Board of Education Regular Meeting

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

Monday, June 8, 2026 8:00 PM

Kelly Bock: Present

Misti Fiddelke: Present

Micah Miigerl: Present

Ryan Osten: Absent

Dawn Standage: Present

Mike Voelker: Present

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

2. Excuse Absent Board Members
   Motion to excuse absent board member Osten Passed with a motion by Mike Voelker and a second by Micah Miigerl.
   Kelly Bock: Yea, Misti Fiddelke: Yea, Micah Miigerl: Yea, Dawn Standage: Yea, Mike Voelker: Yea
   Yea: 5, Nay: 0

3. The Pledge of Allegiance

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

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

6. Approval of Agenda
   Motion to approve the agenda Passed with a motion by Mike Voelker and a second by Micah Miigerl.
   Kelly Bock: Yea, Misti Fiddelke: Yea, Micah Miigerl: Yea, Dawn Standage: Yea, Mike Voelker: Yea
   Yea: 5, Nay: 0

7. Financial Report

8. Consent Agenda
   Motion to approve the consent agenda Passed with a motion by Mike Voelker and a second by Kelly Bock.
   Kelly Bock: Yea, Misti Fiddelke: Yea, Micah Miigerl: Yea, Dawn Standage: Yea, Mike Voelker: Yea
   Yea: 5, Nay: 0

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

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

8.3. Notice of Meeting Publication: The public notice for the Regular June 8th Board Meeting was published in the June 3rd edition of the Ravenna News

8.4. Discuss, consider, and take all action necessary to declaring hearing testing machine and vision screening device as surplus for sale or disposal

8.5. Discuss, consider, and take all action necessary to declaring old lockers from girls high school locker room as surplus for immediate sale or disposal

9. Blue Jay Celebration of Success - None this month

10. Artist of the Month - None This Month

11. Request to Address the Board and Correspondence

12. Information and Action Items

12.1. Discuss, consider, and take all action necessary to the 2026-27 Student Handbooks
   motion to approve Passed with a motion by Dawn Standage and a second by Micah Miigerl.
   Kelly Bock: Yea, Misti Fiddelke: Yea, Micah Miigerl: Yea, Dawn Standage: Yea, Mike Voelker: Yea
   Yea: 5, Nay: 0

12.2. Discuss, consider, and take all action necessary to the 2026-27 Staff Handbooks
motion to approve the 2026-27 staff handbook as presented Passed with a motion by Mike Voelker and a second by Kelly Bock.
Kelly Bock: Yea, Misti Fiddelke: Yea, Micah Miigerl: Yea, Dawn Standage: Yea, Mike Voelker: Yea
Yea: 5, Nay: 0

12.3. Discuss, consider, and take all action necessary to the 2026-27 Student Activities Handbook
motion to approve the 2026-27 activities handbook as presented Passed with a motion by Micah Miigerl and a second by Mike Voelker.
Kelly Bock: Yea, Misti Fiddelke: Yea, Micah Miigerl: Yea, Dawn Standage: Yea, Mike Voelker: Yea
Yea: 5, Nay: 0

12.4. Discuss, consider, & take all action necessary to the annual board policy review
Motion to adopt policies 2008, 3003, 3003.1, 3004.1, 3048, 3061, 4017, 4019, 4056, 5001, 5003, 5035, 5048, & 6046 on first reading and to waive second reading Passed with a motion by Micah Miigerl and a second by Mike Voelker.
Kelly Bock: Yea, Misti Fiddelke: Yea, Micah Miigerl: Yea, Dawn Standage: Yea, Mike Voelker: Yea
Yea: 5, Nay: 0

12.5. Discuss, consider, and take all action necessary to all policies included in the required annual review of policies 3040, 4031, 5001, 5018, 5045, 5054, & 5057
Motion to approve policies 3040, 4031, 5018, 5045, 5054, & 5057 as presented Passed with a motion by Mike Voelker and a second by Kelly Bock.
Kelly Bock: Yea, Misti Fiddelke: Yea, Micah Miigerl: Yea, Dawn Standage: Yea, Mike Voelker: Yea
Yea: 5, Nay: 0

12.6. Discuss, consider and take all action necessary to transfer $25,000 from the General Fund to the Lunch Fund
Motion to transfer $25,000 from the General Fund to the Lunch Fund. Passed with a motion by Mike Voelker and a second by Kelly Bock.
Kelly Bock: Yea, Misti Fiddelke: Yea, Micah Miigerl: Yea, Dawn Standage: Yea, Mike Voelker: Yea
Yea: 5, Nay: 0

13. Discussion Items

13.1. Discuss, consider, and take all action necessary to the Ravenna Bond Building Project & Take Building Tour

14. Elementary Principal's Report

15. Secondary Principal's Report

16. Superintendent's Report

17. Board Report

18. Positive Comments

19. Adjournment

Motion to adjourn at 9:16 PM Passed with a motion by Micah Miigerl and a second by Mike Voelker.

Kelly Bock: Yea, Misti Fiddelke: Yea, Micah Miigerl: Yea, Dawn Standage: Yea, Mike Voelker: Yea

Yea: 5, Nay: 0

Ravenna Public Schools

Family-Community-School

Preparing Students Today To Succeed Tomorrow



BELIEF STATEMENTS:

- We believe all students learn at different rates, in different ways, and are capable of success.
- We believe in supporting the academic, behavioral, social, and emotional needs of all students in a safe and positive environment.
- We believe education is a shared responsibility between family, school, and community.

The Ravenna Way

PURCHASE ORDER

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

May. 12, 2026
P.O. #
Bill To: PO Box 8400

Tax Exemption No. 05-627933

US Bank

VENDOR

One Less Thing
1340 Windy Creek Drive
Watkinsville, GA 30677

SHIP TO

Noah Maulsby
Ravenna Public Schools
41750 Carthage St
Ravenna, NE 68869

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	Basic Ag High School, All in One Lesson Plans	1	405.00	405.00
	Plant Science, Complete Curriculum	1	850.00	850.00
	Animal Science, Complete Curriculum	1	850.00	850.00

SUBTOTAL	2,105.00
TAX RATE	
TAX	
S & H	30 ~~$20.00~~
discount	
TOTAL	~~2,125.00~~ 2135 -

Other Comments or Special Instructions

Ag Curriculum

#2 Depreciation Fund

5/12/26

Authorized by Date

One Less Thing
1340 Windy Creek Drive
Watkinsville, GA 30677 US
+14783979850
orders@onelessthing.net
www.OneLessThing.net

ADDRESS
Ravenna Public School
41750 Carthage Rd
Ravenna, Nebraska 68869

SHIP TO
Ravenna Public School
41750 Carthage Rd
Ravenna, Nebraska 68869

QUOTE # 3361
DATE 05/08/2026

ACTIVITY	QTY	RATE	AMOUNT
AIOBASDL-BK Basic Ag High School, All-In-One Lesson Plans (Printed Copy Included)	1	405.00	405.00
CCPLTDL-BK Plant Science, Complete Curriculum (Printed copy of the Instructor Guide and Lab Manual included)	1	850.00	850.00
CCANSDL-BK Animal Science, Complete Curriculum (printed copy of the Instructor Guide and Lab Manual included)	1	850.00	850.00

+ If you have a TAX ID number, please submit it to us prior to ordering. Otherwise our marketplace will charge sales tax.
+ If you have any problems or questions, please let me know.

SUBTOTAL	2,105.00
SHIPPING	20.00
TOTAL	**$2,125.00**

Thanks for your business!
Alicia Tomlinson
One Less Thing

Accepted By

Accepted Date

Ravenna Public Schools

Hilary Bolling <hilary.bolling@ravennabluejays.org>

Fwd: One Less Thing Order #61840 [WHAT TO DO NEXT]

1 message

Grant Lewandowski <grant.lewandowski@ravennabluejays.org> Tue, May 12, 2026 at 9:11 AM
To: Hilary Bolling <hilary.bolling@ravennabluejays.org>

---------- Forwarded message ---------
From: **One Less Thing** <orders@onelessthing.net>
Date: Tue, May 12, 2026 at 9:07 AM
Subject: One Less Thing Order #61840 [WHAT TO DO NEXT]
To: <grant.lewandowski@ravennabluejays.org>

Next steps to receive your order from One Less Thing!

WHAT TO DO NEXT

1. Paying By Purchase Order?
HIT REPLY with the PO number from your administration or bookkeeper and CC them on this email.

*The order cannot process (including digital files) until we have that number put in and have a contact email to send the invoice to.

2. Purchased a Digital File?
CHECK YOUR EMAIL for an email titled "Access Digital Content from One Less Thing"

If you don't see it, then please check your SPAM folder. If it's not there, then reply to this email and we'll get that link to you.

3. Purchased a Physical Product?
Old School! We like that kind of thing around here. :)

You will receive a UPS tracking number when your order is ready to ship.

Date 05/12/2026

Shipping address
Grant Lewandowski
41750 Carthage Rd
Ravenna, Nebraska 68869
United States

Billing address
Hilary Bolling
PO Box 8400
Ravenna, Nebraska 68869
United States

1x Plant Science, Complete Curriculum (Printed Copy Included) for $850.00 each
1x Animal Science, Complete Curriculum (Printed Copy Included) for $850.00 each
1x *Basic Ag High School, All-In-One Lesson Plans (Printed Copy Included) for $405.00 each

Subtotal : $2,105.00 USD

Ravenna Public Schools
Fund Balance Report
May 31st, 2026

Special Building

Last month ending balance	$	716,720.85
Buffalo Co Taxes	$	20.52
Sherman Co Taxes	$	-
Fund From CDs	$	539,337.36
Interest	$	685.38
Check(s)	$	(238,048.02)
Interfund Loan to Bond	$	(316,765.63)
Bank Statement Balance	**$**	**701,950.46**
Outstanding Checks		**$0.00**
Flex 9 mo. CD 043	$	21,281.71
Interest	$	-
Spec. Bldg CDs	$	1,981,888.28
Total	**$**	**2,705,120.45**

Depreciation Fund

Last month ending balance	$	194,972.88
Interest	$	24.84
CD 428 Dep.	$	-
Transfer	$	-
Check(s)	$	-
Outstanding	$	-
Book Balance	**$**	**194,997.72**
Bank Statement Balance	**$**	**194,997.72**
5 Month Spec. CD 428	$	-
Interest	$	-
Total	$	194,997.72

Employee Benefit Fund

Last month ending balance	$	160,749.90
Transfer	$	-
Interest	$	20.48
Unemployement Payment	$	-
Bank Statement Balance	**$**	**160,770.38**
Flex 9 mo. CD 094	$	207,468.19
Interest	$	8,437.70
x3372 13 mo CD		
Interest	$	-
5 Month Spec. CD 427	$	-
Interest	$	-
Total	**$**	**376,676.27**

Qualified Cap

Last month ending balance	$	250,340.06
Buffalo Co Taxes	$	4.40
Sherm Co Taxes	$	-
US Treas.		
Interest	$	-
check(s) Transfer to GF	$	-
Bank Statement Balance	**$**	**250,344.46**

Nebraska Liquid Asset Fund

Last month ending balance	$	2,046,536.28
CD Redemptions	$	(988,000.00)
Current Liquid Balance	$	1,061,632.00
Total NLAF & NLAF CD Program	$	2,049,632.00

Bond Fund

Last month ending balance	$	37,411.80
Buffalo County	$	242,987.23
Sherman County	$	35,639.71
xfer from other funds	$	316,765.63
Interest	$	342.77
Check(s) Loan Payments	$	(316,765.63)
Total	$	316,381.51

