.22
01 2120 140 001 000	Aide Secon	5,600.00	1,535.36	5,599.45	99.99	0.55	0.00	0.55
01 2120 210 001 000	Fica Secon	4,621.00	455.49	4,151.06	89.83	469.94	0.00	469.94
01 2120 210 002 000	Fica Elem	1,048.00	85.13	933.05	89.03	114.95	0.00	114.95
01 2120 220 001 000	Retirement Secon	5,968.00	602.87	5,516.43	92.43	451.57	0.00	451.57
01 2120 220 002 000	Retirement Elem	1,354.00	112.80	1,240.80	91.64	113.20	0.00	113.20
01 2120 230 001 000	Health Ins. Secon	12,200.00	1,025.96	10,837.85	88.83	1,362.15	0.00	1,362.15
01 2120 230 002 000	Health Ins. Elem	2,770.00	199.26	2,493.36	90.01	276.64	0.00	276.64
01 2120 290 001 000	Life Ins Secon	85.00	6.97	74.62	87.79	10.38	0.00	10.38
01 2120 290 002 000	Life Ins Elem	20.00	1.38	17.29	86.45	2.71	0.00	2.71
01 2120 313 001 000	Purch Prof Ser Secon	1,000.00	325.00	490.00	49.00	510.00	0.00	510.00
01 2120 313 002 000	Purch Prof Ser Elem	1,000.00	0.00	90.00	9.00	910.00	0.00	910.00
01 2120 410 001 000	Supplies Secon	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2120 410 002 000	Supplies Elem	1,000.00	36.22	36.22	3.62	963.78	0.00	963.78
01 2120 420 001 000	Resource Texts	2,500.00	0.00	559.00	22.36	1,941.00	0.00	1,941.00
01 2120 420 002 000	Resource Texts	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2120 460 001 000	Computer Software	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 2120 670 001 000	Travel Secon	500.00	0.00	58.47	11.69	441.53	0.00	441.53
01 2120 670 002 000	Travel Elem	60.00	0.00	58.48	97.47	1.52	0.00	1.52
2120	COUNSELOR	109,495.00	10,096.32	94,964.76	86.73	14,530.24	0.00	14,530.24
01 2130 110 000 000	Nurse Salary	27,077.00	2,142.08	23,738.56	87.67	3,338.44	0.00	3,338.44
01 2130 210 000 000	Fica	2,071.00	163.52	1,812.12	87.50	258.88	0.00	258.88
01 2130 220 000 000	Retirement	2,675.00	211.58	2,344.84	87.66	330.16	0.00	330.16
01 2130 230 000 000	Health Ins	4,278.00	356.48	3,921.48	91.67	356.52	0.00	356.52
01 2130 290 000 000	Life Ins	54.00	4.48	49.28	91.26	4.72	0.00	4.72
01 2130 313 001 000	Purch Prof Ser Secon	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2130 313 002 000	Purch Prof Serv Elem	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2130 410 000 000	Health Supplies	2,500.00	0.00	322.64	12.91	2,177.36	0.00	2,177.36
01 2130 411 001 000	Instruc Mater Secon	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 2130 411 002 000	Instruc Mater Elem	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 2130 530 000 000	Equipment	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 2130 630 000 000	Dues And Fees	150.00	0.00	140.00	93.33	10.00	0.00	10.00
01 2130 670 000 000	Travel	200.00	0.00	0.00	0.00	200.00	0.00	200.00
2130	NURSE	39,705.00	2,878.14	32,328.92	81.42	7,376.08	0.00	7,376.08
01 2190 140 001 000	Act Trans Sal Secon	11,500.00	0.00	11,505.03	100.04	(5.03)	0.00	(5.03)

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 2190 140 002 000	Act Trans Sal Elem	1,000.00	0.00	1,039.36	103.94	(39.36)	0.00	(39.36)
01 2190 210 001 000	Fica Secon	1,000.00	0.00	880.16	88.02	119.84	0.00	119.84
01 2190 210 002 000	Fica Elem	77.00	0.00	79.54	103.30	(2.54)	0.00	(2.54)
01 2190 220 001 000	Retirement Secon	750.00	0.00	92.48	12.33	657.52	0.00	657.52
01 2190 220 002 000	Retirement Elem	50.00	0.00	2.18	4.36	47.82	0.00	47.82
01 2190 340 001 000	Testing	1,000.00	0.00	840.00	84.00	160.00	0.00	160.00
01 2190 670 001 000	Meals/travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2190 670 002 000	Meals/mileage	90.00	0.00	0.00	0.00	90.00	0.00	90.00
2190 ACT TRANS		15,467.00	0.00	14,438.75	93.35	1,028.25	0.00	1,028.25
01 2212 110 002 000	Staff Dev Salaries	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2212 120 001 000	Staff Development	3,500.00	0.00	1,680.00	48.00	1,820.00	0.00	1,820.00
01 2212 120 002 000	Staff Development	2,500.00	0.00	960.00	38.40	1,540.00	0.00	1,540.00
01 2212 210 001 000	Staff Dev Fica	268.00	0.00	128.52	47.96	139.48	0.00	139.48
01 2212 210 002 000	Staff Dev Fica	200.00	0.00	73.44	36.72	126.56	0.00	126.56
01 2212 220 002 000	Staff Dev Retire	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 2212 230 002 000	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2212 290 002 000	LIFE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2212 319 001 000	Purch Prof Ser Secon	2,500.00	670.00	2,978.50	119.14	(478.50)	0.00	(478.50)
01 2212 319 002 000	Purch Prof Ser Elem	2,000.00	0.00	1,747.50	87.38	252.50	0.00	252.50
01 2212 410 001 000	Supplies Secon	1,500.00	0.00	796.15	53.08	703.85	0.00	703.85
01 2212 410 002 000	Supplies Elem	500.00	0.00	169.30	33.86	330.70	0.00	330.70
01 2212 630 001 000	Dues And Fees Secon	7,000.00	0.00	0.00	0.00	7,000.00	0.00	7,000.00
01 2212 630 002 000	Dues And Fees Elem	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2212 670 001 000	Travel Secon	500.00	0.00	4,052.88	810.58	(3,552.88)	0.00	(3,552.88)
01 2212 670 002 000	Travel Elem	1,500.00	0.00	1,132.09	75.47	367.91	0.00	367.91
2212 STAFF		24,668.00	670.00	13,718.38	55.61	10,949.62	0.00	10,949.62
01 2215 110 000 000	Assessment	5,100.00	0.00	0.00	0.00	5,100.00	0.00	5,100.00
01 2215 210 002 000	Assessment Fica Elem	650.00	0.00	0.00	0.00	650.00	0.00	650.00
01 2215 220 000 000	Assessment Retire	650.00	0.00	0.00	0.00	650.00	0.00	650.00
01 2215 410 001 000	Assessment Supplies	375.00	0.00	0.00	0.00	375.00	0.00	375.00
01 2215 410 002 000	Assessment Supplies	375.00	0.00	0.00	0.00	375.00	0.00	375.00
01 2215 630 001 000	Assessment Dues/fees	1,425.00	0.00	0.00	0.00	1,425.00	0.00	1,425.00
01 2215 630 002 000	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	Assessment Travel	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2215 670 002 000	Assessment Travel	150.00	0.00	0.00	0.00	150.00	0.00	150.00
2215 ASSESMENT		10,300.00	0.00	0.00	0.00	10,300.00	0.00	10,300.00
01 2220 110 000 000	Tech Support Salary	60,000.00	5,000.00	55,000.00	91.67	5,000.00	0.00	5,000.00
01 2220 140 000 000	Tech Support Aides	3,000.00	1,202.82	1,797.00	59.90	1,203.00	0.00	1,203.00
01 2220 210 000 000	Tech Support Fica	4,819.00	361.46	3,976.06	82.51	842.94	0.00	842.94
01 2220 220 000 000	Tech Support Retir	6,223.00	493.89	5,432.79	87.30	790.21	0.00	790.21
01 2220 230 000 000	Tech Support Health Ins	20,915.00	1,742.89	19,171.79	91.67	1,743.21	0.00	1,743.21
01 2220 290 000 000	Tech Support Life Ins	96.00	8.00	88.00	91.67	8.00	0.00	8.00
01 2220 318 000 000	SUPPORT/NETWORK/BACKUP	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 2220 630 000 000	REGISTRATION	500.00	0.00	189.00	37.80	311.00	0.00	311.00
01 2220 670 000 000	Tech Support Travel	500.00	0.00	0.00	0.00	500.00	0.00	500.00
2220 TECH SUPPORT		98,553.00	8,809.06	85,654.64	86.91	12,898.36	0.00	12,898.36
01 2222 110 001 000	Librarian Sal Secon	24,489.00	2,040.73	22,448.03	91.67	2,040.97	0.00	2,040.97
01 2222 110 002 000	Librarian Sal Elem	24,489.00	2,040.73	22,448.03	91.67	2,040.97	0.00	2,040.97
01 2222 210 001 000	Fica Secon	1,873.00	154.97	1,704.67	91.01	168.33	0.00	168.33
01 2222 210 002 000	Fica Elem	1,873.00	154.99	1,704.89	91.02	168.11	0.00	168.11
01 2222 220 001 000	Retire Secon	2,419.00	201.58	2,217.38	91.67	201.62	0.00	201.62
01 2222 220 002 000	Retire Elem	2,419.00	201.58	2,217.38	91.67	201.62	0.00	201.62
01 2222 230 001 000	Health Ins Secon	10,458.00	0.00	0.00	0.00	10,458.00	0.00	10,458.00
01 2222 230 002 000	Health Ins Elem	10,458.00	0.00	0.00	0.00	10,458.00	0.00	10,458.00

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 2222 290 001 000	Life Ins Secon	48.00	4.00	44.00	91.67	4.00	0.00	4.00
01 2222 290 002 000	Life Ins Elem	48.00	4.00	44.00	91.67	4.00	0.00	4.00
01 2222 313 001 000	Purchased Ser Secon	700.00	0.00	60.00	8.57	640.00	0.00	640.00
01 2222 313 002 000	Purchased Ser Elem	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2222 318 001 000	Repair Secon	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2222 318 002 000	Repair Elem	350.00	0.00	0.00	0.00	350.00	0.00	350.00
01 2222 410 001 000	Supplies Secon	500.00	354.24	940.54	188.11	(440.54)	0.00	(440.54)
01 2222 410 002 000	Supplies Elem	568.00	484.76	603.65	106.28	(35.65)	0.00	(35.65)
01 2222 425 000 000	EBOOKS	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2222 430 001 000	Library Books Secon	3,500.00	0.00	40.00	1.14	3,460.00	0.00	3,460.00
01 2222 430 002 000	Library Books Elem	1,500.00	0.00	530.69	35.38	969.31	0.00	969.31
01 2222 440 001 000	Magazines Secon	1,200.00	0.00	27.00	2.25	1,173.00	0.00	1,173.00
01 2222 440 002 000	Magazines Elem	750.00	0.00	27.00	3.60	723.00	0.00	723.00
01 2222 450 001 000	Av Mater Secon	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 2222 450 002 000	Av Mater Elem	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 2222 460 001 000	Computer Software	3,800.00	178.00	948.50	24.96	2,851.50	0.00	2,851.50
01 2222 460 002 000	Elem Software	2,500.00	178.00	948.50	37.94	1,551.50	0.00	1,551.50
01 2222 530 001 000	Equipment Secon	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 2222 530 002 000	Equipment Elem	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 2222 670 001 000	TRAVEL	0.00	0.00	76.50	0.00	(76.50)	0.00	(76.50)
01 2222 690 001 000	Other Mis Exp Secon	40.00	0.00	75.00	187.50	(35.00)	0.00	(35.00)
01 2222 690 002 000	Other Misc Exp Elem	100.00	0.00	0.00	0.00	100.00	0.00	100.00
2222 LIBRARY		96,482.00	5,997.58	57,105.76	59.19	39,376.24	0.00	39,376.24
01 2310 318 000 000	SERVICES	750.00	0.00	1,080.00	144.00	(330.00)	0.00	(330.00)
01 2310 319 000 000	Audit	6,500.00	0.00	6,500.00	100.00	0.00	0.00	0.00
01 2310 350 000 000	Advertising & Print	7,500.00	210.81	2,462.25	32.83	5,037.75	0.00	5,037.75
01 2310 410 000 000	Supplies	3,500.00	0.00	1,432.78	40.94	2,067.22	0.00	2,067.22
01 2310 467 000 000	Software (E-Meetings)	2,000.00	0.00	2,500.00	125.00	(500.00)	0.00	(500.00)
01 2310 630 000 000	Dues And Fees	12,500.00	950.00	9,821.30	78.57	2,678.70	0.00	2,678.70
01 2310 641 000 000	Liability Ins	15,000.00	0.00	14,077.67	93.85	922.33	0.00	922.33
01 2310 642 000 000	Fidelity Bond Prem	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2310 670 000 000	Board Travel	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2310 690 000 000	Other Misc Exp	2,000.00	0.00	491.43	24.57	1,508.57	0.00	1,508.57
2310 TREASURER		52,250.00	1,160.81	38,365.43	73.43	13,884.57	0.00	13,884.57
01 2320 110 000 000	Supt Salary	131,170.00	11,185.36	120,077.76	91.54	11,092.24	0.00	11,092.24
01 2320 140 000 000	Clerical	17,974.00	1,547.74	16,296.89	90.67	1,677.11	0.00	1,677.11
01 2320 210 000 000	Fica	11,410.00	961.24	10,291.51	90.20	1,118.49	0.00	1,118.49
01 2320 220 000 000	Retirement	14,683.00	1,254.16	13,398.18	91.25	1,284.82	0.00	1,284.82
01 2320 230 000 000	Health Ins	28,120.00	2,317.94	25,497.31	90.67	2,622.69	0.00	2,622.69
01 2320 290 000 000	Life Ins	137.00	11.20	123.20	89.93	13.80	0.00	13.80
01 2320 410 000 000	Supplies	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2320 467 000 000	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	Dues And Fees	2,500.00	40.00	1,250.00	50.00	1,250.00	0.00	1,250.00
01 2320 670 000 000	Travel	4,000.00	0.00	501.49	12.54	3,498.51	0.00	3,498.51
01 2320 690 000 000	Other Misc Exp	1,500.00	45.17	945.17	63.01	554.83	0.00	554.83
2320 SUPERINTENDENT		214,494.00	17,362.81	189,681.51	88.43	24,812.49	0.00	24,812.49
01 2330 317 000 000	LEGAL SERVICES	15,000.00	0.00	14,646.00	97.64	354.00	0.00	354.00
2330 DISTRICT		15,000.00	0.00	14,646.00	97.64	354.00	0.00	354.00
01 2410 110 001 000	Princ Sal Secon	99,600.00	8,278.25	91,060.75	91.43	8,539.25	0.00	8,539.25
01 2410 110 002 000	Prin Sal Elem	94,000.00	7,776.25	85,538.75	91.00	8,461.25	0.00	8,461.25
01 2410 111 002 000	Cash in lieu	20,571.00	1,714.22	18,856.42	91.67	1,714.58	0.00	1,714.58
01 2410 120 001 000	Student Aide	2,000.00	0.00	1,365.62	68.28	634.38	0.00	634.38
01 2410 140 001 000	Clerical Sal Secon	42,360.00	3,611.38	38,970.85	92.00	3,389.15	0.00	3,389.15
01 2410 140 002 000	Clerical Sal Elem	33,000.00	2,322.01	26,550.08	80.45	6,449.92	0.00	6,449.92

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2410 210 001 000	Fica Secon	10,784.00	863.58	9,467.62	87.79	1,316.38	0.00	1,316.38
01 2410 210 002 000	Fica Elem	11,365.00	890.69	9,874.51	86.89	1,490.49	0.00	1,490.49
01 2410 220 001 000	Retirement Secon	13,924.00	1,174.44	12,733.94	91.45	1,190.06	0.00	1,190.06
01 2410 220 002 000	Retirement Elem	12,644.00	997.48	11,022.35	87.17	1,621.65	0.00	1,621.65
01 2410 230 001 000	Health Ins Secon	14,800.00	1,220.02	13,624.13	92.05	1,175.87	0.00	1,175.87
01 2410 230 002 000	Health Ins Elem	21,000.00	1,742.89	19,171.79	91.29	1,828.21	0.00	1,828.21
01 2410 290 001 000	Life Ins Secon	156.00	12.80	142.46	91.32	13.54	0.00	13.54
01 2410 290 002 000	Life Ins Elem	170.00	14.00	154.19	90.70	15.81	0.00	15.81
01 2410 410 001 000	Supplies Secon	1,150.00	0.00	57.12	4.97	1,092.88	0.00	1,092.88
01 2410 410 002 000	Supplies Elem	1,000.00	18.20	19.38	1.94	980.62	0.00	980.62
01 2410 530 001 000	Equipment Secon	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2410 530 002 000	Equipment Elem	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2410 560 002 000	COMPUTERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2410 630 001 000	Dues And Fees Secon	500.00	40.00	1,205.00	241.00	(705.00)	0.00	(705.00)
01 2410 630 002 000	Dues And Fees Elem	500.00	250.00	998.25	199.65	(498.25)	0.00	(498.25)
01 2410 670 001 000	Travel Secon	500.00	75.40	754.39	150.88	(254.39)	0.00	(254.39)
01 2410 670 002 000	Travel Elem	500.00	0.00	124.79	24.96	375.21	0.00	375.21
01 2410 690 001 000	Other Misc Exp Secon	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2410 690 002 000	Other Misc Exp Elem	500.00	0.00	0.00	0.00	500.00	0.00	500.00
2410 Office of the Principal		381,624.00	31,001.61	341,692.39	89.54	39,931.61	0.00	39,931.61
01 2510 111 000 000	Cash in lieu	9,549.00	795.75	8,753.25	91.67	795.75	0.00	795.75
01 2510 140 000 000	Clerical Salary	86,739.00	6,481.68	76,850.87	88.60	9,888.13	0.00	9,888.13
01 2510 210 000 000	Fica	7,366.00	549.94	6,457.06	87.66	908.94	0.00	908.94
01 2510 220 000 000	Retirement	8,568.00	640.25	7,591.19	88.60	976.81	0.00	976.81
01 2510 230 000 000	Health Ins	6,740.00	407.69	6,122.30	90.84	617.70	0.00	617.70
01 2510 290 000 000	Life Ins	90.00	6.56	81.19	90.21	8.81	0.00	8.81
01 2510 293 000 000	Workman's Comp	40,000.00	0.00	25,943.00	64.86	14,057.00	0.00	14,057.00
01 2510 318 000 000	Repair Maint Service	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2510 327 000 000	Rental And Leases	1,500.00	0.00	1,260.00	84.00	240.00	0.00	240.00
01 2510 341 000 000	Postage	6,000.00	1.90	3,750.78	62.51	2,249.22	0.00	2,249.22
01 2510 342 001 000	Telephone Secon	6,000.00	320.93	4,867.12	81.12	1,132.88	0.00	1,132.88
01 2510 342 002 000	Telephone Elem	6,000.00	320.92	4,867.11	81.12	1,132.89	0.00	1,132.89
01 2510 410 000 000	Supplies	2,034.00	27.20	407.19	20.02	1,626.81	0.00	1,626.81
01 2510 460 000 000	Computer Software	6,500.00	0.00	568.23	8.74	5,931.77	0.00	5,931.77
01 2510 530 000 000	Equipment	1,141.00	0.00	0.00	0.00	1,141.00	0.00	1,141.00
01 2510 560 000 000	Computer Hardware	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2510 630 000 000	REGISTRATION	0.00	125.00	300.00	0.00	(300.00)	0.00	(300.00)
01 2510 670 000 000	Travel	547.00	0.00	0.00	0.00	547.00	0.00	547.00
01 2510 690 000 000	Other Misc Exp	429.00	0.00	189.78	44.24	239.22	0.00	239.22
2510 CLERICAL		191,203.00	9,677.82	148,009.07	77.41	43,193.93	0.00	43,193.93
01 2610 120 001 000	Sub/Summer Sal Secon	14,800.00	4,502.92	7,514.54	50.77	7,285.46	0.00	7,285.46
01 2610 120 002 000	Sub/Summer Sal Elem	14,400.00	4,497.61	7,389.51	51.32	7,010.49	0.00	7,010.49
01 2610 140 001 000	Cust Sal Secon	84,532.00	6,772.20	79,464.11	94.00	5,067.89	0.00	5,067.89
01 2610 140 002 000	Cust Sal Elem	42,742.00	3,773.60	37,122.57	86.85	5,619.43	0.00	5,619.43
01 2610 210 001 000	Fica Secon	7,445.00	784.93	6,479.08	87.03	965.92	0.00	965.92
01 2610 210 002 000	Fica Elem	4,524.00	553.99	3,220.96	71.20	1,303.04	0.00	1,303.04
01 2610 220 001 000	Retirement Secon	9,121.00	867.44	7,470.11	81.90	1,650.89	0.00	1,650.89
01 2610 220 002 000	Retirement Elem	5,349.00	570.74	3,679.26	68.78	1,669.74	0.00	1,669.74
01 2610 230 001 000	Health Ins Secon	24,100.00	2,606.14	23,251.20	96.48	848.80	0.00	848.80
01 2610 230 002 000	Health Ins Elem	25,700.00	2,634.94	22,095.55	85.97	3,604.45	0.00	3,604.45
01 2610 290 001 000	Life Ins	85.00	11.01	84.93	99.92	0.07	0.00	0.07
01 2610 290 002 000	Life Ins	77.00	9.81	62.89	81.68	14.11	0.00	14.11
01 2610 321 001 000	Fuel Secon	20,000.00	368.71	17,192.87	85.96	2,807.13	0.00	2,807.13
01 2610 321 002 000	Fuel Elem	20,000.00	368.71	17,192.86	85.96	2,807.14	0.00	2,807.14

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2610 322 001 000	Electricity Secon	35,000.00	1,872.88	22,912.73	65.46	12,087.27	0.00	12,087.27
01 2610 322 002 000	Electricity Elem	35,000.00	1,872.88	22,912.72	65.46	12,087.28	0.00	12,087.28
01 2610 323 001 000	Water Sewer Secon	3,500.00	273.92	3,484.50	99.56	15.50	0.00	15.50
01 2610 323 002 000	Water Sewer Elem	4,500.00	273.91	3,484.49	77.43	1,015.51	0.00	1,015.51
01 2610 410 001 000	Supplies Secon	10,000.00	828.07	9,009.83	90.10	990.17	0.00	990.17
01 2610 410 002 000	Supplies Elem	15,055.00	957.66	10,489.32	69.67	4,565.68	0.00	4,565.68
2610 CUSTODIAL		375,930.00	34,402.07	304,514.03	81.00	71,415.97	0.00	71,415.97
01 2620 140 000 000	Maintenance Sal	44,000.00	3,584.88	40,431.63	91.89	3,568.37	0.00	3,568.37
01 2620 210 000 000	Fica	3,366.00	273.09	3,080.31	91.51	285.69	0.00	285.69
01 2620 220 000 000	Retirement	4,347.00	354.10	3,895.10	89.60	451.90	0.00	451.90
01 2620 230 000 000	Health Ins	4,200.00	348.58	3,834.38	91.29	365.62	0.00	365.62
01 2620 290 000 000	Life Ins	40.00	3.20	35.20	88.00	4.80	0.00	4.80
01 2620 318 001 000	Con/ser Repair Secon	15,000.00	3,640.12	15,391.21	102.61	(391.21)	0.00	(391.21)
01 2620 318 002 000	Cont/ser Repair Elem	10,694.00	1,594.56	10,627.57	99.38	66.43	0.00	66.43
01 2620 319 001 000	Other Pur Ser Secon	35,000.00	1,890.59	33,619.97	96.06	1,380.03	0.00	1,380.03
01 2620 319 002 000	Other Purch Ser Elem	20,000.00	2,131.25	19,694.35	98.47	305.65	0.00	305.65
01 2620 328 001 000	Property Ins Secon	20,000.00	0.00	14,077.66	70.39	5,922.34	0.00	5,922.34
01 2620 328 002 000	Property Ins Elem	20,000.00	0.00	14,077.67	70.39	5,922.33	0.00	5,922.33
01 2620 500 001 000	Depreciation Fund Transfer	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 500 002 000	Depreciation Fund Transfer	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 520 001 000	BLDG IMPROVEMENT	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 2620 520 002 000	BLDG IMPROVEMENT	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 2620 530 001 000	Equipment Secon	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2620 530 002 000	Equipment Elem	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2620 690 001 000	Other Exp Secon	288.00	0.00	30.00	10.42	258.00	0.00	258.00
01 2620 690 002 000	Other Exp Elem	1,950.00	0.00	30.00	1.54	1,920.00	0.00	1,920.00
2620 MAINTENANCE		192,885.00	13,820.37	158,825.05	82.34	34,059.95	0.00	34,059.95
01 2710 110 000 000	Transp Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2710-140 000 000	Transp Salaries	117,200.00	9,139.60	105,186.72	89.75	12,013.28	0.00	12,013.28
01 2710 210 000 000	Fica	8,966.00	698.97	8,044.48	89.72	921.52	0.00	921.52
01 2710 220 000 000	Retirement	3,683.00	306.86	3,798.87	103.15	(115.87)	0.00	(115.87)
01 2710 230 000 000	Health Ins	2,873.00	0.00	0.00	0.00	2,873.00	0.00	2,873.00
01 2710 290 000 000	LIFE INS	44.00	5.60	55.68	126.55	(11.68)	0.00	(11.68)
01 2710 318 000 000	TESTING	500.00	0.00	1,240.00	248.00	(740.00)	0.00	(740.00)
01 2710 319 000 000	Purch Ser(physicals)	4,000.00	175.00	2,646.00	66.15	1,354.00	0.00	1,354.00
01 2710 332 000 000	Option Stu Mileage	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2710 335 000 000	LEASE VEHICLES	0.00	3,800.00	3,800.00	0.00	(3,800.00)	0.00	(3,800.00)
01 2710 336 000 000	Gas And Oil	40,000.00	869.81	40,596.97	101.49	(596.97)	0.00	(596.97)
01 2710 337 000 000	Tires And Parts	25,000.00	3,739.84	23,807.27	95.23	1,192.73	0.00	1,192.73
01 2710 338 000 000	Purchased Repair	25,000.00	1,435.00	7,963.59	31.85	17,036.41	0.00	17,036.41
01 2710 530 000 000	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2710 641 000 000	Insurance	15,000.00	0.00	0.00	0.00	15,000.00	0.00	15,000.00
01 2710 690 000 000	Other Exp	2,000.00	0.00	743.37	37.17	1,256.63	0.00	1,256.63
2710 Vehicle Operation-Reg. Ed		245,766.00	20,170.68	197,882.95	80.52	47,883.05	0.00	47,883.05
01 2712 140 002 000	SPED TRANSP	12,500.00	0.00	12,343.28	98.75	156.72	0.00	156.72
01 2712 210 002 000	SPED Transp FICA	956.00	0.00	944.32	98.78	11.68	0.00	11.68
01 2712 220 002 000	SPED Transp Retire	1,235.00	0.00	1,192.02	96.52	42.98	0.00	42.98
01 2712 230 002 000	SPED Transp Health	2,873.00	0.00	0.00	0.00	2,873.00	0.00	2,873.00
01 2712 290 002 000	LIFE	24.00	0.00	5.92	24.67	18.08	0.00	18.08
01 2712 331 001 000	Contracted Transpor	7,500.00	0.00	0.00	0.00	7,500.00	0.00	7,500.00
01 2712 331 002 000	Contracted Elem	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2712 332 001 000	Mileage/parent Secon	4,500.00	0.00	0.00	0.00	4,500.00	0.00	4,500.00
01 2712 332 002 000	Mileage/parents Elem	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 2712 336 001 000	Gas & Oil	500.00	0.00	0.00	0.00	500.00	0.00	500.00

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 2712 338 000 000	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2712 641 000 000	Insurance	1,300.00	0.00	0.00	0.00	1,300.00	0.00	1,300.00
2712 Vehicle Operation-School Age SPED		36,388.00	0.00	14,485.54	39.81	21,902.46	0.00	21,902.46
01 3135 110 000 000	High Ability Instr	3,000.00	250.00	2,750.00	91.67	250.00	0.00	250.00
01 3135 210 000 000	High Ability Fica	230.00	18.74	206.17	89.64	23.83	0.00	23.83
01 3135 220 000 000	High Ability Retirement	297.00	24.69	271.59	91.44	25.41	0.00	25.41
01 3135 230 000 000	High Ability Health	1,000.00	81.01	889.50	88.95	110.50	0.00	110.50
01 3135 290 000 000	Life Ins	8.00	0.56	6.16	77.00	1.84	0.00	1.84
01 3135 410 000 000	High Abilt Learn Supplies	2,820.00	0.00	3,285.06	116.49	(465.06)	0.00	(465.06)
01 3135 460 000 000	HIGH ABIL SOFTWARE	520.00	0.00	0.00	0.00	520.00	0.00	520.00
01 3135 530 000 000	High Abilt Learn Equip	4,644.00	0.00	0.00	0.00	4,644.00	0.00	4,644.00
01 3135 630 000 000	High Abilt Learn Registration	4,000.00	0.00	6,530.00	163.25	(2,530.00)	0.00	(2,530.00)
01 3135 670 000 000	High Abilt Learn Mileage	320.00	0.00	0.00	0.00	320.00	0.00	320.00
3135 HIGH ABILITY		16,839.00	375.00	13,938.48	82.77	2,900.52	0.00	2,900.52
01 3137 140 000 000	Youth Center Wages	15,000.00	0.00	12,124.94	80.83	2,875.06	0.00	2,875.06
01 3137 210 000 000	Fica	1,148.00	0.00	927.54	80.80	220.46	0.00	220.46
01 3137 220 000 000	Retirement	741.00	0.00	561.62	75.79	179.38	0.00	179.38
3137 KEARNEY		16,889.00	0.00	13,614.10	80.61	3,274.90	0.00	3,274.90
01 3516 560 000 000	DIST LEARN EQUIP	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
3516 DIST LEARN EQUIP		1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 4326 630 000 000	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	REAP Salary	15,253.00	0.00	18,824.87	123.42	(3,571.87)	0.00	(3,571.87)
01 4327 210 000 000	REAP Fica	973.00	0.00	1,220.84	125.47	(247.84)	0.00	(247.84)
01 4327 220 000 000	REAP Retirement	1,507.00	0.00	1,859.51	123.39	(352.51)	0.00	(352.51)
01 4327 230 000 000	REAP Health	6,591.00	0.00	7,562.77	114.74	(971.77)	0.00	(971.77)
01 4327 290 000 000	REAP Life	30.00	0.00	34.71	115.70	(4.71)	0.00	(4.71)
4327 REAP		24,354.00	0.00	29,502.70	121.14	(5,148.70)	0.00	(5,148.70)
01 5000 560 001 000	Computer Equip Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 5000 560 002 000	Computer Equip Elem	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 6200 110 000 000	REGULAR SALARIES	45,134.00	0.00	45,666.64	101.18	(532.64)	0.00	(532.64)
01 6200 210 000 000	FICA	3,345.00	0.00	3,309.04	98.92	35.96	0.00	35.96
01 6200 220 000 000	RETIREMENT	4,458.00	0.00	4,510.88	101.19	(52.88)	0.00	(52.88)
01 6200 230 000 000	HEALTH INSURANCE	13,943.00	0.00	13,943.12	100.00	(0.12)	0.00	(0.12)
01 6200 290 000 000	LIFE	64.00	0.00	64.00	100.00	0.00	0.00	0.00
01 6200 410 000 000	Supplies/Materials	120.00	0.00	0.00	0.00	120.00	0.00	120.00
01 6200 670 000 000	Travel	250.00	0.00	0.00	0.00	250.00	0.00	250.00
6200 TITLE 1 CURRENT		67,314.00	0.00	67,493.68	100.27	(179.68)	0.00	(179.68)
01 6210 410 000 000	SUPPLIES	8,151.00	0.00	7,958.57	97.64	192.43	0.00	192.43
6210 TITLE 1 NCLB		8,151.00	0.00	7,958.57	97.64	192.43	0.00	192.43
01 6310 110 000 000	Title IIA Class Size Reduction	18,299.00	4,338.34	28,799.73	157.38	(10,500.73)	0.00	(10,500.73)
01 6310 210 000 000	TITLE IIA Fica	1,167.00	290.91	1,911.77	163.82	(744.77)	0.00	(744.77)
01 6310 220 000 000	TITLE IIA Retirement	1,808.00	428.53	2,844.74	157.34	(1,036.74)	0.00	(1,036.74)
01 6310 230 000 000	TITLE IIA Health	7,906.00	1,742.89	11,570.02	146.34	(3,664.02)	0.00	(3,664.02)
01 6310 290 000 000	TITLE IIA Life Ins	37.00	8.00	53.11	143.54	(16.11)	0.00	(16.11)
6310 TITLE IIA		29,217.00	6,808.67	45,179.37	154.63	(15,962.37)	0.00	(15,962.37)
01 6403 310 000 000	IDEA Vocational/Vision	7,469.00	0.00	0.00	0.00	7,469.00	0.00	7,469.00
6403 IDEA		7,469.00	0.00	0.00	0.00	7,469.00	0.00	7,469.00
01 6404 110 000 000	SPED IDEA instr	22,566.00	1,541.25	25,252.06	111.90	(2,686.06)	0.00	(2,686.06)
01 6404 140 000 000	SPED IDEA PARA	11,895.00	0.00	14,854.99	124.88	(2,959.99)	0.00	(2,959.99)