PO Number / Account Number	Invoice Number	Vendor Name / Detail Description	Invoice Date	Amount
Checking Account ID 01	Fund Number 01	General		
	044771	Automatic Systems Co.	03/18/2026	1,271.97
01 2620 431 002 000		Cont/ser Repair Elem	1,271.97	
	044995	Automatic Systems Co.	04/29/2026	1,269.88
01 2620 431 002 000		Cont/ser Repair Elem	1,269.88	
Total Automatic Systems Co.			2,541.85	
	22851	AWARDS PLUS	05/08/2026	120.00
01 2310 610 000 000		Supplies	120.00	
Total AWARDS PLUS			120.00	
	6890	Baylor Enterprises, Inc.	05/22/2026	3,210.00
01 2240 643 001 000		WEB/CLOUD BASED SOFTWARE	3,210.00	
Total Baylor Enterprises, Inc.			3,210.00	
	TBeyer.May26	Beyer, Thomas	06/01/2026	765.00
01 2151 340 002 000		OTHER PROF. SERVICES	765.00	
Total Beyer, Thomas			765.00	
	4905153979. May26	BLACK HILLS ENERGY	05/19/2026	87.25
01 2610 621 001 000		UTILITY ENERGY SERVICE	43.63	
01 2610 621 002 000		UTILITY ENERGY SERVICE	43.62	
	8985166782. May26	BLACK HILLS ENERGY	05/19/2026	2,325.26
01 2610 621 001 000		UTILITY ENERGY SERVICE	1,162.63	
01 2610 621 002 000		UTILITY ENERGY SERVICE	1,162.63	
Total BLACK HILLS ENERGY			2,412.51	
	176215601050126	CHARTER COMMUNICATIONS	05/01/2026	40.17
01 1100 382 000 000		INTERNET SERVICES	40.17	
Total CHARTER COMMUNICATIONS			40.17	
	357.June26	CITY OF RAVENNA	05/27/2026	772.63
01 2610 410 001 000		Water Sewer Secon	386.32	
01 2610 410 002 000		Water Sewer Elem	386.31	
	760.June26	CITY OF RAVENNA	05/27/2026	81.37
01 2610 410 001 000		Water Sewer Secon	40.69	
01 2610 410 002 000		Water Sewer Elem	40.68	
Total CITY OF RAVENNA			854.00	
	usbank.June2026	Corporate Payment Systems	06/01/2026	9,255.43
01 2510 531 000 000		POSTAGE	23.69	
01 1100 610 001 000		Gen Supplies Secon	128.72	
01 2310 610 000 000		Supplies	116.38	
01 1100 610 002 000		Gen Supplies Elem	39.90	
01 1100 580 001 000		Travel Secon	72.00	
01 2710 626 000 000		Gas And Oil	73.61	
01 1200 810 001 000		Registration Secondary	11.59	
01 1100 641 001 000		Digital Instruction Materials	68.00	
01 3535 610 000 000		High Abilt Learn Supplies	7,238.22	
01 2710 626 000 000		Gas And Oil	98.79	
01 1100 610 001 028		Instr Materials	422.38	
01 1100 580 002 000		Travel Elem	279.00	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
01 1100 610 001 000		Gen Supplies Secon	34.19	
01 1100 610 002 000		Gen Supplies Elem	9.49	
01 2620 610 001 000		GENERAL SUPPLIES	39.28	
01 1100 610 001 000		Gen Supplies Secon	125.30	
01 2580 650 001 000		Computer Supplies	259.99	
01 1190 610 002 000		PreK Supplies	110.05	
01 1100 610 002 018		Music Materials	65.57	
01 2620 610 002 000		GENERAL SUPPLIES	39.28	
Total Corporate Payment Systems			9,255.43	
	26591.May26	CULLIGAN OF KEARNEY	05/26/2026	135.50
01 2620 610 001 000		GENERAL SUPPLIES	67.75	
01 2620 610 002 000		GENERAL SUPPLIES	67.75	
Total CULLIGAN OF KEARNEY			135.50	
	1001437210	DOLLAR GENERAL REGIONS 410526	05/12/2026	50.00
01 1100 610 002 000		Gen Supplies Elem	50.00	
Total DOLLAR GENERAL REGIONS 410526			50.00	
	mileage.June26	Drahota, Angie	06/03/2026	266.80
01 2140 580 001 000		TRAVEL	133.40	
01 2140 580 002 000		TRAVEL	133.40	
	parking.June26	Drahota, Angie	06/03/2026	20.00
01 2140 580 001 000		TRAVEL	10.00	
01 2140 580 002 000		TRAVEL	10.00	
Total Drahota, Angie			286.80	
	9334700-0	EAKES OFFICE PLUS	05/08/2026	168.38
01 1100 610 001 000		Gen Supplies Secon	84.19	
01 1100 610 002 000		Gen Supplies Elem	84.19	
	9338300-0	EAKES OFFICE PLUS	05/15/2026	407.56
01 2610 610 001 000		Supplies Secon	203.78	
01 2610 610 002 000		Supplies Elem	203.78	
	INV775361	EAKES OFFICE PLUS	05/27/2026	52.43
01 2620 610 001 000		GENERAL SUPPLIES	26.22	
01 2620 610 002 000		GENERAL SUPPLIES	26.21	
Total EAKES OFFICE PLUS			628.37	
	3991972	ECOLAB PEST ELIM DIV	05/20/2026	81.85
01 2620 431 001 000		Con/ser Repair Secon	40.93	
01 2620 431 002 000		Cont/ser Repair Elem	40.92	
Total ECOLAB PEST ELIM DIV			81.85	
	180300.May2026	ESU #10	06/01/2026	29,634.82
01 2580 810 000 000		REGISTRATION	20.00	
01 2153 591 002 607		AUDIOLOGY SPED 0-2	19.02	
01 2152 591 002 607		AUDIOLOGY SPED 3-5	19.02	
01 2151 591 002 607		Audiology Elem	76.09	
01 2151 591 001 607		Audiology Secon	76.09	
01 2151 591 002 604		Deaf Ed Sped Elem.	666.44	
01 2151 591 001 604		ESU SERVICES-Deaf Ed Sec.	666.44	
01 2140 591 002 000		ESU SERVICES-LMHP Elem	312.50	
01 2140 591 001 000		ESU SERVICES-LMHP	312.50	
01 2183 591 002 000		O & M Birth-2	344.14	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
01 2143 591 002 606		PSYC SERVICES SPED 0-2	589.25	
01 2142 591 002 606		PSYCH SERVICES SPED 3-5	589.25	
01 2141 591 002 606		Diagnostic Testing (School Psych)	2,357.01	
01 2141 591 001 606		SCHOOL PSYCH	2,357.01	
01 1292 591 002 603		Pre Sped Services (0-2)	225.05	
01 1291 591 002 603		PRE SPED Supervision (3-5)	225.05	
01 1200 591 002 000		SPED SUPERVISION ELEM.	983.19	
01 1200 591 001 000		SPED SUPERVISION SEC.	983.19	
01 2153 591 002 602		SPEECH (0-2)	1,636.68	
01 2152 591 002 602		PRE SCHL SPEECH (3-5)	3,327.32	
01 2151 591 001 602		Speech Therapy	1,780.56	
01 2151 591 002 602		Speech Therapy Elem	11,240.94	
01 2181 591 002 605		VISION	350.96	
01 2181 591 001 605		Vision	350.96	
01 1200 591 000 608		Vocational	126.16	
Total ESU #10			29,634.82	
	26-238	ESU #9	05/14/2026	135.00
01 1200 591 002 000		SPED SUPERVISION ELEM.	135.00	
Total ESU #9			135.00	
	3876	Family Physical Therapy & Sports Center P.C.	05/15/2026	5,755.64
01 2173 320 002 000		PT Sped Services 0-2	416.54	
01 2172 320 002 000		PT Sped Services 3-5	399.00	
01 2171 320 002 000		PT Sped Services Elem	612.75	
01 2171 320 001 000		PT Sped Services Sec.	570.00	
01 2161 320 001 000		PROFESSIONAL ED SERVICES	337.50	
01 2163 320 002 000		OT Sped Services 0-2	176.85	
01 2162 320 002 000		OT Services SPED 3-5	1,026.00	
01 2161 320 002 000		PROFESSIONAL ED SERVICES	1,097.25	
01 2161 320 001 000		PROFESSIONAL ED SERVICES	313.50	
01 2151 320 001 000		Speech Therapy Services	806.25	
Total Family Physical Therapy & Sports Center P.C.			5,755.64	
	837326.May26	FARMERS CO-OPERATIVE ASSOC	05/25/2026	6,109.65
01 2710 626 000 000		Gas And Oil	6,079.85	
01 2710 610 000 000		Tires And Parts	29.80	
Total FARMERS CO-OPERATIVE ASSOC			6,109.65	
	INV09849382	GOODHEART-WILLCOX PUBLISHER	04/27/2026	2,078.40
01 1100 640 001 000		Textbooks Secon	2,078.40	
Total GOODHEART-WILLCOX PUBLISHER			2,078.40	
	1668	Hands of Heartland	06/04/2026	3,840.72
01 1200 569 001 000		TUITION-OTHER	3,840.72	
Total Hands of Heartland			3,840.72	
	20649	HEARTLAND REFRIGERATION LLC	05/06/2026	1,227.82
01 2620 431 001 000		Con/ser Repair Secon	1,227.82	
Total HEARTLAND REFRIGERATION LLC			1,227.82	
	0027105019-001	Heritage Landscape Supply Group, INC.	05/20/2026	392.43
01 2620 610 001 000		GENERAL SUPPLIES	196.22	
01 2620 610 002 000		GENERAL SUPPLIES	196.21	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
Total Heritage Landscape Supply Group, INC.			392.43	
	12800282.June26	Hometown Leasing	06/01/2026	765.95
01 1100 443 002 000		LEASED EQUIP	765.95	
Total Hometown Leasing			765.95	
	1886	K12 Sign Language Solutions LLC	03/24/2026	2,456.25
01 2151 340 002 000		OTHER PROF. SERVICES	2,456.25	
	1912	K12 Sign Language Solutions LLC	05/06/2026	475.00
01 2151 340 002 000		OTHER PROF. SERVICES	475.00	
	1922	K12 Sign Language Solutions LLC	05/20/2026	500.00
01 2151 340 002 000		OTHER PROF. SERVICES	500.00	
Total K12 Sign Language Solutions LLC			3,431.25	
	21606	KSB SCHOOL LAW, PC LLO	06/02/2026	1,500.00
01 2330 317 000 000		LEGAL SERVICES	1,500.00	
Total KSB SCHOOL LAW, PC LLO			1,500.00	
	xfer.june2026	LUNCH FUND	06/05/2026	25,000.00
01 8000 912 000 000		Lunch Fund	25,000.00	
Total LUNCH FUND			25,000.00	
	7306	MENARDS - KEARNEY	05/05/2026	61.52
01 2620 610 001 000		GENERAL SUPPLIES	30.76	
01 2620 610 002 000		GENERAL SUPPLIES	30.76	
	7725	MENARDS - KEARNEY	05/13/2026	102.98
01 2620 610 001 000		GENERAL SUPPLIES	51.49	
01 2620 610 002 000		GENERAL SUPPLIES	51.49	
Total MENARDS - KEARNEY			164.50	
	19574	MENARDS	02/01/2026	159.96
01 2620 610 001 000		GENERAL SUPPLIES	79.98	
01 2620 610 002 000		GENERAL SUPPLIES	79.98	
	22740	MENARDS	06/03/2026	258.93
01 2620 610 001 000		GENERAL SUPPLIES	258.93	
	24983	MENARDS	05/14/2026	49.99
01 2620 610 001 000		GENERAL SUPPLIES	49.99	
Total MENARDS			468.88	
	INV25956	Midwest Bus Parts Inc.	05/01/2026	76.13
01 2710 610 000 000		Tires And Parts	76.13	
Total Midwest Bus Parts Inc.			76.13	
	2627NAEA	NAEA	03/11/2026	275.00
01 1100 810 001 025		FEES	275.00	
Total NAEA			275.00	
	2627-PAmemebr	NCSA	05/18/2026	694.00
01 2410 810 002 000		Dues And Fees Elem	694.00	
Total NCSA			694.00	
	52744.May26	NE PUBLIC POWER DISTRICT	05/28/2026	133.02
01 2610 621 001 000		UTILITY ENERGY SERVICE	66.51	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
01 2610 621 002 000		UTILITY ENERGY SERVICE	66.51	
	52749.May26	NE PUBLIC POWER DISTRICT	05/28/2026	52.63
01 2610 621 001 000		UTILITY ENERGY SERVICE	26.32	
01 2610 621 002 000		UTILITY ENERGY SERVICE	26.31	
	52754.May26	NE PUBLIC POWER DISTRICT	05/28/2026	36.84
01 2610 621 001 000		UTILITY ENERGY SERVICE	18.42	
01 2610 621 002 000		UTILITY ENERGY SERVICE	18.42	
	52759.May26	NE PUBLIC POWER DISTRICT	05/28/2026	3,276.62
01 2610 621 001 000		UTILITY ENERGY SERVICE	1,638.31	
01 2610 621 002 000		UTILITY ENERGY SERVICE	1,638.31	
	52765.May26	NE PUBLIC POWER DISTRICT	05/28/2026	73.76
01 2610 621 001 000		UTILITY ENERGY SERVICE	36.88	
01 2610 621 002 000		UTILITY ENERGY SERVICE	36.88	
	60267.May26	NE PUBLIC POWER DISTRICT	05/28/2026	4.65
01 2610 621 001 000		UTILITY ENERGY SERVICE	2.33	
01 2610 621 002 000		UTILITY ENERGY SERVICE	2.32	
Total NE PUBLIC POWER DISTRICT			3,577.52	
	11173562	Nebraska Central Telephone Company	06/01/2026	90.40
01 2510 382 001 000		Telephone Secon	45.20	
01 2510 382 002 000		Telehone Elem	45.20	
	11175148	Nebraska Central Telephone Company	06/01/2026	40.70
01 2510 382 001 000		Telephone Secon	40.70	
	11176898	Nebraska Central Telephone Company	06/01/2026	286.70
01 2510 382 001 000		Telephone Secon	143.35	
01 2510 382 002 000		Telehone Elem	143.35	
Total Nebraska Central Telephone Company			417.80	
	888551	NETA	03/20/2026	308.00
01 2213 330 001 000		EMPLOYEE TRAINING/DEVELOPMENT	209.00	
01 2580 810 000 000		REGISTRATION	99.00	
Total NETA			308.00	
	0033092842	Nippon Sanso Matheson Inc.	04/02/2026	13.01
01 1100 610 001 025		Instr Materials	13.01	
	0033092843	Nippon Sanso Matheson Inc.	04/02/2026	26.03
01 1100 610 001 025		Instr Materials	26.03	
	0033178305	Nippon Sanso Matheson Inc.	04/21/2026	461.37
01 1100 610 001 025		Instr Materials	461.37	
	0033198788	Nippon Sanso Matheson Inc.	04/23/2026	91.10
01 1100 610 001 025		Instr Materials	91.10	
	0033199094	Nippon Sanso Matheson Inc.	04/23/2026	154.50
01 1100 610 001 025		Instr Materials	154.50	
	0033332063	Nippon Sanso Matheson Inc.	05/21/2026	445.74
01 1100 610 001 025		Instr Materials	445.74	
	33092841	Nippon Sanso Matheson Inc.	04/02/2026	188.10
01 1100 610 001 025		Instr Materials	188.10	
Total Nippon Sanso Matheson Inc.			1,379.85	
	187799	PRAIRIE HILLS WIRELESS, LLC	06/01/2026	60.00
01 1100 382 000 000		INTERNET SERVICES	60.00	
Total PRAIRIE HILLS WIRELESS, LLC			60.00	
	SRV132963	RASMUSSEN MECHANICAL SERVICES	05/20/2026	1,280.04

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
01 2620 431 001 000		Con/ser Repair Secon	1,280.04	
Total RASMUSSEN MECHANICAL SERVICES			1,280.04	
	news.April26	RAVENNA NEWS	04/30/2026	679.42
01 2310 540 000 000		Advertising & Print	679.42	
Total RAVENNA NEWS			679.42	
	4523249.May26	RAVENNA SANITATION	06/08/2026	999.00
01 2620 420 001 000		CLEANING SERVICES/TRASH	499.50	
01 2620 420 002 000		CLEANING SERVICES/TRASH	499.50	
Total RAVENNA SANITATION			999.00	
	INV5694569	RENAISSANCE	05/27/2026	4,816.55
01 1100 643 001 000		WEB/CLOUD BASED SOFTWARE	2,408.28	
01 1100 643 002 000		WEB/CLOUD BASED SOFTWARE	2,408.27	
Total RENAISSANCE			4,816.55	
	BS.May2026	Schepper, Birdie	05/20/2026	2,392.00
01 2151 340 001 000		OTHER PROF. SERVICES	2,392.00	
Total Schepper, Birdie			2,392.00	
	4960080202605	Verizon Business	06/01/2026	34.72
01 2510 382 001 000		Telephone Secon	17.36	
01 2510 382 002 000		Telehone Elem	17.36	
Total Verizon Business			34.72	
	6144552294	VERIZON WIRELESS	05/25/2026	79.86
01 2510 382 001 000		Telephone Secon	39.93	
01 2510 382 002 000		Telehone Elem	39.93	
Total VERIZON WIRELESS			79.86	
	2605-150934	WILKE'S TRUE VALUE	05/01/2026	101.16
01 1100 610 001 000		Gen Supplies Secon	50.58	
01 1100 610 002 000		Gen Supplies Elem	50.58	
	2605-151657	WILKE'S TRUE VALUE	05/07/2026	13.29
01 2620 610 001 000		GENERAL SUPPLIES	6.65	
01 2620 610 002 000		GENERAL SUPPLIES	6.64	
	2605-152205	WILKE'S TRUE VALUE	05/12/2026	7.58
01 2620 610 001 000		GENERAL SUPPLIES	3.79	
01 2620 610 002 000		GENERAL SUPPLIES	3.79	
	2605-152355	WILKE'S TRUE VALUE	05/13/2026	8.54
01 2620 610 001 000		GENERAL SUPPLIES	4.27	
01 2620 610 002 000		GENERAL SUPPLIES	4.27	
	2605-153208	WILKE'S TRUE VALUE	05/21/2026	51.11
01 2620 610 001 000		GENERAL SUPPLIES	51.11	
	2605-153238	WILKE'S TRUE VALUE	05/21/2026	16.14
01 2620 610 001 000		GENERAL SUPPLIES	8.07	
01 2620 610 002 000		GENERAL SUPPLIES	8.07	
	2605-153287	WILKE'S TRUE VALUE	05/21/2026	5.31
01 2620 610 001 000		GENERAL SUPPLIES	2.66	
01 2620 610 002 000		GENERAL SUPPLIES	2.65	
	2605-153294	WILKE'S TRUE VALUE	05/21/2026	48.74
01 2620 610 002 000		GENERAL SUPPLIES	48.74	
	2605-153295	WILKE'S TRUE VALUE	05/21/2026	2.84

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
01 2620 610 002 000		GENERAL SUPPLIES	1.42	
01 2620 610 001 000		GENERAL SUPPLIES	1.42	
	2605-153838	WILKE'S TRUE VALUE	05/27/2026	1.42
01 2620 610 001 000		GENERAL SUPPLIES	0.71	
01 2620 610 002 000		GENERAL SUPPLIES	0.71	
	2605-153846	WILKE'S TRUE VALUE	05/27/2026	32.28
01 2620 610 001 000		GENERAL SUPPLIES	16.14	
01 2620 610 002 000		GENERAL SUPPLIES	16.14	
	2605-153950	WILKE'S TRUE VALUE	05/28/2026	37.03
01 2610 610 002 000		Supplies Elem	37.03	
	2605-154000	WILKE'S TRUE VALUE	05/08/2026	19.94
01 2620 610 001 000		GENERAL SUPPLIES	9.97	
01 2620 610 002 000		GENERAL SUPPLIES	9.97	
	2605-154103	WILKE'S TRUE VALUE	05/29/2026	77.32
01 2620 610 001 000		GENERAL SUPPLIES	77.32	
Total WILKE'S TRUE VALUE			422.70	
	811002	YANDA'S MUSIC	05/13/2026	225.00
01 1100 610 001 018		Music Materials	225.00	
Total YANDA'S MUSIC			225.00	
	2526-1025	Yendra, Alison	05/08/2026	33.59
01 1100 610 001 032		Foreign Lang Mater	33.59	
Total Yendra, Alison			33.59	
Fund Number 01			118,637.72	
Checking Account ID 01			118,637.72	

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 General								
01 1100 110 000 000	Salaries Hazard	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1100 111 001 000	SALARIES TEACHERS SECONDARY	921,455.00	78,207.46	762,269.60	82.72	159,185.40	0.00	159,185.40
01 1100 111 002 000	SALARIES TEACHERS ELEM.	1,023,530.00	75,593.77	742,893.57	72.58	280,636.43	0.00	280,636.43
01 1100 112 001 000	AIDES/COACHES	5,000.00	0.00	2,695.00	53.90	2,305.00	0.00	2,305.00
01 1100 120 001 000	SUBSTITUTE OR TEMPORARY SALARIES	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 1100 123 001 000	Sub Salaries Secon	48,000.00	5,215.00	47,891.55	99.77	108.45	0.00	108.45
01 1100 123 002 000	Sub Salaries Elem	25,000.00	7,655.02	28,808.21	115.23	(3,808.21)	0.00	(3,808.21)
01 1100 150 000 000	ADDITIONAL COMP. NON INSTRUCTIONAL STAFF	0.00	0.00	36.00	0.00	(36.00)	0.00	(36.00)
01 1100 150 001 000	ADDITIONAL COMP. NON INSTRUCTIONAL STAFF	12,000.00	1,000.00	14,366.00	119.72	(2,366.00)	0.00	(2,366.00)
01 1100 151 001 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	150,000.00	10,812.54	117,749.20	78.50	32,250.80	0.00	32,250.80
01 1100 151 002 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	32,000.00	4,076.62	42,350.20	132.34	(10,350.20)	0.00	(10,350.20)
01 1100 152 001 000	ADDITIONAL COMP. AIDES	8,900.00	0.00	1,886.50	21.20	7,013.50	0.00	7,013.50
01 1100 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	0.00	131.43	1,402.56	0.00	(1,402.56)	0.00	(1,402.56)
01 1100 211 001 000	Health Ins Secon	434,935.00	31,771.14	316,761.18	72.83	118,173.82	0.00	118,173.82
01 1100 211 002 000	Health Ins Elem	446,045.00	29,864.49	296,118.58	66.39	149,926.42	0.00	149,926.42
01 1100 212 001 000	GROUP INSURANCE-AIDES	25.00	0.00	0.00	0.00	25.00	0.00	25.00
01 1100 213 001 000	GROUP INS.-SUBS	1,100.00	3.18	28.66	2.61	1,071.34	0.00	1,071.34
01 1100 213 002 000	GROUP INS.-SUBS	7,700.00	1.14	11.98	0.16	7,688.02	0.00	7,688.02
01 1100 220 000 000	FICA-NON INSTRUCTIONAL	0.00	0.00	2.75	0.00	(2.75)	0.00	(2.75)
01 1100 220 001 000	FICA-NON INSTRUCTIONAL	250.00	73.90	1,072.56	429.02	(822.56)	0.00	(822.56)
01 1100 221 001 000	Fica Secon	75,000.00	6,570.11	64,928.50	86.57	10,071.50	0.00	10,071.50
01 1100 221 002 000	Fica Elem	78,300.00	5,757.69	56,894.17	72.66	21,405.83	0.00	21,405.83
01 1100 222 001 000	FICA-COACHES/AIDES	1,000.00	0.00	350.50	35.05	649.50	0.00	649.50
01 1100 223 001 000	FICA-SUB SUBS	3,700.00	398.86	3,663.56	99.02	36.44	0.00	36.44
01 1100 223 002 000	FICA-SUB SUBS	2,000.00	585.60	2,203.93	110.20	(203.93)	0.00	(203.93)
01 1100 230 001 000	RETIREMENT- NON INSTRUCTIONAL	0.00	80.80	1,025.77	0.00	(1,025.77)	0.00	(1,025.77)
01 1100 231 001 000	RETIREMENT TEACHERS/ADMINS	95,000.00	7,192.83	70,676.41	74.40	24,323.59	0.00	24,323.59
01 1100 231 002 000	RETIREMENT TEACHERS/ADMIN	100,102.00	6,437.35	63,447.59	63.38	36,654.41	0.00	36,654.41
01 1100 232 001 000	RETIREMENT-COACHES/AIDES	400.00	0.00	0.00	0.00	400.00	0.00	400.00
01 1100 233 001 000	RETIREMENT-SUBS	1,800.00	254.52	2,036.16	113.12	(236.16)	0.00	(236.16)
01 1100 233 002 000	RETIREMENT-SUBS	1,800.00	90.90	786.29	43.68	1,013.71	0.00	1,013.71
01 1100 280 001 000	NON INSTRUCTIONAL HSA	0.00	23.87	254.79	0.00	(254.79)	0.00	(254.79)
01 1100 281 001 000	CASH IN LIEU/HSA	22,000.00	2,551.72	25,495.36	115.89	(3,495.36)	0.00	(3,495.36)
01 1100 281 002 000	CASH IN LIEU/HSA	30,000.00	4,180.37	38,401.93	128.01	(8,401.93)	0.00	(8,401.93)
01 1100 283 001 000	UNEMPLOYMENT COMP OR INS	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1100 283 002 000	UNEMPLOYMENT COMP OR INS	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1100 330 001 000	ASSEMBLIES	5,000.00	0.00	90.00	1.80	4,910.00	0.00	4,910.00
01 1100 330 002 000	ASSEMBLIES	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 1100 334 000 000	Mileage for Psyche Services	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 1100 382 000 000	INTERNET SERVICES	7,500.00	100.17	5,308.38	70.78	2,191.62	0.00	2,191.62
01 1100 382 001 000	Distance Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1100 431 001 000	REPAIRS & MAINTENANCE - Contracted	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1100 431 002 000	REPAIRS & MAINTENANCE - Contracted	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1100 443 001 000	LEASED EQUIP	10,000.00	0.00	1,531.90	15.32	8,468.10	0.00	8,468.10
01 1100 443 002 000	LEASED EQUIP	2,500.00	765.95	6,127.60	245.10	(3,627.60)	0.00	(3,627.60)
01 1100 580 001 000	Travel Secon	5,000.00	72.00	1,785.47	35.71	3,214.53	0.00	3,214.53
01 1100 580 002 000	Travel Elem	2,000.00	279.00	1,442.50	72.13	557.50	0.00	557.50

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1100 591 001 000	ESU SERVICES-LMHP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1100 610 000 000	SUPPLIES	0.00	0.00	2,519.08	0.00	(2,519.08)	0.00	(2,519.08)
01 1100 610 001 000	Gen Supplies Secon	15,000.00	422.98	12,419.66	82.80	2,580.34	0.00	2,580.34
01 1100 610 002 000	Gen Supplies Elem	15,000.00	234.16	8,361.35	55.74	6,638.65	0.00	6,638.65
01 1100 640 001 000	Textbooks Secon	0.00	2,078.40	2,292.28	0.00	(2,292.28)	0.00	(2,292.28)
01 1100 640 002 000	Textbooks Elem	0.00	0.00	1,292.56	0.00	(1,292.56)	0.00	(1,292.56)
01 1100 641 001 000	Digital Instruction Materials	0.00	68.00	713.28	0.00	(713.28)	0.00	(713.28)
01 1100 643 001 000	WEB/CLOUD BASED SOFTWARE	0.00	2,408.28	10,166.59	0.00	(10,166.59)	0.00	(10,166.59)
01 1100 643 002 000	WEB/CLOUD BASED SOFTWARE	0.00	2,408.27	10,390.83	0.00	(10,390.83)	0.00	(10,390.83)
01 1100 733 001 000	Equipment Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1100 733 002 000	Equipment Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1100 734 001 000	Comp Equip Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1100 734 002 000	Comp Equip Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1100 735 001 000	Comp Software Secon	0.00	0.00	4,412.93	0.00	(4,412.93)	0.00	(4,412.93)
01 1100 735 002 000	Comp Software Elem	0.00	0.00	578.35	0.00	(578.35)	0.00	(578.35)
01 1100 810 001 000	FEES	2,500.00	0.00	1,377.87	55.11	1,122.13	0.00	1,122.13
01 1100 810 002 000	FEES	1,000.00	0.00	722.00	72.20	278.00	0.00	278.00
01 1100 890 001 000	Other Misc Exp Secon	3,000.00	0.00	4,219.50	140.65	(1,219.50)	0.00	(1,219.50)
01 1100 890 002 000	Other Misc Exp Elem	1,000.00	0.00	590.31	59.03	409.69	0.00	409.69
1100 SALARIES		3,607,242.00	287,367.52	2,782,851.50	77.15	824,390.50	0.00	824,390.50
01 1160 111 002 000	SALARIES TEACHERS POVERTY	67,000.00	0.00	0.00	0.00	67,000.00	0.00	67,000.00
01 1160 211 002 000	Poverty Program Health Ins	21,000.00	0.00	0.00	0.00	21,000.00	0.00	21,000.00
01 1160 221 002 000	Poverty Program FICA	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 1160 231 002 000	Poverty Program Retire	7,000.00	0.00	0.00	0.00	7,000.00	0.00	7,000.00
01 1160 281 002 000	TEACHERS/PRINCIPALS HSA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1160 POVERTY		100,000.00	0.00	0.00	0.00	100,000.00	0.00	100,000.00
01 1190 111 002 000	SALARIES TEACHERS PRE K	26,000.00	2,069.37	20,693.70	79.59	5,306.30	0.00	5,306.30
01 1190 112 002 000	PreK Para	48,000.00	2,380.38	21,413.23	44.61	26,586.77	0.00	26,586.77
01 1190 123 002 000	PreK Subs	2,000.00	0.00	855.00	42.75	1,145.00	0.00	1,145.00
01 1190 211 002 000	PreK Health	30,000.00	1,179.76	12,305.33	41.02	17,694.67	0.00	17,694.67
01 1190 212 002 000	GROUP INSURANCE-AIDES	10,000.00	4.80	48.00	0.48	9,952.00	0.00	9,952.00
01 1190 213 002 000	GROUP INS.-SUBS	0.00	0.00	0.25	0.00	(0.25)	0.00	(0.25)
01 1190 221 002 000	PreK Fica	5,000.00	155.19	1,550.56	31.01	3,449.44	0.00	3,449.44
01 1190 222 002 000	FICA-AIDES	3,600.00	182.10	1,638.13	45.50	1,961.87	0.00	1,961.87
01 1190 223 002 000	FICA-SUB SUBS	300.00	0.00	65.40	21.80	234.60	0.00	234.60
01 1190 231 002 000	PreK Retire	2,600.00	167.20	1,672.01	64.31	927.99	0.00	927.99
01 1190 232 002 000	RETIREMENT AIDES	4,700.00	192.33	1,730.18	36.81	2,969.82	0.00	2,969.82
01 1190 233 002 000	RETIREMENT-SUBS	250.00	0.00	18.18	7.27	231.82	0.00	231.82
01 1190 610 002 000	PreK Supplies	500.00	110.05	288.82	57.76	211.18	0.00	211.18
01 1190 890 002 000	PreK Misc Exp	500.00	0.00	0.00	0.00	500.00	0.00	500.00
1190 PREK		133,450.00	6,441.18	62,278.79	46.67	71,171.21	0.00	71,171.21
01 1200 111 001 000	SPED teachers	220,000.00	15,030.42	139,716.51	63.51	80,283.49	0.00	80,283.49
01 1200 111 002 000	SALARIES TEACHERS SPED ELEM.	277,500.00	19,462.29	193,722.90	69.81	83,777.10	0.00	83,777.10
01 1200 112 001 000	SPED Paras	177,000.00	14,446.28	155,898.03	88.08	21,101.97	0.00	21,101.97
01 1200 112 002 000	Aide Elem	125,000.00	10,164.58	98,461.36	78.77	26,538.64	0.00	26,538.64
01 1200 116 001 000	Nurse Sp Ed Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 116 002 000	Nurse Sp Ed Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 122 001 000	Sub Paras Salary	3,000.00	0.00	56.25	1.88	2,943.75	0.00	2,943.75
01 1200 123 001 000	Sub Secon	5,000.00	252.50	4,017.50	80.35	982.50	0.00	982.50
01 1200 123 002 000	Sub Elem	5,000.00	631.25	6,576.25	131.53	(1,576.25)	0.00	(1,576.25)
01 1200 132 001 000	OT - AIDES/PARAS	1,500.00	145.92	1,616.04	107.74	(116.04)	0.00	(116.04)
01 1200 132 002 000	OT - AIDES/PARAS	250.00	0.00	1.32	0.53	248.68	0.00	248.68
01 1200 151 001 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	10,000.00	863.10	8,631.00	86.31	1,369.00	0.00	1,369.00