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 6404 210 000 000	SPED IDEA FICA	1,938.00	117.28	2,362.89	121.92	(424.89)	0.00	(424.89)
01 6404 220 000 000	SPED IDEA RETIRE	3,404.00	152.24	3,961.67	116.38	(557.67)	0.00	(557.67)
01 6404 230 000 000	SPED IDEA HEALTH	13,385.00	652.65	15,481.12	115.66	(2,096.12)	0.00	(2,096.12)
01 6404 290 000 000	SPED IDEA LIFE	90.00	4.00	105.52	117.24	(15.52)	0.00	(15.52)
01 6404 318 002 000	SPED IDEA PRE-K	7,514.00	0.00	0.00	0.00	7,514.00	0.00	7,514.00
6404	SPED IDEA	60,792.00	2,467.42	62,018.25	102.02	(1,226.25)	0.00	(1,226.25)
01 6406 110 000 000	BASE 3-4 SPED INSTR	2,329.00	0.00	2,463.08	105.76	(134.08)	0.00	(134.08)
01 6406 210 000 000	BASE 3-4 SPED FICA	175.00	0.00	187.44	107.11	(12.44)	0.00	(12.44)
01 6406 220 000 000	BASE 3-4 SPED RETIR	231.00	0.00	243.29	105.32	(12.29)	0.00	(12.29)
01 6406 230 000 000	BASE 3-4 SPED HEALTH	1,012.00	0.00	1,043.03	103.07	(31.03)	0.00	(31.03)
01 6406 290 000 000	BASE 3-4 SPED LIFE	6.00	0.00	6.39	106.50	(0.39)	0.00	(0.39)
6406	BASE 3-4 SPED	3,753.00	0.00	3,943.23	105.07	(190.23)	0.00	(190.23)
01 6410 314 001 000	IDEA OT/PT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6410 362 002 000	362	0.00	0.00	26,352.90	0.00	(26,352.90)	0.00	(26,352.90)
6410	IDEA E-P	0.00	0.00	26,352.90	0.00	(26,352.90)	0.00	(26,352.90)
01 6700 110 000 000	Vocational Wages	2,400.00	1,800.00	1,800.00	75.00	600.00	0.00	600.00
01 6700 210 000 000	Vocational FICA	183.00	134.13	134.13	73.30	48.87	0.00	48.87
01 6700 220 000 000	Vocational Retire	238.00	177.81	177.81	74.71	60.19	0.00	60.19
01 6700 230 000 000	Vocational Health	300.00	174.29	174.29	58.10	125.71	0.00	125.71
01 6700 290 000 000	Vocational Life	2.00	2.25	2.25	112.50	(0.25)	0.00	(0.25)
6700	VOCATIONAL	3,123.00	2,288.48	2,288.48	73.28	834.52	0.00	834.52
01 8000 752 001 000	Activity Transfer	17,500.00	0.00	0.00	0.00	17,500.00	0.00	17,500.00
01 8000 753 001 000	Special Building	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 8000 754 000 000	Bond Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 8000 755 000 000	Depreciation Fund	110,000.00	0.00	0.00	0.00	110,000.00	0.00	110,000.00
01 8000 756 000 000	Lunch Fund	22,492.00	11,500.00	20,500.00	91.14	1,992.00	0.00	1,992.00
8000	TRANSFERS (OUTGOING)	149,992.00	11,500.00	20,500.00	13.67	129,492.00	0.00	129,492.00
000	DISTRICT WIDE	7,254,808.00	555,703.95	5,612,620.16	77.36	1,642,187.84	0.00	1,642,187.84
01 6410 318 002 600	IDEA PT Therapy Preschool	2,000.00	0.00	4,019.87	200.99	(2,019.87)	0.00	(2,019.87)
6410	IDEA E-P	2,000.00	0.00	4,019.87	200.99	(2,019.87)	0.00	(2,019.87)
600	PT Services	2,000.00	0.00	4,019.87	200.99	(2,019.87)	0.00	(2,019.87)
01 6410 313 002 601	IDEA OT Therapy Preschool	4,000.00	0.00	5,874.13	146.85	(1,874.13)	0.00	(1,874.13)
6410	IDEA E-P	4,000.00	0.00	5,874.13	146.85	(1,874.13)	0.00	(1,874.13)
601	OT Services	4,000.00	0.00	5,874.13	146.85	(1,874.13)	0.00	(1,874.13)
01 1292 313 002 602	Pre Speech (0-2)	9,090.00	208.19	208.19	2.29	8,881.81	0.00	8,881.81
1292	PRE Sped	9,090.00	208.19	208.19	2.29	8,881.81	0.00	8,881.81
01 6410 313 002 602	IDEA Speech Teacher Preschool	22,000.00	0.00	10,656.76	48.44	11,343.24	0.00	11,343.24
6410	IDEA E-P	22,000.00	0.00	10,656.76	48.44	11,343.24	0.00	11,343.24
602	Speech	31,090.00	208.19	10,864.95	34.95	20,225.05	0.00	20,225.05
01 6410 318 002 603	IDEA Sped Supervision Preschool	5,000.00	0.00	5,759.26	115.19	(759.26)	0.00	(759.26)
6410	IDEA E-P	5,000.00	0.00	5,759.26	115.19	(759.26)	0.00	(759.26)
603	Sped Super	5,000.00	0.00	5,759.26	115.19	(759.26)	0.00	(759.26)
01 1292 313 002 604	D/E Audiology Birth (0-2)	202.00	15.64	15.64	7.74	186.36	0.00	186.36
1292	PRE Sped	202.00	15.64	15.64	7.74	186.36	0.00	186.36
01 6410 313 002 604	IDEA D/E Audiology Preschool	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 6410 318 002 604	IDEA Deaf Education Services Preschool	0.00	0.00	967.66	0.00	(967.66)	0.00	(967.66)
6410	IDEA E-P	250.00	0.00	967.66	387.06	(717.66)	0.00	(717.66)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
604	Deaf Ed	452.00	15.64	983.30	217.54	(531.30)	0.00	(531.30)
01 6410 313 002 605	IDEA Vision Services Preschool	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6410	IDEA E-P	0.00	0.00	0.00	0.00	0.00	0.00	0.00
605	Vision	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6410 318 002 606	IDEA D/E Psychological Services Preschool	5,500.00	0.00	10,425.81	189.56	(4,925.81)	0.00	(4,925.81)
6410	IDEA E-P	5,500.00	0.00	10,425.81	189.56	(4,925.81)	0.00	(4,925.81)
606	D/E Psychological	5,500.00	0.00	10,425.81	189.56	(4,925.81)	0.00	(4,925.81)
01 6410 313 002 607	Audiology	0.00	0.00	304.70	0.00	(304.70)	0.00	(304.70)
6410	IDEA E-P	0.00	0.00	304.70	0.00	(304.70)	0.00	(304.70)
607	Audiology	0.00	0.00	304.70	0.00	(304.70)	0.00	(304.70)
01	General	7,302,850.00	555,927.78	5,650,852.18	77.38	1,651,997.82	0.00	1,651,997.82

**Ravenna Public Schools  
GENERAL FUND  
Ending June 30th, 2019**

**Beginning Balance:** **\$4,387,423.96**

**Receipts:**

Tax Collection (Sherman)	\$85,698.16	
Tax Collection (Buffalo)	\$336,636.20	
State of NE Sped	\$109,481.00	
NDEQ Bus Rebate	\$42,000.00	
Waste Reduction/Recycling Grant	\$21,346.00	
Universal Service Fund (E-Rate)		
ALICAP		
ESU 10	\$3,802.29	
Sale of Prop/Equip.		
Medicaid (MAC)	\$3,018.25	
State Aid	\$3,234.00	
State of NE (MIPS)	\$5,264.47	
Distance Learning		
Other	\$981.25	
Interest	\$1,108.16	
<b>Total Receipts:</b>		<b>\$612,569.78</b>

**Disbursements:**

Board Bills (May)	\$518,361.47	
		\$518,361.47

**Ending Balance:** **\$4,481,632.27**

**Cash on Hand:** **\$4,481,632.27**

Outstanding checks \$66,422.77

**Bank Balance:** **\$4,548,055.04**

**Investments:** **\$157,976.12**

**Accounted for as Follows:**

**General Fund**

General Fund Checking	\$4,481,632.27	
CD #42554	\$132,976.12	
CD # 70099 (9 mo)	\$25,000.00	
<b>Total Available:</b>	<b>\$4,639,608.39</b>	<b>\$4,639,608.39</b>

## Revenue Detail

Account Number	Account Description	Budget	Month to Date	Year to Date
8	Revenue			
01 1100 1000	District Taxes - Buffalo	0.00	306,564.66	3,613,738.06
01 1100 1100	District Taxes - Sherman	0.00	81,310.19	1,025,427.47
01 1115 1000	Carline-Bufferlo	0.00	0.00	9,663.10
01 1115 1100	Carline - Sherman	0.00	0.00	2,777.79
01 1120 1000	Public Power Tax - Buffalo	0.00	0.00	170,206.89
01 1120 1100	Public Power Tax - Sherman	0.00	0.00	0.00
01 1125 1000	Motor Vehicle Taxes - Buffalo	0.00	12,923.80	147,600.96
01 1125 1100	Motor Vehicle Taxes - Sherman	0.00	3,281.65	31,224.89
01 1311	Tuition Individual	0.00	0.00	0.00
01 1313	Tuit Sp Ed Individ.	0.00	0.00	0.00
01 1315	DISTANCE LEARNING	0.00	0.00	32,225.00
01 1323	Tuit Sp Ed Oth Dist.	0.00	0.00	0.00
01 1410	Trans. Individual	0.00	0.00	0.00
01 1411	Trans Sp Ed Individ.	0.00	0.00	0.00
01 1421	Trans. Other Dist.	0.00	0.00	0.00
01 1423	Trans Sp Ed Oth Dist	0.00	0.00	0.00
01 1510	Interest On Invest.	0.00	1,108.16	9,208.35
01 1700	Other Local Receipts	0.00	0.00	2,100.00
01 1701	Bond Fund Transfer	0.00	0.00	0.00
01 1790	Driver's Ed	0.00	0.00	0.00
01 1800	KEARNEY FOUND YC	0.00	0.00	0.00
01 1900	AUTISM ACTION PARTNERSHIP	0.00	0.00	0.00
01 1910	RENTAL OF SCHOOL EQUIPMENT & FACILITIES	0.00	0.00	657.50
01 1911	Local License Fees	0.00	0.00	586.37
01 1920	CONTRIBUTIONS & DONATIONS	0.00	0.00	0.00
01 1921	Police Court Fines	0.00	0.00	0.00
01 1925	Tobacco Grant	0.00	0.00	0.00
01 2110 1000	Buffalo Co Fines-lic	0.00	5,309.48	24,822.26
01 2110 1100	Sherm Fines-license	0.00	173.56	1,944.86
01 2130 1000	Other County Receipt - Buffalo	0.00	0.00	0.00
01 2130 1100	Other County Receipts- Sherman	0.00	0.00	0.00
01 2140	Non-resident Tuition	0.00	0.00	0.00
01 2210	ESU Receipts	0.00	3,802.29	6,150.44
01 2800 1000	In Lieu Of Tax - Buffalo	0.00	1,693.31	2,104.67
01 2800 1100	In Lieu Of Tax - Sherman	0.00	0.00	1,331.74
01 3110	State Aid	0.00	3,234.00	33,703.86
01 3120	Spec. Ed Programs	0.00	109,481.00	556,867.00
01 3125	Special Ed Transpor.	0.00	0.00	4,974.00
01 3130 1000	Homestead Exemption - Buffalo	0.00	10,144.95	40,579.80
01 3130 1100	Sherm Homestead Ex	0.00	932.76	3,731.04
01 3131	PROPERTY TAX CREDIT	0.00	0.00	350,104.55
01 3170	State Vocational	0.00	0.00	0.00
01 3180 1000	Pro-rata Motor Veh. Buffalo	0.00	0.00	7,387.35
01 3180 1100	Sher Pro Rat Moto V	0.00	0.00	1,811.69
01 3400	State Apportionment	0.00	0.00	56,595.78
01 3500	Other State Categorical Programs	0.00	63,346.00	63,346.00
01 3512	DIST ED INCENTIVE	0.00	0.00	23,001.92
01 3535	High Abilt Learners	0.00	0.00	4,799.00

Revenue Detail

Account Number	Account Description	Budget	Month to Date	Year to Date
01 3550	School Tech Fund	0.00	0.00	0.00
01 3570	Teacher Evaluation	0.00	0.00	0.00
01 3990	Other State Funds	0.00	0.00	0.00
01 4100	Title 1 Carry Over	0.00	0.00	0.00
01 4105	UNIVERSAL SERVICE FUND (E-RATE)	0.00	0.00	0.00
01 4311	Title VI Past Year	0.00	0.00	0.00
01 4312	Title VI Current	0.00	0.00	0.00
01 4315	Title V	0.00	0.00	0.00
01 4325	Title IIA Class Size Reduction	0.00	0.00	0.00
01 4401	IDEA PRESCHOOL	0.00	0.00	0.00
01 4402	Preschool Travel	0.00	0.00	0.00
01 4403	Spec Ed Medicaid	0.00	0.00	0.00
01 4505	Title 1 Current	0.00	0.00	11,647.64
01 4506	Title 1 NCLB	0.00	0.00	0.00
01 4509	TITLE II, PART A NCLB TCHR QULTY GRANTS	0.00	0.00	0.00
01 4511	REAP GRANT	0.00	0.00	29,182.00
01 4512	IDEA Base	0.00	0.00	0.00
01 4516	IDEA Pre-school Handicapp	0.00	0.00	0.00
01 4519	IDEA E-P	0.00	0.00	0.00
01 4525	Fed. Vocational	0.00	0.00	0.00
01 4580	EDUCATION JOB MONEY	0.00	0.00	0.00
01 4599	ARRA STATE AID	0.00	0.00	0.00
01 4708	Medicaid in Public School (MIPS)	0.00	5,264.47	5,264.47
01 4709	Medicaid Administrative Activities	0.00	3,018.25	4,733.25
01 4900	Other Fed. Non-cat	0.00	0.00	0.00
01 5200	From Other Funds	0.00	0.00	0.00
01 5300	Sale Of Prop & Equip	0.00	2.25	977.30
01 5301	Insurance Adjustment	0.00	0.00	1,792.00
01 5690	Other Non-revenue	0.00	979.00	5,192.48
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	0.00	612,569.78	6,287,461.48
8	Revenue	0.00	612,569.78	6,287,461.48

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 110 000 000	Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 1100 120 000 000	Sub Salaries	2,000.00	0.00	1,702.69	85.13	297.31	0.00	297.31
06 1100 140 000 000	Salary	73,000.00	3,574.24	59,889.37	82.04	13,110.63	0.00	13,110.63
06 1100 159 000 000	Overtime Salaries	0.00	0.00	250.77	0.00	(250.77)	0.00	(250.77)
06 1100 210 000 000	Fica	8,000.00	130.72	3,129.02	39.11	4,870.98	0.00	4,870.98
06 1100 220 000 000	Retirement	8,000.00	353.06	5,890.88	73.64	2,109.12	0.00	2,109.12
06 1100 230 000 000	Health Insurance	18,500.00	957.58	14,960.91	80.87	3,539.09	0.00	3,539.09
06 1100 290 000 000	Life Ins	500.00	10.00	138.00	27.60	362.00	0.00	362.00
06 1100 390 000 000	OTHER PURCHASED SERVICES	239,000.00	0.00	152,719.78	63.90	86,280.22	0.00	86,280.22
06 1100 530 000 000	Equipment	0.00	0.00	447.88	0.00	(447.88)	0.00	(447.88)
06 1100 560 000 000	Computer Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 1100 690 000 000	Other Supplies	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
06 1100 691 000 000	Other Misc.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1100	SALARIES	<u>350,000.00</u>	<u>5,025.60</u>	<u>239,129.30</u>	<u>68.32</u>	<u>110,870.70</u>	<u>0.00</u>	<u>110,870.70</u>
000	DISTRICT WIDE	<u>350,000.00</u>	<u>5,025.60</u>	<u>239,129.30</u>	<u>68.32</u>	<u>110,870.70</u>	<u>0.00</u>	<u>110,870.70</u>
06	Lunch	<u>350,000.00</u>	<u>5,025.60</u>	<u>239,129.30</u>	<u>68.32</u>	<u>110,870.70</u>	<u>0.00</u>	<u>110,870.70</u>

**Ravenna Public School  
Lunch Fund Report  
Ending June 30, 2019**

**Beginning Balance:** \$ 3,030.06

RECEIPTS:

Deposit \$ 15,671.09

Interest \$ 1.59

**Total Receipts:** \$ 15,672.68

DISBURSEMENTS:

Lunch Bills \$ 18,258.36

Outstanding Checks \$ (1,143.39)

**Total Disbursements:** \$ 17,114.97

**Bank Balance:** \$ 1,587.77

**Book Balance:** \$ 444.38

Revenue Detail

Account Number	Account Description	Budget	Month to Date	Year to Date
8	Revenue			
06 1510	Interest	0.00	1.59	42.61
06 1610	Student Lunches	0.00	251.00	97,124.68
06 1613	Special Milk	0.00	0.00	0.00
06 1620	Daily Sales-Adult/A la Carte	0.00	128.00	8,594.15
06 2100	State Reimbursement	0.00	0.00	0.00
06 2200	Breakfast	0.00	0.00	0.00
06 3400	Adult Lunches	0.00	0.00	0.00
06 3800	State Lunch Reimb.	0.00	0.00	590.61
06 3900	State Breakfast Reimb.	0.00	0.00	695.55
06 4000	Federal Reimbursment	0.00	5,116.27	85,382.69
06 4001	Special Milk	0.00	22.85	741.94
06 4002	Breakfast	0.00	1,152.97	17,021.56
06 5000	Trans From Savings	0.00	0.00	0.00
06 5200	School Dist Contrib.	0.00	9,000.00	9,000.00
06 5690	Other Income	0.00	0.00	159.53
06 9000	Non Program Receipts	0.00	0.00	0.00
06	Lunch	0.00	15,672.68	219,353.32
8	Revenue	0.00	15,672.68	219,353.32

**Board of Education Regular Meeting**

High School Library

P.O. Box 8400

Ravenna, NE 68869-8400

Monday, June 10, 2019 8:00 PM

Marilyn Bohn: Present  
Misti Fiddelke: Present  
Ryan Osten: Present  
Tara Schirmer: Present  
Dawn Standage: Present  
Marc Vacek: Present

1. Call to Order and Roll Call - Open Meeting Law
2. Excuse Absent Board Members
3. The Pledge of Allegiance
4. Recitation of School Mission Statement: Preparing Students Today to Succeed Tomorrow:  
Family-Community-School
5. Approval of Agenda  
Motion to approve the agenda passed with a motion by Ryan Osten and a second by Marc Vacek.
6. Financial Report
7. Consent Agenda  
Motion to approve the consent agenda passed with a motion by Ryan Osten and a second by Tara Schirmer.
  - 7.1. Discuss, consider, and take all necessary action to minutes
  - 7.2. Discuss, consider, and take all necessary action to bills
  - 7.3. Discuss, consider, and take all action necessary to surplus elementary library books

7.4. Discuss, consider, and take all action necessary to surplus equipment

8. Request to Address the Board and Correspondence

9. Information and Action Items

9.1. Discuss, consider, and take all action necessary to distance learning agreement with Palmer Public Schools for distance learning art classes

Motion to approve interlocal agreement with Palmer Public Schools for the purpose of providing distance learning art classes passed with a motion by Marilyn Bohn and a second by Marc Vacek.

9.2. Discuss, consider, and take all action necessary to transferring \$9000 from the General Fund to the Lunch Fund

Motion to transfer \$9000 from the General Fund to the Lunch Fund passed with a motion by Marc Vacek and a second by Ryan Osten.

9.3. Discuss, consider, and take all action necessary to student meal prices for the 2019-20 School Year

Motion to approve meal costs as proposed passed with a motion by Marilyn Bohn and a second by Tara Schirmer.

9.4. Discuss, consider, and take all action necessary to the purchase of salad bars

Motion to award bid for salad bars to Cash-Wa in the amount of \$6262.79 Passed with a motion by Dawn Standage and a second by Tara Schirmer.

9.5. Discuss, consider, and take all action necessary to bids for milk and dairy products for the 2019-20 school year

Motion to approve the milk and dairy bid with Hiland Dairy for the 2019-20 school year passed with a motion by Tara Schirmer and a second by Ryan Osten.

9.6. Discuss, consider, and take all action necessary to staff computer "re-fresh" purchase-Mr. Dave Huryta, District Technology Coordinator

Motion to approve the purchase of staff computers from the Depreciation Fund as presented by Mr. Huryta, in an amount not to exceed \$37,000, passed with a motion by Dawn Standage and a second by Ryan Osten.

9.7. Discuss, consider, and take all action necessary to photocopier and printer lease

Motion to award the lease bid for photocopiers and printers to Eakes in the amount of \$1,474.70 monthly passed with a motion by Marc Vacek and a second by Tara Schirmer.

9.8. Discuss, consider, and take all action necessary to adoption of revised Board Policy #5068 "Extracurricular Drug Testing Program"

Motion to adopt revised Board Policy #5068 on first reading and to waive second reading of the

policy passed with a motion by Tara Schirmer and a second by Ryan Osten.

9.9. Discuss, consider, and take all action necessary to the "2019-20 Ravenna Public Schools Student Handbook"

Motion to approve the Ravenna Public Schools Student Handbook as presented passed with a motion by Ryan Osten and a second by Marc Vacek.

9.10. Discuss, consider, and take all action necessary to the "2019-20 Activities Handbook"

Motion to adopt the "2019-20 Activities Handbook" as presented passed with a motion by Tara Schirmer and a second by Dawn Standage.

## 10. Discussion Items

10.1. Discuss, consider, and take all action necessary to senior class rank calculation

Motion to reaffirm both policies dealing with class rank, Board Policy #6007 and #6008, passed with a motion by Marc Vacek and a second by Ryan Osten.

10.2. Discuss, consider, and take all action necessary to annual board policy review

10.3. Discuss, consider, and take all action necessary to the superintendent's contract

11. Elementary Principal's Report

12. Secondary Principal's Report

13. Superintendent's Report

14. Board Report-Superintendent Goals & Evaluation Instrument

15. Positive Comments

A special thanks to the RAVENNA TAK for all they do to support our school. They provided Christie's Rolls to staff on the last day of school, "Carded our Yard" for Kindergarten Graduation and Teacher Appreciation, hosted a swim party for the elementary students, and have purchased a snow cone machine for elementary students to use to develop their entrepreneurial skills.

Ravenna Public Schools is lucky to have such a wonderful organization supporting the school! - Ravenna Board of Education

Thanks to all of the businesses and individuals that supported the Girls High School Golf Tournament. It was a great turnout and great support for our golfers. -Ryan Osten

Our custodial, grounds, and business department staff members work hard all summer long to make needed repairs, improve the physical plant, and gather supplies and materials for the upcoming school year. Thanks to the custodial, grounds, and office staff for all of their hard work over the summer months. They all do a wonderful job! - Superintendent Schroeder

## 16. Adjournment

Motion to adjourn at 9:49 PM passed with a motion by Marilyn Bohn and a second by Ryan Osten.

**NOTICE OF PUBLIC HEARING  
CITY OF RAVENNA, NEBRASKA  
-MAYOR AND CITY COUNCIL-**

Notice is hereby given that a Public Hearing of the Planning Commission of the City of Ravenna, Nebraska on the proposed amendment to the Comprehensive Plan and to change the Zoning Map upon the Application on the following described property from R-1 to C-1 is to be held on the 1<sup>st</sup> day of July 2019 at 6:45 pm, at the Ravenna City Hall, 416 Grand Avenue, Ravenna, Nebraska:

Lots 1-4, Block 3, Motsick's Addition, Ravenna, Buffalo County, Nebraska

Individuals requiring physical or sensory accommodations, individual interpreter service, Braille, large print or recorded materials, please contact City Clerk Kellie Crowell, 416 Grand Avenue, Ravenna, Nebraska 68869; telephone 308-452-3273. A Public Hearing of the Planning Commission of the City of Ravenna, Nebraska, is hereby called to be held at City Hall, on the 1<sup>st</sup> day of July 2019, at 6:45 pm.

Written statements concerning the proposed amendment to the Comprehensive Plan and change in Zoning Map may be submitted to City Clerk Kellie Crowell of the City of Ravenna, Nebraska prior to or at the time of the hearing.



---

Kellie Crowell, CMC City Clerk/Treasurer

## **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.

# **RAVENNA PUBLIC SCHOOLS STUDENT HANDBOOK**

**2019-2020 Edition**

Ravenna Public Schools  
41750 Carthage Road  
Ravenna, NE 68869

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



## Table of Contents

### Section One

<b>Intent of Handbook.....</b>	<b>9</b>
<b>Mission Statement.....</b>	<b>10</b>
<b>Section One - Basic School Rules.....</b>	<b>11</b>
<b>Attendance.....</b>	<b>11</b>
<b>Loss of Credit.....</b>	<b>15</b>
<b>Band.....</b>	<b>15</b>
<b>Bills.....</b>	<b>15</b>
<b>Books &amp; Supplies.....</b>	<b>16</b>
<b>Bulletin Boards.....</b>	<b>16</b>
<b>Bullying.....</b>	<b>16</b>
<b>Cafeteria.....</b>	<b>17</b>
<b>Candy - Pop.....</b>	<b>17</b>
<b>Cell Phones.....</b>	<b>17</b>
<b>Child Abuse and Neglect.....</b>	<b>18</b>
<b>Class Dismissal.....</b>	<b>19</b>
<b>Classroom Behavior.....</b>	<b>19</b>
<b>Closed Campus.....</b>	<b>19</b>
<b>Coats &amp; Boots.....</b>	<b>19</b>
<b>College Visits.....</b>	<b>20</b>
<b>Communicable Diseases.....</b>	<b>20</b>

<b>Communicating with Parents.....</b>	<b>20</b>
<b>Computer Network Use by Students.....</b>	<b>21</b>
<b>Complaint Procedures.....</b>	<b>24</b>
<b>Conferences.....</b>	<b>28</b>
<b>Contact Information.....</b>	<b>28</b>
<b>Contraband.....</b>	<b>28</b>
<b>Damage to School Property.....</b>	<b>28</b>
<b>Dances.....</b>	<b>28</b>
<b>Dating Violence.....</b>	<b>29</b>
<b>Discrimination &amp; Harassment.....</b>	<b>30</b>
<b>Dress Code.....</b>	<b>32</b>
<b>Driving &amp; Parking.....</b>	<b>34</b>
<b>Drones and Unmanned Aircraft.....</b>	<b>34</b>
<b>Drug Free Schools.....</b>	<b>35</b>
<b>Emergency Contact Information.....</b>	<b>35</b>
<b>Evacuations.....</b>	<b>35</b>
<b>Eye Exams.....</b>	<b>36</b>
<b>Food Service Programs.....</b>	<b>36</b>
<b>Field Trips.....</b>	<b>38</b>
<b>First- Aid.....</b>	<b>38</b>
<b>Fundraisers.....</b>	<b>38</b>
<b>Head Lice.....</b>	<b>38</b>
<b>Health Problems.....</b>	<b>39</b>

<b>Homebound Instruction.....</b>	<b>39</b>
<b>Homeless Children.....</b>	<b>39</b>
<b>Illness or Injury at School.....</b>	<b>40</b>
<b>Immunizations.....</b>	<b>40</b>
<b>Initiations and Hazing.....</b>	<b>41</b>
<b>Lockers and Other School Property.....</b>	<b>41</b>
<b>Lost and Found.....</b>	<b>41</b>
<b>Medications.....</b>	<b>42</b>
<b>Media Center.....</b>	<b>42</b>
<b>Memorials.....</b>	<b>43</b>
<b>Parent Involvement.....</b>	<b>43</b>
<b>Parties.....</b>	<b>44</b>
<b>Personal Hygiene.....</b>	<b>44</b>
<b>Personal Items.....</b>	<b>44</b>
<b>Physical Education.....</b>	<b>44</b>
<b>Physical Exams.....</b>	<b>45</b>
<b>Pictures.....</b>	<b>45</b>
<b>Playground Rules.....</b>	<b>45</b>
<b>Police Questioning and Apprehension.....</b>	<b>45</b>
<b>Protection of Student Rights.....</b>	<b>46</b>
<b>Public Display of Affection.....</b>	<b>46</b>
<b>Rights of Custodial and Noncustodial Parents.....</b>	<b>46</b>

<b>Secret Organizations.....</b>	<b>47</b>
<b>School Day.....</b>	<b>47</b>
<b>Self-Management of Diabetes or Asthma/Anaphylaxis.....</b>	<b>47</b>
<b>Smoking and Tobacco.....</b>	<b>48</b>
<b>Staff Qualifications.....</b>	<b>48</b>
<b>Standardized Testing.....</b>	<b>48</b>
<b>Student Assistance.....</b>	<b>49</b>
<b>Student Fee Policy.....</b>	<b>49</b>
<b>Student Illness.....</b>	<b>54</b>
<b>Student Government.....</b>	<b>54</b>
<b>Student Records.....</b>	<b>55</b>
<b>Student Class Requirements.....</b>	<b>57</b>
<b>Tardies.....</b>	<b>58</b>
<b>Telephone Calls.....</b>	<b>59</b>
<b>Threat Assessment and Response.....</b>	<b>59</b>
<b>Transportation Services.....</b>	<b>60</b>
<b>Video Surveillance and Photographs.....</b>	<b>63</b>
<b>Weather-Related School Closing.....</b>	<b>64</b>
<b>Withdrawal from School.....</b>	<b>64</b>
<b>Work Permits.....</b>	<b>64</b>

**Section Two**

<b>Academic Information.....</b>	<b>65</b>
<b>Academic Dishonesty.....</b>	<b>65</b>

<b>Certificate of Attendance.....</b>	<b>65</b>
<b>Class Rank.....</b>	<b>65</b>
<b>Correspondence and Online Courses.....</b>	<b>66</b>
<b>Grades.....</b>	<b>66</b>
<b>Graduation Awards.....</b>	<b>67</b>
<b>Graduation Requirements.....</b>	<b>67</b>
<b>Homework.....</b>	<b>68</b>
<b>Honor Roll.....</b>	<b>69</b>
<b>Report Cards.....</b>	<b>70</b>
<b>Study Halls.....</b>	<b>71</b>
<b>Section Three - Student Discipline.....</b>	<b>72</b>
<b>General Discipline Philosophy.....</b>	<b>72</b>
<b>Forms of School Discipline.....</b>	<b>73</b>
<b>After School Sessions and Detentions.....</b>	<b>73</b>
<b>Jay Time.....</b>	<b>73</b>
<b>In-School Suspension.....</b>	<b>74</b>
<b>Emergency Exclusion.....</b>	<b>74</b>
<b>Short-Term Suspension.....</b>	<b>74</b>
<b>Weapons and/or Firearms.....</b>	<b>75</b>
<b>Long-Term Suspension.....</b>	<b>77</b>
<b>Expulsion.....</b>	<b>77</b>
<b>Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment.....</b>	<b>78</b>

<b>Due Process Afforded to Students Facing Long-term Suspension or Expulsion...</b>	<b>82</b>
<b>Section Four - Staff Directory.....</b>	<b>85</b>
<b>Board of Education.....</b>	<b>85</b>
<b>Administration.....</b>	<b>85</b>
<b>Teaching Staff.....</b>	<b>85</b>
<b>Para Professionals.....</b>	<b>86</b>
<b>Support Staff.....</b>	<b>87</b>
<b>Office Staff.....</b>	<b>87</b>
<b>Child Nutrition Program.....</b>	<b>87</b>
<b>Custodial.....</b>	<b>87</b>
<b>Transportation.....</b>	<b>87</b>
<b>School Calendar.....</b>	<b>88</b>
<b>Forms.....</b>	<b>89</b>

## **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 21, 2019.**

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 Nondiscrimination**

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

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

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

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

**MISSION STATEMENT**

***FAMILY – COMMUNITY – SCHOOL***

***Preparing Students Today to Succeed***

***Tomorrow***

## **SECTION ONE**

### **BASIC SCHOOL RULES AND GENERAL PRACTICES**

#### **Attendance**

##### **Required Attendance**

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

##### **Mandatory Attendance Age**

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

##### **Exceptions**

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

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

##### **Discontinuing Enrollment – 5 Year Old Students**

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

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

### **Discontinuing Enrollment – 16 and 17 Year Old Students**

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

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

### **Attendance Officer**

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

### **Excused Absences**

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

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

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

### **Excessive Absenteeism**

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

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

### **Absences due to illness**

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

### **Planned absences**

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

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

**Students are obligated to:**

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

**Parents are obligated to:**

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

**Pregnant and Parenting Students**

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

**Make up allowance**

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

### **Loss of Credit**

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

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

### **Band**

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

### **Bills**

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. to the school bookkeeper's office or building secretary. Any check for these payments should be made out to Ravenna Public Schools unless

otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

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

### **Books and Supplies**

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

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

### **Bulletin Boards**

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

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

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

## **Bullying**

Students are prohibited from engaging in any form of bullying. "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.