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1200 211 001 000	Health Ins	70,000.00	4,070.37	40,032.48	57.19	29,967.52	0.00	29,967.52
01 1200 211 002 000	Health Ins Elem	82,000.00	6,289.05	64,647.45	78.84	17,352.55	0.00	17,352.55
01 1200 212 001 000	GROUP INSURANCE-AIDES	26,000.00	1,684.10	17,255.26	66.37	8,744.74	0.00	8,744.74
01 1200 212 002 000	GROUP INSURANCE-AIDES	28,000.00	2,607.09	25,146.08	89.81	2,853.92	0.00	2,853.92
01 1200 213 001 000	GROUP INS.-SUBS	200.00	0.11	3.08	1.54	196.92	0.00	196.92
01 1200 213 002 000	GROUP INS.-SUBS	200.00	0.28	2.36	1.18	197.64	0.00	197.64
01 1200 216 001 000	Health Ins. NURSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 216 002 000	Health Ins-NURSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 221 001 000	Fica Secon	17,000.00	1,177.13	10,965.22	64.50	6,034.78	0.00	6,034.78
01 1200 221 002 000	Fica Elem	22,000.00	1,448.28	14,413.73	65.52	7,586.27	0.00	7,586.27
01 1200 222 001 000	FICA-AIDES	13,500.00	1,053.99	11,425.84	84.64	2,074.16	0.00	2,074.16
01 1200 222 002 000	FICA-AIDES	10,000.00	655.36	6,315.62	63.16	3,684.38	0.00	3,684.38
01 1200 223 001 000	FICA-SUB SUBS	400.00	19.31	307.42	76.86	92.58	0.00	92.58
01 1200 223 002 000	FICA-SUB SUBS	750.00	48.29	503.09	67.08	246.91	0.00	246.91
01 1200 226 001 000	Fica-NURSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 226 002 000	Fica-NURSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 231 001 000	RETIREMENT TEACHERS/ADMINS	22,000.00	1,214.46	11,289.12	51.31	10,710.88	0.00	10,710.88
01 1200 231 002 000	RETIREMENT TEAHERS/ADMINS	27,500.00	1,572.55	15,652.78	56.92	11,847.22	0.00	11,847.22
01 1200 232 001 000	RETIREMENT AIDES	17,500.00	1,161.08	12,446.05	71.12	5,053.95	0.00	5,053.95
01 1200 232 002 000	RETIREMENT AIDES	12,500.00	790.78	7,633.06	61.06	4,866.94	0.00	4,866.94
01 1200 233 001 000	RETIREMENT-SUBS	250.00	9.09	245.43	98.17	4.57	0.00	4.57
01 1200 233 002 000	RETIREMENT-SUBS	100.00	22.72	186.34	186.34	(86.34)	0.00	(86.34)
01 1200 236 001 000	Retire-NURSE	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1200 236 002 000	Retire-NURSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 281 001 000	CASH IN LIEU/HSA	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 1200 281 002 000	CASH IN LIEU/HSA	0.00	589.44	4,460.49	0.00	(4,460.49)	0.00	(4,460.49)
01 1200 282 001 000	INSTRUCTIONAL AIDES HSA	1,500.00	128.47	1,283.80	85.59	216.20	0.00	216.20
01 1200 282 002 000	INSTRUCTIONAL AIDES HSA	3,500.00	223.34	2,380.58	68.02	1,119.42	0.00	1,119.42
01 1200 283 002 000	INS/HSA Cont.	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 1200 286 001 000	NURSE-HSA	25.00	0.00	0.00	0.00	25.00	0.00	25.00
01 1200 286 002 000	NURSE-HSA	25.00	0.00	0.00	0.00	25.00	0.00	25.00
01 1200 320 001 000	Purch Prof Ser Secon	10,000.00	0.00	1,597.50	15.98	8,402.50	0.00	8,402.50
01 1200 320 002 000	Purch Prof Serv Elem	5,000.00	0.00	1,597.50	31.95	3,402.50	0.00	3,402.50
01 1200 330 001 000	EMPLOYEE TRAINING/DEVELOPMENT	2,500.00	0.00	485.00	19.40	2,015.00	0.00	2,015.00
01 1200 330 002 000	EMPLOYEE TRAINING/DEVELOPMENT	0.00	0.00	395.00	0.00	(395.00)	0.00	(395.00)
01 1200 520 001 000	INSURANCE(Property, Liability)	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1200 569 001 000	TUITION-OTHER	200,000.00	3,840.72	175,978.61	87.99	24,021.39	0.00	24,021.39
01 1200 569 002 000	TUITION-OTHER	50,000.00	0.00	38,580.84	77.16	11,419.16	0.00	11,419.16
01 1200 580 001 000	Travel Secon	250.00	0.00	93.53	37.41	156.47	0.00	156.47
01 1200 580 002 000	Travel Elem	250.00	0.00	93.52	37.41	156.48	0.00	156.48
01 1200 591 001 000	SPED SUPERVISION SEC.	20,000.00	983.19	12,319.01	61.60	7,680.99	0.00	7,680.99
01 1200 591 002 000	SPED SUPERVISION ELEM.	20,000.00	1,118.19	12,454.01	62.27	7,545.99	0.00	7,545.99
01 1200 610 001 000	Gen Supplies	7,500.00	0.00	2,756.39	36.75	4,743.61	0.00	4,743.61
01 1200 610 002 000	Gen Supplies Elem	5,000.00	0.00	3,916.31	78.33	1,083.69	0.00	1,083.69
01 1200 640 001 000	Textbooks	750.00	0.00	0.00	0.00	750.00	0.00	750.00
01 1200 640 002 000	Textbooks Elem	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 1200 641 001 000	Digital Materials	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1200 641 002 000	Digital Mat./EBOOKS	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1200 643 001 000	WEB/CLOUD BASED SOFTWARE	0.00	0.00	506.47	0.00	(506.47)	0.00	(506.47)
01 1200 643 002 000	WEB/CLOUD BASED SOFTWARE	0.00	0.00	418.07	0.00	(418.07)	0.00	(418.07)
01 1200 733 001 000	Equipment Furn Secon	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 1200 733 002 000	Furniture Equip Elem	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1200 734 001 000	Comp Equip Secon	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 1200 734 002 000	Computer Equip Elem	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1200 735 001 000	Comp Software Secon	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1200 735 002 000	Comp Software Elem	610.00	0.00	0.00	0.00	610.00	0.00	610.00
01 1200 810 001 000	Registration Secondary	250.00	11.59	112.05	44.82	137.95	0.00	137.95
01 1200 810 002 000	Registration Elem	1,000.00	0.00	5.12	0.51	994.88	0.00	994.88
1200 SPEDICAL ED School Age		1,515,460.00	91,715.32	1,106,601.37	73.02	408,858.63	0.00	408,858.63
01 1291 330 002 000	EMPLOYEE TRAINING/DEVELOPMENT	0.00	0.00	50.00	0.00	(50.00)	0.00	(50.00)
01 1291 610 002 000	PRE Supplies	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 1291 640 002 000	Periodicals (3-5)	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1291 733 000 000	Equipment (3-5)	1,700.00	0.00	0.00	0.00	1,700.00	0.00	1,700.00
1291 SPED AGES 3-5		5,000.00	0.00	50.00	1.00	4,950.00	0.00	4,950.00
01 2120 111 001 000	Counselor Sal Secon	61,000.00	5,036.31	50,363.10	82.56	10,636.90	0.00	10,636.90
01 2120 111 002 000	Counselor Sal Elem	16,000.00	1,259.08	12,590.80	78.69	3,409.20	0.00	3,409.20
01 2120 211 001 000	Health Ins. Secon	18,000.00	1,398.71	14,376.26	79.87	3,623.74	0.00	3,623.74
01 2120 211 002 000	Health Ins. Elem	4,500.00	349.68	3,594.09	79.87	905.91	0.00	905.91
01 2120 221 001 000	Fica Secon	5,000.00	382.34	3,822.50	76.45	1,177.50	0.00	1,177.50
01 2120 221 002 000	Fica Elem	1,500.00	95.58	955.62	63.71	544.38	0.00	544.38
01 2120 231 001 000	Retirement Secon	6,000.00	406.93	4,069.30	67.82	1,930.70	0.00	1,930.70
01 2120 231 002 000	Retirement Elem	1,500.00	101.73	1,017.30	67.82	482.70	0.00	482.70
01 2120 281 001 000	TEACHERS/PRINCIPALS HSA	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 2120 281 002 000	TEACHERS/PRINCIPALS HSA	750.00	0.00	0.00	0.00	750.00	0.00	750.00
01 2120 320 001 000	Purch Prof Ser Secon	1,250.00	0.00	0.00	0.00	1,250.00	0.00	1,250.00
01 2120 320 002 000	Purch Prof Ser Elem	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2120 330 001 000	EMPLOYEE TRAINING/DEVELOPMENT	0.00	0.00	40.00	0.00	(40.00)	0.00	(40.00)
01 2120 580 001 000	Travel Secon	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2120 580 002 000	Travel Elem	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2120 610 001 000	Supplies Secon	1,000.00	0.00	116.32	11.63	883.68	0.00	883.68
01 2120 610 002 000	Supplies Elem	1,000.00	0.00	67.33	6.73	932.67	0.00	932.67
01 2120 640 001 000	BOOKS & PERIODICALS	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 2120 640 002 000	Resource Texts	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2120 735 001 000	Computer Software	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 2120 810 000 000	REGISTRATION	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
2120 COUNSELOR		125,750.00	9,030.36	91,012.62	72.38	34,737.38	0.00	34,737.38
01 2130 116 000 000	SALARIES -Professional Non-Cert. (Nurse)	38,000.00	4,261.28	35,915.21	94.51	2,084.79	0.00	2,084.79
01 2130 216 000 000	GROUP INS.-NURSE	5,000.00	551.32	5,423.48	108.47	(423.48)	0.00	(423.48)
01 2130 226 000 000	FICA-NURSE	3,000.00	323.26	2,720.66	90.69	279.34	0.00	279.34
01 2130 236 000 000	RETIREMENT-NURSE	3,750.00	344.31	2,901.98	77.39	848.02	0.00	848.02
01 2130 286 000 000	NURSE-HSA	1,000.00	96.82	952.55	95.26	47.45	0.00	47.45
01 2130 320 001 000	Purch Prof Ser Secon	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2130 320 002 000	Purch Prof Serv Elem	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2130 580 000 000	Travel	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 2130 610 000 000	Health Supplies	5,000.00	0.00	633.95	12.68	4,366.05	0.00	4,366.05
01 2130 610 001 000	Instruc Mater Secon	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 2130 610 002 000	Instruc Mater Elem	200.00	0.00	18.17	9.09	181.83	0.00	181.83
01 2130 733 000 000	Equipment	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 2130 810 000 000	Dues And Fees	150.00	0.00	135.00	90.00	15.00	0.00	15.00
2130 NURSE		56,800.00	5,576.99	48,701.00	85.74	8,099.00	0.00	8,099.00
01 2131 116 001 000	SALARIES -Professional Non-Cert. (Nurse)	15,000.00	1,431.19	12,553.59	83.69	2,446.41	0.00	2,446.41
01 2131 116 002 000	SALARIES -Professional Non-Cert. (Nurse)	15,000.00	1,431.20	12,553.61	83.69	2,446.39	0.00	2,446.39
01 2131 216 001 000	GROUP INS.-NURSE	2,000.00	185.16	1,896.27	94.81	103.73	0.00	103.73
01 2131 216 002 000	GROUP INS.-NURSE	2,000.00	185.12	1,896.25	94.81	103.75	0.00	103.75

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01 2131 226 001 000	FICA-NURSE	1,250.00	108.57	950.97	76.08	299.03	0.00	299.03
01 2131 226 002 000	FICA-NURSE	1,250.00	108.57	950.97	76.08	299.03	0.00	299.03
01 2131 236 001 000	RETIREMENT-NURSE	1,500.00	115.64	1,014.31	67.62	485.69	0.00	485.69
01 2131 236 002 000	RETIREMENT-NURSE	1,500.00	115.64	1,014.32	67.62	485.68	0.00	485.68
01 2131 286 001 000	NURSE-HSA	1,000.00	32.52	333.06	33.31	666.94	0.00	666.94
01 2131 286 002 000	NURSE-HSA	1,000.00	32.53	333.09	33.31	666.91	0.00	666.91
2131 HEALTH SERVICES SPED-NURSE		41,500.00	3,746.14	33,496.44	80.71	8,003.56	0.00	8,003.56
01 2140 111 000 000	SALARIES TEACHERS/PROFESSIONAL STAFF	85,000.00	0.00	0.00	0.00	85,000.00	0.00	85,000.00
01 2140 211 000 000	GROUP INSURANCE TEACHERS/ADMINS	19,600.00	0.00	0.00	0.00	19,600.00	0.00	19,600.00
01 2140 221 000 000	FICA TEACHERS/ADMIN	6,550.00	0.00	0.00	0.00	6,550.00	0.00	6,550.00
01 2140 231 000 000	RETIREMENT TEACHERS/ADMINS	8,313.00	0.00	0.00	0.00	8,313.00	0.00	8,313.00
01 2140 281 000 000	CASH IN LIEU TEACHERS/HSA	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2140 580 001 000	TRAVEL	0.00	143.40	143.40	0.00	(143.40)	0.00	(143.40)
01 2140 580 002 000	TRAVEL	0.00	143.40	143.40	0.00	(143.40)	0.00	(143.40)
01 2140 591 001 000	ESU SERVICES-LMHP	15,000.00	312.50	2,812.50	18.75	12,187.50	0.00	12,187.50
01 2140 591 002 000	ESU SERVICES-LMHP Elem	15,000.00	312.50	2,812.50	18.75	12,187.50	0.00	12,187.50
2140 PSYCHOLOGICAL SERVICES		150,463.00	911.80	5,911.80	3.93	144,551.20	0.00	144,551.20
01 2141 111 001 000	SALARIES TEACHERS/PROFESSIONAL STAFF	0.00	3,741.66	35,616.60	0.00	(35,616.60)	0.00	(35,616.60)
01 2141 111 002 000	SALARIES TEACHERS/PROFESSIONAL STAFF	0.00	3,541.67	35,416.70	0.00	(35,416.70)	0.00	(35,416.70)
01 2141 211 001 000	GROUP INSURANCE TEACHERS/ADMINS	0.00	700.20	6,830.73	0.00	(6,830.73)	0.00	(6,830.73)
01 2141 211 002 000	GROUP INSURANCE TEACHERS/ADMINS	0.00	662.79	6,793.32	0.00	(6,793.32)	0.00	(6,793.32)
01 2141 221 001 000	FICA TEACHERS/ADMIN	0.00	275.77	2,622.70	0.00	(2,622.70)	0.00	(2,622.70)
01 2141 221 002 000	FICA TEACHERS/ADMIN	0.00	261.02	2,607.95	0.00	(2,607.95)	0.00	(2,607.95)
01 2141 231 001 000	RETIREMENT TEACHERS/ADMINS	0.00	302.32	2,877.85	0.00	(2,877.85)	0.00	(2,877.85)
01 2141 231 002 000	RETIREMENT TEACHERS/ADMINS	0.00	286.17	2,861.70	0.00	(2,861.70)	0.00	(2,861.70)
01 2141 281 001 000	CASH IN LIEU TEACHERS/HSA	0.00	125.97	1,228.83	0.00	(1,228.83)	0.00	(1,228.83)
01 2141 281 002 000	CASH IN LIEU TEACHERS/HSA	0.00	119.24	1,222.19	0.00	(1,222.19)	0.00	(1,222.19)
01 2141 330 000 000	EMPLOYEE TRAINING/DEVELOPMENT	0.00	0.00	446.90	0.00	(446.90)	0.00	(446.90)
2141 PSYCHOLOGICAL SERVICES: SPED SCHOOL AGE		0.00	10,016.81	98,525.47	0.00	(98,525.47)	0.00	(98,525.47)
01 2151 320 001 000	Speech Therapy Services	0.00	806.25	4,225.50	0.00	(4,225.50)	0.00	(4,225.50)
01 2151 334 001 000	MILEAGE PAID-CONTRACTED	0.00	0.00	3,079.40	0.00	(3,079.40)	0.00	(3,079.40)
01 2151 340 001 000	OTHER PROF. SERVICES	0.00	2,392.00	32,786.00	0.00	(32,786.00)	0.00	(32,786.00)
01 2151 340 002 000	OTHER PROF. SERVICES	55,000.00	4,196.25	57,978.75	105.42	(2,978.75)	0.00	(2,978.75)
2151 SPEECH PATH/AUDIOLOGY-SPED School Age		55,000.00	7,394.50	98,069.65	178.31	(43,069.65)	0.00	(43,069.65)
01 2161 320 001 000	PROFESSIONAL ED SERVICES	5,000.00	651.00	5,186.30	103.73	(186.30)	0.00	(186.30)
01 2161 320 002 000	PROFESSIONAL ED SERVICES	15,500.00	1,097.25	10,026.80	64.69	5,473.20	0.00	5,473.20
01 2161 569 001 000	TUITION-OTHER	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 2161 569 002 000	OT Sped School Age	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
2161 OCCUPATIONAL THERAPY-SPED SCHOOL AGE		25,500.00	1,748.25	15,213.10	59.66	10,286.90	0.00	10,286.90
01 2162 320 002 000	OT Services SPED 3-5	3,500.00	1,026.00	3,968.25	113.38	(468.25)	0.00	(468.25)
01 2162 569 002 000	OT Sped 3-5	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
2162 OCCUPATIONAL THERAPY-SPED 3-5		6,500.00	1,026.00	3,968.25	61.05	2,531.75	0.00	2,531.75
01 2163 320 002 000	OT Sped Services 0-2	5,000.00	176.85	2,400.90	48.02	2,599.10	0.00	2,599.10
2163 OCCUPATIONAL THERAPY-SPED 0-2		5,000.00	176.85	2,400.90	48.02	2,599.10	0.00	2,599.10
01 2171 320 001 000	PT Sped Services Sec.	4,000.00	570.00	6,868.50	171.71	(2,868.50)	0.00	(2,868.50)