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

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

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

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

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

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

law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

### **Child Abuse and Neglect**

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

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

### **College Visits**

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

### **Communicable Diseases**

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

condition **not otherwise specified in board policy or this handbook**, please call the school nurse, Mrs. Karalee Fiddelke.

### **Communicating with Parents**

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

### **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](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.

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

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

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

**No Retaliation.** The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

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

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district.

Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

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

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

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

### **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 9<sup>th</sup> and 10<sup>th</sup> 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 9<sup>th</sup> 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](mailto: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](mailto: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](mailto:brad.kjar@ravennabluejays.org) or [paul.anderson@ravennabluejays.org](mailto: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. **Blankets are not allowed**
18. Clothing with tears or holes that expose flesh inappropriately or that exposes underclothes
19. No spaghetti strap tops, string backless or plain backless tops will be worn unless there is another shirt worn over these garments that cover the skin and is not see through material.
20. Sleeveless tops are allowed providing the armhole openings are appropriate and do not show chest, undergarments (including sports bras) or side chest portions of the body.
21. Clothing may not include symbols that cause a significant disruption to the educational environment.

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

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

### **Driving and Parking Personal Vehicles**

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

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

### **Drones and Unmanned Aircraft**

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

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

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

5. Consistent with any other limitations imposed by the superintendent or designee.

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

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

### **Drug Free Schools**

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

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

### **Emergency Contact Information**

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

### **Evacuations**

The school district will hold routine evacuation drills throughout the school year. Whenever the fire alarm sounds, all students and faculty must evacuate the building in a quiet and orderly fashion and remain outside until told to

return to the building. Classroom teachers will provide students with detailed instructions on building evacuations.

### **Eye Exams**

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

### **Food Service Program**

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

#### **Breakfast**

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

#### **Second Chance Breakfast**

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

#### **Lunch**

Lunch prices depend on the federal funding that the program receives. Lunch for K-6 is \$2.85, Lunch for 7-12 lunch is \$3.15 for students and \$4.10 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](mailto: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 **unless authorized by board policy**. Dedications to students will not be allowed.

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

### **Parental Involvement**

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

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

as deemed necessary by school district staff.

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

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

### **Parties**

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

### **Personal Hygiene**

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

### **Personal Items**

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

### **Physical Education**

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

### **Physical Exam**

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

### **Pictures**

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

### **Playground Rules**

Students must follow these rules to keep the playground safe:

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

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

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

### **Police Questioning and Apprehension**

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

### **Protection of Student Rights**

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

### **ACT Exam**

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

### **Public Displays of Affection**

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

### **Rights of Custodial and Noncustodial Parents**

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

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

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

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

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

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

### **Secret Organizations**

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

### **School Day**

The school day typically begins at 8:03 a.m. and ends at 3:30 p.m. Students are to leave the school grounds after dismissal. School staff will provide

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

### **Self-Management of Diabetes or Asthma/Anaphylaxis**

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

### **Smoking and Tobacco**

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

### **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 \$2.00  
Reduced Price \$.30
- Breakfast Program – Grades 7-12  
Regular Price \$ 2.15  
Reduced Price \$ .30
- Lunch Program – Grades K-6  
Regular Price \$ 2.85  
Reduced Price \$ .40
- Lunch Program – Grades 7-12  
Regular Price \$ 3.15  
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 pre-arranged with the sponsor. Class secretaries are to keep a record of all meetings and turn in after each meeting to the sponsor. Treasurers should check each month before a meeting in order to have an accurate account of their financial condition. Organization meetings will be held at the beginning of the year. All meetings must be cleared with the Principal.

### **Student Records**

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

request the amendment of the student's education records that you believe to be inaccurate.

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

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

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

Directory information about students may also be disclosed to outside organizations without a parent's prior written consent. Outside organizations

include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

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

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

### **Non-Directory Information**

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

**One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney,**

representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

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

### **Transfer of Records Upon Student Enrollment**

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

### **Complaints**

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

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

## **Student Class Requirements**

### **REQUIREMENTS FOR JUNIOR HIGH STUDENTS**

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

### **HIGH SCHOOL GRADUATION REQUIREMENTS**

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

2. The requirements for graduation are:

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

9th Grade Students > Biology

10th Grade Students > Physical Science

11th Grade Students > Earth and Space Science

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

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

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

### **Tardiness**

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

### **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 superintendent will keep members of the school community informed about possible threats and about the District's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the superintendent will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

## **Transportation Services**

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

### **Transportation to School**

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

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

### **Bus Regulations**

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must

comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a) **Rules of Conduct on School Vehicles:**

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Student must respect the rights and safety of others at all times.

- 13) Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

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

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

c) **Records**

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

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

Parents of students who are not regular route riders and plan to have their students ride the bus home with a friend or family member are strongly encouraged to communicate those travel plans to the school office and to the

regular route driver. Ideally, the parent should provide the written permission to the office and the route driver which includes the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Parents communicating this information to the school office and the route driver will help everyone develop a common understanding and avoid confusion. It will also ensure there is not overcrowding on the regular routes.

### **Transportation to Activities**

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

### **Video Surveillance and Photographs**

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

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are

permitted, subject to other applicable board policy. However, this policy generally prohibits students from using cell phones, smart-speakers, or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

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

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

### **Weather-Related School Closing**

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

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

### **Withdrawal from School**

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

### **Work Permits**

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

## **SECTION TWO**

### **ACADEMIC INFORMATION**

#### **Academic Dishonesty**

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

#### **Certificate of Attendance**

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

#### **Class Rank**

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

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

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

#### **Credit for Non-Academic Work**

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

**Correspondence and Online Courses**

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

**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.

### **Jay Time**

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

### **In-School Suspension**

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

### **Emergency Exclusion**

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

### **Short-Term Suspension**

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

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

The following process will apply to short-term suspensions:

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

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

### **Weapons and/or Firearms**

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

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

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

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

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

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

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

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

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

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

### **Long-Term Suspension**

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

### **Expulsion**

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

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

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

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

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

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

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

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

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

humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual stimulation and sexual assault;

- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- l. Knowingly possessing, handling, transmitting any object or material that is ordinarily or generally considered a simulated of "look-a-like" weapon;
- m. Using any object to simulate possession of a weapon; and
- n. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

## **Reporting Requirement to Law Enforcement**

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

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

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

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

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

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

personal injury to the student himself or herself, other students, school employees, or school volunteers.

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

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

**SECTION FOUR**  
**STAFF DIRECTORY**

**Members of the Board of Education:**

Misti Fiddelke ..... President  
Tara Schirmer..... Vice-President  
Dawn Standage .....Secretary  
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 Gadeken.....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  
 Kinsley Larkins.....Behavioral Interventionist  
 Katie Lewandowski .....Grade 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  
 Alison Yendra.....Spanish  
 Teresa Zinnel.....Special Education

**Para Professionals**

Angie Barent, Judith Dunning(elementary librarian), Terry Hervert, Jean Luth, Brittney Lutz, Julie McGuigan, Julie Otte, Doris Russell, JoEllen Russell, Vickie Sieczkowski, Amy Styren, Melissa Wroblewski, Stephanie Yost



## **SECTION FIVE**

### **FORMS**

This section contains forms which students and their parents must complete and return to the school office **NO LATER THAN August 21, 2019.**

## 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 21, 2019.***

### PARENT/STUDENT AGREEMENT

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

\_\_\_\_\_  
Student's Signature                      Date

\_\_\_\_\_  
Parent/Guardian's Signature      Date

\_\_\_\_\_  
Student Cell Phone Number  
Parent Cell Phone Number

\_\_\_\_\_

\_\_\_\_\_  
Parent's Email Address

\_\_\_\_\_  
Parent's Email Address

**STUDENT CENSUS SHEET**

**Student's Name (Print)** \_\_\_\_\_ **Student Grade** \_\_\_\_\_

**Place of Birth (town and state)** \_\_\_\_\_ **Male** \_\_\_\_\_ **Female** \_\_\_\_\_

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

**Parent's Name** \_\_\_\_\_ **Home Phone Number** \_\_\_\_\_

**Cell #'s (Dad's)** \_\_\_\_\_ **(Mom's)** \_\_\_\_\_

**Emergency Number** \_\_\_\_\_ **e-mail address** \_\_\_\_\_

**Home Address** \_\_\_\_\_ **Town** \_\_\_\_\_

**Name of Last School Attended** \_\_\_\_\_  
(School) (Address) (City) (State) (Zip)

**Parents/Guardian Work (Dad's)** \_\_\_\_\_ **(Mom's)** \_\_\_\_\_

**Place** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone No.** \_\_\_\_\_

**Contact person besides Parent** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Family Physician** \_\_\_\_\_ **Phone no.** \_\_\_\_\_ **Hospital Preference** \_\_\_\_\_

**Race: (Choose one)** Asian/Pacific \_\_\_ Black \_\_\_ Hispanic \_\_\_ Am. Indian \_\_\_ White \_\_\_ Other \_\_\_\_\_

(Definitions are below)

Race Ethnicity

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

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

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

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

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

Parent's Signature \_\_\_\_\_

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

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

\_\_\_\_\_  
(name of the student)

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

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

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

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Parent/Guardian

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

DATE \_\_\_\_\_

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

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

Dosage and time \_\_\_\_\_  
Date administration of drug is to begin

Possible adverse reactions to be reported to physician \_\_\_\_\_

Special instructions for the administration and storage of the drug \_\_\_\_\_

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

Name of Physician and Designee

\_\_\_\_\_  
Print or Type

\_\_\_\_\_  
Primary Phone Number

\_\_\_\_\_  
Secondary Phone Number

---

Signature of Physician

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

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

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

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

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

Doctor's Signature

---

## A Parent's Guide to Concussions

### **WHAT IS A CONCUSSION?**

A concussion is a brain injury which results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

### **CONCUSSION FACTS**

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms which interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

### **WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?**

#### Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

#### Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

## WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

### WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child’s physician, explain what has happened, and follow the physician’s instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent’s doctor or emergency room immediately.

## WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices**. The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

*Step 1:* Light exercise, including walking or riding an exercise bike. No weight-lifting.

*Step 2:* Running in the gym or on the field. No helmet or other equipment.

*Step 3:* Non-contact training drills in full equipment. Weight training can begin.

*Step 4:* Full contact practice or training.

*Step 5:* Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

## HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

#### **WHAT CAN YOU DO?**

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

#### **OTHER FREQUENTLY ASKED QUESTIONS:**

##### **Why is it so important that an athlete not return to play until they have completely recovered from a concussion?**

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

##### **Is a "CT scan" or MRI needed to diagnose a concussion?**

Diagnostic testing which includes CT ("CAT") and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete's story of the injury and the health care provider's physical examination.

##### **What is the best treatment to help my child recover more quickly from a concussion?**

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

##### **How long do the symptoms of a concussion usually last?**

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

**How many concussions can an athlete have before he or she should stop playing sports?**

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports is a decision best reached following a complete evaluation by your child’s primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

**I’ve read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?**

The issue of “chronic encephalopathy” in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions which happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from [A Parent’s Guide to Concussion in Sports](#), National Federation of High School Associations.

Some of this information has been adapted from the CDC’s “Heads Up: Concussion in High School Sports” materials by the NFHS’s Sports Medicine Advisory Committee. Please go to [www.cdc.gov/ncipc/tbi/Coaches\\_Tool\\_Kit.htm](http://www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm) for more information.

## AUTHORIZATION AND ACKNOWLEDGEMENT

### WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

Many forms of athletic competition result in violent physical contact among players, the use of equipment which may result in accidents, strenuous physical exertion and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

### ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the activities handbook, including the code of conduct. **This means that I may not possess, use or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the school term unless I am accompanied by a parent.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Date

I understand that my student is obligated by this handbook, including the statements above.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Printed Name of Parent

\_\_\_\_\_  
Date

# **Ravenna Public School Activities Handbook**

**Rules and Regulations  
2019 – 2020**

# Table of Contents

Introduction.....	5
<b>Section One: General Information About The Activities Program .....</b>	<b>6</b>
<b>Activity Passes.....</b>	<b>6</b>
Academic Eligibility.....	6
Attendance at Practices and Contests .....	6
Closings.....	7
Colors.....	7
Complaint Procedures.....	7
Concussion Awareness.....	7
Dances .....	8
Electronic Communication .....	9
Equipment .....	9
Fundraising .....	10
Individual Training Rules and Rules of Conduct .....	10
Initiations and Hazing.....	10
Injuries.....	10
Insurance .....	11
Lettering Requirement .....	11
Mascot.....	14
Practices .....	14
Reimbursement.....	14
Secret Organizations .....	15
Student Manager, Helpers, or Activity Aids.....	15
Sunday and Wednesday Night Activities.....	15
Transportation.....	15
Weight Room.....	16
<b>Section Two: Available Activities.....</b>	<b>17</b>
AcaDeca.....	17
Athletic Teams.....	17
Band.....	17
Cheer Squad .....	17
Dance Team.....	17

Drama Club.....	17
Future Business Leaders of America (FBLA).....	18
Future Farmers of America (FFA).....	18
SkillsUSA.....	18
National Honor Society (NHS).....	18
Robotics.....	18
Science Olympiad.....	18
Student Council.....	19
Speech.....	19
STAR.....	19
Student Publications.....	19
Vocal Music.....	19
Quiz Bowl.....	19
<b>Section Three: Nebraska State Activity Association Rules.....</b>	<b>20</b>
Eligibility.....	20
NSAA Sportsmanship Rules.....	22
<b>Section Four: Code of Conduct.....</b>	<b>23</b>
Standard of Conduct.....	23
Coach and Sponsor Rules.....	23
Prohibited Conduct.....	23
Discipline.....	25
Evaluation, Counseling, and Treatment.....	26
Reporting of Incident.....	26
Discipline Procedures.....	26
Consequences.....	26
Review of Coach’s Decision.....	27
Misrepresentations.....	27
Questions.....	27
Assistance.....	28
A Parent’s Guide to Concussions.....	29
Extracurricular Drug Testing Program.....	33

**Section Five: Activity Forms**..... **41**

Authorization and Acknowledgement..... 42

Acknowledgement of Conduct Code..... 42

Consent to Perform Random Drug Testing ..... 43

Withdrawal of Student From Activity..... 44

NSAA Student & Parent Consent Form ..... 45

Family Physical Therapy Release Agreement.....46

New West Physical Therapy Release Agreement.....47

Student Activities Physical Form.....48

## Introduction

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement and greater student self-confidence and self-esteem. Ravenna Public Schools provides students with the opportunity to participate in a comprehensive activities program which includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a “contract” with parents, students or staff. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

**Please read this handbook carefully. Students and their parents are responsible for complying with all of the rules and procedures detailed in this booklet.**

**Parents must sign the acknowledgement and permission to participate form at the end of this handbook before their student will be permitted to participate in the activity programs of the district.**

The provisions in this handbook are subject to change at the sole discretion of the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that it is up to date. If you have any questions regarding this handbook, please contact the Superintendent for assistance.

**SECTION ONE:  
GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM**

**Activity Passes**

Activity passes can be purchased in to high school office for the following costs: Student-\$25; Adult-\$33, & Family-\$105.

**Academic Eligibility**

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility (see Section Three of this Handbook), (2) be registered for 20 semesters credit hours and be in regular attendance, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance or practice while serving a short-term suspension, long-term suspension or expulsion from school.

**Attendance at Practices and Contests**

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance. The coach, sponsor, or director of an activity may require a participant who has an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. A participant who is unable to attend a scheduled practice, meeting, or game must contact the coach or sponsor in advance. Students who are absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice.

Students who are absent from school for more than half a day (4 periods) will not be permitted to attend, practice, or participate in an athletic contest or activity performance unless the student has the building principal's prior permission to participate despite the absence.

If a participant misses a scheduled contest or performance, the coach or sponsor may impose discipline up to and including suspension of the participant from the activity for the remainder of the season or length of the activity.

## **Closings**

All activities will be cancelled or postponed in the event that school has been called off for inclement weather or any other reason as determined by the administration, unless the administration determines that it is permissible for the activity to continue as scheduled.

## **Colors**

The Ravenna School colors are royal blue and white.

## **Complaint Procedure**

To reduce conflicts in the school's activities program, students and/or their parents should use district's formal complaint procedure to manage conflicts about the program. The complaint procedure is printed in the school's student handbook and may be found on the district's web site: <http://www.ravennabluejays.org>.

## **Concussion Awareness**

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

- a. Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury
  - Heads UP Concussions in Youth Sports
  - \*Concussion in Sports—What You Need to Know
  - Sports Safety International
  - ConcussionWise
  - ACTIVE™ Athletic Concussion Training for Coaches; and

\*Currently used by Ravenna Public Schools

- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
  - 1 The signs and symptoms of a concussion;
  - 2 The risks posed by sustaining a concussion; and
  - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the activity sponsor will complete a "Ravenna Public Schools Accident Report Form" and the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

## **Dances**

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules.

### **Junior High/Middle School Dances**

Junior high/middle school (7-8) dances may be held by clubs and organizations at regularly scheduled times and appropriate seasons but outside the regular school hours. Such activities must end by 10 PM on school days and 11:45 PM on Fridays and Saturdays unless changed by the Principal. School events which allow for an outside date must have the date registered

with the principal's office at least one week before the activity is to occur. Forms for registration will be made available prior to the event. Verification of the outside date must be approved by the guest's school administration. Once at the dance, if a student leaves, they will not be permitted to return.

### **High School Dances**

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

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.

### **Electronic Communication**

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see the Social Media Policy For School District Employees for further explanation.

### **Equipment**

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out. Students should secure their athletic lockers with combination locks.

School-owned clothing or equipment that is checked out to individual students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for the intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Each participant is responsible for all equipment checked out to him/her. Students will be assessed

the replacement cost for school equipment that has been check out to him/her and is lost or stolen.

### **Fundraising**

All school-sponsored fundraising activities must be approved by a member of the school district administration. Fundraising for any activity must comply with the district's policies, including applicable provisions specifically pertaining to Booster Clubs and PTOs for non-school-sponsored fundraising. Use of the school mascot shall not be permitted unless approved by the principal/AD.

### **Individual Training Rules and Rules of Conduct**

Head coaches or sponsors may develop additional training rules or rules of conduct for their activity. Students are responsible for knowing these rules and complying with them.

### **Initiations and Hazing**

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

### **Injuries**

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation, a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness above.

## **Insurance**

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

## **Lettering Requirements**

The following guidelines will be used in determining students' eligibility for lettering:

### **Basketball:**

Any member of the Basketball team may earn a varsity letter by being a member of the team for an entire season. They must adhere to all team rules and regulations, including academic requirements, RPS rules, training rules, practice requirements, and any other requirements established by the head coach.

-In addition, a member must participate in at least 50% of the quarters or play meaningful minutes in a district or state competition to be eligible for a varsity letter.

-If a player is a senior and did not play in 50% of the quarters, they may letter by having been out for basketball for all four years of their high school career.

-Coach's discretion can be used in determining lettering requirements.

### **Cross Country:**

Any member of the Varsity Boys/Girls Cross Country Team may earn a varsity letter by adhering to the following requirements:

-Being a member of the team for an entire season.

-Adhere to all team rules, regulations; including academic requirements, RPS rules, training rules, practice requirements, and any other requirements established by the head coach.

-Compete in at least 4 of the 6 scheduled varsity meets other than Districts and State and place in the top half of competitors at the meet.

- \*\*First 6 runners for Ravenna

-Have an average course time of less than:

- 24:00 minutes for boys

- 27:00 minutes for girls

-If they fail to make the average time for their gender, they may also earn a letter by having an increase in time of 2:00 minutes or more when you do the following. (average the two highest times and then average the two lowest times and subtract to find the difference.)

-Coach's discretion can be used in determine lettering requirements.

### **Football:**

Any member of the Varsity Football Team may earn a varsity letter by being a member of the team for an entire season. They must adhere to all team rules and regulations, including academic requirements, RPS rules, training rules, practice requirements, and any other requirements established by the head coach.

-In addition, a member must participate in at least 50% of the scheduled contests for the entire season to be eligible for a varsity letter.

-If a player is a senior and did not play in 50% of all quarters of varsity play, he may letter by having been out for football all four years of high school career.

-All members who have met the general criteria will receive a varsity letter if the team wins the state championship.

-Coach's discretion can be used in determining lettering requirements.

### **Golf (Boys & Girls):**

Any member of the Varsity Golf Team may earn a varsity letter by being a member of the team for an entire season. They must adhere to all team rules and regulations, including academic requirements, RPS rules, training rules, practice requirements, and any other requirements established by the head coach.

-In addition, a member must participate in at least 50% of the matches or the district, state championships to be eligible for a varsity letter.

-All members who have met the general criteria will receive a varsity letter if the team wins the state championship.

-If a player is a senior and did not play in 50% of the matches, he may letter by having been out for golf for all four years of his high school career.

-Coach's discretion can be used in determining lettering requirements.

### **Instrumental and Vocal Music:**

-Participants must have a current average of 93% or better, and have had a 93% or better for the previous 3 quarters. Criteria for earning an "A" are outlined in the music handbook and/or are available from the instructor

-Participants must demonstrate high quality rehearsal and performance habits, exhibit and encourage a positive attitude toward the music program, and demonstrate strong positive leadership skills.

-Participants must attend all scheduled rehearsals, performances, and contests unless previously excused by the director.

-Participants with any quarter of a "C" or more than one quarter with a "B" will not be eligible to letter in the activity.

**Play Production:**

- Any student who receives an individual acting award during the season may receive a letter.
- Director's discretion can be used in determining lettering requirements.

**Speech:**

- Compete in at least four tournaments.
- Practice with his or her coach once a week.
- Be recommended to letter by their coach.

**Student Managers:**

- In order to letter, the student manager must be in high school, complete the season and have the recommendation of the head coach of the sport involved.

**Track:**

An athlete must:

- Place in the top six of an individual event or relay race at a meet containing 4 or more teams.
- Finish the season with the track team.
- Coach's discretion can be used to determining lettering requirements.

**Volleyball:**

Any member of the Varsity Volleyball Team may earn a varsity letter by being a member of the team for an entire season. They must adhere to all team rules and regulations, including academic requirements, RPS rules, training rules, practice requirements, and any other requirements established by the head coach.

-In addition, a member must participate in at least one third of the schedules sets played for the entire season to be eligible for a varsity letter.

-If a player is a senior and did not play in one third of all sets of varsity play, she may letter by having been out for volleyball all four years of high school career.

-All members who have met the general criteria will receive a varsity letter if the team wins the state championship.

-Coach's discretion can be used in determining lettering requirements.

**Wrestling:**

An athlete must:

- Place in the top 3 in a tournament containing 8 or more teams (OR)
- Score at least 6 team points in Dual Meets (OR)
- Wrestle at least ½ of all varsity matches throughout the year (OR)
- Be a senior and wrestled all 4 years
- Coach's discretion can be used in determining lettering requirements

## Mascot

The official emblem for boys' and girls' athletic teams is the Blue Jays. The mascot cannot be used for non-school-sponsored purposes unless approved by the principal/AD.

## Practices

The individual head coach or sponsor, in cooperation with the high school principal, will schedule all starting times of practices. All participants are expected to be ready at the time set by the coach or sponsor.

To be eligible to practice, a participant must satisfy the following requirements:

1. Submit to the coach or sponsor the following forms:
  - a. Student Activities Physical Form- Found on page 48 of this handbook
  - b. "NSAA Student & Parent Consent Form" - Found on page 45 of this handbook
  - c. "Authorization & Acknowledgement of Serious & Catastrophic Injury"- Found on page 42 of this handbook
  - d. "Acknowledgement of Conduct Code"- Found on page 42 of this handbook
  - e. "New West Physical Therapy Release Agreement" – Found on page 47 of this handbook
  - f. "Family Physical Therapy Release Agreement" – Found on page 46 of this handbook
  - g. "Consent to Perform Random Drug Testing"- Found on page 43 of this handbook

## Reimbursement

When students and staff are participating in a *school sponsored activity* that requires them to be absent from school at meal times the following guidelines will be used for meal allowances: Breakfast-\$5.00, Lunch-\$10.00, and Dinner-\$10.00. The school district will also provide transportation and lodging for students and sponsors.

Reimbursement for "extended" stays at national/state/district level competition and for students attending such events who did not qualify for the competition at such events will be handled in the following manner. If an activity sponsor would like to take students to competition who did not qualify to compete, for the purpose of "program development" or "rewarding" the student for participation in the activities program, they may do so, but they must use money from their activity fund to do so. As an example, if a student did not qualify to go wrestle at the state wrestling meet, and the coach still wants to take that student along to the state meet, the fees (room, lodging, entry fee to event) associated with that will be taken from the wrestling activity account. If an activity sponsor wants to arrive "early" or "stay late" at a competition that his/her team or individual competitor has qualified for, they may do that with administrative approval and provided that they have the money in their activity account to

pay for the "extended stay". An example of this would be state basketball. If the team plays at 2:00 on Thursday, they could easily leave Thursday morning and make it to the game. However, if the coach would like to go down the night before (Wednesday), the coach would need to have that money in their activity account to pay for the meals and lodging associated with the Wednesday night stay. Furthermore, if the team were to get "beat out" on Thursday and wish to stay and have the student athletes experience the rest of the tournament play on Friday and Saturday for the purpose of "program development" or "reward," the money for such an "extended stay" would come out of the basketball activity fund for the hotel, meals, entry free for the event associated with the extended stay. In essence, general fund money will support the activity participants and sponsors with the necessary food, lodging, and entry fees needed to compete for the time they are qualified/required to compete. However, any "extended" time they stay at the event will be the financial responsibility of that activity sponsor's activity account, which is energized through charitable donations and fundraising, not tax revenue. If the funds required for the "extended stay" are not available at the time of the request for the "extended stay," it will not be approved by the administration.

### **Secret Organizations**

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

### **Student Manager, Helpers, or Activity Aids**

Students wishing to serve as student volunteers for extracurricular activities must gain the permission of the activity coach or sponsor. Student volunteers must comply with all of the rules and procedures contained in this handbook.

### **Sunday and Wednesday Night Activities**

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices will be organized so that all participants are showered, dressed and/or leave the facilities by 6:00 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night.

Practices scheduled for a Sunday must have the prior approval of the superintendent.

### **Transportation**

All participants are expected to ride to and from away activities by means of approved school transportation.

A participant may ride home with his or her parent/guardian only if the parent/guardian personally contacts the sponsor at the activity. A participant may ride home with an adult if the participant's parent/guardian has personally contacted the principal prior to the activity and the adult personally contacts the sponsor at the activity prior to leaving with the student. Parents are discouraged from requesting to take their children home after an away contest or performance. Travel to and from an event provides time for the students to further develop a strong team concept.

### **Weight Room**

The weight room has been developed to help each athlete, student, or adult in the community maintain a level of physical fitness. No one may use the weight room or equipment without proper supervision. The school will develop a schedule for use of the weight room by athletes during the school year and during the summer months.

The weight room is a high demand area within the school facilities. The following guidelines will help determine the priorities in reference to use if more than one group desires to use the facility at the same time:

1. Physical education instruction
2. By the team sports, which are in season
3. Conditioning programs for athletes not currently out for a sport, provided their use does not interfere with the sports in season and provided they have an adult sponsor providing direct supervision
4. Summer conditioning programs
5. Adult education

## **SECTION TWO: AVAILABLE ACTIVITIES**

### **AcaDeca**

The Academic Decathlon is the only annual high school academic competition organized by the non-profit United States Academic Decathlon Association. The competition consists of seven multiple choice tests, two performance events, and an essay.

### **Athletic Teams**

Basketball (boys and girls)  
Cross County (boys and girls)  
Football  
Golf (boys and girls)  
Track (boys and girls)  
Volleyball  
Wrestling

### **Band**

The school district sponsors marching band, pep band, and concert band. Participants must be enrolled in band class in order to be eligible to participate in these groups.

### **Cheer Squad**

Participants are selected by the sponsor(s) or judges appointed by the sponsor. Members of the cheer squad will attend all home and selected away athletic contests.

### **Dance Team**

Dance Team is a team of participants that participates in competitive dance. In a routine, a squad will incorporate a specific dance style, technical work, and, depending on the routine and/or cheers. Dance teams are also popular in performance dance, especially at sporting events, most commonly performing during the pre-game and halftime periods of football and basketball games.

### **Drama Club**

The Drama Club is open to all students interested in any aspect of theater and offers varying levels of involvement. The main focus of this club is to produce a one-act play for fall competition.

### **Future Business Leaders of America (FBLA)**

FBLA is an integral part of the vocational business department and membership is limited to those students with at least one semester of work in the business education field. One of the primary objectives of FBLA is developing leadership and responsibility.

### **Future Farmers of America (FFA)**

FFA is an integral part of the agricultural education department and all students of that department are urged to belong. The activities include training in leadership, opportunities for travel and recreation, and safety and community service activities. Students may participate in field trips, conventions, judging contests and hands-on experience.

### **SkillsUSA**

SkillsUSA is a national partnership of students, teachers and industry representatives working together to ensure America has a skilled workforce. SkillsUSA is an individual membership organization serving middle school, high school and college/postsecondary students who are preparing for careers in technical, skilled and service occupations, including health occupations. SkillsUSA Inc. is a national nonprofit and tax-exempt organization.

### **National Honor Society (NHS)**

The National Honor Society is a national organization that recognizes student character, scholarship, leadership, and service to the school.

Student members shall be selected from the junior and senior classes by the high school faculty. The results of the selection will be announced annually.

### **Robotics**

In Robotics, teams of students are tasked with designing and building a robot to play against other teams from around the world in a game-based engineering challenge. Classroom STEM concepts are put to the test on the playing field as students learn lifelong skills in teamwork, leadership, communications, and more. Tournaments are held year-round at the regional, state, and national levels.

### **Science Olympiad**

Science Olympiad is a national non-profit organization dedicated to improving the quality of K-12 science education, increasing male, female and minority interest in science, creating a technologically-literate workforce and providing recognition for outstanding achievement by both students and teachers. These goals are achieved by participating in Science Olympiad

tournaments and non-competitive events, incorporating Science Olympiad into classroom curriculum and attending teacher training institutes.

### **Student Council**

The purpose of student government is to arouse the spirit of loyalty toward the school, to promote good citizenship, to sponsor school activities, to extend the spirit of good fellowship throughout the student body, to foster a spirit of cooperation between the students and faculty and to seek to develop a spirit of cooperation, good will and better understanding with other schools. The organization, operation and scope of the student government shall be administered by the superintendent or designee.

### **Speech**

Students compete in 12 different categories of competition. These include debate, current events speaking, and several theatre type acting events.

### **STAR**

STAR stands for Students Teaching About Responsibilities. STAR is a group of student leaders selected from grades 7-12, who elect to promote positive leadership in the school and in the community.

### **Student Publications**

The yearbook is published by the Journalism class along with the help of its teacher. The annual is financed by funds raised from the sale of the books.

### **Vocal Music**

Vocal Music provides students with the opportunity to learn the essentials of vocal music performance. Various forms of vocal music are performed. Students have the opportunity to participate in swing choir and show choir competitions throughout the course of the year.

### **Quiz Bowl**

Quiz Bowl is a game in which two teams compete head-to-head to answer questions from all areas of knowledge including history, literature, science, fine arts, current events, sports, and popular culture.

**SECTION THREE:  
NEBRASKA STATE ACTIVITY ASSOCIATION RULES**

**Eligibility**

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at <http://nsaahome.org/yearbook.php>. A summary of the major rules governing student eligibility and participation is given below. The established NSAA Constitution & Bylaws overrule any conflicting or inaccurate information presented below. Contact the principal, activities director, or the activity sponsor or coach for an explanation of the complete rule.

1. Student must be a bonafide student of their member school and have not graduated from any high school.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
6. Student must have been enrolled and received twenty hours in school the immediate preceding semester.
7. **Guardianship does not fulfill the definition of a parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his/her review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
9. **Student eligibility related to domicile can be attained in the following manners:**
  - a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until

the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.

- b. If the parents moved during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.
  - c. If a student elects to remain at the high school where he/she initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.
  - d. **If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.**
10. Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall **at the transfer high school**. Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
  11. Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the **2019-2020** school year prior to **May 1, 2019**; for the student to be eligible. The school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than **May 1, 2019**. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students, who did not have their enrollment forms signed, delivered and accepted prior to **May 1, 2019**, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
  12. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
  13. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school.
  14. A student shall not participate on an all-star team while a high school undergraduate.
  15. A student must maintain his/her amateur status.

## **NSAA Sportsmanship Rules**

Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>. Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts, which may endanger the personal safety of individuals involved, or acts, which hinder the normal progress of a contest or lead to the restriction or discontinuance of a contest.

If a student, participant, patron, and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during such competition the member school and/or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

## SECTION FOUR: CODE OF CONDUCT

All students associated with Ravenna Public Schools and participating in extracurricular or school sponsored activities (including all NSAA activities) are required to avoid conduct that is detrimental to the integrity of and public confidence in the school. Rules promoting lawful, ethical, and responsible conduct serve the interests of all people associated with the school. Illegal and irresponsible conduct puts people at risk, tarnishes the reputation of the offender and everyone else associated with the school, and undermines the public support and respect of the school district.

**Standard of Conduct** - Participation in school-sponsored or extracurricular activities is a privilege and not a right. Participants must follow board policy, this code, and all the training rules and rules of conduct of the coaches and/or activity sponsors. Students participating in school-sponsored or extracurricular activities are held to a high standard. Students are expected to conduct themselves in a way that is lawful, responsible, promotes the values upon which the school is based, and that brings credit to themselves and the school. Students who fail to live up to the required standard of conduct are guilty of detrimental conduct and subject to discipline under all school policies, the general student code of conduct, and these Activity Participation Rules.

**Coach and Sponsor Rules** - Coaches and/or activity sponsors shall establish training rules or rules of conduct for participation in and for attendance at the activity or event. General training rules or rules of conduct shall be established prior to the activity or event. This Code shall control in the event that there is a conflict with coach or sponsor rules.

**Prohibited Conduct** - Students in school-sponsored and/or extracurricular activities may not engage in the following conduct:

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco/nicotine, controlled substances, or any lookalike or imitations thereof; or being in the presence of alcohol, illicit drugs, controlled substances, or any lookalike or imitations thereof that are being possessed, consumed, used, or distributed by any person under

twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, vapor pens, etc. (Note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).

6. Hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault.
7. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.
8. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing or terrorizing.
9. Violating any school policy, handbook provision, or a coach's or activity sponsor's training rules or rules of conduct.
10. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially

disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.

11. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
12. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

Such conduct is prohibited during the school year and while students are participating in school-sponsored events during summer months, regardless of whether it occurs on-campus or off-campus. School year means the period commencing on the first day of fall sports practice through the last day of spring sports practice, events, or attendance at school for a given school year. Summer months means the period commencing after the last of spring sports practice, events, or attendance at school for a given school year until the first day of fall sports practice.

**Discipline** - Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events, including but not limited to graduation ceremony and related activities. These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is authorized by the Nebraska Student Discipline Act, NEB. REV. STAT. §§ 79-254 to 79-294, Board Policy, or the Student Handbook. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

1. Any prior or additional misconduct;
2. The nature and seriousness of the offense;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;
7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;
8. Whether the circumstances of the violation are likely to recur;
9. The student's willingness to participate in evaluations, counseling, or other programs;
10. Any mitigating factors;
11. Any other relevant factors.

If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

**Evaluation, Counseling, and Treatment** - Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the administration's discretion. Based upon the results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

**Reporting of Incident** - Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day after the violation has occurred. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy.

**Discipline Procedures** - Prior to any disciplinary action under this activities code, the following procedures shall be followed:

As used in this "Discipline Procedures" section, "Investigator" means the coach or activity sponsor of the team or activity in which the student is participating, or any teacher, school official, or school representative whom the Principal or the Superintendent has authorized to perform the duties and responsibilities of "Investigator" as described below.

1. The **investigator** shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

### **Consequences**

First Offense: 10-day activity suspension and a minimum of 1 event/competition suspension.

Second Offense Within One-Calendar Year: 20-day activity suspension and a minimum of 2 event/competition suspension.

Third Offense Within One-Calendar Year: Suspension from all activities for one calendar year from the date of the third offense.

Guidance & Examples Regarding Application of Consequences.

a) The period of activity suspension begins the day the consequence is decided upon and imposed by the AD/Principal and shall be counted in calendar days, not school days.

b) The student may practice/participate, but not compete during the period of activity suspension, at the sponsor's discretion.

c) The student may attend competition, but not compete, during the activity suspension, at the activity sponsor's discretion.

d) The student may not participate in any competition during the suspension period, even if the participant has satisfied the number of event/competition suspension(s) s/he is required to meet to fulfill the activity suspension requirements.

e) If a student is not restricted from participating in an activity event/competition during the activity suspension, due to an absence of activity events/competitions during the period of suspension, the student is then required to be restricted from the next event/competition for which they are eligible that occurs outside of the activity suspension timeframe.

f) Activity sponsors are allowed to develop disciplinary consequences specific to their activity that restrict event/competition participation based on their specific activity guidelines, provided they are in the sponsor's specific activities by-laws or handbook. As a result, the student may receive an additional event/competition suspension, due to the specific by-laws or handbook of an activity. This additional event/competition suspension can only be applied by the activity sponsor with administrative approval and with the understanding that the parent and student have due process rights to contest such suspension to the administration. As an example, if a student in FFA is at a summer, school-sponsored FFA activity and earns a 10-day activity suspension, and the corresponding 1 minimum event/competition suspension, the student's activity suspension would begin the first day of fall practice and end 10 days thereafter. Even if the student were to be suspended from 1 event/competition during the 10-day suspension that was not an FFA event/competition, the FFA Sponsor could still suspend the student from 1 or more FFA event/competition, provided such suspension was provided for in the FFA Handbook or FFA By-Laws.

**Review of Investigator's Decision** - A student or the student's parents may, within 5 school days of the notice of disciplinary action from investigator, notify the principal/AD in writing of their request for a review of the coach or activity sponsor's determination. The principal/AD or his or her designee shall review the situation and render a decision within three (3) school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

**Misrepresentations** - Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

**Questions** - Any parent or student who has questions about board policy, this code, training rules or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

**Assistance** - Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

## A Parent's Guide to Concussions

### **WHAT IS A CONCUSSION?**

A concussion is a brain injury which results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

### **CONCUSSION FACTS**

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms which interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

### **WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?**

#### Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

#### Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

## WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

### WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child’s physician, explain what has happened, and follow the physician’s instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent’s doctor or emergency room immediately.

## WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices.** The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

*Step 1:* Light exercise, including walking or riding an exercise bike. No weight-lifting.

*Step 2:* Running in the gym or on the field. No helmet or other equipment.

*Step 3:* Non-contact training drills in full equipment. Weight training can begin.

*Step 4:* Full contact practice or training.

*Step 5:* Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

## HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete’s class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

## WHAT CAN YOU DO?

- Both you and your child should learn to recognize the “Signs and Symptoms” of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season’s sports.

#### **OTHER FREQUENTLY ASKED QUESTIONS:**

##### **Why is it so important that an athlete not return to play until they have completely recovered from a concussion?**

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

##### **Is a “CT scan” or MRI needed to diagnose a concussion?**

Diagnostic testing which includes CT (“CAT”) and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete’s story of the injury and the health care provider’s physical examination.

##### **What is the best treatment to help my child recover more quickly from a concussion?**

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

##### **How long do the symptoms of a concussion usually last?**

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

##### **How many concussions can an athlete have before he or she should stop playing sports?**

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports is a decision best reached following a complete evaluation by your child’s primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

##### **I’ve read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?**

The issue of “chronic encephalopathy” in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions which happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from [A Parent’s Guide to Concussion in Sports](#), National Federation of High School Associations.

Some of this information has been adapted from the CDC’s “Heads Up: Concussion in High School Sports” materials by the NFHS’s Sports Medicine Advisory Committee. Please go to [www.cdc.gov/ncipc/tbi/Coaches\\_Tool\\_Kit.htm](http://www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm) for more information.

**5068**  
**Extracurricular Drug Testing Program**

The Ravenna Public School district supports and values student participation in extracurricular activities, but such participation in school district extracurricular activities is a privilege and not a right. Students in all extracurricular activities in grades 7-12 shall be subject to mandatory and random testing for the presence of tobacco/nicotine, alcohol, illegal drugs, and misused prescription drugs.

**1. Purpose of Random Drug Testing**

- a. The school district has recognized that observed and suspected drug, alcohol, and nicotine/tobacco use and abuse has increased among the student population, including students participating in extracurricular activities.
- b. The school district seeks to provide safe, substance-free schools.
- c. The school district seeks to deter the use of illegal and prohibited drugs, alcohol, and nicotine/tobacco among students.
- d. The school district recognizes that students who use illegal and prohibited substances pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.
- e. The school district finds that drug, alcohol, and nicotine/tobacco use among the student body will be effectively addressed by making sure that the large number of students participating in extracurricular activities do not use drugs, alcohol and nicotine/tobacco.

**2. Notice.** Each student who participates or seeks to participate in extracurricular activities shall be given a copy of this policy. This policy may also be included in the student and activities handbooks.

**3. Drug Testing Coordinator.** The Drug Testing Coordinator shall be the Secondary Principal, Activities Director, or his or her designee unless otherwise indicated.

**4. Extracurricular Activities.** This policy applies to any activity that meets the guidelines of an extracurricular activity at the school district which includes but is not necessarily limited to the following:

Band	One Act Play
Basketball	Quiz Bowl
Cheer	School Dances
Cross Country	Show Choir
Dance Team	Skills USA
DECA	Speech
FBLA	Spring Play
Flag Corp	Student Council
Football	Track
Golf	Volleyball
Musicals	Wrestling

## 5. **Students Who Are Required to Submit to Drug Testing**

- a. Grades.** All students in grades 7-12 who participate in any extracurricular activity are part of the pool subject to random drug testing.
- b. Consent.** A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to try out for, practice with, or participate in the extracurricular activity. The consent form is attached to this policy.
- c. Selection Pool Eligibility.** Students shall remain in the selection pool for an entire calendar year (365 days) from the date the consent form is received by the school district except students who quit during the season.

Random testing will be completed a minimum of 3 times per year or as determined by the DTC. Each selection pool will consist of:

**Three** students from 7th and 8th grades  
**Six** students from 9th through 12th grades

- d. Withdrawal.** Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a Withdrawal of Student from Activity form signed by the student and his or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for the remainder of the school year. A student who files a Withdrawal of Student from Activity form after selected for a random drug test but before submitting to the

test or after testing positive shall be ineligible to participate in any extracurricular activities for one calendar year from the date the Withdrawal of Student from Activity form is received by the Drug Testing Coordinator.

**6. Drugs.** Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs, alcohol, and nicotine/tobacco present in their system. For the purpose of this policy, "drugs" means:

- a.** Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 *et seq.*
- b.** Any substance which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs;
- c.** Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in NEB. REV. STAT. § 48-1902(1).
- d.** Any tobacco or other substance which introduces nicotine and other tobacco-related substances into the body, including alternative nicotine products ingested in any way, such as by use of an e-cig, vape pen, or Juul.

## **7. Testing Procedures**

**a. Student Selection.** All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list shall be submitted to the company employed by the district to conduct the testing.

**b. Reasonable Suspicion Testing.** In addition to random drug testing, a student is subject to drug testing at any time when the Drug Testing Coordinator determines there is individualized reasonable suspicion based upon articulable facts to believe that the student has used a drug. The Drug Testing Coordinator will notify the student and take the necessary steps to schedule a test as soon as practicable. Reasonable suspicion testing may be used during school sponsored summer activities and camps.

**c. Parental Request.** Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request. Parent(s)/guardian's may also request that their student be subject to non-random drug screening. The school will arrange for the test as soon as practicable. The

parent(s)/guardian(s) making a request under this subparagraph must submit a signed consent form and indicate which type of test is being requested. Any cost associated with tests administered as a result of parental request must be paid by the parent(s)/guardian(s) in advance of the test.

- d. Type of Test.** The school district reserves the right to utilize breath, saliva, hair, urinalysis, or any other reliably recognized testing procedures. Urine and oral fluid samples which screen positive will be confirmed by GC/MS. Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester). Other testing will be confirmed via industry-recognized processes and equipment.
- e. Collection Site.** The Drug Testing Coordinator will designate the collection site at which student will provide specimens. The collection site may be off the premises of the school district.
- f. Collection Procedures.** The school board will select a Drug Program Administrator (DPA). The DPA shall randomly select the students subject to drug testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request.
- g. Drugs.** Students may be randomly tested for any drugs, including but not limited to nicotine, alcohol, amphetamines, marijuana or cannabinoids, cocaine, methadone, methaqualone, propoxyphene, hallucinogens, opiates, phencyclidine, synthetic opiates and PCP, steroids, barbiturates, benzodiazepines, and any prescription drug that was obtained without proper authorization.
- h. Results.** The DPA shall notify the student and the Drug Testing Coordinator of any positive test after the initial screening. The school representative shall notify the student's parents. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). The MRO will be certified by an MRO accreditation body. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or

parent(s)/guardian(s) to discuss the result either face-to-face or over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will report results of verified positives to the DPA. The DPA shall then notify the Drug Testing Coordinator of the positive test result. The Drug Testing Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.

- i. **Request for a Retest.** A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. In the event of a positive test a split specimen will be tested at a second nationally certified laboratory from a list provided by the MRO. The school district will cover the cost associated with testing the split specimen. The student will remain eligible pending the results of the split specimen test. If the test is confirmed positive the student will begin any consequences associated with testing positive on the day the school district receives notice of the confirmed positive test.

**8. Negative Tests.** Students and their parents will receive verbal or written notice when the student's test result is negative.

**9. Consequences for Testing Positive.** Whenever the test results indicate the presence of drugs, Drug Testing Coordinator shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Drug Testing Coordinator shall explain the drug testing procedures and the policy of the district. The consequences shall be as follows (**All offenses are cumulative in grades 7-8. Offenses that occur in grades 7-8 shall not count as offenses in grades 9-12. All offenses are cumulative in grades 9-12**):

**a. First Offense**

- i. The student will be allowed to attend practice.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 10 calendar days and a minimum of 1 competition. The day of the positive test result shall be the first day for counting purposes. If the activity ends prior to the 10 calendar days the consequence will carry over to the next activity.

- iii. The student shall attend drug, alcohol, and/or nicotine/tobacco counseling or educational program at the student's expense or as arranged or approved by the District Testing Coordinator.
- iv. The student will have a follow up test to be conducted in conjunction with the next random test. This test will be conducted at the parent's expense. If the student were to test positive it will be considered a second offense. If the student tests negative they will return to the random pool.

**b. Second Offense**

- i. The student shall be allowed to attend practice.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 20 calendar days and a minimum of 2 competitions. The day of the positive test result shall be the first day for counting purposes. If the end of the activity precedes the end of the 20 days, the consequence will carry over to the next activity.
- iii. The student shall obtain a drug and alcohol assessment at student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. The student shall provide written proof of obtaining the assessment to the District Testing Coordinator. The student is strongly encouraged to comply with the assessment recommendations.
- iv. The student will have a follow up test to be conducted in conjunction with the next random test. This test will be conducted at the parent's expense. If the student were to test positive it will be considered a third offense. If the student tests negative they will return to the random pool.

**c. Third Offense**

- i. The student will be ineligible to practice or publicly perform in any extracurricular activity for one calendar year from the date of the

third positive test or end upon graduation. The day of the positive test result shall be the first day for counting purposes.

- ii. The student must submit to a district administered test and test negative before returning to activities.

**d. Fourth Offense**

- i. The student will be ineligible to participate in any extracurricular activity for the remainder of the student's time at the school district.

**10. Refusal to Test.** A student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for one calendar year.

**11. Tampering.** Tampering is the use of any agent or technique which is designed to avoid detection of a drug and/or compromise the integrity of a drug test and is prohibited. This includes providing false urine samples (for example, urine substitution), contaminating the urine sample with chemicals or chemical products, the use of diuretics to dilute urine samples, and the use of masking. If the Drug Testing Coordinator determines that a student tampered with a drug test, the student shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for one calendar year.

**12. Maintenance of Records.** All results of drug testing shall be confidential. Procedures for maintaining confidentiality will be developed by the school district and the testing organization. The Drug Testing Coordinator shall maintain records of positive tests in a secure location. This information will not be available to anyone other than appropriate school personnel and parents. This information will be destroyed upon the student's graduation or one year after the student's class graduates. Under no circumstances will this information become a part of the student's permanent file, nor will it be sent to another school when the student moves to another district or transfers to another school. The school district will not share drug testing results with any law enforcement agencies.

**13. Appeal.** The school district will rely solely upon the opinion of the MRO to determine whether the positive test result was the result of the consumption of a drug. There shall be no appeal of the test result to any school administrator or the board of education.

**14. Severability.** If any portion of this policy is deemed to be contrary to the law of the state of Nebraska or the United States by judicial decision or an act of Congress, then only such portion or provision directly deemed to be unconstitutional shall be stricken, and the remainder of the policy shall remain in full force.

Adopted on: May 11, 2018  
Revised on: June 10, 2019

Reviewed on: June 10, 2019

**SECTION FIVE:  
STUDENT FORMS**

## AUTHORIZATION AND ACKNOWLEDGEMENT

### WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

Many forms of athletic competition result in violent physical contact among players, the use of equipment which may result in accidents, strenuous physical exertion and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Printed Name of Parent

\_\_\_\_\_  
Date

### ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the activities handbook, including the code of conduct. **This means that I may not possess, use or be at parties in the presence of alcohol, tobacco/nicotine, illicit drugs, or controlled substances at any time during the school term unless I am accompanied by a parent.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Date

I understand that my student is obligated by this handbook, including the statements above.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Printed Name of Parent

\_\_\_\_\_  
Date

Ravenna Public Schools

Ken Schroeder, Superintendent  
Angie Drahota, Guidance Counselor  
Dominic Reicks, Activities Director

Brad Kjar, Secondary Principal  
Paul Anderson, Elementary Principal



Box 8400  
41750 Carthage Rd  
Ravenna, NE 68869

308-452-3249, high school  
308-452-3202, elementary school  
308-452-3172, fax

ravennablucjays.org

**CONSENT TO PERFORM RANDOM DRUG TESTING**

**2019-2020**

Student Name(print) \_\_\_\_\_ Grade \_\_\_\_\_

As a student and parent:

1. We understand and agree that participation in extracurricular activities is a privilege that may be withdrawn for violations of the Extracurricular Drug Testing Policy.
2. We have read the Extracurricular Drug Testing Policy and understand the responsibilities and consequences as an activity participant if the student violates the policy.
3. We understand that when students participate in any extracurricular activity, they will be subjected to random drug testing, and if they refuse, will not be allowed to practice or participate in any extracurricular activity. We have read this consent statement and agree to its terms.
4. We understand this is binding while a student is enrolled in Ravenna Public School District.

**CONSENT TO PERFORM DRUG TESTING**

We hereby consent to allow the student named on this form to undergo drug testing for the presence of drugs, alcohol, and nicotine/tobacco in accordance with the Extracurricular Drug Testing Program adopted by the Board of Education. We understand that any samples will be sent only to a qualified laboratory for actual testing. We hereby give our consent to the medical vendor selected by the school board, their Medical Review Office (MRO), laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform testing for the detection of drugs and to release the results of those tests as provided in the policy. We understand these results will be forwarded to school district officials and will also be made available to us. We agree to sign any necessary releases if requested to do so.

We understand that consent pursuant to this Consent to Perform Random Drug Testing will be effective for all extracurricular activities in which this student might participate during the current school year.

We hereby release the Ravenna Public Schools Board of Education and its employees from any legal responsibility or liability for the release of such information and records, pursuant to the policy.

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

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_



**WITHDRAWAL OF STUDENT FROM ACTIVITY  
2019-2020 SCHOOL YEAR**

I understand that by signing this form I am rescinding my permission for random drug, alcohol, and nicotine/tobacco screening and no longer wish to participate in any extracurricular activity. I further understand that I am forfeiting my privilege to participate in athletics and/or extracurricular activities for the remainder of this school year.

I hereby rescind my consent to the administration of the drug screening and forfeit all participation in extracurricular activities for the remainder of the school year at Ravenna Public Schools.

Student's Printed Name: \_\_\_\_\_

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

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

Parent/Guardian's Printed Name: \_\_\_\_\_

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

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

To be completed for students participating in any NSAA activities.

Student and Parent Consent Form



School Year: 20 19 -20 20  
 Member School: Ravenna Public Schools  
 Name of Student: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

The undersigned(s) are the Student and the parent(s), guardian(s), or person(s) in charge of the above named Student and are collectively referred to as "Parent".

The Parent and Student hereby:

- (1) Understand and agree that participation in NSAA sponsored activities is voluntary on the part of the Student and is a privilege;
- (2) Understand and agree that (a) by this Consent Form the NSAA has provided to the Parent and Student of the existence of potential dangers associated with athletic participation; (b) participation in any athletic activity may involve injury of some type; (c) the severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord, and on rare occasions, injuries so severe as to result in total disability, paralysis and death; and, (d) even the best coaching, the use of the best protective equipment and strict observance of rules, injuries are still a possibility;
- (3) Consent and agree to participation of the Student in NSAA activities subject to all NSAA by-laws and rules interpretations for participation in NSAA sponsored activities, and the activities rules of the NSAA member school for which the Student is participating; and,
- (4) Consent and agree to (a) the disclosure by the Member School at which the Student is enrolled to the NSAA, and subsequent disclosure by the NSAA, of information regarding the Student, including the student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of as a member of athletic teams, degrees, honors and awards received, statistics regarding performance, records or documentation related to eligibility for NSAA sponsored activities, medical records, and any other information related to the Student's participation in NSAA sponsored activities; and, (b) the Student being photographed, video recorded, audio taped, or recorded by any other means while participating in NSAA activities and contests, consent to and waive any privacy rights with regard to the display of such recordings, and waive any claims of ownership or other rights with regard to such photographs or recordings or to the broadcast, sale or display of such photographs or recordings.
- (5) Consent and agree to authorize licensed sports injury personnel to evaluate and treat any injury or illness that occurs during the student's participation in NSAA activities. This includes all reasonable and necessary preventive care, treatment and rehabilitation for these injuries. This would also include transportation of the student to a medical facility if necessary. Such licensed sports injury personnel are independent providers and are not employed by the NSAA.
- (6) Acknowledge that Parents are obligated to pay for professional medical and/or related services; the NSAA shall not be liable for payment of such services. We give permission to any and all of the Student's health care providers and the NSAA and its employees, staff, agents, and consultants to release and discuss all records and information about the Student including otherwise confidential medical information and records. We understand that this release has been requested and may be used for the purpose of determining eligibility pertaining to activities participation, fitness, injury, injury status, or emergency.

I acknowledge that I have read paragraphs (1) through (6) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities.

Name of Student [Print Name] \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

(I am)(We are) the Student's [circle appropriate choice] (Parent) (Guardian). (I)(We) acknowledge that (I)(We) have read paragraphs (1) through (6) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities. Having read the warning in paragraph (2) above and understanding the potential risk of injury to my Student, (I)(we) hereby give (my)(our) permission for \_\_\_\_\_ [insert student name] to practice and compete for the above named high school in activities approved by the NSAA, **except those crossed out below:**

Baseball	Golf	Tennis	Play Production	Basketball	Swimming/Diving
Track	Football	Speech	Cross Country	Soccer	Volleyball
Music	Unified Bowling	Softball	Wrestling	Debate	Journalism

Parent [Print Name] \_\_\_\_\_ Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Revised July 2018



*Family Physical Therapy & Sports Center*

211 West 33<sup>rd</sup> Street, Suite A  
Kearney, NE 68845  
308-236-5884

321 Grand Avenue  
Ravenna, NE 68869  
308-452-7154

905 Main Street  
Wood River, NE 68883  
308-583-0123

Family Physical Therapy & Sports Center provides Athletic training services to your school at least two times a week. Bryce Mason will visit students on Tuesday and Thursday during the school day and provides competition coverage throughout the school year. Athletic trainers are skilled at evaluating, treating, and preventing musculoskeletal injuries. If you would like your child to be evaluated by Bryce either have your child inform their coach or call Bryce directly at the number below. There is no charge for Family Physical Therapy's outreach program.

Bryce Mason, ATC  
Cell Phone: 402-991-2060

Bryce will be available Tuesdays and Thursdays

Tuesday:  
Wood River @ 10:30\*  
Centura @ 11:15\*  
(\*Subject to change)

Thursday:  
Wood River @ 10:30\*  
Centura @ 11:15\*  
Ravenna @ 12:30\*

---

(Please cut here and keep for your personal use)

---

Student's name

I authorize Family Physical Therapy and Sports Center to disclose to School District athletic coaches and/or other school district official my protected health information created or obtained by the athletic trainer in the course of conducting an injury clinic and athletic training services.

---

Printed Parent/Guardian Name

---

Date

---

Signature of Parent/Guardian Name

\* We specialize in the facilitation of scheduling appropriate physician appointments, indicated by the ATCs evaluations; bypassing any unnecessary costs that result from ER visits, ambulance rides, diagnostic testing, and urgent care visits.



2810 West 35<sup>th</sup> Street  
Kearney, NE 68845  
Phone: (308) 865-2570 or (308) 865-2508  
Fax: (308) 865-2508

Dear Parent(s):

New West Sports Medicine & Orthopaedic Surgery (New West) of Kearney currently provides an Athletic Trainer as well as sports medicine services to your child's school. The athletic trainer is available to evaluate school and athletic-related injuries at a time that is set by New West and the school. There is no charge for the services provided while at the school. In order for your child to meet with the trainer, it will be necessary to sign the consent to treat/release of information at the bottom of this page.

**AGREEMENT:**

In the event of need, I hereby give consent for \_\_\_\_\_ (student's name) to consult with the New West Athletic Trainer and for the Athletic Trainer to provide necessary treatment within their scope of practice. I, also, give permission for the New West Athletic Trainer to share my child's injury and treatment information with those that have a need to know; this does include teachers and coaching staff.

This agreement will remain in effect while the child is at the school, unless a parent notifies the school or New West that they'd like to cancel the agreement.

Parent/Guardian Name: \_\_\_\_\_

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

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

# PREPARTICIPATION PHYSICAL EVALUATION HISTORY FORM

153

(Note: This form is to be filled out by the patient and parent prior to seeing the physician. The physician should keep this form in the chart.)

Date of Exam \_\_\_\_\_  
 Name \_\_\_\_\_ Date of birth \_\_\_\_\_  
 Sex \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_ Sport(s) \_\_\_\_\_

**Medicines and Allergies:** Please list all of the prescription and over-the-counter medicines and supplements (herbal and nutritional) that you are currently taking

Do you have any allergies?  Yes  No If yes, please identify specific allergy below.  
 Medicines  Pollens  Food  Stinging Insects

Explain "Yes" answers below. Circle questions you don't know the answers to.