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01 2171 320 002 000	PT Sped Services Elem	15,000.00	612.75	9,963.80	66.43	5,036.20	0.00	5,036.20
01 2171 569 001 000	PT Sped School Age	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2171 569 002 000	PT Sped School Age	500.00	0.00	0.00	0.00	500.00	0.00	500.00
2171 PHYSICAL THERAPY-SPED SCHOOL AGE		20,000.00	1,182.75	16,832.30	84.16	3,167.70	0.00	3,167.70
01 2172 320 002 000	PT Sped Services 3-5	2,500.00	399.00	5,623.50	224.94	(3,123.50)	0.00	(3,123.50)
01 2172 569 002 000	PT 3-4 Sped	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
2172 PHYSICAL THERAPY:SPED 3-5		5,000.00	399.00	5,623.50	112.47	(623.50)	0.00	(623.50)
01 2173 320 002 000	PT Sped Services 0-2	0.00	416.54	2,916.99	0.00	(2,916.99)	0.00	(2,916.99)
2173 PHYSICAL THERAPY:SPED 0-2		0.00	416.54	2,916.99	0.00	(2,916.99)	0.00	(2,916.99)
01 2183 591 002 000	O & M Birth-2	0.00	344.14	1,495.20	0.00	(1,495.20)	0.00	(1,495.20)
2183 VISUALLY IMPAIRED:SPED 0-2		0.00	344.14	1,495.20	0.00	(1,495.20)	0.00	(1,495.20)
01 2190 110 001 000	Act Trans Sal Secon	25,000.00	2,259.63	19,130.23	76.52	5,869.77	0.00	5,869.77
01 2190 110 002 000	Act Trans Sal Elem	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2190 130 001 000	OT-NON INSTRUCTIONAL	0.00	0.00	1,200.53	0.00	(1,200.53)	0.00	(1,200.53)
01 2190 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	750.00	0.00	73.94	9.86	676.06	0.00	676.06
01 2190 220 001 000	FICA-NON INSTRUCTIONAL	2,000.00	172.86	1,553.28	77.66	446.72	0.00	446.72
01 2190 220 002 000	FICA-NON INSTRUCTIONAL	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 2190 230 001 000	RETIREMENT- NON INSTRUCTIONAL	2,500.00	0.00	510.94	20.44	1,989.06	0.00	1,989.06
01 2190 230 002 000	RETIREMENT- NON INSTRUCTIONAL	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 2190 340 001 000	Testing	1,500.00	0.00	3,300.00	220.00	(1,800.00)	0.00	(1,800.00)
01 2190 580 002 000	Meals/mileage	100.00	0.00	0.00	0.00	100.00	0.00	100.00
2190 ACT TRANS		33,050.00	2,432.49	25,768.92	77.97	7,281.08	0.00	7,281.08
01 2212 111 001 000	SALARIES TEACHERS STAFF. DEV	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 2212 111 002 000	SALARIES TEACHERS STAFF DEV. ELEM.	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 2212 123 001 000	Staff Development	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 2212 123 002 000	Staff Development	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 2212 211 001 000	HEALTH INSURANCE	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 2212 211 002 000	HEALTH INSURANCE	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 2212 221 001 000	Staff Dev Fica	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2212 221 002 000	Staff Dev Fica	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2212 231 001 000	RETIREMENT	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 2212 231 002 000	Staff Dev Retire	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 2212 330 001 000	Purch Prof Ser Secon	1,500.00	0.00	320.00	21.33	1,180.00	0.00	1,180.00
01 2212 330 002 000	Purch Prof Ser Elem	5,000.00	0.00	65.00	1.30	4,935.00	0.00	4,935.00
01 2212 580 001 000	Travel Secon	1,500.00	0.00	2,841.10	189.41	(1,341.10)	0.00	(1,341.10)
01 2212 580 002 000	Travel Elem	1,500.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00
01 2212 610 001 000	Supplies Secon	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2212 610 002 000	Supplies Elem	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2212 810 001 000	Dues And Fees Secon	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2212 810 002 000	Dues And Fees Elem	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
2212 Instruction and Curriculum Development		25,000.00	0.00	3,226.10	12.90	21,773.90	0.00	21,773.90
01 2213 330 001 000	EMPLOYEE TRAINING/DEVELOPMENT	0.00	209.00	616.00	0.00	(616.00)	0.00	(616.00)
01 2213 330 002 000	EMPLOYEE TRAINING/DEVELOPMENT	0.00	0.00	60.00	0.00	(60.00)	0.00	(60.00)
2213 Instructional Staff Training		0.00	209.00	676.00	0.00	(676.00)	0.00	(676.00)
01 2214 111 000 000	SALARIES TEACHERS/PROFESSIONAL STAFF	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 2214 221 000 000	FICA TEACHERS/ADMIN	650.00	0.00	0.00	0.00	650.00	0.00	650.00
01 2214 231 000 000	RETIREMENT TEACHERS/ADMINS	650.00	0.00	0.00	0.00	650.00	0.00	650.00

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2214 580 001 000	TRAVEL	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2214 580 002 000	TRAVEL	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2214 610 001 000	GENERAL SUPPLIES	375.00	0.00	0.00	0.00	375.00	0.00	375.00
01 2214 610 002 000	GENERAL SUPPLIES	375.00	0.00	0.00	0.00	375.00	0.00	375.00
01 2214 810 001 000	DUES AND FEES	1,425.00	0.00	0.00	0.00	1,425.00	0.00	1,425.00
01 2214 810 002 000	DUES AND FEES	1,425.00	0.00	0.00	0.00	1,425.00	0.00	1,425.00
2214 IMPLEMENTATION OF STANDARDS		10,200.00	0.00	0.00	0.00	10,200.00	0.00	10,200.00
01 2220 111 001 000	SALARIES TEACHERS LIBRARIAN SECOND.	32,600.00	2,781.04	27,740.40	85.09	4,859.60	0.00	4,859.60
01 2220 111 002 000	SALARIES TEACHERS LIBRARIAN ELEM.	32,600.00	2,781.04	27,740.40	85.09	4,859.60	0.00	4,859.60
01 2220 211 001 000	Health Ins Secon	15,000.00	1,023.59	10,235.32	68.24	4,764.68	0.00	4,764.68
01 2220 211 002 000	Health Ins Elem	15,000.00	1,023.59	10,235.32	68.24	4,764.68	0.00	4,764.68
01 2220 221 001 000	Fica Secon	2,500.00	199.95	1,994.16	79.77	505.84	0.00	505.84
01 2220 221 002 000	Fica Elem	2,500.00	199.95	1,994.16	79.77	505.84	0.00	505.84
01 2220 231 001 000	Retire Secon	3,200.00	224.71	2,241.44	70.05	958.56	0.00	958.56
01 2220 231 002 000	Retire Elem	3,200.00	224.71	2,241.44	70.05	958.56	0.00	958.56
01 2220 281 001 000	CASH IN LIEU TEACHERS/HSA	0.00	185.99	1,859.79	0.00	(1,859.79)	0.00	(1,859.79)
01 2220 281 002 000	CASH IN LIEU TEACHERS/HSA	0.00	185.99	1,859.79	0.00	(1,859.79)	0.00	(1,859.79)
01 2220 320 001 000	Purchased Ser Secon	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2220 320 002 000	Purchased Ser Elem	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2220 330 001 000	EMPLOYEE TRAINING/DEVELOPMENT	0.00	0.00	40.00	0.00	(40.00)	0.00	(40.00)
01 2220 431 001 000	Repair Secon	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 2220 431 002 000	Repair Elem	350.00	0.00	0.00	0.00	350.00	0.00	350.00
01 2220 610 001 000	Supplies Secon	500.00	0.00	357.53	71.51	142.47	0.00	142.47
01 2220 610 002 000	Supplies Elem	600.00	0.00	1,109.50	184.92	(509.50)	0.00	(509.50)
01 2220 640 001 000	Library Books Secon	4,500.00	0.00	908.47	20.19	3,591.53	0.00	3,591.53
01 2220 640 002 000	Library Books Elem	2,250.00	0.00	932.09	41.43	1,317.91	0.00	1,317.91
01 2220 641 000 000	EBOOKS	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2220 641 001 000	Digital Mat./EBOOKS	250.00	0.00	147.50	59.00	102.50	0.00	102.50
01 2220 641 002 000	Digital Mat./EBOOKS	250.00	0.00	147.50	59.00	102.50	0.00	102.50
01 2220 643 001 000	WEB/CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2220 733 001 000	Equipment Secon	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 2220 733 002 000	Equipment Elem	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 2220 735 001 000	Computer Software	3,800.00	0.00	545.00	14.34	3,255.00	0.00	3,255.00
01 2220 735 002 000	Elem Software	2,500.00	0.00	545.00	21.80	1,955.00	0.00	1,955.00
01 2220 890 001 000	Other Mis Exp Secon	40.00	0.00	0.00	0.00	40.00	0.00	40.00
01 2220 890 002 000	Other Misc Exp Elem	100.00	0.00	0.00	0.00	100.00	0.00	100.00
2220 LIBRARY/MEDIA SERVICES		124,590.00	8,830.56	92,874.81	74.54	31,715.19	0.00	31,715.19
01 2240 643 001 000	WEB/CLOUD BASED SOFTWARE	0.00	3,210.00	5,671.38	0.00	(5,671.38)	0.00	(5,671.38)
01 2240 643 002 000	WEB/CLOUD BASED SOFTWARE	0.00	0.00	1,411.37	0.00	(1,411.37)	0.00	(1,411.37)
2240 Academic Student Assessmemt		0.00	3,210.00	7,082.75	0.00	(7,082.75)	0.00	(7,082.75)
01 2310 340 000 000	SERVICES	750.00	0.00	1,557.95	207.73	(807.95)	0.00	(807.95)
01 2310 520 000 000	INSURANCE(Property, Liability)	15,500.00	0.00	0.00	0.00	15,500.00	0.00	15,500.00
01 2310 540 000 000	Advertising & Print	7,500.00	679.42	3,247.22	43.30	4,252.78	0.00	4,252.78
01 2310 580 000 000	Board Travel	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2310 610 000 000	Supplies	3,500.00	236.38	1,991.37	56.90	1,508.63	0.00	1,508.63
01 2310 643 000 000	WEB/CLOUD BASED SOFTWARE	0.00	0.00	2,700.00	0.00	(2,700.00)	0.00	(2,700.00)
01 2310 735 000 000	Software (E-Meetings)	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 2310 810 000 000	Dues And Fees	12,500.00	0.00	7,576.25	60.61	4,923.75	0.00	4,923.75
01 2310 890 000 000	Other Misc Exp	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
2310 BOARD OF EDUCATION		46,750.00	915.80	17,072.79	36.52	29,677.21	0.00	29,677.21
01 2320 105 000 000	SUPERINTENDENT SALARY	155,375.00	12,947.63	129,475.94	83.33	25,899.06	0.00	25,899.06

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2320 110 000 000	Clerical	24,000.00	2,035.71	19,528.34	81.37	4,471.66	0.00	4,471.66
01 2320 130 000 000	OT-NON INSTRUCTIONAL	700.00	204.18	1,033.57	147.65	(333.57)	0.00	(333.57)
01 2320 210 000 000	GROUP INSURANCE-NON INSTRUCTIONAL	8,900.00	587.41	5,662.46	63.62	3,237.54	0.00	3,237.54
01 2320 215 000 000	Health Ins	30,000.00	2,533.37	25,333.70	84.45	4,666.30	0.00	4,666.30
01 2320 220 000 000	FICA-NON INSTRUCTIONAL	2,000.00	166.39	1,525.15	76.26	474.85	0.00	474.85
01 2320 225 000 000	Fica	12,000.00	990.49	9,904.90	82.54	2,095.10	0.00	2,095.10
01 2320 230 000 000	RETIREMENT- NON INSTRUCTIONAL	2,500.00	180.99	1,661.41	66.46	838.59	0.00	838.59
01 2320 235 000 000	RETIREMENT SUPT.	15,200.00	1,042.94	10,429.31	68.61	4,770.69	0.00	4,770.69
01 2320 280 000 000	NON INSTRUCTIONAL HSA	1,000.00	106.94	1,030.83	103.08	(30.83)	0.00	(30.83)
01 2320 580 000 000	Travel	1,500.00	0.00	385.34	25.69	1,114.66	0.00	1,114.66
01 2320 610 000 000	Supplies	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2320 643 000 000	WEB/CLOUD BASED SOFTWARE	0.00	0.00	1,800.00	0.00	(1,800.00)	0.00	(1,800.00)
01 2320 735 000 000	Software-North Star	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2320 810 000 000	Dues And Fees	1,667.00	0.00	1,115.00	66.89	552.00	0.00	552.00
01 2320 890 000 000	Other Misc Exp	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
2320 EXECUTIVE ADMINISTRATION-SUPT		258,342.00	20,796.05	208,885.95	80.86	49,456.05	0.00	49,456.05
01 2330 317 000 000	LEGAL SERVICES	25,000.00	1,500.00	3,573.50	14.29	21,426.50	0.00	21,426.50
2330 DISTRICT LEGAL SERVICES		25,000.00	1,500.00	3,573.50	14.29	21,426.50	0.00	21,426.50
01 2410 110 001 000	Clerical Sal Secon	56,500.00	4,749.98	47,695.77	84.42	8,804.23	0.00	8,804.23
01 2410 110 002 000	Clerical Sal Elem	52,000.00	4,700.23	42,837.15	82.38	9,162.85	0.00	9,162.85
01 2410 111 001 000	Princ Sal Secon	105,000.00	8,750.00	87,500.00	83.33	17,500.00	0.00	17,500.00
01 2410 111 002 000	Prin Sal Elem	113,500.00	9,442.87	94,428.70	83.20	19,071.30	0.00	19,071.30
01 2410 120 001 000	SUBSTITUTE OR TEMPORARY SALARIES	1,000.00	122.72	518.37	51.84	481.63	0.00	481.63
01 2410 122 001 000	STUDENT AIDE	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 2410 130 001 000	OT-NON INSTRUCTIONAL	2,000.00	476.43	2,411.70	120.59	(411.70)	0.00	(411.70)
01 2410 130 002 000	OT-NON INSTRUCTIONAL	2,000.00	319.28	2,659.31	132.97	(659.31)	0.00	(659.31)
01 2410 151 001 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	0.00	490.88	4,908.80	0.00	(4,908.80)	0.00	(4,908.80)
01 2410 151 002 000	ADDITIONAL COMP. TEACHERS/PROF. STAFF	30,000.00	0.00	0.00	0.00	30,000.00	0.00	30,000.00
01 2410 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	30,000.00	1,370.67	13,830.01	46.10	16,169.99	0.00	16,169.99
01 2410 210 002 000	GROUP INSURANCE-NON INSTRUCTIONAL	30,000.00	2,089.20	20,892.00	69.64	9,108.00	0.00	9,108.00
01 2410 211 001 000	Health Ins Secon	900.00	68.76	687.60	76.40	212.40	0.00	212.40
01 2410 211 002 000	Health Ins Elem	900.00	10.00	100.00	11.11	800.00	0.00	800.00
01 2410 220 001 000	FICA-NON INSTRUCTIONAL	4,500.00	397.62	3,755.89	83.46	744.11	0.00	744.11
01 2410 220 002 000	FICA-NON INSTRUCTIONAL	4,000.00	361.52	3,255.75	81.39	744.25	0.00	744.25
01 2410 221 001 000	Fica Secon	8,100.00	706.92	7,069.20	87.27	1,030.80	0.00	1,030.80
01 2410 221 002 000	Fica Elem	10,000.00	893.46	8,934.60	89.35	1,065.40	0.00	1,065.40
01 2410 230 001 000	RETIREMENT- NON INSTRUCTIONAL	6,000.00	422.29	4,048.69	67.48	1,951.31	0.00	1,951.31
01 2410 230 002 000	RETIREMENT- NON INSTRUCTIONAL	5,000.00	405.58	3,676.12	73.52	1,323.88	0.00	1,323.88
01 2410 231 001 000	RETIREMENT ADMINS SEC.	10,500.00	746.66	7,466.60	71.11	3,033.40	0.00	3,033.40
01 2410 231 002 000	RETIREMENT ADMIN ELEM.	11,000.00	762.98	7,629.80	69.36	3,370.20	0.00	3,370.20
01 2410 280 001 000	NON INSTRUCTIONAL HSA	3,500.00	249.53	2,517.78	71.94	982.22	0.00	982.22
01 2410 280 002 000	NON INSTRUCTIONAL HSA	5,000.00	380.34	3,803.40	76.07	1,196.60	0.00	1,196.60
01 2410 281 002 000	CASH IN LIEU/HSA	30,000.00	2,465.54	24,655.40	82.18	5,344.60	0.00	5,344.60
01 2410 580 001 000	Travel Secon	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2410 580 002 000	Travel Elem	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2410 610 001 000	Supplies Secon	1,150.00	0.00	0.00	0.00	1,150.00	0.00	1,150.00
01 2410 610 002 000	Supplies Elem	1,000.00	0.00	389.95	39.00	610.05	0.00	610.05
01 2410 733 001 000	Equipment Secon	50.00	0.00	0.00	0.00	50.00	0.00	50.00