GENERAL QUESTIONS	Yes	No	MEDICAL QUESTIONS	Yes	No
1. Has a doctor ever denied or restricted your participation in sports for any reason?			26. Do you cough, wheeze, or have difficulty breathing during or after exercise?		
2. Do you have any ongoing medical conditions? If so, please identify below: <input type="checkbox"/> Asthma <input type="checkbox"/> Anemia <input type="checkbox"/> Diabetes <input type="checkbox"/> Infections Other: _____			27. Have you ever used an inhaler or taken asthma medicine?		
3. Have you ever spent the night in the hospital?			28. Is there anyone in your family who has asthma?		
4. Have you ever had surgery?			29. Were you born without or are you missing a kidney, an eye, a testicle (males), your spleen, or any other organ?		
<b>HEART HEALTH QUESTIONS ABOUT YOU</b>	<b>Yes</b>	<b>No</b>	30. Do you have groin pain or a painful bulge or hernia in the groin area?		
5. Have you ever passed out or nearly passed out DURING or AFTER exercise?			31. Have you had infectious mononucleosis (mono) within the last month?		
6. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?			32. Do you have any rashes, pressure sores, or other skin problems?		
7. Does your heart ever race or skip beats (irregular beats) during exercise?			33. Have you had a herpes or MRSA skin infection?		
8. Has a doctor ever told you that you have any heart problems? If so, check all that apply: <input type="checkbox"/> High blood pressure <input type="checkbox"/> A heart murmur <input type="checkbox"/> High cholesterol <input type="checkbox"/> A heart infection <input type="checkbox"/> Kawasaki disease Other: _____			34. Have you ever had a head injury or concussion?		
9. Has a doctor ever ordered a test for your heart? (For example, ECG/EKG, echocardiogram)			35. Have you ever had a hit or blow to the head that caused confusion, prolonged headache, or memory problems?		
10. Do you get lightheaded or feel more short of breath than expected during exercise?			36. Do you have a history of seizure disorder?		
11. Have you ever had an unexplained seizure?			37. Do you have headaches with exercise?		
12. Do you get more tired or short of breath more quickly than your friends during exercise?			38. Have you ever had numbness, tingling, or weakness in your arms or legs after being hit or falling?		
<b>HEART HEALTH QUESTIONS ABOUT YOUR FAMILY</b>	<b>Yes</b>	<b>No</b>	39. Have you ever been unable to move your arms or legs after being hit or falling?		
13. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 50 (including drowning, unexplained car accident, or sudden infant death syndrome)?			40. Have you ever become ill while exercising in the heat?		
14. Does anyone in your family have hypertrophic cardiomyopathy, Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy, long QT syndrome, short QT syndrome, Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia?			41. Do you get frequent muscle cramps when exercising?		
15. Does anyone in your family have a heart problem, pacemaker, or implanted defibrillator?			42. Do you or someone in your family have sickle cell trait or disease?		
16. Has anyone in your family had unexplained fainting, unexplained seizures, or near drowning?			43. Have you had any problems with your eyes or vision?		
<b>BONE AND JOINT QUESTIONS</b>	<b>Yes</b>	<b>No</b>	44. Have you had any eye injuries?		
17. Have you ever had an injury to a bone, muscle, ligament, or tendon that caused you to miss a practice or a game?			45. Do you wear glasses or contact lenses?		
18. Have you ever had any broken or fractured bones or dislocated joints?			46. Do you wear protective eyewear, such as goggles or a face shield?		
19. Have you ever had an injury that required x-rays, MRI, CT scan, injections, therapy, a brace, a cast, or crutches?			47. Do you worry about your weight?		
20. Have you ever had a stress fracture?			48. Are you trying to or has anyone recommended that you gain or lose weight?		
21. Have you ever been told that you have or have you had an x-ray for neck instability or atlantoaxial instability? (Down syndrome or dwarfism)			49. Are you on a special diet or do you avoid certain types of foods?		
22. Do you regularly use a brace, orthotics, or other assistive device?			50. Have you ever had an eating disorder?		
23. Do you have a bone, muscle, or joint injury that bothers you?			51. Do you have any concerns that you would like to discuss with a doctor?		
24. Do any of your joints become painful, swollen, feel warm, or look red?			<b>FEMALES ONLY</b>		
25. Do you have any history of juvenile arthritis or connective tissue disease?			52. Have you ever had a menstrual period?		
			53. How old were you when you had your first menstrual period?		
			54. How many periods have you had in the last 12 months?		

Explain "yes" answers here

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete \_\_\_\_\_ Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

©2010 American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine. Permission is granted to reprint for noncommercial, educational purposes with acknowledgment.

I hereby give permission for the release of the attached student medical history and the results of the actual physical examination to the school for the purposes of participation in athletics and activities.

Parent or Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**PREPARTICIPATION PHYSICAL EVALUATION**  
**THE ATHLETE WITH SPECIAL NEEDS:**  
**SUPPLEMENTAL HISTORY FORM**

154

Date of Exam \_\_\_\_\_

Name \_\_\_\_\_ Date of birth \_\_\_\_\_

Sex \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_ Sport(s) \_\_\_\_\_

1. Type of disability		
2. Date of disability		
3. Classification (if available)		
4. Cause of disability (birth, disease, accident/trauma, other)		
5. List the sports you are interested in playing		
	Yes	No
6. Do you regularly use a brace, assistive device, or prosthetic?		
7. Do you use any special brace or assistive device for sports?		
8. Do you have any rashes, pressure sores, or any other skin problems?		
9. Do you have a hearing loss? Do you use a hearing aid?		
10. Do you have a visual impairment?		
11. Do you use any special devices for bowel or bladder function?		
12. Do you have burning or discomfort when urinating?		
13. Have you had autonomic dysreflexia?		
14. Have you ever been diagnosed with a heat-related (hyperthermia) or cold-related (hypothermia) illness?		
15. Do you have muscle spasticity?		
16. Do you have frequent seizures that cannot be controlled by medication?		

Explain "yes" answers here

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate if you have ever had any of the following.

	Yes	No
Atlantoaxial instability		
X-ray evaluation for atlantoaxial instability		
Dislocated joints (more than one)		
Easy bleeding		
Enlarged spleen		
Hepatitis		
Osteopenia or osteoporosis		
Difficulty controlling bowel		
Difficulty controlling bladder		
Numbness or tingling in arms or hands		
Numbness or tingling in legs or feet		
Weakness in arms or hands		
Weakness in legs or feet		
Recent change in coordination		
Recent change in ability to walk		
Spina bifida		
Latex allergy		

Explain "yes" answers here

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete \_\_\_\_\_ Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

©2010 American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine. Permission is granted to reprint for noncommercial, educational purposes with acknowledgment.

# PREPARTICIPATION PHYSICAL EVALUATION PHYSICAL EXAMINATION FORM

155

Name \_\_\_\_\_ Date of birth \_\_\_\_\_

## PHYSICIAN REMINDERS

- Consider additional questions on more sensitive issues
  - Do you feel stressed out or under a lot of pressure?
  - Do you ever feel sad, hopeless, depressed, or anxious?
  - Do you feel safe at your home or residence?
  - Have you ever tried cigarettes, chewing tobacco, snuff, or dip?
  - During the past 30 days, did you use chewing tobacco, snuff, or dip?
  - Do you drink alcohol or use any other drugs?
  - Have you ever taken anabolic steroids or used any other performance supplement?
  - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
  - Do you wear a seat belt, use a helmet, and use condoms?
- Consider reviewing questions on cardiovascular symptoms (questions 5–14).

EXAMINATION		
Height _____	Weight _____	<input type="checkbox"/> Male <input type="checkbox"/> Female
BP _____ / _____ ( / )	Pulse _____	Vision R 20/ _____ L 20/ _____ Corrected <input type="checkbox"/> Y <input type="checkbox"/> N
MEDICAL	NORMAL	ABNORMAL FINDINGS
Appearance <ul style="list-style-type: none"> <li>Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, arm span &gt; height, hyperlaxity, myopia, MVP, aortic insufficiency)</li> </ul>		
Eyes/ears/nose/throat <ul style="list-style-type: none"> <li>Pupils equal</li> <li>Hearing</li> </ul>		
Lymph nodes		
Heart* <ul style="list-style-type: none"> <li>Murmurs (auscultation standing, supine, +/- Valsalva)</li> <li>Location of point of maximal impulse (PMI)</li> </ul>		
Pulses <ul style="list-style-type: none"> <li>Simultaneous femoral and radial pulses</li> </ul>		
Lungs		
Abdomen		
Genitourinary (males only) <sup>†</sup>		
Skin <ul style="list-style-type: none"> <li>HSV, lesions suggestive of MRSA, tinea corporis</li> </ul>		
Neurologic <sup>‡</sup>		
MUSCULOSKELETAL		
Neck		
Back		
Shoulder/arm		
Elbow/forearm		
Wrist/hand/fingers		
Hip/thigh		
Knee		
Leg/ankle		
Foot/toes		
Functional <ul style="list-style-type: none"> <li>Duck-walk, single leg hop</li> </ul>		

\*Consider ECG, echocardiogram, and referral to cardiology for abnormal cardiac history or exam.  
<sup>†</sup>Consider GU exam if in private setting. Having third party present is recommended.  
<sup>‡</sup>Consider cognitive evaluation or baseline neuropsychiatric testing if a history of significant concussion.

- Cleared for all sports without restriction
- Cleared for all sports without restriction with recommendations for further evaluation or treatment for \_\_\_\_\_
- Not cleared
- Pending further evaluation
- For any sports
- For certain sports \_\_\_\_\_
- Reason \_\_\_\_\_
- Recommendations \_\_\_\_\_

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician (print/type) \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Signature of physician \_\_\_\_\_ MD or DO \_\_\_\_\_

© 2010 American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine. Permission is granted to reprint for noncommercial, educational purposes with acknowledgment.

# ■ PREPARTICIPATION PHYSICAL EVALUATION CLEARANCE FORM

156

Name \_\_\_\_\_ Sex  M  F Age \_\_\_\_\_ Date of birth \_\_\_\_\_

Cleared for all sports without restriction

Cleared for all sports without restriction with recommendations for further evaluation or treatment for \_\_\_\_\_

Not cleared

Pending further evaluation

For any sports

For certain sports \_\_\_\_\_

Reason \_\_\_\_\_

Recommendations \_\_\_\_\_

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician (print/type) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Signature of physician \_\_\_\_\_, MD or DO

## EMERGENCY INFORMATION

Allergies \_\_\_\_\_

Other information \_\_\_\_\_

# **Ravenna Public School Staff Handbook**

**Rules and Regulations  
2019-2020**

## TABLE OF CONTENTS

**Nondiscrimination in Education Programs & Activities.....5**

**Drug-Free Workplace Requirements.....6**

**Policies and Procedures Regarding All Staff**

Accidents and Injuries.....	7
Activity Accounts and Fundraising.....	7
Activities Entry Fees for Staff & Family of Staff.....	7
Agents, Salesmen & Other Business Representatives.....	7
Announcements & Circulars.....	7
Bell Schedules.....	8
Board Policies.....	9
Child Abuse.....	9
Complaint Procedure.....	10
Computers & the Internet: Acceptable Use by Staff.....	13
Contact Information.....	15
Copyright and Fair Use.....	15
Corporal Punishment.....	16
Crisis Response Team.....	16
Disability Leave.....	16
Discrimination and Harassment.....	16
Drug Testing of Drivers.....	17
Dress Code.....	17
Electronic Communications While Driving.....	18
Employee Assistance Program.....	18
Expenses.....	18
Family and Medical Leave.....	19
In-School Communication.....	19
Intellectual Property.....	19
Jury and Witness Duty Leaves.....	19
Keys.....	20
Maintenance & Cleaning Request Forms.....	20
Meal Program.....	20
Military Leaves of Absences.....	20
Milk Expression.....	21
News and Press Releases.....	21
Outside Employment.....	21
Personal Vehicles.....	21
Political Activities.....	21
Professional Boundaries Between Staff and Students.....	22

Professional Growth.....	22
Purchasing.....	23
Records and Reports.....	23
School Calendar.....	24
School Property.....	24
Security.....	24
Smoking on School Premises or at School Activities.....	24
Solicitation and Distribution of Merchandise.....	24
Staff Room.....	25
Student Interviews.....	25
Telephones.....	25
Threat Assessment and Responses.....	25
Ticket Taking.....	26
Transportation Request Forms.....	27
Visitors.....	27
Wage and Salary Payments.....	27
Weather-Related Closings.....	28
Workplace Searches.....	28

**Policies and Procedures Regarding Certified Staff**

Absences.....	29
Academic Dishonesty.....	30
Assemblies.....	30
Assignment Notebooks.....	30
Assignment of Teachers.....	30
Certificates, Teacher Contracts, Salary Information.....	31
Check-out Forms.....	31
Classroom Management and Student Discipline.....	31
Classroom Sanitation.....	32
Coaching Supplies.....	33
Collection of Student Money.....	33
Community Involvement.....	33
Computer Lab.....	33
Disclosure of Staff Qualifications.....	34
Display of Classroom Work in the School & the Community.....	34
Duties of Certified Staff.....	35
Eligibility Grades 7-12.....	35
Extracurricular Activities.....	36
Evacuations.....	36
Evaluations.....	38
Faculty Meetings.....	38
Field Trip Request Forms.....	38

Grading Policy.....	38
Guest Lectures.....	41
Hall Duty.....	41
Homework Policy.....	41
Infinite Campus.....	41
Instructional Materials.....	41
Lesson Plans.....	42
Media Center.....	42
Paraeducators.....	42
Parent/Teacher Communication.....	43
Parking.....	43
Parties.....	43
Planning Time.....	43
Private Tutoring.....	44
Pupils' Records.....	44
Rights of Certified & Probationary Teachers.....	44
School Day.....	45
Sponsors.....	45
Student Activities.....	45
Student Attendance.....	46
Student Attire.....	46
Student Illness.....	46
Student Medication.....	47
Student Searches.....	47
Substitute Teaching During Planning Periods.....	47
Teaching Controversial Issues.....	47
Textbooks.....	48

**Policies and Procedures Regarding Classified Staff**

At-Will Employment.....	49
Bereavement Leave.....	49
Holidays.....	49
Hours.....	49
Overtime and Compensatory Time.....	49
Insurance/Health Benefits.....	50
Personal Leave.....	50
Reporting When School is Closed.....	50
Sick Leave.....	50
Vacation.....	51
Emergency Leave.....	51
Employee Protection.....	51

**Staff Directory.....52**

**Acknowledgment of Receipt.....55**

**INTRODUCTION**

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a “contract” of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

## **NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES**

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

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

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

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

## **DRUG-FREE WORKPLACE REQUIREMENTS**

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

## **POLICIES AND PROCEDURES REGARDING ALL STAFF**

### **Accidents and Injuries**

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form which is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

### **Activity Accounts and Fundraising**

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The administrators are responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

### **Activities Entry Fees for Staff & Family of Staff**

All staff, spouses and their school-age children will be admitted to home events free of charge.

### **Agents, Salesmen and Other Business Representatives**

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

### **Announcements and Circulars**

No announcements that are not related to the instructional program or extra curricular program shall be made before any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

## **Bell Schedules**

<b>2019-2020 Schedule</b>			
	<b>3 minute passing periods</b>		
	<b>1st Bell</b>	<b>8:00</b>	
	<b>1st Period</b>	<b>8:03 - 8:50</b>	<b>47</b>
	<b>2nd Period</b>	<b>8:53 - 9:40</b>	<b>47</b>
	<b>3rd Period</b>	<b>9:43 - 10:30</b>	<b>47</b>
	<b>4th Period</b>	<b>10:33 - 11:20</b>	<b>47</b>
	<b>5th Period/Access</b>	<b>11:23 - 11:43</b>	<b>20</b>
<b>Lunch</b>	<b>6th Period</b>	<b>11:46 - 1:03</b>	<b>47</b>
	<b>7th Period</b>	<b>1:06 - 1:52</b>	<b>46</b>
	<b>8th Period</b>	<b>1:55 - 2:41</b>	<b>46</b>
	<b>9th Period</b>	<b>2:44 - 3:30</b>	<b>46</b>
<b>1st Lunch</b>	<b>11:43 - 12:13</b>	<b>2nd Lunch</b>	<b>2:33 - 3:03</b>

<b>Friday 2019-2020 Schedule</b>			
	<b>3 minute passing periods</b>		
	<b>1st Bell</b>	<b>8:00</b>	
	<b>1st Period</b>	<b>8:03 - 8:45</b>	<b>42</b>
	<b>2nd Period</b>	<b>8:48 - 9:30</b>	<b>42</b>
	<b>3rd Period</b>	<b>9:33 - 10:15</b>	<b>42</b>
	<b>4th Period</b>	<b>10:18 - 11:00</b>	<b>42</b>
	<b>6th Period</b>	<b>11:03 - 11:45</b>	<b>42</b>
<b>Lunch</b>	<b>7th Period</b>	<b>11:48 - 1:00</b>	<b>42</b>
	<b>8th Period</b>	<b>1:03 - 1:45</b>	<b>42</b>
	<b>9th Period</b>	<b>1:48 - 2:30</b>	<b>42</b>
<b>1st Lunch</b>	<b>11:45 - 12:15</b>	<b>2nd Lunch</b>	<b>3:30 - 1:00</b>

<b>2:00 Dismissal 2019-2020</b>			
	<b>3 minute passing periods</b>		
	<b>1st Bell</b>	<b>8:00</b>	
	<b>1st Period</b>	<b>8:03 - 8:41</b>	<b>38</b>
	<b>2nd Period</b>	<b>8:44 - 9:22</b>	<b>38</b>
	<b>3rd Period</b>	<b>9:25 - 10:03</b>	<b>38</b>
	<b>4th Period</b>	<b>10:06 - 10:44</b>	<b>38</b>
	<b>6th Period</b>	<b>10:47 - 11:25</b>	<b>38</b>
<b>Lunch</b>	<b>7th Period</b>	<b>11:28 - 12:38</b>	<b>40</b>
	<b>8th Period</b>	<b>12:41 - 1:19</b>	<b>38</b>

<b>Noon Dismissal 2019-2020</b>			
	<b>3 minute passing periods</b>		
	<b>1st Bell</b>	<b>8:00</b>	
	<b>1st Period</b>	<b>8:03 - 8:29</b>	<b>27</b>
	<b>2nd Period</b>	<b>8:32 - 8:59</b>	<b>27</b>
	<b>3rd Period</b>	<b>9:02 - 9:29</b>	<b>27</b>
	<b>4th Period</b>	<b>9:32 - 9:59</b>	<b>27</b>
	<b>6th Period</b>	<b>10:02 - 10:29</b>	<b>27</b>
	<b>7th Period</b>	<b>10:32 - 10:59</b>	<b>27</b>
	<b>8th Period</b>	<b>11:02 - 11:29</b>	<b>27</b>

	9th Period	1:22 - 2:00	38		9th Period	11:32 - 12:00	28
1st Lunch	11:25 - 11:55	2nd Lunch	12:08 - 12:38				

10:00 Late Start 2019-2020				Friday 10:00 Late Start 2019-2020			
	3 minute passing periods				3 minute passing periods		
	1st Bell	10:00			1st Bell	10:00	
	1st Period	10:03 - 10:38	35		1st Period	10:03 - 10:28	25
	2nd Period	10:41 - 11:16	35		2nd Period	10:31 - 10:56	25
	3rd Period	11:19 - 11:54	35		3rd Period	10:59 - 11:24	25
Lunch	4th Period	11:57 - 1:07	40		4th Period	11:27 - 11:51	25
	6th Period	1:10 - 1:43	33	Lunch	6th Period	11:54 - 1:04	40
	7th Period	1:46 - 2:19	33		7th Period	1:07 - 1:32	25
	8th Period	2:22 - 2:55	33		8th Period	1:35 - 2:01	26
	9th Period	2:58 - 3:30	32		9th Period	2:04 - 2:30	26
1st Lunch	11:57 - 12:27	2nd Lunch	12:37 - 1:07	1st Lunch	11:51 - 12:21	2nd Lunch	12:34 - 1:04

### **Board Policies, Rules, and Directives**

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district’s website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook, Staff Handbook, and Activity Handbook, respectively. Each of these handbooks are available on the district’s website and in the main administrative office. **By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you,**

**and that you have had an opportunity to discuss any questions with the administration.**

### **Child Abuse**

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

### **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](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

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

5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
  - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.

- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

**No Retaliation.** The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

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

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

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

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will

either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

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

### **Computers and the Internet: Acceptable Use by Staff**

Internet access is an important tool for keeping up to date with current education issues, for conducting personal research to enhance management, teaching and learning skills, and as a means of communication. The following procedures and guidelines are intended to ensure appropriate use of the Internet by the school's faculty and staff.

#### **1. Acceptable Use**

- a) Staff shall be restricted to use the Internet to conduct research for instructional purposes.
- b) Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
- c) Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
- d) Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

#### **Unacceptable Use**

- a) Staff shall not access obscene or pornographic material.

- b) Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
- c) Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
- d) The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
- e) Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

## 2. **Methods of Enforcement**

- a) The school district monitors all e-mail and other Internet communications, as well as Internet usage and patterns of Internet usage. The school district owns the computer system, and staff members have no right of privacy to any Internet communications or other electronic files. As with any school property, electronic files on the system are subject to search and inspection at any time.
- b) The school district uses a technology protection measure that blocks access to some sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
- c) Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for staff research. The system administrator may override the technology protection measure that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
- d) School officials will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

## 3. **Violations**

Staff members who violate the school policy or rules regarding computer and Internet usage face:

- a) Cancellation, non-renewal or termination of employment;

- b) The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member; and
- c) Other discipline that the school administration and/or the school board deem appropriate.

When appropriate, law enforcement agencies may be involved in investigating and prosecuting wrongdoing by a staff member.

### **Contact Information**

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

### **Copyright and Fair Use**

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. “Fair use” of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes “fair use” should consult with their building principal.

### **Corporal Punishment**

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons or property. Staff members should promptly report any event that required the use of physical force to their building principal.

### **Crisis Response Team**

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district’s staff and students. It is the responsibility of the appointed staff member to discuss with the district

administration any reasons which may affect the staff member's ability to perform the tasks required by board policy.

### **Disability Leave (Short-Term)**

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

### **Discrimination and Harassment**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Ken Schroeder at (308) 452-3249, ken.schroeder@ravennabluejays.org or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Ken Schroeder at (308) 452-3249, ken.schroeder@ravennabluejays.org, or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Ken Schroeder at (308) 452-3249, ken.schroeder@ravennabluejays.org, or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

### **Drug Testing of Drivers**

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

### **Dress Code**

**The attire worn by staff members conveys an important image to students and the general public.**

**Certified staff, paraeducators and office staff should generally dress in business casual attire.**

**Classroom staff may not wear the following types of clothing during the traditional school day from 7:50 a.m. to 3:50 p.m., when students or visitors are in attendance, or when the employee is supervising, directing or coaching students when the public is in attendance:**

- **Exercise or athletic attire, except when teaching a physical education activity in the gymnasium or on a playing field or at athletic or other activity practices.**
- **Shorts, except when teaching physical education class or at athletic or other activity practices.**
- **Blue jeans, except at athletic practices, activity practices, or when allowed by the administration.**
- **Any clothing which is immodest and may distract other employees or students in the learning environment.**

**The building principal may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days").**

**The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.**

**Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.**

### **Electronic Communication While Driving**

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related worked based upon employees' duties and responsibilities.

### **Employee Assistance Program (EAP)**

The school district recognizes that its staff may need some help at times in dealing with personal difficulties and that problems in their personal lives can affect their job performance. To help staff face and deal with personal difficulties, the district offers an Employee Assistance Program through Wholeness Healing Center. This voluntary, cost-free program is intended to assist staff in obtaining help to resolve problems in a confidential manner. However, staff must remember that they bear the responsibility to seek assistance and to resolve the problem.

The Employee Assistance Program can address a wide range of problems. Family, marital, legal, medical, drug and emotional problems are all covered, although some limitations do apply. All full-time staff are eligible to participate in the Program at no cost to the employee.

Wholeness Healing Center Employee Assistance Program programs provide confidential, short-term counseling for staff, their dependants and household members at no cost.

### **Expenses**

The board of education will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense and credit card reimbursable fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal car use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available or if the use of a personal vehicle and corresponding travel reimbursement by the employee were not previously approved by the administration.

### **Family and Medical Leave (FMLA)**

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

### **In-School Communication**

Every staff member will be assigned a mailbox in the building where he or she works. Staff are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

### **Intellectual Property**

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property

### **Jury and Witness Duty Leave**

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

### **Keys**

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

### **Maintenance & Cleaning Request Forms**

Staff members should report maintenance and cleaning issues as soon as they need or see a maintenance or cleaning problem to the superintendent or the head of maintenance.

### **Meals Program**

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria for \$4.00 per meal. The lunch price includes one carton of milk. Extra cartons cost \$0.40 cents. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

### **Military Leaves of Absence**

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) will be governed by the FMLA and the board's policy regarding the FMLA.

### **Milk Expression**

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom or classroom, which is shielded from view and free from intrusion from co-workers and the public for one year after the child's birth.

### **News and Press Releases**

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media

when noteworthy events have occurred. Coaches must communicate with local TV, radio and print media promptly after matches or games to disseminate the results.

Communicating our schools to the public, keeping the public informed, and public relations with the community is one of our important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

### **Obligations Related to American Civics Instruction**

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

### **Outside Employment**

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district.

### **Personal Vehicles**

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students.

### **Political Activities**

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding

political conduct on school grounds, contact the superintendent and consult the board policies.

### **Professional Boundaries Between Staff and Students**

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

### **Professional Growth**

Every six years, permanent certificated employees shall give evidence of professional growth. Permanent certificate employees shall earn 30 professional growth points every six-year cycle. Six semester hours of college credit shall be accepted as evidence of professional growth, and shall be equivalent to 30 points, with each semester hour representing 5 professional growth points.

The board of education believes the goal of professional self-improvement to be inherent in the responsibilities of each certificated district employee.

Other professional growth activities which may count toward the six-year

requirement include non-credit courses, lecture series, workshops, conferences, study groups, local in-service courses, committee service, supervising a student teacher, serving with professional groups, travel of significant educational value, and membership in professional organizations. The employee must receive prior approval from the building principal for any of these activities to count toward professional growth.

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

### **Purchasing**

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office. Orders should not be placed until the district office has issued a printed purchase order. Once an order has been received, the staff member must notify the district bookkeeper so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the district bookkeeper. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

### **Records and Reports**

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

### **Recordings of Students and Classrooms**

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

## **School Calendar**

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

## **School Property**

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the superintendent as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office or the superintendent.

## **School Vehicle Use**

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

## **Security**

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends, are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school

hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

### **Smoking on School Premises or at School Activities**

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

### **Social Media Usage by Staff**

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

### **Solicitation and Distribution of Merchandise**

In the interest of maintaining a proper school environment and preventing interference school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds, except as approved by the administration.

### **Staff Room**

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

### **Student Interviews**

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

### **Telephones**

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to

brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

### **Threat Assessment and Response**

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

#### 1. Obligation to Report threatening Statements or Behaviors.

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

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

#### 2. Threat Assessment Investigation and Response

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

At the conclusion of the investigation, the superintendent will determine what,

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

### 3. Communication with the Public about Reported Threats

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

### **Ticket Taking**

**All staff will be expected to take tickets at one time or another at home events.** Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the activities director of who will be taking their place.

### **Transportation Request Forms**

Staff members must communicate transportation request via email, phone, or direct contact as soon as they know they need school-provided transportation to allow the transportation coordinator adequate time to schedule drivers and vehicles.

### **Visitors**

Staff should welcome members of the public who wish to visit school, but should insure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building. Visitors must comply with the following guidelines:

- If a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- Children under the age of 10 years must be accompanied by a parent or guardian
- All visitors must have the prior approval of the principal or superintendent

- Salespeople and other such agents will not be allowed to solicit staff members during school hours.
- Visitors must wear the visitor's badge supplied by the building office.

### **Wage and Salary Payments**

Staff members are paid on the 20th of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

### **Weather-Related Closings**

If school is called off because of bad weather or for any other reason, it will be announced on the NTV Website at: <https://nebraska.tv/weather/closings>. The district's messaging system will also be used to inform students and parents via text and automated call.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe

weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

### **Workplace Searches**

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

## **POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF**

### **Absences**

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave

#### **1. Sick Leave**

Certified staff members who are too ill to perform their teaching duties must contact their building principal before 6:00 a.m.

#### **2. Personal Leave**

Certified staff who wish to take personal leave must submit a leave request to the superintendent far enough in advance of the proposed leave to secure a substitute teacher. Building principals and the superintendent may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. Staff members may take personal leave adjacent to a school break, with administrative approval.

#### **3. Professional Leave**

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

#### **4. Substitute Folders**

Each teacher must prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk. The folder must

contain:

- a.) the current seating chart for each class;
- b.) the daily routine followed by each class;
- c.) all schedules (fire drill procedures, lunch schedule, etc.);
- d.) a copy of this handbook; and
- e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Certified staff members may not make arrangements for their own substitute.

### **Academic Dishonesty**

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

### **Assemblies**

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

### **Assignment Notebooks (7th-12th Grade Students Only)**

Assignment Notebooks are the 7th-12 grade students students' make-up slips, as well as pass out of class or to see another instructor. They can also be used as a communication tool home to parents. Students may not be in the hallways during class time without his/her assignment notebook signed by the instructor. Every time a student leaves class to go to the bathroom it should be signed. This way, other staff can ascertain where the student has permission to be.

Students may not go to another classroom without a signed pass obtained from that teacher. No student may be in the halls during class or study time without a signed pass for a specific destination. If a teacher retains a student after the period ends, staff must write a note in the student's assignment book stating why the student was late, rather than sending the student to the office for a tardy slip.

### **Assignment of Teachers**

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic,

lunch period and other noontime duties, and athletic events.

### **Certificates, Teacher Contracts, Salary Information**

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. retirement number,
- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

### **Check-out Forms**

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

### **Classroom Management and Student Discipline**

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers may close the door to their rooms for safety and security purposes.

Classroom teachers should have a well-defined behavioral expectations that have been taught to students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may remove a student from the classroom for failure to comply with established behavioral expectations. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without with the authorization of the building principal.

Classroom teachers may not admit tardy students to class without a pass from the student's teacher from the previous period or the office.

## **Classroom Sanitation**

### **1. Handling of Body Fluids**

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions and saliva.



## 2. **Infectious Diseases**

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

### **Coaching Supplies**

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

Coaches must fill out requisition inventory forms or inventory requests to the activities director during the spring requisition period.

### **Collection of Student Money**

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Ravenna Public Schools, unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students until full and proper payment is secured by the activity sponsor.

### **Community Involvement**

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

### **Computer Lab**

Elementary students and staff who use computers owned by the district must abide by the district's acceptable use policies. Students may use the computer lab during lunch and after school. Classroom teachers may not send students to the computer lab during class unless they have made prior arrangements

with the lab coordinator/elementary media para.

Classroom teachers who wish to bring classes to the computer lab must sign up as far in advance as possible with the lab coordinator. Absolutely no food or drink is allowed in the computer lab.

### **Disclosure of Staff Qualifications**

The No Child Left Behind Act of 2001 gives parents/guardians the right to obtain information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional teaching certificate.
- The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
- Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB.

### **Display of Classroom Work in the School and the Community**

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use the window area of the office or the commons area to display student work or during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

## **Duties of Certified Staff**

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Turning in all monies collected to the main office by the end of the school day.
- j) Clearing all class meetings or trips through the principal's office.
- k) Participating in Student Assistance Teams pursuant to board policy.
- l) Assisting with the administration of standardized testing as assigned by the administration.
- m) Provide homebound instruction as assigned by the administration.
- n) Performing additional duties as assigned by the administration.

## **Eligibility Grades 7-12**

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

Ineligible students, will at the discretion of the sponsor, be allowed to participate in practice. Activities affected by the eligibility rule are:

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

### **Extracurricular Activities**

All staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the high school office. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities. Practices or events on Sunday must have prior approval of the superintendent.

Certain activities require time be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non school sponsors must be approved by the administration. If cars are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

### **Evacuations**

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or

other emergency.

### **1. Fire Drills**

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help insure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff must cease the activity in which they are engaged immediately and leave the building at once, following these regulations:

- a) Students nearest the windows will close them before leaving.
- b) The classroom teacher will be the last to leave the room. He or she will turn out all lights and close the door as he or she leaves.
- c) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
- d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- f) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
  - 1) hold up a Green Card (all students accounted for)
  - 2) hold up a Red Card (missing student (s) listed)
  - 3) hold up a Yellow Card (extra students listed)

The signal to return to the school building will be an announcement over the intercom. An announcement to return into the building will be issued upon completion of the drill. Students will return in an orderly manner.

### **2. Tornado Drills**

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated shelters areas in the building. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff must cease the activity in which they are engaged immediately and leave the building at once, following these regulations:

- a) All students and staff should proceed to their designated shelter area.
- b) Once in the designated shelter area, each teacher must account for every student in the class.

- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

### 3. **Protocol for all Evacuations**

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

### **Evaluations**

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms are provided to all certificated staff annually.

### **Faculty Meetings**

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

### **Field Trip Request Forms**

Certified staff who wish to take students off school property during the instructional day must get permission to do so from the building principal, prior to the date of the requested activity.

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

### **Grading Policy**

Grades are given as letter or percentage as requested by the building principal. Incompletes may be given with the permission of the building principal.

A student is to be graded on academic performance. **A student's grade is not to be reduced for discipline.** Prejudice or favoritism has no place in

grading a student. All grading should be explained in simple, understandable terms to the student.

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card. Classroom teachers should use the following symbols for each subject area:

Students will receive letter grades for their academic core classes.

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

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

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

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

Report Cards

A= Excellent

B= Above Average

C= Average

D= Below Average

F= Failing

S= Satisfactory Progress

U= Unsatisfactory Progress

In Kindergarten & 1st Grade, students will receive standards-based grades in designated curricular and non-curricular areas. Elementary teachers should report student progress on grade reports using the following system:

Kindergarten & 1st Grade

Work Habits

Behavior/Attitude

Math

Writing

Reading Mastery

Art

P.E.

Music

Performance Level Indicators

E-Excellent

S-Satisfactory

I-Improving

U-Unsatisfactory

NA-Not Expected at This Time

In the elementary grades 2nd-6th, students will receive letter grades only in designated "core" curricular subjects. Elementary teachers should report student progress on grade reports using the following system:

2nd Grade – 4th Grade

**A, B, C, D, F**

Reading

Math

Spelling

Language

5th-6th Grade

**A, B, C, D, F**

Reading

Math

Spelling

Language

Science  
Health

Science  
Health  
Social Studies

**S/U**  
Social Studies  
Penmanship  
Art

**S/U**  
Penmanship  
Art

### **Guest Lectures**

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

### **Hall Duty**

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

### **Homework Policy**

Homework is an important part of student learning. When parents, teachers and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

### **Infinite Campus**

All teachers/classroom aides will be required to use Infinite Campus. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count will also be taken with Infinite Campus.

Certified staff who have trouble/problems with Infinite Campus, should contact Shari Spaulding.

### **Instructional Materials**

Instructional materials are made available through the Education Service Unit. A catalog and order forms will be made available to all members online. Digital media may be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

## **Lesson Plans**

Each teacher will prepare and complete comprehensive and updated lesson plans and post them to their teacher webpage on a weekly basis, at a minimum. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must **identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.**

## **Media Center**

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center during study halls, at lunch, after school and in the evenings. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Audiovisual materials are available to certified staff through the media center. Certified staff may obtain these materials by filling out the required requisition form and sending it to the media specialist in their building.

## **Paraeducators**

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. Paras should not contact parents regarding student issues. All parental contact should be facilitated through the classroom teacher. The classroom teacher must maintain the role of leadership and responsibility for

the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculate grades and record grades. Paraeducators are to work only on their assigned work days and within their assigned work day. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

### **Parent-Teacher Communication**

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and utilize a planner where necessary as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

### **Parking**

Staff members have the South and North parking lot reserved for them. **Students are not to park their cars in the staff lots.** Staff members may not allow students to park in the staff lot when groups leave early in the morning on a school day for field trips or athletic events.

### **Parties**

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

### **Planning Time**

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. Planning time is not to be used for running personal errands, conducting personal business, or pursuing non school hobbies and/or interests.

### **Private Tutoring**

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the superintendent or designee.

### **Pupils' Records**

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.
2. Report cards will be issued following the end of the quarter. Teachers must have final grades reported within two days after the end of the 1st, 2nd, & 3rd quarters. Teachers must have final grades reported for the 4th quarter before checking out for the summer.
  - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
  - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
  - c) Each classroom teacher is responsible for distribution of class cards on time.
  - d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

### **Rights of Certified and Probationary Teachers**

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

### **School Day**

All certified staff must be at school or on duty between the hours of 7:50 a.m. and 3:50 p.m., Monday through Friday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

### **Sponsors**

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

### **Student Activities**

Staff members who sponsor extracurricular activities such as athletics, class plays and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held

responsible for clothing and equipment that is not returned.

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

### **Student Aides**

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

### **Student Attendance**

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

### **Student Attire**

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

### **Student Illness**

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

### **Student Medication**

No staff members other than the school nurse or unlicensed assistive personnel who have passed a "medication administration competency assessment" that meets the requirements in NDE Rule 59 may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self administer medications such as aspirin and cough syrup or cough drops.

The school nurse and unlicensed assistive personnel are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap, and directions for administering the medication.

After receiving the medication, the school nurse and unlicensed assistive personnel should lock the medication in a cabinet or place it in an area where access is restricted to the school nurse.

### **Student Searches**

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

### **Substitute Teaching During Planning Period**

Certified staff may be required to substitute during their planning period. Any compensation for this duty is pursuant to the current Negotiated Agreement.

### **Teaching Controversial Issues**

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda kind through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

### **Textbooks**

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

## **POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF**

### **At-Will Employment**

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

### **Bereavement Leave**

A maximum of five sick leave days may be used each year as bereavement leave to allow a classified staff member to attend the funeral of a friend or relative not in the immediate family.

### **Holidays**

Employees will receive paid time off on the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after Thanksgiving, Christmas Eve Day, and Christmas Day.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

### **Hours**

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

### **Overtime and Compensatory Time**

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy, unless they are an "exempt" status according to the FLSA (Fair Labor Standards Act).

### **Insurance/Health Benefits**

Full-time year-round employees will be provided with health care coverage and single dental coverage. School-term employees that work at least 30 hours per week will be provided single health care and single dental coverage equal to the fraction of the year in which they are employed. The additional costs shall be borne by the employee.

Workman's compensation coverage for employees will be provided by the school district. Other insurance benefits provided at the employee's cost include long-term disability, vision, and family dental. The school district will provide employees working at least 30 hours per week with \$20,000 of life insurance benefits. The employee can purchase additional life insurance benefits at their expense.

School term employees who are hired to do summer custodial work are provided with single health and single dental insurance coverage by the district.

### **Personal Leave**

Classified employees will receive up to 2 days of paid personal leave each school year for personal business that cannot be taken care of outside regular business hours and other events of personal significance. Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent. One-half or one day of unused personal leave will be carried over to the following year. Therefore, staff can accumulate three personal days.

### **Reporting When School is Closed**

When school is closed due to inclement weather, classified staff should report to work unless they are asked not to do so by the superintendent.

### **Sick Leave**

Year-round employees shall be provided sick leave of ten days per year that may accumulate year to year up to 40 days. A doctor's note may be required after five consecutive days of absence. Full-time school term employees (9 or 10 months of service) will be provided with a prorated number of sick leave days per year that is based on their number of months of service and the total number of days provided annually to year-round employees. As an example, if year-round employees are provided with 10 sick leave days annually, and a full-time school term employee works 9 months of the year, the full-time school term employee would receive 75%

(9/12 months) of 10 sick leave days, or 7.5 sick leave days. Sick leave days may accumulate year to year up to 30 days for full-time school term employees. A day's sick leave will be equal to the number of hours normally worked by the employee, not to exceed 8 hours.

Sick leave will be allowed to use for the employee or employee's immediate family: (spouse, children, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, grandparent, son-in-law, or daughter-in-law).

A maximum of five sick leave days may be used each year as bereavement leave to allow a staff member to attend the funeral of a friend or relative not in the immediate family.

### **Vacation**

Eligible classified employees will receive paid vacation each school year. Employees should consult with the superintendent for vacation information.

Full-time year round employees will be entitled to an annual vacation with full pay in accord with the following provisions. After six months of employment, employees will receive 5 days of vacation for the first year. After two years of employment (based on anniversary date) the employee will earn 10 days per year. As of the fifth year of employment (fiscal year), the employee will accrue one additional day of vacation for each year of service up to a maximum total of 15 days per year.

### **Emergency Leave**

Up to four (4) days emergency leave may be granted with notification and approval of administration to full-time year round and full-time school term staff. Emergency leave can be used for the following: death in the immediate family (spouse, children, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, grandparent, son-in-law, or daughter-in-law).

### **Employee**

### **Protection**

Assault Disability: Upon determination of the board that an employee has been physically disabled because of an assault on his/her person arising out of and/or in the course of employment, the board will grant the injured employee leave of absence with contract pay for a period not to exceed one year.

Workers Compensation: The assaulted injured employee shall immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Personal Property: Employees whose personal property (including but not limited to eye glasses, hearing aids, dentures, watches, or articles of clothing) is damaged in an assault on his/her person arising out of and in the course of his/her employment may apply for reimbursement of costs, of repairs, or replacement. If an item is damaged beyond repair actual value at the time of damage may be reimbursed.

## STAFF DIRECTORY

### Members of the Board of Education:

Misti Fiddelke.....	President
Tara Schirmer.....	Vice-President
Dawn Standage.....	Secretary
Marilyn Bohn.....	Member
Ryan Osten.....	Member
Mark Vacek.....	Member

### Administrative Staff:

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

### Teaching Staff:

Michelle Abels.....	Grade One
Heath Ahrens.....	Ag Education
Lisa Anderson.....	Speech Path
Sara Bock.....	Grade Two
Wayne Bock.....	Special Education
Dan Bolling.....	Grade Six
Brandy Brodersen.....	Special Education
Kaleb Christensen.....	Science
Libby Clark.....	Art
Tiffani Drabek.....	Grade Three
Angie Drahota.....	Counselor, K-12
Barbara Ellis.....	HS Music/Band

Tanner Ellis.....	Business
Haley Gadeken.....	Grade Five
Caley Greer.....	Kindergarten
James Habe.....	Grade Four
Paige Havranek.....	English, Journalism
Jody Hutsell.....	Speech Path
Tiffany Jacobsen.....	Social Studies
Erin Jarvi.....	Grade Three
Kelley Jarzynka.....	Science
Heidi Kjar.....	English
Katie Lewandowski.....	Grade One
Brett Mauler.....	Social Studies
Julie Maulsby.....	English, Reading
Noah Maulsby.....	Phys Education, HS
Adam Mingus.....	Math
Teresa Mingus.....	Elem Music
Holly Myers.....	Media Specialist
Sherry Nelson.....	Grade Four
Melodie Nozicka.....	Grade Five
Sonya Rasmussen.....	Life Skills
Dawn Reicks.....	Grade Two
Dominic Reicks.....	Ind Arts / AD
Michelle Riens.....	Grade Six
Tony Schirmer.....	Math
Abby Sorensen.....	Kindergarten
Scott Stecklein.....	Science, Health
Jeff Thober.....	Phys Ed, Elem
Kayla Wiarda.....	Preschool
Korina Wick.....	Instructional Coach
Cindy Wilke.....	Special Education
Kinsley Larkins.....	Behavior Interventionist
Alison Yendra.....	Spanish
Teresa Zinnel.....	Special Education

**Nurse:**

Karalee Fiddelke.....School Nurse

**Para Staff:**

Angie Barent, Judith Dunning (elementary librarian), Terry Hervert, Jean Luth, Brittney Lutz, Julie McGuigan, Krissy Reisbeck, Doris Russell, JoEllen Russell, Vickie Sieczkowski, Amy Styren, Melissa Wroblewski, Stephanie Yost

**Office Staff:**

Hilary Bolling..... Bookkeeper  
Pat Shrader.....Payroll/HR  
Shari Spaulding.....HS/Sup Secretary  
Lacey Rager.....Elem Secretary

**Technical Support:**

Dave Huryta.....Tech Support K-12

**Child Nutrition Program:**

Lynda Endecott.....Cafeteria Manager  
Nancy Chizek..... Assistant Cook  
Violet Wiese.....Assistant Cook  
Chris Bruning.....Assistant Cook  
Joanna Velez.....Assistant Cook  
Marcie Gross.....Point of Sale

**Custodians:**

Dan Cyboron.....Head of Maint/Cust  
Kristi Hagge..... Secondary Custodian  
Marcie Gross..... Elementary Custodian

**Transportation Department:**

Todd VanWinkle..... Transportation Director  
Cheryl Deines.....Route Driver  
Peg Dethlefs.....Route Driver  
Richard Douglas.....Route Driver  
Heidi Downer.....Route Driver  
Jill Manring.....Route Driver  
Mary Pernicek.....Route Driver  
Gary Psota.....Route Driver  
Jason Abels.....Activity Driver  
Lenay Palser.....Activity Driver

**Youth Center:**

Susie Grock and Lynette Musil

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

## **I. Staff Expectations in Use of the Internet**

### **A. Acceptable Use While on Duty or on School Property**

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

### **B. Unacceptable Use While on Duty or on School Property**

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes

with the staff member's ability to perform their assigned duties.

4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

## **II. School Affiliated Websites**

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

## **III. Enforcement**

### **A. Methods of Enforcement**

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with

the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

**B. Any violation of school policy and rules may result in that staff member facing:**

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

#### **IV. Off-Duty Personal Use**

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

## **ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received a copy of the Ravenna School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook. Further, if I have any questions about any provision, I should confer with my supervisor or building principal.

---

Signature

---

Date



**NETWORK** for  
**EDUCATOR**  
**EFFECTIVENESS**

REVIEW OF PROCEDURES  
SUBMITTED TO **NDE**

In affiliation with the



University of Missouri

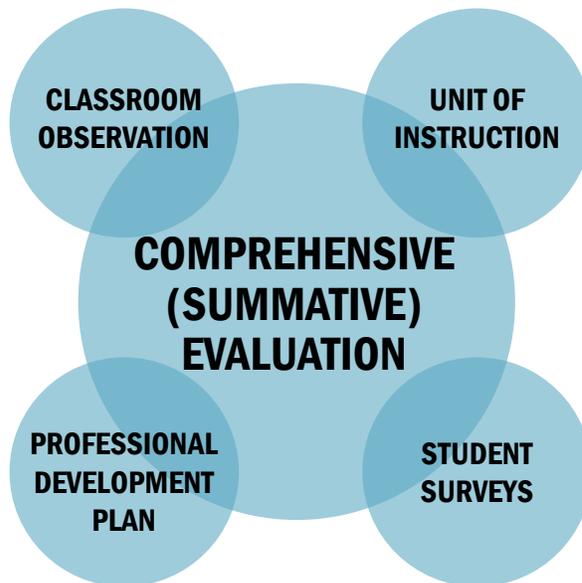
## INTERACTIVE TABLE OF CONTENTS

<b>OVERVIEW</b>	<b>3</b>
<b>RESEARCH-BASED PRACTICES</b>	<b>3</b>
<b>IMPLEMENTATION PROCESS</b>	<b>6</b>
<b>WRITTEN RESPONSE TO EVALUATION</b>	<b>7</b>
<b>WRITTEN RESPONSE TO EVALUATION: PAPER OPTION</b>	<b>8</b>
<b>WRITTEN RESPONSE TO EVALUATION: ELECTRONIC OPTION</b>	<b>10</b>
<b>CONTACT</b>	<b>18</b>

## OVERVIEW

---

The Network for Educator Effectiveness (NEE) is a simple yet powerful comprehensive system for educator evaluation. Developed in 2011 through a collaboration of preK-12 practitioners and experts at the University of Missouri's College of Education, the NEE process combines multiple measures of educator effectiveness: classroom observation, student surveys, teacher curriculum planning, and professional development.



Data from these four sources come together in the **NEE Data Tool**, a secure custom-built online portal. Through the Data Tool, NEE schools also enjoy access to **EdHub**, a unique web-based training resource library with more than 300 training modules that educators can use in their professional learning activities. When NEE data identify opportunities for professional growth, educators can find targeted professional development materials in EdHub. The NEE process truly is a total system for educator effectiveness that is designed to help educators grow in their professional practice.

NEE is a unit of the Assessment Resource Center, a self-supporting service center within the College of Education at the University of Missouri. NEE has five field service staff that each cover a cluster of schools in a region. All five are extensively experienced K-12 practitioners with administrative experiences. NEE is used by 280 districts in Missouri and, for the 2019-20 school year, NEE is adding districts in Nebraska.

## RESEARCH-BASED PRACTICES

---

The standards and indicators utilized by NEE are aligned to the InTASC National Standards developed by the Council of Chief State School Officers. NEE meets teacher evaluation criteria as set forth by the waiver process for No Child Left Behind and continued via the Every Student Succeeds Act. NEE standards align with the Nebraska state standards.

NEE uses multiple measures to provide wraparound data on the numerous responsibilities and duties of educators. Those multiple measures are left independent of each other, to more accurately guide decisions in both formative and summative circumstances (Close, Beardley, & Collins, 2018). The measures used extend the source of evaluation to go beyond building-level leadership and include students, as well as the opportunity for subject-area

specialists to evaluate specific artifacts. The variation in evaluator sourcing provides opportunities for a cadre of school leaders and supervisors to evaluate teachers, taking time and logistical pressure off of one administrator (Pecheone & Wei, 2009). Each measure is also layered with multiple indicators (also measured independently). Such layering allows districts to capture the complex and diverse nature of an educator's responsibilities, duties, and effectiveness (Mathis, 2012). Through a multiple measure and independent metric approach, NEE seeks to provide an educator, building-level leadership, and district office personnel the clearest and most rich dataset possible to advance educator effectiveness for individuals, buildings, and districts.

NEE also recognizes the differentiation in professional duties across educators within a building. As part of NEE evaluation, there are evaluative modules for (1) teachers, (2) principals, (3) speech-language pathologists, (4) school librarians, (5) school counselors, (6) instructional coaches, and (7) paraprofessionals. Through providing each type of professional their own unique and customizable evaluation, NEE provides the opportunity for more relevant and meaningful conversations in formative and summative evaluations.

Every evaluation component within NEE is linked to professional development through our online professional development library, EdHub. The library has been created to significantly increase the access of high-quality educator development materials for educators from urban to extremely rural locations. EdHub has been successful in acquiring additional funds from the Bill and Melinda Gates Foundation to create and offer some of the topic strands of modules within the library. This effort to collectively build an integrated platform of learning for all educators within NEE to access is a vital component of our mission. Current topic strands include but are not limited to: Assessment, Beginning Teacher Assistance, Classroom Management, Data Analysis, Video Examples, Instructional Strategies, Social/Emotional Learning, and Professional Practices.

**Classroom Observations:** The Network for Educator Effectiveness recommends principals conduct classroom observations six to eight times per evaluation cycle per teacher. Classroom observations are conducted on three to five selected indicators of effective teaching practice, which are selected through local decisions. Principals score the observations using a standard rubric for each indicator and enter their scores in an online database that stores data on every educator in the district and automatically generates reports. The database is linked to online professional development, and teachers can be offered professional development targeted to specific behaviors with low scores. NEE is about promoting growth, rather than merely evaluating teachers.

The classroom observation scoring rubric used in NEE is not merely a checklist, nor does it categorize teachers, but rather asks principals to assign a continuous score for discrete teaching behaviors. The rubric scale is from 0 to 7, with anchor descriptions provided at scores of 1, 3, 5, and 7. Scores are given for each teaching behavior separately; for instance, a teacher may score a "2" on "promotes critical thinking" but a "6" on "positive interactions with students." Therefore, teachers get detailed and independent feedback on areas of strength and areas needing improvement, which is the most effective kind of feedback for promoting growth.

**Professional Development Plan:** The purpose of the Teacher Professional Development Plan (TPDP) is to align an individual teacher's professional development plan to the goals of the school and district. This helps teachers to construct a specific, focused timeline of professional development activities centered on one goal and generates conversations about that professional development throughout the evaluation cycle.

The professional development plan is structured as a continual check-in between administrator and teacher. Sample elements of the professional development plan a teacher creates include: "Uses data to determine professional development goals," "Cites research to inform and justify professional development activities," and "Includes collaboration with other educators."

**Unit of Instruction:** The NEE Unit of Instruction (UOI) continues the practice of using lesson plans as factual evidence of a teacher’s ability to turn written curriculum into taught curriculum. The NEE UOI is meant to be one part of the total data picture that provides teachers with meaningful feedback for ongoing growth.

The Unit of Instruction is structured as the opportunity for teachers to showcase how they turn curriculum into instruction that promotes student growth. The Unit of Instruction as an evaluation measure provides leaders the opportunity to assess the instructional planning and decision making of a teacher, as well as provides for student growth measure documentation. Sample elements of the Unit of Instruction a teacher creates include: “Unit objectives are aligned with Board of Education (BOE)-approved content standards and curriculum,” “Includes a process of formative assessment to inform instruction and summative assessment to evaluate student learning,” “Describes instructional strategies for differentiated instruction appropriate for diverse learners present in the classroom,” and “Describes how the UOI will improve family and community involvement in the learning process.”

**Student Survey of Teacher Performance:** Student surveys are an increasingly common component of teacher evaluation systems, which are classified as normal educational practices. The student survey provides teachers with feedback on areas of strengths and areas needing improvement, linked to specific, concrete teacher behaviors rather than global ratings. Research suggests this is the most effective kind of feedback for promoting growth. On the survey, students rate their teachers from 0 to 3 on a Likert scale for each indicator of teaching effectiveness. Sample items include: “This teacher makes us use the vocabulary we learn,” “This teacher tells us the goals for each lesson,” “This teacher makes us explain our answers,” and “This teacher gives us choices in our classwork.”

**Training:** As part of onboarding as a NEE district, each administrator within the district participates in training of the evaluation process. The majority of training is spent on using the classroom observation scoring rubric and calibrating evaluators with each other. Initial training involves two days of instruction, followed by a one-day re-calibration session each subsequent year. Training is carefully designed to follow best practices. NEE uses a “rater error” training approach in which raters are trained to recognize and avoid making leniency errors and halo errors, and to use the full scale. Raters are trained to begin with a rating of “3” and then only move up or down the scale if the evidence clearly justifies doing so. NEE also uses a “performance dimension” training approach in which raters learn to understand common teaching practices through discussion and literature review. The NEE classroom observation rubric includes several teaching practices that reflect different types of observable behaviors that have been found to contribute to student learning (e.g., Muijs et al., 2014; Van der Lans et al., 2018). Finally, NEE also uses a “practice-with feedback” training approach in which raters watch and rate carefully selected videos of authentic classes that portray a range of teaching effectiveness (across a range of subjects and grade levels). Together, these training approaches reduce error and increase accuracy (Chafouleas, 2011; Woehr & Huffcutt, 1994). At the end of training, principals must take an exit exam in which they independently rate videos of authentic classroom teaching episodes. Their ratings on the exams are compared to master scores, which were provided by rubric developers and selected principals who had substantial experience using the rubric in authentic observations. The master scoring process involved having several expert raters make ratings independently followed by small-group discussion to justify scores and resolve discrepancies. The process was repeated with a second group of expert raters to ensure master scores were robust.

Other components addressed as part of training include providing effective feedback to teachers through discussions around the NEE Guide to Effective Feedback Conversations, a five-step approach synthesized from best practices in human resources and educational leadership; guided instruction on linking evaluation and professional development building leadership teams, district leadership teams, professional learning communities, and individual teachers; walkthroughs of the NEE Data Tool and EdHub; and introductory conversations concerning the other evaluation measures and modules within the Network for Educator Effectiveness.

## **IMPLEMENTATION PROCESS**

NEE has a well-defined induction process that provides districts with a specific set of steps to follow for successful long-term adoption. This induction process also allows for some degree of flexibility for each district. The following is a sequence of induction steps used to onboard districts:

**I. Awareness Sessions and Decision to Join NEE:** Awareness sessions are presented to review all NEE components and processes. Awareness sessions are led by a NEE Member Services staff member to provide all key district and building-level stakeholders the opportunity to review measurement instruments (rubrics, surveys, organizers, etc.), participate in question-and-answer forums, and see demonstrations of the Data Tool and EdHub. This effort is intended to provide all parties the chance to learn everything necessary to assist in the decision-making process.

**II. Development of District NEE Implementation Plan:** NEE assists each district in the development of a local NEE implementation plan. This allows each district to address local needs and provides them with a clear roadmap to their desired objectives. These plans are typically two or three years in length and can be adjusted as implementation is underway. NEE has completed this step so many times that we have completed plans we share with districts to provide them with proven implementation plans from districts similar to their situation. These plans describe the key personnel involved in the plan and an estimated timeline for key implementation events.

**III. Orientation to Administration and Teachers:** A critical step in successful implementation and long-term impact of NEE at the classroom level is the orientation of all administrators and instructional staff. NEE suggests this be done in the spring of the school year prior to implementing NEE in August. Providing this long window of time for questions and answers typically helps in a smooth implementation because teachers and staff do not feel they have been rushed into an unfamiliar situation. NEE provides a wide range of orientation materials to give administrators and teachers a number of methods to complete the orientation process.

**IV. Year 1 Training for All Evaluators:** NEE works with a cluster of districts joining NEE to schedule a Year 1 Training session in late May or early June, during which all evaluators will receive their initial NEE training. This regional cluster approach is used to allow for a more diverse learning experience by bringing administrators from several districts together into one session. This two-day event is the initial step of a multi-year training program that NEE has successfully used to increase the inter-rater reliability of nearly 2,000 evaluators. By joining NEE, districts agree that their evaluators will attend follow-up half-day trainings each summer after the initial year of NEE implementation. NEE tests every training event participant each summer after their training experience and uses this data for participant intervention in the case of poor rating scores and for internal analysis to determine modifications to future training events. While the focus of the NEE Year 1 Training session is building greater inter-rater reliability between evaluators using NEE's extensive library of classroom video segments, time also is allocated to train evaluators on how to properly provide specific, actionable feedback to teachers after each classroom observation.

**V. Teacher "Intro to NEE" Online Mini-Course:** As teachers and other instructional staff return to school from summer break, they are provided with their NEE Data Tool logins and login instructions to access the online educator training resource library in the Data Tool. This library contains more than 300 online interactive learning activities on a wide range of education topics. The first online activity teachers are instructed to complete is the "Intro to NEE." The intro module provides teachers with a refresher of key NEE concepts provided in the spring orientation and adds specific details on how to access their data reports in the Data Tool, the extensive collection of resources in the Data Tool's "Help and Resources" section, and how to use the online educator training resource library for their professional growth efforts in unison with the evaluation-related feedback provided by their supervisor during the school year.

**VI. Follow-up Calibration Visit from NEE Member Services Staff:** Typically in the fall, after five to eight weeks of school have been completed, a NEE Member Services staff member will contact each school that started NEE that year for an on-site visit to provide follow-up support to principals. This could include a small group “Calibration Walk” where local principals join the NEE staff person in performing two to three walkthroughs in one building, then have debrief conversations to ensure the principals are following the NEE observation protocols and to reinforce the concepts of inter-rater reliability covered during the summer training. These “Calibration Walk” activities provide an opportunity for administrators to ask questions and learn tips from the NEE Member Services staff person.

Another helpful resource for continued evaluator observation reliability training is the Classroom Observation Scoring Practice Modules in EdHub. These resources provide evaluators with an extensive set of master-scored classroom video segments across a wide variety of performance indicators, subjects, and grade levels for principals to improve their observation scoring practices. NEE districts also use these video segment resources during admin meetings during the school year to continue to build strong inter-rater reliability within the admin team. This activity is among a set of recognized “NEE Best Practices” that are shared with district leaders as their district enters NEE. These best practices and NEE-specific protocol build stronger leadership skills and behaviors in building leaders. In fact, over the last three years, an interesting trend has been noticed in Missouri principal-position hiring notices: Job postings have included “NEE Training Completion/Experience Preferred” as a desired characteristic of potential candidates. This is evidence that NEE is superior to the standard training process.

## **WRITTEN RESPONSE TO EVALUATION**

The Network for Educator Effectiveness allows for employees to respond to the summative evaluation in two ways, as determined by the district: paper signature or electronic signature. Examples of both options are available on the following pages. A signature indicates that an employee has viewed the summative evaluation. An employee signature is required before a summative evaluation can be complete.

# WRITTEN RESPONSE TO EVALUATION: PAPER OPTION

## Summative Report of Educator Effectiveness

**Susie Teacher**

12 years of Experience

Positions: Teacher, Library Media Specialist

Subject Areas: ELA/Communication Arts, Library Media

Buildings: NEE High School, NEE Middle School

### **Indicator 1.2 - The teacher cognitively engages students in the content.**

#### **Classroom Observation**

Observed 2 times with a mean of 4.5  
Doss Building, NEE High School, NEE Middle School: Mean of 4.7  
NEE School District, NEE Summer Training District: Mean of 4.5  
Comparative: No comparative data found

#### **Unit Of Instruction**

3 Unit Of Instruction with a mean of 2.0

#### **Professional Development Plan**

3 Professional Development Plan with a mean of 4.0

### **Indicator 2.2 - The teacher sets and monitors student goals.**

#### **Unit Of Instruction**

3 Unit Of Instruction with a mean of 2.7

### **Indicator 2.3 – The teacher uses theory- and research-based strategies.**

#### **Unit Of Instruction**

3 Unit Of Instruction with a mean of 2.7

### **Indicator 3.1 - The teacher implements curriculum standards.**

#### **Unit Of Instruction**

3 Unit Of Instruction with a mean of 2.2

### **Indicator 3.2 - The teacher develops lessons for diverse learners.**

#### **Unit Of Instruction**

3 Unit Of Instruction with a mean of 2.7

#### **Professional Development Plan**

3 Professional Development Plan with a mean of 4.0

### **Indicator 4.1 - The teacher uses instructional strategies that lead students to problem-solving and critical thinking.**

#### **Classroom Observation**

Observed 2 times with a mean of 4.5  
Doss Building, NEE High School, NEE Middle School: Mean of 4.1  
NEE School District, NEE Summer Training District: Mean of 3.8  
Comparative: No comparative data found

#### **Unit Of Instruction**

3 Unit Of Instruction with a mean of 1.7

### **Indicator 4.2 - The teacher effectively uses appropriate instructional resources to enhance student learning.**

#### **Unit Of Instruction**

3 Unit Of Instruction with a mean of 2.0

### **Indicator 5.3b - The teacher establishes secure teacher-student relationships.**

#### **Classroom Observation**

Observed 1 time with a mean of 4.0  
Doss Building, NEE High School, NEE Middle School: Mean of 5.2  
NEE School District, NEE Summer Training District: Mean of 4.7  
Comparative: No comparative data found

**Indicator 7.2 - The teacher uses assessment data to improve learning.**

**Unit Of Instruction**

3 Unit Of Instruction with a mean of 2.3

**Indicator 7.4 - The teacher monitors the effect of instruction on the whole class and individual learning.**

**Classroom Observation**

Observed 1 time with a mean of 3.0  
Doss Building, NEE High School, NEE Middle School: Mean of 3.8  
NEE School District, NEE Summer Training District: Mean of 3.8  
Comparative: No comparative data found

**Indicator 8.1 - The teacher engages in self-assessment and improvement.**

**Professional Development Plan**

3 Professional Development Plan with a mean of 3.9

**Indicator 8.2 - The teacher seeks and creates professional learning opportunities.**

**Professional Development Plan**

3 Professional Development Plan with a mean of 3.9

**Indicator 9.2 - The teacher collaborates within historical, cultural, political, and social contexts to meet the needs of students.**

**Unit Of Instruction**

3 Unit Of Instruction with a mean of 2.3

**Indicator 9.3 - The teacher cooperates in partnerships to support student learning.**

**Professional Development Plan**

3 Professional Development Plan with a mean of 3.7

**Summative**

**Teacher Comments**

A summative meeting with my principal/supervisor was held and I verify we reviewed the contents of this Summative Report and the teacher has not verified it.