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01 2410 733 002 000	Equipment Elem	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2410 810 001 000	Dues And Fees Secon	500.00	0.00	930.00	186.00	(430.00)	0.00	(430.00)
01 2410 810 002 000	Dues And Fees Elem	500.00	694.00	739.00	147.80	(239.00)	0.00	(239.00)
01 2410 890 001 000	Other Misc Exp Secon	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2410 890 002 000	Other Misc Exp Elem	500.00	0.00	0.00	0.00	500.00	0.00	500.00
2410 OFFICE OF THE PRINCIPAL		531,650.00	41,077.46	397,341.59	74.74	134,308.41	0.00	134,308.41
01 2510 110 000 000	Clerical Salary	81,150.00	7,249.57	67,483.96	83.16	13,666.04	0.00	13,666.04
01 2510 130 000 000	OT-NON INSTRUCTIONAL	600.00	2.58	1,771.43	295.24	(1,171.43)	0.00	(1,171.43)
01 2510 150 000 000	ADDITIONAL COMP. NON INSTRUCTIONAL STAFF	11,000.00	894.88	8,948.80	81.35	2,051.20	0.00	2,051.20
01 2510 210 000 000	Health Ins	5,000.00	612.67	4,033.41	80.67	966.59	0.00	966.59
01 2510 220 000 000	Fica	6,500.00	597.27	5,753.44	88.51	746.56	0.00	746.56
01 2510 230 000 000	Retirement	8,000.00	585.97	5,595.79	69.95	2,404.21	0.00	2,404.21
01 2510 280 000 000	CASH IN LIEU/HSA	0.00	110.65	376.11	0.00	(376.11)	0.00	(376.11)
01 2510 293 000 000	Workman's Comp	40,000.00	0.00	0.00	0.00	40,000.00	0.00	40,000.00
01 2510 315 000 000	ACCOUNTING & AUDITING SERVICES	13,000.00	0.00	15,500.20	119.23	(2,500.20)	0.00	(2,500.20)
01 2510 382 001 000	Telephone Secon	6,000.00	286.54	2,666.08	44.43	3,333.92	0.00	3,333.92
01 2510 382 002 000	Telehone Elem	6,000.00	245.84	2,625.34	43.76	3,374.66	0.00	3,374.66
01 2510 431 000 000	Repair Maint Service	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2510 443 000 000	Rental And Leases	2,000.00	0.00	1,980.00	99.00	20.00	0.00	20.00
01 2510 520 000 000	INSURANCE-WORKMAN'S COMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2510 531 000 000	POSTAGE	6,000.00	23.69	940.65	15.68	5,059.35	0.00	5,059.35
01 2510 580 000 000	Travel	550.00	0.00	0.00	0.00	550.00	0.00	550.00
01 2510 610 000 000	Supplies	2,000.00	0.00	889.02	44.45	1,110.98	0.00	1,110.98
01 2510 733 000 000	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2510 734 000 000	Computer Hardware	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2510 735 000 000	Computer Software	11,000.00	0.00	2,324.00	21.13	8,676.00	0.00	8,676.00
01 2510 810 000 000	REGISTRATION	250.00	0.00	763.05	305.22	(513.05)	0.00	(513.05)
01 2510 890 000 000	Other Misc Exp	250.00	0.00	0.00	0.00	250.00	0.00	250.00
2510 CLERICAL		202,300.00	10,609.66	121,651.28	60.13	80,648.72	0.00	80,648.72
01 2580 112 000 000	Tech Support Aides	6,000.00	97.68	1,717.08	28.62	4,282.92	0.00	4,282.92
01 2580 114 000 000	Tech Support Salary	85,000.00	6,520.83	70,099.50	82.47	14,900.50	0.00	14,900.50
01 2580 214 000 000	Tech Support Health Ins	1,000.00	39.78	389.91	38.99	610.09	0.00	610.09
01 2580 224 000 000	Tech Support Fica	6,500.00	498.09	5,355.48	82.39	1,144.52	0.00	1,144.52
01 2580 234 000 000	RETIREMENT-TECH	8,000.00	526.88	5,664.04	70.80	2,335.96	0.00	2,335.96
01 2580 432 000 000	TECH REPAIRS/MAINT.	2,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00
01 2580 432 001 000	TECH REPAIRS & MAINTENANCE	1,000.00	0.00	1,202.13	120.21	(202.13)	0.00	(202.13)
01 2580 432 002 000	TECH REPAIRS & MAINTENANCE	1,000.00	0.00	1,202.12	120.21	(202.12)	0.00	(202.12)
01 2580 580 000 000	Tech Support Travel	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2580 650 001 000	Computer Supplies	5,000.00	259.99	2,650.39	53.01	2,349.61	0.00	2,349.61
01 2580 650 002 000	Computer Supplies	5,000.00	0.00	1,580.80	31.62	3,419.20	0.00	3,419.20
01 2580 735 001 000	TECHNOLOGY SOFTWARE	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 2580 810 000 000	REGISTRATION	500.00	119.00	139.00	27.80	361.00	0.00	361.00
2580 Administrative Tech Services		127,000.00	8,062.25	90,000.45	70.87	36,999.55	0.00	36,999.55
01 2610 110 001 000	Cust Sal Secon	115,000.00	9,083.02	88,600.21	77.04	26,399.79	0.00	26,399.79
01 2610 110 002 000	Cust Sal Elem	90,000.00	8,833.96	74,828.14	83.14	15,171.86	0.00	15,171.86
01 2610 123 001 000	Sub/Summer Sal Secon	20,000.00	0.00	464.25	2.32	19,535.75	0.00	19,535.75
01 2610 123 002 000	Sub/Summer Sal Elem	15,000.00	0.00	464.25	3.10	14,535.75	0.00	14,535.75
01 2610 130 001 000	OT-NON INSTRUCTIONAL	1,500.00	24.75	962.58	64.17	537.42	0.00	537.42
01 2610 130 002 000	OT-NON INSTRUCTIONAL	2,000.00	123.51	2,213.46	110.67	(213.46)	0.00	(213.46)
01 2610 210 001 000	Health Ins Secon	35,000.00	1,551.25	16,623.01	47.49	18,376.99	0.00	18,376.99
01 2610 210 002 000	Health Ins Elem	35,000.00	2,267.78	22,130.19	63.23	12,869.81	0.00	12,869.81
01 2610 220 001 000	Fica Secon	9,500.00	690.65	6,684.61	70.36	2,815.39	0.00	2,815.39
01 2610 220 002 000	Fica Elem	6,000.00	612.56	5,359.98	89.33	640.02	0.00	640.02

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2610 223 001 000	FICA-SUB SUBS	1,500.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00
01 2610 223 002 000	FICA-SUB SUBS	1,250.00	0.00	0.00	0.00	1,250.00	0.00	1,250.00
01 2610 230 001 000	Retirement Secon	12,000.00	670.69	6,877.61	57.31	5,122.39	0.00	5,122.39
01 2610 230 002 000	Retirement Elem	7,800.00	614.44	5,652.38	72.47	2,147.62	0.00	2,147.62
01 2610 233 001 000	RETIREMENT-SUBS	50.00	0.00	0.00	0.00	50.00	0.00	50.00
01 2610 280 002 000	CASH IN LIEU NON INSTR/HSA	5,000.00	316.84	3,022.12	60.44	1,977.88	0.00	1,977.88
01 2610 410 001 000	Water Sewer Secon	4,000.00	427.01	4,000.60	100.02	(0.60)	0.00	(0.60)
01 2610 410 002 000	Water Sewer Elem	4,000.00	426.99	4,000.55	100.01	(0.55)	0.00	(0.55)
01 2610 520 001 000	INSURANCE(Property, Liability)	30,000.00	0.00	0.00	0.00	30,000.00	0.00	30,000.00
01 2610 520 002 000	INSURANCE(Property, Liability)	30,000.00	0.00	0.00	0.00	30,000.00	0.00	30,000.00
01 2610 610 001 000	Supplies Secon	17,500.00	203.78	9,808.90	56.05	7,691.10	0.00	7,691.10
01 2610 610 002 000	Supplies Elem	17,500.00	240.81	9,759.68	55.77	7,740.32	0.00	7,740.32
01 2610 621 001 000	UTILITY ENERGY SERVICE	55,000.00	2,995.03	43,520.87	79.13	11,479.13	0.00	11,479.13
01 2610 621 002 000	UTILITY ENERGY SERVICE	55,000.00	2,995.00	50,044.45	90.99	4,955.55	0.00	4,955.55
2610 CUSTODIAL		569,600.00	32,078.07	355,017.84	62.33	214,582.16	0.00	214,582.16
01 2620 110 000 000	Maintenance Sal	54,000.00	3,000.00	38,067.77	70.50	15,932.23	0.00	15,932.23
01 2620 210 000 000	Health Ins	5,000.00	2.40	25.11	0.50	4,974.89	0.00	4,974.89
01 2620 220 000 000	Fica	4,000.00	228.86	2,905.45	72.64	1,094.55	0.00	1,094.55
01 2620 230 000 000	Retirement	5,500.00	242.40	3,075.88	55.93	2,424.12	0.00	2,424.12
01 2620 420 001 000	CLEANING SERVICES/TRASH	6,500.00	499.50	5,289.46	81.38	1,210.54	0.00	1,210.54
01 2620 420 002 000	CLEANING SERVICES/TRASH	6,500.00	499.50	5,289.46	81.38	1,210.54	0.00	1,210.54
01 2620 431 001 000	Con/ser Repair Secon	45,000.00	2,548.79	25,761.55	57.25	19,238.45	0.00	19,238.45
01 2620 431 002 000	Cont/ser Repair Elem	55,000.00	2,582.77	17,512.28	31.84	37,487.72	0.00	37,487.72
01 2620 442 001 000	RENTALS OF EQUIP/VEHICLES	0.00	0.00	2,850.00	0.00	(2,850.00)	0.00	(2,850.00)
01 2620 442 002 000	RENTALS OF EQUIP/VEHICLES	0.00	0.00	2,850.00	0.00	(2,850.00)	0.00	(2,850.00)
01 2620 520 001 000	PROPERTY INS.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 520 002 000	PROPERTY INS.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 610 001 000	GENERAL SUPPLIES	20,000.00	982.73	35,659.02	178.30	(15,659.02)	0.00	(15,659.02)
01 2620 610 002 000	GENERAL SUPPLIES	20,000.00	594.08	22,205.15	111.03	(2,205.15)	0.00	(2,205.15)
01 2620 720 001 000	BUILDINGS INPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 720 002 000	BUILDINGS IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 733 001 000	Equipment Secon	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2620 733 002 000	Equipment Elem	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2620 890 001 000	Other Exp Secon	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 2620 890 002 000	Other Exp Elem	200.00	0.00	0.00	0.00	200.00	0.00	200.00
2620 MAINTENANCE		225,900.00	11,181.03	161,491.13	71.49	64,408.87	0.00	64,408.87
01 2710 110 000 000	Transp Salaries	158,000.00	12,536.80	132,275.39	83.72	25,724.61	0.00	25,724.61
01 2710 123 000 000	SUB SALARIES	15,000.00	235.48	5,298.30	35.32	9,701.70	0.00	9,701.70
01 2710 210 000 000	Health Ins	9,000.00	630.21	6,155.51	68.39	2,844.49	0.00	2,844.49
01 2710 220 000 000	Fica	12,750.00	945.55	9,987.15	78.33	2,762.85	0.00	2,762.85
01 2710 223 000 000	FICA-SUB SUBS	1,500.00	18.00	405.11	27.01	1,094.89	0.00	1,094.89
01 2710 230 000 000	Retirement	10,500.00	399.43	4,723.71	44.99	5,776.29	0.00	5,776.29
01 2710 233 000 000	RETIREMENT-SUBS	1,000.00	14.27	242.59	24.26	757.41	0.00	757.41
01 2710 330 000 000	TESTING	5,000.00	0.00	2,860.00	57.20	2,140.00	0.00	2,140.00
01 2710 334 000 000	MILEAGE PAID-CONTRACTED	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 2710 340 000 000	Purch Ser(physicals)	2,500.00	0.00	2,042.00	81.68	458.00	0.00	458.00
01 2710 442 000 000	LEASE VEHICLES	6,000.00	0.00	0.00	0.00	6,000.00	0.00	6,000.00
01 2710 520 000 000	INSURANCE(Property, Liability)	20,000.00	0.00	0.00	0.00	20,000.00	0.00	20,000.00
01 2710 610 000 000	Tires And Parts	15,000.00	105.93	11,642.96	77.62	3,357.04	0.00	3,357.04
01 2710 626 000 000	Gas And Oil	54,000.00	6,252.25	43,470.90	80.50	10,529.10	0.00	10,529.10
01 2710 733 000 000	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2710 890 000 000	Other Exp	1,000.00	0.00	999.33	99.93	0.67	0.00	0.67
2710 Vehicle Operation-Reg. Ed		312,750.00	21,137.92	220,102.95	70.38	92,647.05	0.00	92,647.05
01 2712 110 001 000	NON-INSTRUCTIONAL	20,000.00	2,001.58	20,486.76	102.43	(486.76)	0.00	(486.76)

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01 2712 110 002 000	SPED Transp Salary	5,000.00	2,001.58	14,776.37	295.53	(9,776.37)	0.00	(9,776.37)
01 2712 123 001 000	SUB SALARIES	0.00	0.00	765.31	0.00	(765.31)	0.00	(765.31)
01 2712 210 001 000	GROUP INSURANCE-NON INSTRUCTIONAL	4,000.00	390.24	3,892.08	97.30	107.92	0.00	107.92
01 2712 210 002 000	SPED Transp Health	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2712 220 001 000	FICA-NON INSTRUCTIONAL	1,500.00	144.37	1,480.44	98.70	19.56	0.00	19.56
01 2712 220 002 000	SPED Transp FICA	200.00	153.10	1,130.39	565.20	(930.39)	0.00	(930.39)
01 2712 223 001 000	FICA-SUBS	0.00	0.00	58.55	0.00	(58.55)	0.00	(58.55)
01 2712 230 001 000	RETIREMENT- NON INSTRUCTIONAL	2,000.00	161.73	1,645.81	82.29	354.19	0.00	354.19
01 2712 230 002 000	SPED Transp Retire	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 2712 332 001 000	Mileage/parent Secon	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 2712 332 002 000	Mileage/parents Elem	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 2712 519 001 000	Contracted Transpor	50,000.00	0.00	20,040.00	40.08	29,960.00	0.00	29,960.00
01 2712 519 002 000	Contracted Elem	2,000.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
01 2712 520 000 000	INSURANCE(Property, Liability)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2712 626 001 000	Gas & Oil	500.00	0.00	0.00	0.00	500.00	0.00	500.00
2712 Vehicle Operation-School Age SPED		92,200.00	4,852.60	64,275.71	69.71	27,924.29	0.00	27,924.29
01 2730 431 000 000	REPAIRS & MAINT.	65,000.00	0.00	28,699.71	44.15	36,300.29	0.00	36,300.29
01 2730 610 000 000	GENERAL SUPPLIES	0.00	0.00	3,130.38	0.00	(3,130.38)	0.00	(3,130.38)
2730 Vehicle Service/Maint. Reg Ed.		65,000.00	0.00	31,830.09	48.97	33,169.91	0.00	33,169.91
01 3535 111 000 000	SALARIES TEACHERS/PROFESSIONAL STAFF	4,000.00	67.46	674.60	16.87	3,325.40	0.00	3,325.40
01 3535 211 000 000	High Ability Health	1,600.00	39.14	391.40	24.46	1,208.60	0.00	1,208.60
01 3535 221 000 000	High Ability Fica	300.00	4.64	46.40	15.47	253.60	0.00	253.60
01 3535 231 000 000	High Ability Retirement	500.00	5.45	54.50	10.90	445.50	0.00	445.50
01 3535 580 000 000	High Abilt Learn Mileage	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 3535 591 000 000	ESU SERVICES	1,500.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00
01 3535 610 000 000	High Abilt Learn Supplies	5,000.00	7,238.22	23,084.66	461.69	(18,084.66)	0.00	(18,084.66)
01 3535 733 000 000	High Abilt Learn Equip	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 3535 735 000 000	HIGH ABIL SOFTWARE	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 3535 810 000 000	High Abilt Learn Registration	4,000.00	0.00	1,731.30	43.28	2,268.70	0.00	2,268.70
3535 HIGH ABILITY LEARNERS		22,250.00	7,354.91	25,982.86	116.78	(3,732.86)	0.00	(3,732.86)
01 3551 610 001 000	CTE GENERAL SUPPLIES	0.00	0.00	7,712.28	0.00	(7,712.28)	0.00	(7,712.28)
3551 Career Education CTE		0.00	0.00	7,712.28	0.00	(7,712.28)	0.00	(7,712.28)
01 6200 111 000 000	REGULAR SALARIES	71,610.00	0.00	0.00	0.00	71,610.00	0.00	71,610.00
01 6200 211 000 000	HEALTH INSURANCE	25,000.00	0.00	0.00	0.00	25,000.00	0.00	25,000.00
01 6200 221 000 000	FICA	5,500.00	0.00	0.00	0.00	5,500.00	0.00	5,500.00
01 6200 231 000 000	RETIREMENT	7,200.00	0.00	0.00	0.00	7,200.00	0.00	7,200.00
01 6200 281 000 000	TEACHERS/PRINCIPALS HSA	3,750.00	0.00	0.00	0.00	3,750.00	0.00	3,750.00
01 6200 580 000 000	Travel	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 6200 591 000 000	ESU SERVICES	0.00	0.00	1,272.00	0.00	(1,272.00)	0.00	(1,272.00)
01 6200 610 000 000	Supplies/Materials	120.00	0.00	0.00	0.00	120.00	0.00	120.00
6200 TITLE 1 PART A		113,430.00	0.00	1,272.00	1.12	112,158.00	0.00	112,158.00
01 6310 111 000 000	TEACHERS SALARIES	35,000.00	7,213.87	67,218.41	192.05	(32,218.41)	0.00	(32,218.41)
01 6310 211 000 000	TITLE IIA Health	12,000.00	2,444.39	23,033.96	191.95	(11,033.96)	0.00	(11,033.96)
01 6310 221 000 000	TITLE IIA Fica	2,600.00	518.37	4,829.61	185.75	(2,229.61)	0.00	(2,229.61)
01 6310 231 000 000	TITLE IIA Retirement	3,500.00	582.88	5,431.24	155.18	(1,931.24)	0.00	(1,931.24)
01 6310 281 000 000	TEACHERS/PRINCIPALS HSA	2,000.00	444.15	4,185.35	209.27	(2,185.35)	0.00	(2,185.35)
6310 TITLE IIA		55,100.00	11,203.66	104,698.57	190.02	(49,598.57)	0.00	(49,598.57)
01 6406 111 000 000	BASE 3-4 SPED INSTR	3,500.00	0.00	0.00	0.00	3,500.00	0.00	3,500.00
01 6406 211 000 000	BASE 3-4 SPED HEALTH	1,051.00	0.00	0.00	0.00	1,051.00	0.00	1,051.00
01 6406 221 000 000	BASE 3-4 SPED FICA	188.00	0.00	0.00	0.00	188.00	0.00	188.00

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 6406 231 000 000	BASE 3-4 SPED RETIR	244.00	0.00	0.00	0.00	244.00	0.00	244.00
01 6406 320 000 000	PROFESSIONAL ED SERVICES	2,529.00	0.00	0.00	0.00	2,529.00	0.00	2,529.00
6406 IDEA PRESCHOOL: 3-4		7,512.00	0.00	0.00	0.00	7,512.00	0.00	7,512.00
01 6700 111 000 000	Vocational Wages	2,400.00	0.00	0.00	0.00	2,400.00	0.00	2,400.00
01 6700 211 000 000	Vocational Health	303.00	0.00	0.00	0.00	303.00	0.00	303.00
01 6700 221 000 000	Vocational FICA	183.00	0.00	0.00	0.00	183.00	0.00	183.00
01 6700 231 000 000	Vocational Retire	238.00	0.00	0.00	0.00	238.00	0.00	238.00
6700 VOCATIONAL		3,124.00	0.00	0.00	0.00	3,124.00	0.00	3,124.00
01 6992 111 000 000	REAP Salary	32,000.00	2,538.43	31,344.10	97.95	655.90	0.00	655.90
01 6992 211 000 000	REAP Health	11,500.00	954.94	11,791.44	102.53	(291.44)	0.00	(291.44)
01 6992 221 000 000	REAP Fica	2,500.00	181.70	2,243.58	89.74	256.42	0.00	256.42
01 6992 231 000 000	REAP Retirement	3,500.00	205.10	2,532.56	72.36	967.44	0.00	967.44
01 6992 281 000 000	TEACHERS/PRINCIPALS HSA	1,500.00	173.52	2,142.58	142.84	(642.58)	0.00	(642.58)
6992 REAP		51,000.00	4,053.69	50,054.26	98.15	945.74	0.00	945.74
01 8000 912 000 000	Lunch Fund	50,000.00	25,000.00	25,000.00	50.00	25,000.00	0.00	25,000.00
01 8000 913 001 000	Activity Transfer	55,000.00	0.00	0.00	0.00	55,000.00	0.00	55,000.00
01 8000 914 000 000	Bond Fund	0.00	0.00	242,987.23	0.00	(242,987.23)	0.00	(242,987.23)
01 8000 915 000 000	Depreciation Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8000 TRANSFERS (OUTGOING)		105,000.00	25,000.00	267,987.23	255.23	(162,987.23)	0.00	(162,987.23)
000 DISTRICT WIDE		8,859,413.00	641,999.30	6,634,527.94	74.89	2,224,885.06	0.00	2,224,885.06
01 1100 610 002 001	Grade 1 Materials	400.00	0.00	0.00	0.00	400.00	0.00	400.00
01 1100 640 002 001	Classroom Periodical	1,800.00	0.00	275.00	15.28	1,525.00	0.00	1,525.00
1100 SALARIES		2,200.00	0.00	275.00	12.50	1,925.00	0.00	1,925.00
001 FIRST GRADE		2,200.00	0.00	275.00	12.50	1,925.00	0.00	1,925.00
01 1100 610 002 002	Grade 2 Materials	400.00	0.00	137.36	34.34	262.64	0.00	262.64
01 1100 640 002 002	Classroom Periodical	1,750.00	0.00	0.00	0.00	1,750.00	0.00	1,750.00
1100 SALARIES		2,150.00	0.00	137.36	6.39	2,012.64	0.00	2,012.64
002 SECOND GRADE		2,150.00	0.00	137.36	6.39	2,012.64	0.00	2,012.64
01 1100 610 002 003	Grade 3 Materials	400.00	0.00	40.00	10.00	360.00	0.00	360.00
01 1100 640 002 003	Classroom Periodical	1,550.00	0.00	0.00	0.00	1,550.00	0.00	1,550.00
1100 SALARIES		1,950.00	0.00	40.00	2.05	1,910.00	0.00	1,910.00
003 THIRD GRADE		1,950.00	0.00	40.00	2.05	1,910.00	0.00	1,910.00
01 1100 610 002 004	Grade 4 Materials	400.00	0.00	139.56	34.89	260.44	0.00	260.44
01 1100 640 002 004	Classroom Periodical	650.00	0.00	0.00	0.00	650.00	0.00	650.00
1100 SALARIES		1,050.00	0.00	139.56	13.29	910.44	0.00	910.44
004 FOURTH GRADE		1,050.00	0.00	139.56	13.29	910.44	0.00	910.44
01 1100 610 002 005	Grade 5 Materials	400.00	0.00	468.67	117.17	(68.67)	0.00	(68.67)
01 1100 640 002 005	Classroom Periodical	550.00	0.00	0.00	0.00	550.00	0.00	550.00
1100 SALARIES		950.00	0.00	468.67	49.33	481.33	0.00	481.33
005 FIFTH GRADE		950.00	0.00	468.67	49.33	481.33	0.00	481.33
01 1100 610 002 006	Grade 6 Materials	400.00	0.00	168.49	42.12	231.51	0.00	231.51
01 1100 640 002 006	Classroom Periodical	300.00	0.00	0.00	0.00	300.00	0.00	300.00
1100 SALARIES		700.00	0.00	168.49	24.07	531.51	0.00	531.51
006 SIXTH GRADE		700.00	0.00	168.49	24.07	531.51	0.00	531.51
01 1100 610 002 007	Kingrt Materials	300.00	0.00	172.67	57.56	127.33	0.00	127.33
01 1100 640 002 007	Classroom Periodical	800.00	0.00	0.00	0.00	800.00	0.00	800.00
1100 SALARIES		1,100.00	0.00	172.67	15.70	927.33	0.00	927.33
007 Kindergarten		1,100.00	0.00	172.67	15.70	927.33	0.00	927.33