**Supervisor Comments**

Is the teacher eligible for reemployment? Yes \_\_\_\_\_  
Has met expectations for growth in student learning. Yes \_\_\_\_\_  
These are the supervisor comments that have been entered and saved.  
By Loesing, Cathie on 4/19/2019 3:44:18 PM

**Signatures**

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_  
Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

*The teacher's signature does not indicate agreement or disagreement with the summative evaluation. The teacher's signature signifies that s/he has received the summative evaluation document and has had an opportunity to review it.*



# WRITTEN RESPONSE TO EVALUATION: ELECTRONIC OPTION

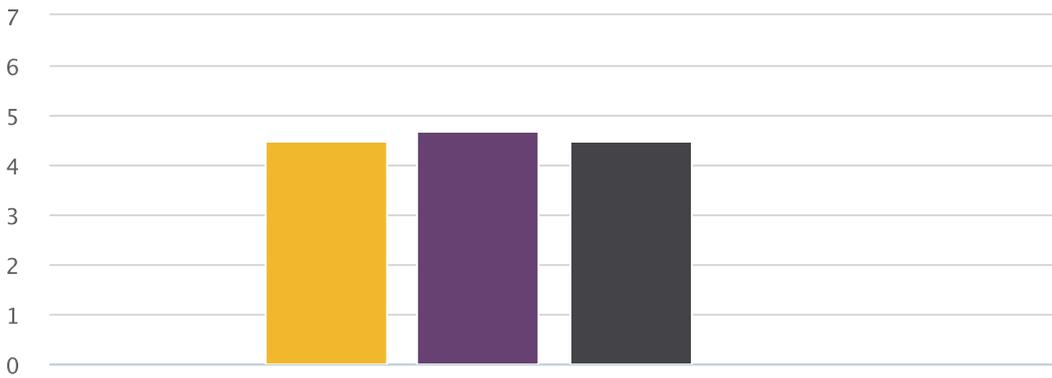
Summative Report February 19, 2018 - April 19, 2019

**Susie Teacher** Teacher, Library Media Specialist | ELA/Communication Arts, Library Media  
12 years experience. NEE Middle School, NEE High School

## Indicator 1.2 - The teacher cognitively engages students in the content.

### Classroom Observation

4.5  
Mean



■ Susie Teacher: Observed 2 times with a mean of 4.5

■ Doss Building, NEE High School, NEE Middle School: Mean of 4.7

■ NEE School District, NEE Summer Training District: Mean of 4.5

■ Comparative Group: No comparative data found

### Unit Of Instruction

2.0  
Mean

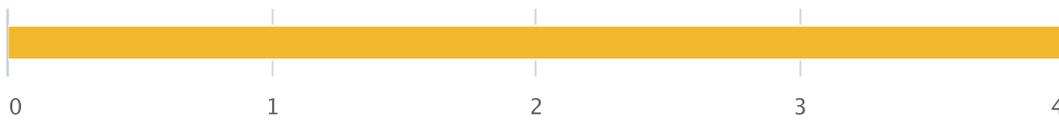


■ Susie Teacher: 3 Units of Instruction with a mean of 2.0

## Professional Development Plan

4.0

Mean



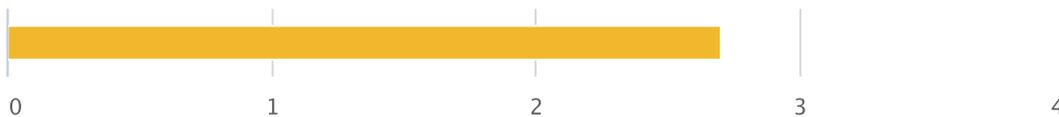
■ Susie Teacher: 3 Professional Development Plans with a mean of 4.0

## Indicator 2.2 - The teacher sets and monitors student goals.

### Unit Of Instruction

2.7

Mean



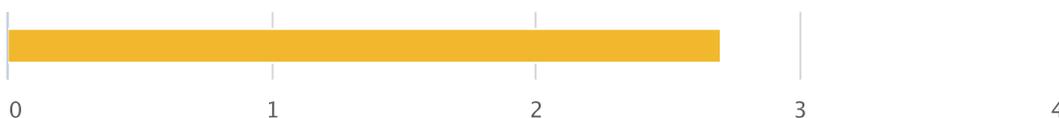
■ Susie Teacher: 3 Units of Instruction with a mean of 2.7

## Indicator 2.3 - The teacher uses theory- and research-based strategies.

### Unit Of Instruction

2.7

Mean



■ Susie Teacher: 3 Units of Instruction with a mean of 2.7

## Indicator 3.1 - The teacher implements curriculum standards.

### Unit Of Instruction

2.2

Mean

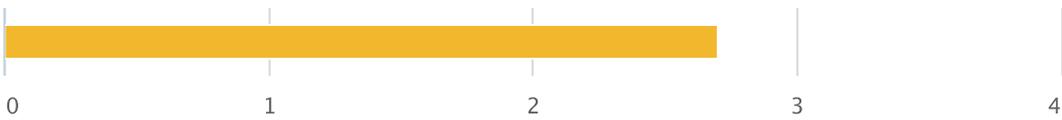


■ Susie Teacher: 3 Units of Instruction with a mean of 2.2

### Indicator 3.2 - The teacher develops lessons for diverse learners.

#### Unit Of Instruction

2.7  
Mean



■ Susie Teacher: 3 Units of Instruction with a mean of 2.7

#### Professional Development Plan

4.0  
Mean

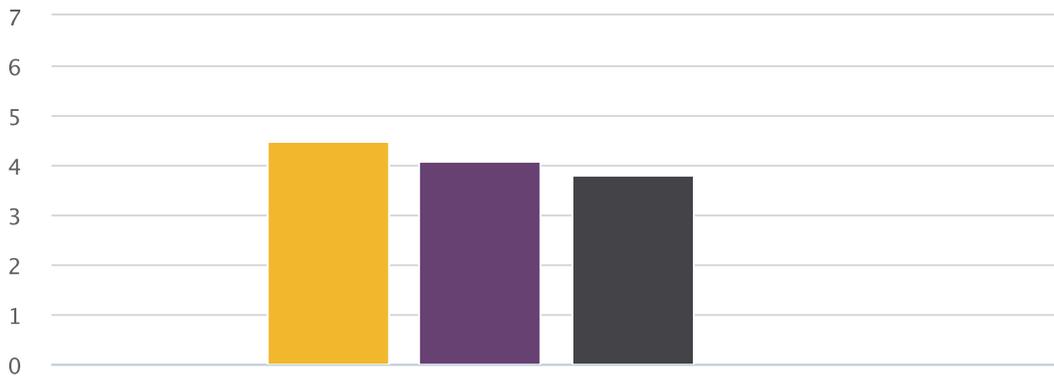


■ Susie Teacher: 3 Professional Development Plans with a mean of 4.0

### Indicator 4.1 - The teacher uses instructional strategies that lead students to problem-solving and critical thinking.

#### Classroom Observation

4.5  
Mean



■ Susie Teacher: Observed 2 times with a mean of 4.5

■ Doss Building, NEE High School, NEE Middle School: Mean of 4.1

■ NEE School District, NEE Summer Training District: Mean of 3.8

■ Comparative Group: No comparative data found

### Unit Of Instruction

1.7  
Mean



■ Susie Teacher: 3 Units of Instruction with a mean of 1.7

### Indicator 4.2 - The teacher effectively uses appropriate instructional resources to enhance student learning.

### Unit Of Instruction

2.0  
Mean



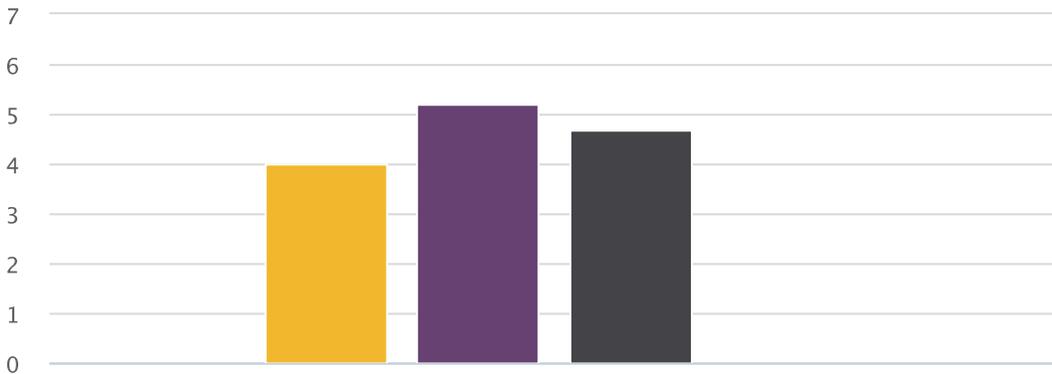
■ Susie Teacher: 3 Units of Instruction with a mean of 2.0

**Indicator 5.3b - The teacher establishes secure teacher-student relationships.**

**Classroom Observation**

4.0

Mean



■ Susie Teacher: Observed 1 time with a mean of 4.0

■ Doss Building, NEE High School, NEE Middle School: Mean of 5.2

■ NEE School District, NEE Summer Training District: Mean of 4.7

■ Comparative Group: No comparative data found

**Indicator 7.2 - The teacher uses assessment data to improve learning.**

**Unit Of Instruction**

2.3

Mean

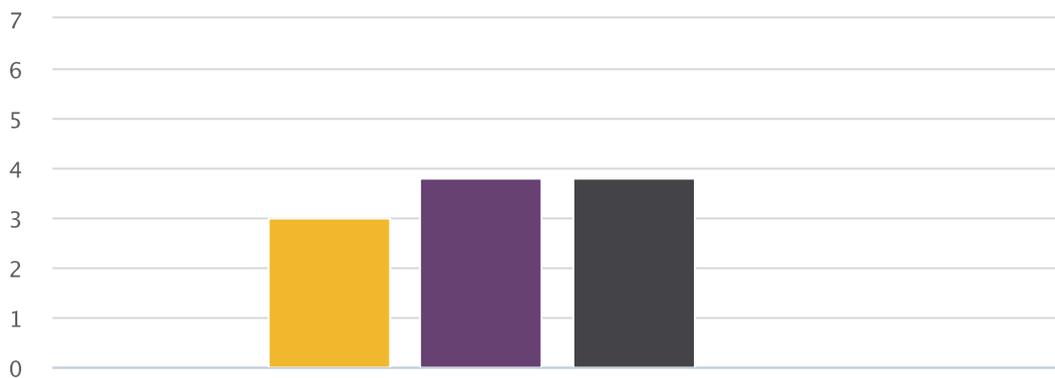


■ Susie Teacher: 3 Units of Instruction with a mean of 2.3

**Indicator 7.4 - The teacher monitors the effect of instruction on the whole class and individual learning.**

**Classroom Observation**

3.0



■ Susie Teacher: Observed 1 time with a mean of 3.0

■ Doss Building, NEE High School, NEE Middle School: Mean of 3.8

■ NEE School District, NEE Summer Training District: Mean of 3.8

■ Comparative Group: No comparative data found

### Indicator 8.1 - The teacher engages in self-assessment and improvement.

#### Professional Development Plan

3.9  
Mean



■ Susie Teacher: 3 Professional Development Plans with a mean of 3.9

### Indicator 8.2 - The teacher seeks and creates professional learning opportunities.

#### Professional Development Plan

3.9  
Mean



■ Susie Teacher: 3 Professional Development Plans with a mean of 3.9

**Indicator 9.2 - The teacher collaborates within historical, cultural, political, and social contexts to meet the needs of students.**

**Unit Of Instruction**

2.3  
Mean



■ Susie Teacher: 3 Units of Instruction with a mean of 2.3

**Indicator 9.3 - The teacher cooperates in partnerships to support student learning.**

**Professional Development Plan**

3.7  
Mean



■ Susie Teacher: 3 Professional Development Plans with a mean of 3.7

**Summative**

**Teacher Comments**

A summative meeting with my principal/supervisor was held and I verify we reviewed the contents of this Summative Report.

Comments

**Supervisor Comments**

These are the supervisor comments that have been entered and saved.

*By Loesing, Cathie on April 19, 2019*

---

**Reemployment**

Is the teacher eligible for reemployment?

**Yes**

**Growth in Student Learning**

Has met expectations for growth in student learning.

**Yes**

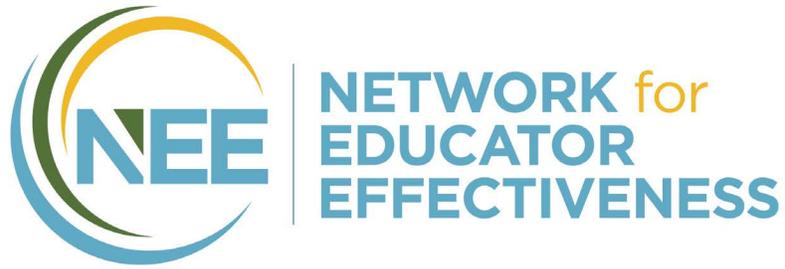
**Completed Information**

Completed By:Cathie Loesing

Completed On:April 19, 2019

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

## CONTACT



In affiliation with the  University of Missouri

### **ADDRESS**

2800 Maguire Blvd.  
Columbia, MO 65211

### **WEB**

[NEEAdvantage.com](http://NEEAdvantage.com)

### **EMAIL**

[nce@missouri.edu](mailto:nce@missouri.edu)

### **PHONE**

844-793-4357

© Copyright 2019 by the Curators of the University of Missouri. All rights reserved.  
No part of this work may be reproduced or transmitted by any means.

## **2008 Meetings**

### 1. Open Meetings

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

### 2. Types of Meetings

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

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

### 3. Notice

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

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

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

4. Minutes

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

Adopted on: December 12, 2016

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

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

## 5018

### Parent and Guardian Involvement In Education Practices

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

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

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

- b. State Assessments

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

- c. National Assessment of Educational Progress

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

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

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

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

Adopted on: August 14, 2017

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

Reviewed on: July 9, 2019

**5057**  
**Parental Involvement In the Title I Program**

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

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

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

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

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

Adopted on: October 10, 2016

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

Reviewed on: July 8, 2019



Ken Schroeder &lt;ken.schroeder@ravennabluejays.org&gt;

---

**Fwd: Title 1 Policy Upday**

1 message

---

**Paul Anderson** <paul.anderson@ravennabluejays.org>  
To: "Dr. Ken Schroeder" <ken.schroeder@ravennabluejays.org>

Tue, Jul 2, 2019 at 9:19 AM

Here is my request and response from the parent that got back to me.

**Paul Anderson**  
Elementary Principal  
Ravenna Public Schools

----- Forwarded message -----

From: **MYRA k** <myra14\_6@hotmail.com>  
Date: Mon, Jul 1, 2019 at 8:04 PM  
Subject: Re: Title 1 Policy Upday  
To: Paul Anderson <paul.anderson@ravennabluejays.org>

Looks good Paul. Myra

Sent from my iPhone

On Jul 1, 2019, at 3:47 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>

## **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	<del>Students must provide</del>
▪ 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 \$0.58 cents per mile.

#### **8. Copies of Student Files or Records.**

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

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

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

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

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

#### **10. Participation in Summer School or Night School.**

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

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

#### **11. Charges for Food Consumed by Students.**

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

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

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

- Breakfast Program – Grades K-6
  - Regular Price \$2.00
  - Reduced Price \$0.30
  
- Breakfast Program – Grades 7-12
  - Regular Price \$2.15
  - Reduced Price \$0.30
  
- Lunch Program – Grades K-6
  - Regular Price \$2.85
  - Reduced Price \$0.40
  
- Lunch Program – Grades 7-12
  - Regular Price \$3.15
  - Reduced Price \$0.40

## **12. Charges for Musical Extracurricular Activities.**

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

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

### **13. Contributions for Junior and Senior Class Extracurricular Activities.**

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

#### **C. Waiver Policy.**

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

#### **D. Distribution of Policy.**

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

#### **E. Voluntary Contributions to Defray Costs.**

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

#### **F. Fund-Raising Activities**

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

**G. Student Fee Fund.**

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

Adopted on: June 11, 2018

Revised on: July 8, 2019

Reviewed on: July 8, 2019

## **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: June 11, 2018

Revised on: June 11, 2018

Reviewed on: July 8, 2019

## **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: July 8, 2019

## **SUPERINTENDENT'S CONTRACT OF EMPLOYMENT RAVENNA PUBLIC SCHOOLS**

THIS CONTRACT is made by and between the **Board of Education of Ravenna Public Schools**, legally known as **Buffalo County School District 10-0069**, and referred to as "the Board" and "the School District" respectively, and **Dr. Ken Schroeder**, referred to herein as "the Superintendent". In accordance with its action taken and recorded in the minutes of a duly advertised board meeting, the Board agrees to employ the Superintendent, and the Superintendent agrees to accept such employment, subject to the terms and conditions set forth herein.

**Section 1. Term of Contract.** The Superintendent shall be employed for a period of 2 year(s) beginning on **July 1, 2019**, and expiring on **June 30, 2021**. During each year of this contract, the Superintendent shall render at least 230 working days of service in the performance of his duties as Superintendent. "Working days" typically will not include Saturdays, Sundays, and legal holidays, but it shall include all days on which the Superintendent actually and necessarily completes his contractual duties. The Superintendent agrees to work sufficient hours and days to satisfactorily complete the duties of this contract. The Superintendent shall keep complete and accurate records of his working days and shall provide the Board of Education with a report of his accumulated working days at least quarterly.

**Section 2. Renewal of Contract.** If a Board representative does not inform the Superintendent in writing on or before **the seventh day after the regular December board meeting** of the Board's intention to consider the nonrenewal or amendment of this contract, the contract will automatically renew for a period of **one year** from and after the expiration date provided in Section 1 of this contract. The Superintendent shall remind the Board in writing of this provision no later than **its regular November meeting** of each year of this contract and shall make the renewal of his employment contract an agenda item for the regular **December** board meeting during each year of this contract. At the time of each contract renewal and/or amendment, the Superintendent shall be responsible for taking all necessary steps to insure that the School District has complied with the Superintendent Pay Transparency Act.

**Section 3. Salary.** The Superintendent's salary for the contract year shall be **\$133,788.07** which shall be paid in 12 equal monthly installments beginning in the month of **July 2019**. The Board shall not reduce the Superintendent's salary during the term of the contract, but may increase it and/or the benefits during the term of this contract, as an amendment to the contract, without the amendment constituting a new contract, requiring a hearing, or extending the term of this contract.

**Section 4. Deductions.** This contract shall conform to the statutes and regulations governing deductions from compensation. The Superintendent authorizes the District to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Superintendent or the value of property or money entrusted to the Superintendent or owed by the Superintendent to the District during the course of or as a result of the Superintendent's employment, if such property or money have not properly been returned to the District. The school district shall withhold other deductions as the Superintendent and Board may agree.

**Section 5. Professional Status.** The Superintendent affirms that he is not under contract with any other board of education covering any part or all of the term provided in this contract. Throughout the contract term, he will hold a valid and appropriate certificate to act as a superintendent of schools in the State of Nebraska which he will register and maintain on file in the school district's central administrative office. This contract shall not be valid and the Board will not compensate the Superintendent for any service performed prior to the date that he registers his certificate. The Superintendent represents that: (1) all information he provided in connection with his application for employment with the District was true and accurate at the time of application, and if there is or has been a material change in such information, he will advise the Board immediately; (2) he has never been convicted of or plead no contest to, a felony as defined in Title 92, Chapter 21, Sections 003.11 and 003.13 of the Nebraska Administrative Code ("Rule 21"), or any offense involving moral turpitude, abuse, neglect, or sexual misconduct, as defined in Title 92, Chapter 21, Sections 003.12 and 003.13 of the Nebraska Administrative Code; and (3) he has not had any professional licenses or certificates suspended or revoked.

**Section 6. Superintendent's Duties.** The Superintendent's duties shall be as prescribed by statute and by Board policies, rules, regulations and directives. The Superintendent agrees to devote his time, skill, labor and attention to his duties throughout the contract term. He shall be subject to the direction and control of the Board at all times and shall perform such administrative duties as the Board assigns to his. By agreement with the Board, he may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations as long as they do not interfere with carrying out his duties and obligations to the school district.

**Section 7. Board-Superintendent Relationship.** The Board shall be primarily responsible for formulating and adopting policy. The Superintendent shall be the chief administrative officer for the district and shall be responsible for implementing Board policy. He shall organize the administrative and supervisory staff, and select, place, and transfer personnel with the concurrence of the Board. He is responsible for administering the instruction of students and the business affairs of the school district. The Board members agree, individually

and collectively, to promptly refer all criticisms, complaints, and suggestions called to their attention to the Superintendent for action, study and/or recommendation, as appropriate.

**Section 8. Cancellation or Mid-Term Amendment.** The Board may cancel or amend this contract during its term for any of the following reasons: (a) the cancellation, termination, revocation, or suspension of the Superintendent's certificate (Nebraska Administrative and Supervisory Certificate, or the Nebraska Professional Administrative and Supervisory Certificate) by the State Board of Education; (b) any of the reasons set forth in this contract; (c) the breach of any of the material provisions of this contract; (d) incompetence; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) conduct involving moral turpitude; (i) physical or mental incapacity; (j) immorality; (k) conviction of a felony; (l) any conduct that substantially interferes with the Superintendent's continued performance of his duties; (m) any arrest, criminal charge, or criminal conviction of Superintendent or the failure to report the same; (n) any filing against the Superintendent under Neb. Rev. Stat. Section 43-247 or any other provision of the Nebraska Juvenile Code for child abuse and/or neglect or the failure to report the same; (o) knowingly falsifying school district records or documents; (p) misrepresentation of fact to the district and its personnel in the conduct of the district's official business; (q) the use or possession of illegal drugs or controlled substances except as prescribed by a physician; or (r) being under the influence of illegal drugs, controlled substances, or alcohol while on school grounds, at school events, or in a vehicle owned, leased or contracted by the district except as prescribed by a physician. The procedures for cancellation or amendment shall be in accordance with state statutes. The parties agree that the Superintendent's failure to comply with his duties under Section 2 (Renewal of Contract) or Section 15 (Evaluation) shall constitute a material breach of this contract.

**Section 9. Disability.** If the Superintendent is unable to perform his duties by reason of illness, accident or other disability beyond his control, and the disability continues for a period of more than 90 days or if the disability is permanent, irreparable, or of such a nature as to make performance of his duties impossible, the Board may initiate action to cancel this contract, whereupon the respective rights, duties and obligations of the parties hereunder shall terminate, with the exception of any benefits to be paid to the Superintendent under any insurance coverage furnished by the district.

**Section 10. Transportation.** The Board shall provide the Superintendent with transportation or reimburse him for mileage required in the performance of his official duties at the then-current IRS rate.

**Section 11. Fringe Benefits.** The Board shall provide the Superintendent with the following fringe benefits:

- a. Health Insurance.** Family health insurance that is provided to certificated staff through the District's health insurance carrier.
- b. Dental Insurance.** Family dental insurance that is available to certificated staff through the District's health insurance carrier.
- c. Life Insurance.** Term life insurance with a total death benefit of \$50,000.00 with the option to purchase an additional \$50,000 of coverage.
- d. Sick Leave.** The Superintendent shall be entitled to 10 days of sick leave per year which may accumulate to a total of 30 days. For purposes of the 2017-2018 year only, the Superintendent will receive a one-time credit of 10 additional days, meaning he will begin the 2017-2018 contract year with 20 total sick days. In each subsequent year, the Superintendent will be eligible for up to 10 days of sick leave unless otherwise capped by the 30-day limit on accrual. Sick leave may only be used for personal illness or as otherwise provided in District policy. If the Superintendent qualifies for disability pay under the long-term disability policy, he shall be required to take the disability pay instead of sick leave pay. The Superintendent shall keep complete and accurate records of his sick days and shall provide the Board of Education with a report of his accumulated sick days at least quarterly. The Superintendent shall not be compensated for unused days of sick leave upon the ending of his employment with the District.
- e. Disability Insurance.** The Superintendent shall purchase long-term disability insurance from the school district's carrier at his own expense. The Board will increase his salary by the amount of the premium cost.
- f. Professional Development.** The Superintendent is expected to continue his professional development and to participate in relevant learning experiences. With the approval of the Board, he may attend appropriate professional meetings at the local, state, regional and national level; and the Board will pay for valid expenses of attendance. If the Superintendent attends a national convention and does not return following the initial year of employment as Superintendent, the Superintendent agrees to repay the

District in full for national convention expenses paid by the District.

- g. Professional Dues.** The school district will pay the annual dues for the Superintendent's membership in the following organizations: American Association of Superintendents; Nebraska Council of School Administrators.
- h. Physical Examination.** The Superintendent may voluntarily undergo a physical examination. The Superintendent agrees that he will authorize the physician performing each such examination to provide the Board with all records, results and medical judgments of the examination. Up to \$200 of the cost of such physical examination and physician's reports which are not paid for by the Superintendent's insurance coverage shall be paid by the District.
- i. Cell Phone.** The Superintendent shall be required to purchase and maintain a cellular phone so that he can be reached at all times for work-related emergencies or while away from school grounds during the work day. The School District will reimburse the Superintendent up to a maximum of \$100 per month for the actual cost of a cellular phone service plan.
- j. Expense Reimbursement.** The Board shall pay or reimburse the Superintendent for expenses that are actually, necessarily, and reasonably incurred in attending educational seminars, conventions, and workshops; conferences; training programs; official school functions, hearings or meetings, provided that (1) such payment or expense is authorized by the Local Government Miscellaneous Expenditures Act (Neb. Rev. Stat. § 13-2201 *et seq.*) or some other provision of law, and (2) the Superintendent shall secure the prior approval of the Board before incurring any such expense when the anticipated aggregate expense of any single event is \$1,000.00 or more.

**Section 12. Principal Residence/Domicile in School District.** The Superintendent shall have his domicile and principal residence within the boundaries of the District as they exist on the first duty day for the Superintendent under the terms of this contract; and, the Superintendent shall maintain his domicile and residence within the boundaries of the District during the term of this agreement, or any renewal, amendment, or continuation thereof, except as otherwise provided herein. If the Superintendent is in his first year of

employment with the District and does not have his domicile and principal place of residence within the District at the time of his employment, the Superintendent shall move his domicile and principal place of residence into the corporate limits of the District before the expiration of the first six months from the Superintendent's first duty day under this contract. It is the purpose of this paragraph to require the Superintendent to, at all times during such employment, live and maintain his domicile and principal place of residence in the District to encourage the Superintendent: (1) to be highly motivated and deeply committed to the District's educational system; (2) to speak to and vote on ballot issues affecting the district as a legal voter of the school district; (3) to be involved in school and community activities bringing his in contact with parents and community leaders and be committed to the future of the district and its schools; (4) to be accessible to parents and students, and allow parents and students to become personally acquainted with the Superintendent; and, (5) to gain sympathy and understanding for the cultural basis of the community, and the social, economic, and environmental problems of the children of the school community and are thus less likely to be considered isolated from the community in which he is the educational leader.

**Section 13. No Penalty for Release or Resignation.** There shall not be a penalty for the release or resignation of the Superintendent from this contract; provided no resignation shall become effective until the expiration of the contract unless it is accepted by the Board, and the Board shall fix the date at which the resignation shall take effect.

**Section 14. Compensation Upon Termination and Credit for Accrued Vacation.** Upon lawful termination of this contract for any reason, the compensation to be paid hereunder shall be an amount which bears the same ratio to the annual salary specified as the number of months or fraction thereof to the date of such termination bears to the 12 months in the annual salary period in which termination occurs. The Superintendent shall refund any portion of the salary he was paid but had not earned prior to the date of termination of this contract. He shall be paid for any unused vacation days at the daily compensation rate then in effect at the termination of employment.

**Section 15. Evaluation.** The Board shall evaluate the Superintendent twice during his first year of employment and at least once each year thereafter. The first evaluation during the first year of employment and the yearly evaluations after the first year of employment shall occur no later than the **regular December meeting**. The Superintendent shall: remind the Board members in writing of this provision no later than its **regular November meeting**; make his evaluation an agenda item for the regular **December** board meeting during each year of this contract; and provide them with the written evaluation instrument that is on file with the Nebraska Department of Education.

**Section 16. Legal Actions.** The Board will support the Superintendent if there is a legal dispute caused by his carrying out his duties properly. If a legal action, including a professional practice complaint, is threatened or filed against the Superintendent as a result of his performance of his duties or his position as Superintendent of the district, the Board will provide his with a legal defense to the maximum extent permitted by law so long as he acted in good faith and in a manner which he reasonably believes to be in or not opposed to the best interests of the district and, with respect to any criminal action or proceeding, had no reasonable cause to believe that his conduct was unlawful.

**Section 17. Physical or Mental Examination.** The Superintendent agrees that, at the request of the Board, he will have a comprehensive physical and/or mental examination performed by one or more licensed physicians or psychologists of the Board's choosing during the term of this Contract. In deference to the requirements of the Americans with Disabilities Act and HIPAA, the physician's report to the Board must address whether the Superintendent is able to perform the "essential functions" of his position.

**Section 18. Disciplinary Action.** The parties agree that the Board president may place the Superintendent on paid leave by delivering written notice of the same when the Board president determines it is in the best interests of the school district to do so. The paid leave shall continue unless and until a majority of the Board determines otherwise at a duly convened meeting. The Board may suspend the Superintendent without pay for a period not to exceed thirty (30) working days. Prior to suspending the Superintendent without pay, the Board president or secretary shall deliver a written notice to the Superintendent advising his of the alleged reasons for the proposed action and provided the opportunity to present his version of the facts. Within seven calendar days after receipt of such notice, the Superintendent may make a written request to the secretary of the school board for a formal due process hearing under section 79-832. If such a request is not delivered within such time, the action of the Board shall become final.

**Section 19. Governing Laws.** The parties shall be governed by all applicable state and federal laws, rules, and regulations in performance of their respective duties and obligations under this contact.

**Section 20. Amendments to be in Writing.** This contract may be modified or amended only by a writing duly authorized and executed by the Superintendent and the Board.

**Section 21. Severability.** If any portion of this contract is declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforcement of the remaining provisions of this contract.

IN WITNESS WHEREOF, the parties have executed this contract on the dates indicated below.

**Executed by the Board this 8th day of July, 2019.**

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Secretary, Board of Education

**Executed by the Superintendent this 8th day of July, 2019.**

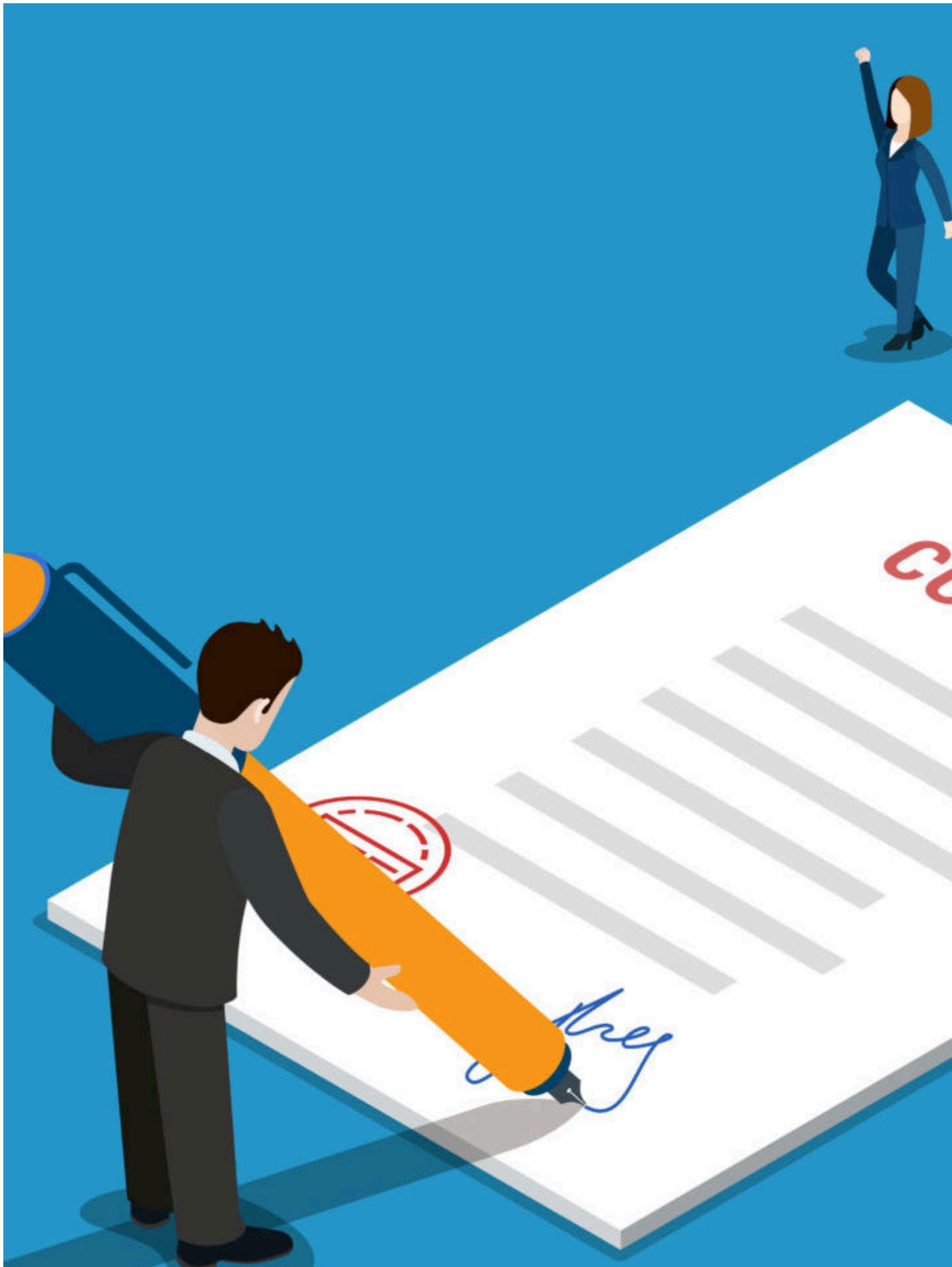
\_\_\_\_\_  
Superintendent

**Superintendent Pay Transparency Notice – Proposed Contract  
Dr. Kenneth Schroeder**

Estimated cost to the district for the 2018-2019 year and future years.

Years remaining on contract after the 2018-2019 school year: 1

	2018-2019 Base Pay Compensation & Benefits	Estimated Future Base Pay Compensation & Benefits 2019-20	Total Contract Cost
Base Pay for the Total FTE:	\$130,246	\$133,788	\$264,034
Benefits & Payroll Cost Paid By the District:			
Insurances:	\$21,660	\$22,740	\$44,400
Districts Share of Retirement, FICA and Medicare	\$22,829	\$23,449	\$46,278
Association / Membership Dues:	\$1,500	\$1,500	\$3,000
Cell Phone / Internet Reimbursement:	\$1,200	\$1,200	\$2,400
Travel Allowance Reimbursement:	\$6,500	\$6,500	\$13,000
Total:	\$183,935	\$189,177	\$373,112



[Click here for a printable version](#)

Many boards are beginning the process of negotiating renewal contracts with their superintendents. This is a good time to pause and remember the requirements of the Superintendent Pay Transparency Act. The Act requires school districts and ESUs to publish both the superintendent's/administrator's contract and a "reasonable estimates and descriptions of all current and future costs." Most districts and ESUs have just added another tab or link on the homepage of their website under which the contract and a copy of "Schedule D" from the state auditor can be found.

As a reminder, when the board is preparing to renew a contract the board must:

1. Post the proposed contract and related costs 3 days before the board meeting at which the contract will be approved or amended;
2. Post the contract and the related costs within 2 days after the meeting at which the contract is approved;
3. Publish an updated [Schedule D](#) any time the "future costs" change; and
4. Provide a copy of the contract and any subsequent amendments to the NDE by August 1<sup>st</sup> following the adoption or amendment of the contract.

Any new contract, changes to an existing contract, or automatic renewals should comply with the posting requirements discussed above. For example, if the board and superintendent agree to amend the superintendent's contract in January of 2017, the district should post the contract 3 days before the meeting, update the posting on the website within 2 days after the meeting to include the changes approved by the board, and send a copy to the NDE before August 1 once the contract is final. The board should also post a new Schedule D.

The board may need to comply with the Act multiple times if there are changes made to the superintendent's contract in separate meetings. For example, the board may extend or renew the Superintendent's contract in January and set the Superintendent's salary in March. In that case, the board would have to comply with the Act both times.

Finally, be sure to put the consideration of changes to the superintendent's contract on the board agenda. Complying with the Act does not substitute for following the Open Meetings Act. As for posting the contract and the Schedule D, there is no right or wrong answer. Here is what the Act says:

*Electronic publication on the web site of the school district or educational service unit shall satisfy the requirement of this subsection if such electronic publication is prominently displayed and allows public access to the entire proposed contract or amendment [and the Schedule D].*

If you have questions, we recommend that you consult with your school district's attorney or call Karen, Steve or Bobby.

**Supt. calculation with increase in total compensation**

	Salary	Fica	Retirement	BC Ins	Life Ins	Total Compensation	
2017-2018	\$ 128,049.00	\$ 9,795.75	\$ 12,648.42	\$ 21,540.84	\$ 120.00	\$ 172,154.01	
2018-2019	\$ 130,246.20	\$ 9,963.83	\$ 12,865.46	\$ 21,540.84	\$ 120.00	\$ 174,736.33	1.50% increase
2019-2020	\$ 133,788.07	\$ 10,234.79	\$ 13,215.32	\$ 22,620.24	\$ 120.00	\$ 179,978.42	3% increase

# **Superintendent Goals**

## **Academic Achievement**

**Proposed Activity:** Implement a system of teacher and principal evaluation that is research based and aligned with the Marzano Indicators. The selected instrument is the NEE (Network for Educator Effectiveness) evaluation instrument. More information about NEE can be found at <https://neeadvantage.com/>.

**Rationale:** Teacher and principal effectiveness has a direct impact on student achievement. A quality evaluation instrument can provide data for individualized professional development opportunities and for staff development opportunities.

**AQuESTT Tenant:** Educator Effectiveness

**Deadline:** December 2020

## **Vision**

**Proposed Activity:** Coordinate a strategic planning session coordinated by NASB and engaging all stakeholders for the purpose of developing a functional, shared, written plan that is aligned to the six AQuESTT Tenants.

**Rationale:** AQuESTT is the state-wide accountability model, which the school district will be evaluated by in future years. Aligning the school district's strategic plan to the six AQuESTT Tenants will ensure that the district's strategic plan supports the school improvement process, which will also be aligned to the six AQuESTT Tenants.

**AQuESTT Tenant:** Positive Partnerships, Relationships, & Success

**Deadline:** May 2020

## **Community Relations**

**Proposed Activities:** Strategic Planning Session with NASB; Golf; coffee; senior center visit/presentation; extend a written invitation to present to community groups, clubs & organizations; increased participation in Chamber; increased participation in Lion's Club; become a "tweeting superintendent"; monthly video following board meeting that is pushed out to patrons; develop a Superintendent Advisory Committee such as Gothenburg Public Schools; "brand" the school

**Rationale:** Interacting with community members and sharing our schools story with community members improves community relations and support for the school.

**AQuESTT Tenant:** Positive Partnerships, Relationships, & Success

**Deadline:** Progress evaluated during next formal evaluation

# COMMUNITY ENGAGEMENT

## Nebraska Association of School Boards

### RAVENNA BOARD OF EDUCATION

MISTI FIDDELKE, PRESIDENT

LARRY BEHRENDT

MARILYN BOHN

TIM LEWANDOWSKI

TARA SCHIRMER

DAWN STANDAGE

**SUPERINTENDENT**  
DWAINE UTTECHT

### MISSION STATEMENT

FAMILY – COMMUNITY – SCHOOL  
PREPARING STUDENTS TODAY TO  
SUCCEED TOMORROW



# RAVENNA COMMUNITY ENGAGEMENT

## TABLE OF CONTENTS

---

I.	Community Engagement Meeting I Summary	Page 3
II.	Community Engagement Meeting II Summary	Page 11
III.	Community Engagement Evaluation	Page 14

## COMMUNITY ENGAGEMENT MEETING I – MARCH 24, 2014

---

A focus group made up of 80 members participated in a Community Discussion on Monday, March 24, 2014. The group identified the strengths, accomplishments, and achievements of the Ravenna Public Schools as well as the challenges the district will face in the next three to five years. Group participants included parents, community members, board members, and a district administrator.

Feedback received:

### **Question 1: What points of pride, accomplishments, and achievements, has the district realized?**

- Respect (Village – tight knit)
- Consistency of teaching staff, parents, and community
- People want to stay
- Our location
- Advanced classes
- Sports programs
- Small classroom sizes
- Special Education program
- Enrollment increases
- Maintain skills USA, FBLA, FFA
- College level preparedness
- Kids adjust post H.S. to college in relation to study habits
- Positive involvement and guidance/scholarship assistance
- Teacher involvement to assist outside classroom
- Fine arts program has evolved, improved over the years including music/art
- Teachers involved outside of school
- Strong administration
- Keep kids in school
- High graduation rates
- Nice building/facility – The Green House/Learning Center/Theatre
- Nice to see other things in addition to sports

- Robotics, DECA–Lifetime skills– causes people to look at Ravenna differently
- FFA, FBLA, Skills, Trap and we do have athletics
- Student issues are handled well internally
- Biology class using greenhouse – seeing start to finish with growing plants, flowers, etc.
- Ravenna is on the map because of athletics, Robotics, DECA, acting and FFA
- Well represented by our teachers (i.e., staff presentation at an Autism conference)
- The youth came together with several teachers to put gather financing for the youth center
- Ravenna produces students who become teachers which presents a positive image of the current and past teaching staff
- We are a leader in technology with the one-to-one program
- The infrastructure of the school is good. The custodial staff has done a good job maintaining the facilities and grounds
- Surrounding employment
- Great facility – one location
- Technology based education with good student/instructor ratio
- Extra-curricular opportunities especially athletics
- Faculty contribute to the success of the district
- Academic competitions
- Welcoming community
- Youth Activity Center
- Star Program
- Good ACT scores
- Technology 1:1 program
- Good facilities
- One campus
- Security buzzer
- Parent volunteers
- Recognizing all groups and their successes – Robotics (new programs have been initiated) Drama and Bowling
- Alert text program
- Keep teachers for extended times
- Quality learning environment (school is well taken care of)

- Parental involvement
- College prep classes offered
- Kinder/curriculum
- Improvement of theater
- Sporting Events
- FFA
- Robotics
- Speech and Drama
- Working with city for Trap Team
- Community Service – special needs pick up recycling
- Music program
- Music at nursing home
- High school age kids help with camps
- Teacher retention and a high number of staff members that have master’s degree
- Youth Center
- Graduates that go on to college are successful students and well prepared
- Perform well academically as compared to other C-2 schools
- Post-graduate studies and education /increase in percentage of graduates
- Staff qualified and dedicated – longevity staff
- Arts/Drama/Robotics/Fine Arts Night
- New preschool in with Elementary and High School
- Youth Center well utilized after game gathering
- Board willing to listen to constituents through this meeting
- Scholarships for in state schools
- School activities published in paper
- Students of week/Athlete of week/Jr Jays
- Accredited
- Staff respects different learning styles
- District is not in debt
- Athletics
- Greenhouse
- Computer use
- College credit courses
- High graduation rates

- Good student teacher ratio
- Strong teacher/parent involvement
- Community investment (Athletics, Academics, Organizations)
- Opportunities/Extracurricular Activities
- Youth Center (Kids took part/accepted responsibilities for development and implementation)
- Facilities kept up with changing times (technology)
- Starts at early age (preschool – high school)
- Good leadership (Administration, School Board)
- Greenhouse for Agriculture
- Good Agriculture department for community
- Clean sports program

**Question 2: What challenges will the district face in the next three to five years?**

**A. Academic Program**

- Test scores – government requirements
- Population of students
- Continue to improve student performance on Standardized Testing – Raising the bar
- Moving target of Standards
- Communication between staff and parent if the student is having trouble learning. Finding out at parent/teacher conferences could be too late.
- College courses
- Meeting standardized testing requirements
- Keeping good administrators
- NESAs testing – need more explanation about it?
- Earlier notification of grades dropping BEFORE they get to the ninth hour penalty
- Challenge them to take at least one college credit upon graduation
- Mediocre testing scores
- There is a lack of advanced class work for the high ability learning students in the elementary
- Look into offering more college level distance learning courses to high school students

## **B. School Climate/Learning Environment**

- Declining enrollment
- Maintaining enrollment
- Education should be emphasized more than sports
- School violence/security issues – No Facebook during class
- Policies in place for social networking
- Enrollment is declining
- Some kids suffer in subjects because they are pulled out of class early to focus on a subject they need extra help
- Enrollment
- More emphasis on college classes
- Keeping kids focused
- Teaching money management/life skills
- Lunch program challenges
- Safe learning environment
- Security
- School nurses – paperwork
- School food – increased paperwork
- Same rules for every student
- Lack of student motivation
- Safety
- Food – amount and quality
- A decrease in enrollment will affect the number of students we have
- Maintain Alcohol – Drug – Tobacco awareness and education – stay up on e-cigs
- Several tenured teachers are coming up on retirement and several who are able to retire already
- Preparing kids for college
- Replacing Mr. Fisher and as other great teachers leave
- Having a “Practical” education center in our high school
- Retaining good quality administration and staffing
- Increased security/safety
- School Lunchroom Guidelines
- Retention of staff
- Safety – Lockdown System

- Sustain enrollment
- Improved communication from the school to the community about classes being taught events with the administrators at the school
- Student numbers
- Keeping staff
- Staff over loaded
- Keeping teachers if student population decreases
- Out of state scholarship opportunities
- Bullying – education for both students and teachers
- Teacher access time
- Language barriers
- Have graduates evaluate teachers

### **C. Parent – Community Relations**

- Continued Family Involvement/Community Involvement
- Engaging students in entrepreneurship to take over jobs within the community
- Enrollment – Community Issues
- Changes in Family Values
- Fewer farmers every year
- Mr. Fisher leaving – what can we do to keep growth of town –students
- Prepare for Hispanic population

### **D. Governance (Board of Education/Superintendent)**

- Stay sharp on finances
- Financing – budget issues being able to sustain staffing balances
- Expectations from state and federal standard
- Drama and music left out financially
- Finances – Fiscal responsibility
- Publicize the endowment more
- Funding challenges will continue to be a problem, especially the state funding formula
- Keeping up with payroll
- Future gov't regulation
- Budget costs
- Funding

- Balancing all staff needs with demand for all activities
- Rising costs
- Decreased funding
- Money –budgeting
- Consolidation of schools
- Due to recent events in other schools. How many of our staff are trained to recognize drug use or threatening situations and what is the schools plan to handle?
- Declining state Aid dollars
- Retirement of staff
- Broadcasting teachers on TV to other places
- What funding will be like
- Possibly merging with other districts
- Figure out how to be a better leader
- If enrollment decreases – staff may decrease – funding decreases

#### **E. Technology**

- Keeping up with technology
- The cost of technology
- Technology – Social Media
- Keeping up with technology will be more challenging all the time
- Maintain quality technology
- Technology keeping up with the “jones” staffing and costs involved
- Technology – maintaining and/or improving and not falling behind
- Technology up keep – adequate funding to ensure progression
- Strict computer use regulations

#### **F. Support Program**

- Special Education programs

#### **G. Extra-Curricular**

- Sustaining the extra-curricular
- Teachers are asked to be involved in extra-curricular activities – hard to find enough volunteers
- Getting kids involved in extra activities

- Kids to involved
- Kids not involved – video games

#### **H. Transportation**

- Bussing – transportation
- Transportation – Distances have increased – Equipment
- Distance traveled for activities busing rural – subcontracted in some districts
- Out of town pre-schools

## COMMUNITY ENGAGEMENT MEETING II – APRIL 8, 2014

---

Community members participated in a review and discussion of the identified needs brought forward during Community Engagement Meeting I. The outcome of the small group discussion realized the following priorities and strategies.

### **Student Academics**

- I. Provide more advanced learning opportunities for both high school and elementary students
  - a) Research programs that can “challenge” youth for the high ability learners (Example: The reading program has three levels to help kids raise their testing scores.)
  - b) Consider internships or job shadowing to help kids identify what may be an unrealized interest or passion
  - c) Identify and bring local businesses into the district to support curriculum
  - d) Insure kids who have an IEP are pushed and challenged to allow them to succeed
  - e) Make certain the district is able to consider ways to keep up with technology
  - f) Provide continuing education for staff to support curriculum offerings
  - g) Pursue grants to help fund technology
  - h) Use social media as an educational tool for students
  - i) Continue to provide an environment that supports all learning levels and types
- II. Expand the curriculum to offer more diverse opportunities for students
  - a) Poll students to identify their interests
  - b) Consider other programs such as:
    1. Robotics
    2. Auto body or Mechanics classes
    3. Block scheduling
    4. Class flipping
  - c) Maintain quality faculty (young progressive educators)
  - d) Balance extracurricular and academics
- III. Improve academic opportunities for students by providing technological advancements
- IV. Prepare students with skills for the 21<sup>st</sup> Century
  - a) Keep curriculum current with workplace trends

- V. Prepare students for a future and emphasize responsibility and professional workplace behavior
  - b) Fair standards and discipline for all students
  - c) Clear and thorough policy on bullying
  - d) Train on bullying all levels, students, staff, and parents
- VI. Maintain academic excellence with variations in resources
  - a) Encourage every student to take at least one unit of higher education
  - b) Maintain academic superiority to attract students from other areas
  - c) Promote on-line/distance learning for a better selection of classes
  - d) Encourage teachers to teach every student to the best of their ability so that every student reaches their potential
- VII. Provide a curriculum that will prepare each student to meet or exceed their potential
  - a) Provide diverse curriculum and more flexibility for staff
  - b) Continue time management finance classes and expand college classes
  - c) Consider advanced technology courses

### **Technology**

- I. Promote on-line and distance learning to support technology curriculum opportunities
- II. Improve academics by providing advanced technological (Pre-K through 12<sup>th</sup> grade)
- III. Raise technology funds through the foundation
  - a) Web presence
  - b) Brochure
  - c) Newsletter
- IV. Form an active technology task force
  - a) 1 to 2 school board representatives
  - b) 1 to 2 administrative representatives
  - c) 1 to 2 faculty representatives
  - d) 1 to 2 student representatives
- V. Enforce responsible use of technology through policy and training
  - a) Understand that once posted on the web it is forever there
  - b) Common sense ethics

## **School Climate**

- I. Provide and create an environment for all learning levels and types
- II. Provide more opportunities for higher level achieving students to challenge their level of learning
- III. Use social media as an educational tool in the classroom
- IV. Continue to offer opportunities like this to allow parents to voice not just what we want, but also to support the board and principals
- V. Consider other ways to keep parents and patrons involved

# COMMUNITY ENGAGEMENT EVALUATION

---

## 1. Do you think the Community Engagement process was a worthwhile activity for the district and community? Why?

- We hope the administration and board takes a close look at the points brought up!
- Yes, whenever you can share ideas and inputs you gain interest.
- Yes, I got ideas from people that otherwise would not say anything or think their opinion didn't matter.
- Yes – it makes the community more aware of issues in the community. Everyone's opinion is valued in a setting such as this.
- Very worthwhile – shows board/community support, gives direction to school system, gives multiple points brought to attention.
- Yes, it's nice to discuss and see the difference viewpoints of other community leaders
- Yes, it gives the board the opportunity to hear others opinion's
- Yes, it will give the board some ideas on what the community expects
- Yes, ideas from many are always appreciated
- Yes – increased community involvement in the school
- Yes, communication between community and school is key to getting things done.
- Yes, you got more ideas from a lot of different people
- Yes, it brought people together and allowed us to express ourselves and concerns or hopes for our school and future.
- Yes, is always good to get new ideas and thoughts in front of a board/community
- Hope so because the board can only do so much everyone has to buy in
- Yes, very worthwhile. The community as a whole can help create/make ideas which in turn can make the whole community active in the schools
- Yes, helps show more community support to the schools
- Yes, offered variety of thoughts and ideas to be given
- Yes, helps get parents involved in what our children are learning and challenges they may be dealing with in the school system
- Yes, lots of interesting and well thought out ideas were presented
- Yes, it involved the community, all ages, all opinion's and knowledgeable
- Yes, gives people a voice
- Don't know – haven't seen anything come about it yet. This is a good start – let's see specific follow through!!!

- The Ravenna News does a very good job of informing the community of board meetings and school activities. The school does not inform. The website is not always up to date and there is no column from the school administration or board. You should not expect the News to do your advertising!
- Yes, it is important that communities come together to discuss
- Yes, the board wanted to provide a forum for input before they made major changes to policy. I believe this approach is commendable.
- Yes, it is always good to get a variety of opinions
- Yes, community involvement is always important although people don't always take the time to become involved!!
- Yes, I believe that the community needs to be heard when it comes to education because it is the community that is served my education.
- Yes, it was nice to hear what others had to say. It was also nice to know that they were thinking along the same lines as me.
- Absolutely worthwhile – Furthering is a constant necessity. Community Forums increase patrons' ownership of the education process.
- Not sure – don't know if everyone is being heard
- Yes, it brought together the community discussion, not just school board
- Yes, good community bonding and for people to realize how to solve problems instead of just identify them.
- Yes, I think it gives the board an opportunity to get a feeling about how the community feels. Gave me personal insight to other opinions.
- Yes, this activity was a positive insight as to how the public views our school.

**2. What did you learn from the Community Engagement process?**

- It's good to hear other points of view
- There are many ideas out there we do not think about and some good resources out there.
- People can work together! It was nice to have such a cross section of the community present.
- Our school is strong academically
- There is always improvement to be made and that the board has a tough job to manage this process
- How little I know
- Many people are interested in the well-being of our school
- Everyone wants a school with great academics for all children.
- Should have had the community involved years ago.
- A lot

- The willingness of the board to hear ideas and thoughts. Showed they were proactive and care.
- That things from when I was in school 6 years ago have not been improved
- How other community schools works and where we need to go.
- People do seem to care about improving school, but it seems like the same group needs to diversify somehow to include more people.
- We all have the goal of improving and bettering our school and students
- Different ways things work within school system, was nice to hear opinions from the elementary up to high school level
- The vast number of challenges facing the school board/education district. Also, the many success stories that accompany them.
- Community wants to be involved in children's academic growth.
- A lot of ideas – different views
- People want more for our school – Don't give up – but there is so much more that can be done!
- We have many same concerns and parent's community members that are interested in helping.
- Primarily that most participants were concerned with academics and the advancements in technology that can assist in teaching students.
- The community wants to be heard.
- Interesting ideas and opinions from other people. Some ideas I hadn't thought of previously.
- That there are many issues that education faces, and they continue to increase.
- I learned where the school was currently in many areas of education. I learned that technology is very much on the minds of others.
- There is a lot to be proud of.
- Physical and verbal bullying is happening, but it is not always noticed.  
It sounds like a 4 or 5 on a scale of 10
- That education is near and dear to many people
- There are a lot of people that are concerned in many areas not just a few.
- Gained insight to personal feeling in regard to what people feel is important to the education process
- I learned there are many people interested in our school and the progress it needs to make.

### 3. What would you do to improve the process?

- Possibly more input by board members
- Worked good the way it was
- Yearly community meetings
- Maybe a little more time
- Effective as it was
- Maybe have one night without administration to discuss
- Maybe have a general question and answer period
- Board Question and Answer for a set time
- Have kids come for their input
- Continue more engagement meetings because everybody has a positive attitude
- Invite more actual educators. Noticed more spouses invited but not actual educators. Don't they have better ideas of work at school? Advertise in paper.
- Liked the open discussion
- Thought it was a good process. Maybe provide each table with a different focus/area to improve.
- Encourage job shadowing, academic programs thru the web
- Nothing
- Let's see what the school board has for goals (specific goals) and what their plan is to see this through. Get more specifics and details.
- Nothing at this time
- I felt it was about right. One long meeting would overwhelm, but more than two would result in poor final attendance.
- A place that private comments could be made
- I felt this was a good format to follow in the future
- Possibly an overview of the school system for those that are not very involved in the district
- More use of technology to put their information online
- This is a fairly tried and true process
- I believe there needs to be a 3<sup>rd</sup> party secretary at every table to protect from personal opinion being shared with group and then all people will be heard
- Thought it was good as is
- I wish the administration could have interacted with the discussion groups

**4. Do you have interest in continuing to serve the district? If so, do you have ideas of how you like to serve?**

- Volunteer to help is agriculture related programs or classes
- No interest at this time
- Possibly volunteer in classroom. Encourage participation in the Ravenna Foundation. Encourage the foundation to help in funding “extra” projects of the school.
- I have interest/participate with the children
- Yes, taskforce
- Yes, giving input as needed on topics
- Community and Parents needs to feel welcomed in to the school system to volunteer. If people were welcomed to help at school they would see a lot more volunteers
- Yes, school board or another board of some kind
- Yes, not sure at this time.
- Yes, engagement meetings
- Stacy Paitz – any type of committee to help our youth
- Yes. Would love to provide an internship/practical experience for students
- Yes, I’m interested everyone should be –without our school our community would go under.
- Always willing to help.
- Keep this up I really appreciate being included and participating in this type
- Yes, I would like to be a part of the next step of this process. What becomes of the information the board has from the Community Engagement?
- I would be willing to sponsor a mentorship course or arrange for contacts in different disciplines per curriculum guidelines.
- Yes
- Yes, advice and information
- I’m going to remain anonymous on this form – I will sign up for something down the road.
- Yes, in discussions
- Not at this time. The walleye are biting and my fishing pole is ready for a workout



Ken Schroeder &lt;ken.schroeder@ravennabluejays.org&gt;

---

**Fwd: NASB Board Self-Assessment Resources and Services**

1 message

---

**Marilyn Bohn** <mamabohn7@gmail.com>  
To: Ken Schroeder <ken.schroeder@ravennabluejays.org>

Thu, Feb 7, 2019 at 10:12 AM

Hi K

Here are the attachments you can put on e-meetings.

Thank you  
M

----- Forwarded message -----

**From:** Marcia Herring <mherring@nasbonline.org>  
**Date:** Fri, Jan 25, 2019, 6:23 PM  
**Subject:** NASB Board Self-Assessment Resources and Services  
**To:** Marilyn Bohn <mamabohn7@gmail.com>

Good evening, Marilyn!

I have attached the four traditional board self-assessment resources. Please note that BA.1, BA.2, BA.3 and BA.4 are available in two formats (both narrative and numerical). The Board Leadership Standard Assessment is available only in the format attached. Below, I have provided the details of the Online Board Self-Assessment process.

**Board Self-Assessment**The **Online Board Self-Assessment Survey Service** includes:

Option I –

The Association will

- Assist the board to identify a board self-assessment tool
- Integrate the identified tool into an online survey
- Distribute the link to all board members to complete the survey
- Issue reminders to board members prior to deadline
- Summarize board member input
- Develop a written Needs Analysis summarizing areas of need

Fee: \$250

If the board requests a Board Retreat to review the written summary and to develop goals, no fee will be assessed for the Online Survey.

Fee: Board Retreat fee plus travel expenses

Thank you for your interest in the NASB Board Self-Assessment resources. Please let me know if you have any questions.

Have an amazing weekend and safe travels to Lincoln for the Legislative Issues Conference.

Warm regards,

*Marcia R. Herring*



**NASB Director of Board Leadership**

**Nebraska Association of School Boards**

1311 Stockwell Street

Lincoln NE 68502

Toll Free 800.422.4572

Direct Line 402.817.0296

Cell/Text 402.450.5152

**Legislative Issues Conference**

January 27-28

**School Board Member Week**

January 27 to February 2

**Budget & Finance Workshops**

February 13 | La Vista

February 20 | North Platte

**Presidents Retreat – Kearney** / February 17-18

**Presidents Retreat – Lincoln** / February 24-25

*Learn more and register at [www.NASBonline.org](http://www.NASBonline.org)*

---

**5 attachments**



image003.png  
12K

 **BA.1 Narrative.doc**  
160K

 **BA.2 Numerical.doc**  
151K

 **BA.3 Narrative.doc**  
128K

 **BA.4 Numerical.doc**  
138K



Ken Schroeder &lt;ken.schroeder@ravennabluejays.org&gt;

---

**Fwd: NASB Superintendent Evaluation Resources and Services**

1 message

Marilyn Bohn &lt;mamabohn7@gmail.com&gt;

Thu, Feb 7, 2019 at 10:13 AM

To: Ken Schroeder &lt;ken.schroeder@ravennabluejays.org&gt;

And more..... Thank you! If we can get back in time I'll be there.

M

----- Forwarded message -----

From: **Marcia Herring** <mherring@nasbonline.org>

Date: Fri, Jan 25, 2019, 6:23 PM

Subject: NASB Superintendent Evaluation Resources and Services

To: Marilyn Bohn &lt;mamabohn7@gmail.com&gt;

Good evening, Marilyn! I have attached the NASB Superintendent Evaluation resources and below you will find a breakdown of the three options available to the board should they have interest in utilizing the online process.

**NASB Online Superintendent Evaluation Service** includes:**Option I –**

The Association will:

- Integrate the board adopted superintendent evaluation tool into an online survey
- Issue link to superintendent to complete a self-assessment (Note: The superintendent self-evaluation is an optional feature.)
- Download superintendent self-assessment
- Distribute the superintendent self-assessment summary and survey link to each board member via email
- Issue reminders to board members prior to deadline
- Summarize board member input
- Develop a written summary and forward to board president

Fee \$200

If the board requests a Board Retreat to review the written summary and to develop goals, no fee will be assessed for the Online Survey.

Fee: Board Retreat fee plus travel expenses

**Option II -**

The Association will:

- Assist the board in the identification and/or design of a superintendent evaluation tool
- Issue link to superintendent to complete a self-assessment (Note: The superintendent self-evaluation is an optional feature.)
- Download superintendent self-assessment
- Distribute the superintendent self-assessment summary and survey link to each board member via email
- Issue reminders to board members prior to deadline
- Summarize board member input
- Develop a written summary and forward to board president

Fee \$250

If the board requests a Board Retreat to review the written summary and to develop goals, no fee will be assessed for the Online Survey.

Fee: Board Retreat fee plus travel expenses

**Option III –**

The Association will:

- Develop a customized Superintendent Evaluation tool for the board

Fee \$50

- Issue link to superintendent to complete a self-assessment (Note: The superintendent self-evaluation is an optional feature.)
- Download superintendent self-assessment
- Distribute the superintendent self-assessment summary and survey link to each board member via email
- Issue reminders to board members prior to deadline
- Summarize board member input
- Develop a written summary and forward to board president

Fee \$250

If the board requests a Board Retreat to review the written summary and to develop goals, no fee will be assessed for the Online Survey.

Fee: Board Retreat fee plus travel expenses

Thank you for your interest in the NASB Superintendent Evaluation resources and the Online Superintendent Evaluation should the board decide to utilize this service. Please let me know if you have any questions, Marilyn!

Warm regards,

*Marcia R. Herring*

**NASB Director of Board Leadership****Nebraska Association of School Boards**

1311 Stockwell Street

Lincoln NE 68502

Toll Free 800.422.4572

Direct Line 402.817.0296

Cell/Text 402.450.5152

**Legislative Issues Conference**

January 27-28

**School Board Member Week**

January 27 to February 2

**Budget & Finance Workshops**

February 13 | La Vista

February 20 | North Platte

**Presidents Retreat – Kearney** / February 17-18

**Presidents Retreat – Lincoln** / February 24-25

*Learn more and register at [www.NASBonline.org](http://www.NASBonline.org)*

---

**4 attachments**



**image003.png**  
12K

 **Supt Eval 1.1 Governance Standards Narrative.doc**  
170K

 **Supt Eval 1.2 Governance Standards Numerical.doc**  
181K

 **Supt Eval 2.1 Leadership Standards Narrative.doc**  
178K

# RAVENNA SCHOOL BOARD 2018-2019 CALENDAR

September	Parent Teacher Board Meet & Greet	Dawn Planning All Participate
October	Review Envision Civic Group Visits	Marc Ryan
November	Review Community Data Results from 2014	Tara

December	Retreat with Personality Strength	Misti Planning All Participate
January	Organize, Structure, Expectations	All
February	Superintendent Review, Assessment, Tools	Marilyn Tools All Participate

March	Parent Teacher Conf Staff Engagement	All
April	High School Achievement	Brad
May	Elementary Achievement	Paul

June	Mission Statement	All
July	Vision	All
August	Planning for 19-20 School Year	All