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1100 610 002 017	Elem Art Materials	501.00	0.00	0.00	0.00	501.00	0.00	501.00
1100 SALARIES		501.00	0.00	0.00	0.00	501.00	0.00	501.00
017 ELEM. ART		501.00	0.00	0.00	0.00	501.00	0.00	501.00
01 1100 610 001 018	Music Materials	1,000.00	225.00	2,425.19	242.52	(1,425.19)	0.00	(1,425.19)
01 1100 610 002 018	Music Materials	727.00	65.57	1,767.27	243.09	(1,040.27)	0.00	(1,040.27)
01 1100 733 001 018	Music Equipment	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 733 002 018	Music Equipment	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 810 001 018	FEES	831.00	0.00	1,751.00	210.71	(920.00)	0.00	(920.00)
1100 SALARIES		3,558.00	290.57	5,943.46	167.04	(2,385.46)	0.00	(2,385.46)
018 MUSIC		3,558.00	290.57	5,943.46	167.04	(2,385.46)	0.00	(2,385.46)
01 1100 610 002 019	Elem Pe Materials	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1100 733 002 019	Equipment	300.00	0.00	0.00	0.00	300.00	0.00	300.00
1100 SALARIES		500.00	0.00	0.00	0.00	500.00	0.00	500.00
019 ELEM. PE		500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 610 001 020	Lang Arts Materials	500.00	0.00	84.00	16.80	416.00	0.00	416.00
01 1100 640 001 020	Classroom Periodical	600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 1100 735 001 020	Computer Software	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1100 810 001 020	Student Registration	900.00	0.00	0.00	0.00	900.00	0.00	900.00
1100 SALARIES		2,200.00	0.00	84.00	3.82	2,116.00	0.00	2,116.00
020 LANGUAGE ARTS		2,200.00	0.00	84.00	3.82	2,116.00	0.00	2,116.00
01 1100 610 001 021	Math Materials	200.00	0.00	208.32	104.16	(8.32)	0.00	(8.32)
1100 SALARIES		200.00	0.00	208.32	104.16	(8.32)	0.00	(8.32)
021 MATH		200.00	0.00	208.32	104.16	(8.32)	0.00	(8.32)
01 1100 431 001 022	REPAIRS & MAINTENANCE - Contracted	750.00	0.00	0.00	0.00	750.00	0.00	750.00
01 1100 610 001 022	Materials	5,000.00	0.00	660.43	13.21	4,339.57	0.00	4,339.57
01 1100 640 001 022	Classroom Periodical	350.00	0.00	0.00	0.00	350.00	0.00	350.00
01 1100 733 001 022	Equipment	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 1100 735 001 022	Computer Software	250.00	0.00	0.00	0.00	250.00	0.00	250.00
1100 SALARIES		9,350.00	0.00	660.43	7.06	8,689.57	0.00	8,689.57
022 SCIENCE		9,350.00	0.00	660.43	7.06	8,689.57	0.00	8,689.57
01 1100 610 001 023	Soc Stud Materials	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1100 640 001 023	Classroom Periodical	320.00	0.00	0.00	0.00	320.00	0.00	320.00
1100 SALARIES		470.00	0.00	0.00	0.00	470.00	0.00	470.00
023 SOCIAL STUDIES		470.00	0.00	0.00	0.00	470.00	0.00	470.00
01 1100 431 001 025	REPAIRS & MAINTENANCE - Contracted	1,600.00	0.00	0.00	0.00	1,600.00	0.00	1,600.00
01 1100 580 001 025	Instructor Travel	1,700.00	0.00	0.00	0.00	1,700.00	0.00	1,700.00
01 1100 610 001 025	Instr Materials	4,000.00	1,379.85	8,990.02	224.75	(4,990.02)	0.00	(4,990.02)
01 1100 640 001 025	Expendable Wrbk	65.00	0.00	0.00	0.00	65.00	0.00	65.00
01 1100 733 001 025	Equipment Secon	125.00	0.00	0.00	0.00	125.00	0.00	125.00
01 1100 735 001 025	Comp Software Secon	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 810 001 025	FEES	950.00	275.00	275.00	28.95	675.00	0.00	675.00
1100 SALARIES		8,940.00	1,654.85	9,265.02	103.64	(325.02)	0.00	(325.02)
025 AGRICULTURE		8,940.00	1,654.85	9,265.02	103.64	(325.02)	0.00	(325.02)
01 1100 431 001 026	REPAIRS & MAINTENANCE - Contracted	200.00	0.00	0.00	0.00	200.00	0.00	200.00
01 1100 580 001 026	Instructor Travel	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1100 610 001 026	Instr Materials	1,000.00	0.00	338.11	33.81	661.89	0.00	661.89
01 1100 640 001 026	Expendable Wrbk	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1100 733 001 026	Equipment	100.00	0.00	0.00	0.00	100.00	0.00	100.00
01 1100 735 001 026	Comp Software	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 810 001 026	FEES	1,400.00	0.00	180.00	12.86	1,220.00	0.00	1,220.00
1100 SALARIES		5,000.00	0.00	518.11	10.36	4,481.89	0.00	4,481.89
026 BUSINESS		5,000.00	0.00	518.11	10.36	4,481.89	0.00	4,481.89
01 1100 610 001 027	Secon Art Materials	1,800.00	0.00	863.70	47.98	936.30	0.00	936.30
1100 SALARIES		1,800.00	0.00	863.70	47.98	936.30	0.00	936.30
027 SECONDARY ART		1,800.00	0.00	863.70	47.98	936.30	0.00	936.30
01 1100 350 001 028	Other Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1100 431 001 028	REPAIRS & MAINTENANCE - Contracted	2,500.00	0.00	5,490.50	219.62	(2,990.50)	0.00	(2,990.50)
01 1100 431 002 028	REPAIRS & MAINTENANCE - Contracted	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 610 001 028	Instr Materials	1,000.00	422.38	1,998.47	199.85	(998.47)	0.00	(998.47)
01 1100 610 002 028	Instrument Materials	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 733 001 028	Equipment	3,000.00	0.00	0.00	0.00	3,000.00	0.00	3,000.00
01 1100 733 002 028	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 810 001 028	Registration	500.00	0.00	989.80	197.96	(489.80)	0.00	(489.80)
01 1100 810 002 028	Student Registration	500.00	0.00	0.00	0.00	500.00	0.00	500.00
1100 SALARIES		10,000.00	422.38	8,478.77	84.79	1,521.23	0.00	1,521.23
028 BAND		10,000.00	422.38	8,478.77	84.79	1,521.23	0.00	1,521.23
01 1100 431 001 029	REPAIRS & MAINTENANCE - Contracted	500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 440 001 029	Secon Pe Rental	6,500.00	0.00	0.00	0.00	6,500.00	0.00	6,500.00
01 1100 610 001 029	Instr Materials	800.00	0.00	590.56	73.82	209.44	0.00	209.44
01 1100 733 001 029	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
1100 SALARIES		8,800.00	0.00	590.56	6.71	8,209.44	0.00	8,209.44
029 SECONDARY PE		8,800.00	0.00	590.56	6.71	8,209.44	0.00	8,209.44
01 1100 610 001 030	FCS Instr Materials	500.00	0.00	0.00	0.00	500.00	0.00	500.00
1100 SALARIES		500.00	0.00	0.00	0.00	500.00	0.00	500.00
030 FCS		500.00	0.00	0.00	0.00	500.00	0.00	500.00
01 1100 431 001 031	REPAIRS & MAINTENANCE - Contracted	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1100 580 001 031	Instructor Travel	250.00	0.00	0.00	0.00	250.00	0.00	250.00
01 1100 610 001 031	Instruc Materials	2,000.00	0.00	1,651.71	82.59	348.29	0.00	348.29
01 1100 733 001 031	Equipment	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
01 1100 735 001 031	Comp Software	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1100 810 001 031	Instru Registration	1,080.00	0.00	0.00	0.00	1,080.00	0.00	1,080.00
1100 SALARIES		4,930.00	0.00	1,651.71	33.50	3,278.29	0.00	3,278.29
031 INDUSTRIAL ARTS		4,930.00	0.00	1,651.71	33.50	3,278.29	0.00	3,278.29
01 1100 610 001 032	Foreign Lang Mater	200.00	33.59	97.62	48.81	102.38	0.00	102.38
01 1100 640 001 032	Classroom Period	150.00	0.00	0.00	0.00	150.00	0.00	150.00
01 1100 810 001 032	REGISTRATION	50.00	0.00	0.00	0.00	50.00	0.00	50.00
1100 SALARIES		400.00	33.59	97.62	24.41	302.38	0.00	302.38
032 FOREIGN LANGUAGE		400.00	33.59	97.62	24.41	302.38	0.00	302.38
01 1100 610 001 033	Journalism Materials	300.00	0.00	0.00	0.00	300.00	0.00	300.00
01 1100 733 001 033	Journalism Equip	300.00	0.00	0.00	0.00	300.00	0.00	300.00
1100 SALARIES		600.00	0.00	0.00	0.00	600.00	0.00	600.00
033 JOURNALISM		600.00	0.00	0.00	0.00	600.00	0.00	600.00
01 2161 320 001 601	PROFESSIONAL ED SERVICES	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
2161 OCCUPATIONAL THERAPY-SPED SCHOOL AGE		5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
601 OT Services		5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
01 2151 591 001 602	Speech Therapy	40,000.00	1,780.56	31,937.67	79.84	8,062.33	0.00	8,062.33
01 2151 591 002 602	Speech Therapy Elem	160,000.00	11,240.94	126,605.61	79.13	33,394.39	0.00	33,394.39
2151 SPEECH PATH/AUDIOLOGY-SPED School Age		200,000.00	13,021.50	158,543.28	79.27	41,456.72	0.00	41,456.72
01 2152 591 002 602	PRE SCHL SPEECH (3-5)	5,000.00	3,327.32	25,118.92	502.38	(20,118.92)	0.00	(20,118.92)
2152 SPEECH PATH/AUDIOLOGY-SPED Ages 3-5		5,000.00	3,327.32	25,118.92	502.38	(20,118.92)	0.00	(20,118.92)
01 2153 591 002 602	SPEECH (0-2)	6,300.00	1,636.68	15,410.58	244.61	(9,110.58)	0.00	(9,110.58)
2153 SPEECH PATH/AUDIOLOGY-SPED Ages 0-2		6,300.00	1,636.68	15,410.58	244.61	(9,110.58)	0.00	(9,110.58)
01 6408 591 002 602	ESU SERVICES-Speech	111,769.00	0.00	0.00	0.00	111,769.00	0.00	111,769.00
6408 IDEA Part B (611) Base & EP 0-21		111,769.00	0.00	0.00	0.00	111,769.00	0.00	111,769.00
602 Speech		323,069.00	17,985.50	199,072.78	61.62	123,996.22	0.00	123,996.22
01 1291 591 002 603	PRE SPED Supervision (3-5)	3,500.00	225.05	2,845.70	81.31	654.30	0.00	654.30
1291 SPED AGES 3-5		3,500.00	225.05	2,845.70	81.31	654.30	0.00	654.30
01 1292 591 002 603	Pre Sped Services (0-2)	3,500.00	225.05	2,845.70	81.31	654.30	0.00	654.30
1292 SPED AGES 0-2		3,500.00	225.05	2,845.70	81.31	654.30	0.00	654.30
603 Sped Super		7,000.00	450.10	5,691.40	81.31	1,308.60	0.00	1,308.60
01 1200 591 001 604	Deaf Ed	5,500.00	0.00	0.00	0.00	5,500.00	0.00	5,500.00
01 1200 591 002 604	DEAF ED	5,500.00	0.00	11.97	0.22	5,488.03	0.00	5,488.03
1200 SPEDICAL ED School Age		11,000.00	0.00	11.97	0.11	10,988.03	0.00	10,988.03
01 2151 591 001 604	ESU SERVICES-Deaf Ed Sec.	5,000.00	666.44	8,535.35	170.71	(3,535.35)	0.00	(3,535.35)
01 2151 591 002 604	Deaf Ed Sped Elem.	5,000.00	666.44	11,498.50	229.97	(6,498.50)	0.00	(6,498.50)
2151 SPEECH PATH/AUDIOLOGY-SPED School Age		10,000.00	1,332.88	20,033.85	200.34	(10,033.85)	0.00	(10,033.85)
01 2153 591 002 604	Pre Deaf Ed Services (0-2)	500.00	0.00	0.00	0.00	500.00	0.00	500.00
2153 SPEECH PATH/AUDIOLOGY-SPED Ages 0-2		500.00	0.00	0.00	0.00	500.00	0.00	500.00
604 Deaf Ed		21,500.00	1,332.88	20,045.82	93.24	1,454.18	0.00	1,454.18
01 2181 591 001 605	Vision	0.00	350.96	3,237.57	0.00	(3,237.57)	0.00	(3,237.57)
01 2181 591 002 605	VISION	4,750.00	350.96	3,237.57	68.16	1,512.43	0.00	1,512.43
2181 VISUALLY IMPAIRED:SPED SCHOOL AGE		4,750.00	701.92	6,475.14	136.32	(1,725.14)	0.00	(1,725.14)
01 2183 591 002 605	Vision Sped 0-2	0.00	0.00	1,627.62	0.00	(1,627.62)	0.00	(1,627.62)
2183 VISUALLY IMPAIRED:SPED 0-2		0.00	0.00	1,627.62	0.00	(1,627.62)	0.00	(1,627.62)
605 Vision		4,750.00	701.92	8,102.76	170.58	(3,352.76)	0.00	(3,352.76)
01 2141 591 001 606	SCHOOL PSYCH	30,000.00	2,357.01	23,056.27	76.85	6,943.73	0.00	6,943.73
01 2141 591 002 606	Diagnostic Testing (School Psych)	30,000.00	2,357.01	27,703.23	92.34	2,296.77	0.00	2,296.77
2141 PSYCHOLOGICAL SERVICES: SPED SCHOOL AGE		60,000.00	4,714.02	50,759.50	84.60	9,240.50	0.00	9,240.50
01 2142 591 002 606	PSYCH SERVICES SPED 3-5	6,650.00	589.25	6,344.94	95.41	305.06	0.00	305.06
2142 PSYCHOLOGICAL SERVICES: SPED 3-5		6,650.00	589.25	6,344.94	95.41	305.06	0.00	305.06
01 2143 591 002 606	PSYC SERVICES SPED 0-2	6,650.00	589.25	6,344.94	95.41	305.06	0.00	305.06
2143 PSYCHOLOGICAL SERVICES: SPED 0-2		6,650.00	589.25	6,344.94	95.41	305.06	0.00	305.06
606 D/E Psychological		73,300.00	5,892.52	63,449.38	86.56	9,850.62	0.00	9,850.62
01 2151 591 001 607	Audiology Secon	5,000.00	76.09	753.95	15.08	4,246.05	0.00	4,246.05
01 2151 591 002 607	Audiology Elem	15,000.00	76.09	1,492.39	9.95	13,507.61	0.00	13,507.61
2151 SPEECH PATH/AUDIOLOGY-SPED School Age		20,000.00	152.18	2,246.34	11.23	17,753.66	0.00	17,753.66
01 2152 591 002 607	AUDIOLOGY SPED 3-5	250.00	19.02	238.18	95.27	11.82	0.00	11.82
2152 SPEECH PATH/AUDIOLOGY-SPED Ages 3-5		250.00	19.02	238.18	95.27	11.82	0.00	11.82
01 2153 591 002 607	AUDIOLOGY SPED 0-2	250.00	19.02	238.18	95.27	11.82	0.00	11.82

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
2153	SPEECH PATH/AUDIOLOGY-SPED Ages 0-2	250.00	19.02	238.18	95.27	11.82	0.00	11.82
607	Audiology	20,500.00	190.22	2,722.70	13.28	17,777.30	0.00	17,777.30
01 1200 591 000 608	Vocational	2,500.00	126.16	1,386.39	55.46	1,113.61	0.00	1,113.61
1200	SPEDICAL ED School Age	2,500.00	126.16	1,386.39	55.46	1,113.61	0.00	1,113.61
608	VOCATIONAL	2,500.00	126.16	1,386.39	55.46	1,113.61	0.00	1,113.61
01	General	9,384,881.00	671,079.99	6,964,762.62	74.21	2,420,118.38	0.00	2,420,118.38

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
Grand Total:		9,384,881.00	671,079.99	6,964,762.62	74.21	2,420,118.38	0.00	2,420,118.38

Ravenna Public Schools
GENERAL FUND
Ending May 31st, 2026

Beginning Balance:		**$1,305,753.51**
Receipts:		
Tax Collection (Buffalo)	$1,960,603.49	
Tax Collection (Sherman)	$527,658.03	
State of NE Sped	$141,000.00	
State Apportionment		
IDEA		
ALICAP WC audit		
Transportation	$38,524.00	
CCC Dual Credit	$8,280.00	
Sale of Prop/Equip.	$188.00	
Medicaid (MAC)		
State Aid	$61,023.00	
State of NE (MIPS)	$3,216.39	
Other	$243.99	
Interest	$1,550.03	
Total Receipts:		**$2,742,286.93**
Disbursements:		
Board Bills (May)	$914,922.38	
		$914,922.38
Ending Balance:		$3,133,118.06
Cash on Hand:	**$3,133,118.06**	
Outstanding checks	$78,450.42	
Bank Balance:	$3,211,568.48	
Investments:		
Accounted for as Follows:		
General Fund		
General Fund Checking	$3,133,118.06	
CD #xxx3375	$0.00	
CD # 70099 (9 mo)	$289,868.27	
Total Available:	**$3,422,986.33**	**$3,133,118.06**

Account Number		Account Description	Budget	Month to Date	Year to Date
8	Revenue				
01 1100 1000		District Taxes - Buffalo	0.00	1,149,095.06	2,646,330.65
01 1100 1100		District Taxes - Sherman	0.00	263,255.30	708,845.17
01 1115 1000		Carline-Buffalo	0.00	4,123.71	4,907.37
01 1115 1100		Carline - Sherman	0.00	1,185.42	1,410.70
01 1120 1000		Public Power Tax - Buffalo	0.00	0.00	155,613.81
01 1120 1100		Public Power Tax - Sherman	0.00	0.00	1,175.15
01 1125 1000		Motor Vehicle Taxes - Buffalo	0.00	13,411.87	153,901.65
01 1125 1100		Motor Vehicle Taxes - Sherman	0.00	2,715.59	29,507.13
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	8,280.00	9,240.00
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	1,265.00
01 1510		Interest On Invest.	0.00	1,550.03	10,049.86
01 1701		Bond Fund Transfer	0.00	0.00	0.00
01 1740		Fees	0.00	0.00	0.00
01 1742		PostSecondary Fees	0.00	0.00	0.00
01 1790		Driver's Ed	0.00	0.00	0.00
01 1800		KEARNEY FOUND YC	0.00	0.00	0.00
01 1900		AUTISM ACTION PARTNERSHIP	0.00	0.00	0.00
01 1910		RENTAL OF SCHOOL EQUIPMENT & FACILITIES	0.00	100.00	1,100.00
01 1911		Local License Fees	0.00	250.00	2,350.00
01 1920		CONTRIBUTIONS & DONATIONS	0.00	0.00	0.00
01 1921		Police Court Fines	0.00	0.00	0.00
01 1925		Tobacco Grant	0.00	0.00	0.00
01 1955		Postsecondary Receipts	0.00	0.00	0.00
01 2110 1000		Buffalo Co Fines-lic	0.00	0.00	16,240.73
01 2110 1100		Sherm Fines-license	0.00	361.14	1,895.74
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	0.00	1,100.00
01 3110		State Aid	0.00	61,023.00	550,800.32
01 3120		Spec. Ed Programs	0.00	141,000.00	1,026,044.00
01 3125		Special Ed Transpor.	0.00	38,524.00	38,524.00
01 3130 1000		Homestead Exemption - Buffalo	0.00	15,949.34	50,152.55
01 3130 1100		Sherm Homestead Ex	0.00	1,248.40	3,745.20
01 3131		PROPERTY TAX CREDIT	0.00	1,036,665.69	2,073,331.38
01 3134		PERSONAL PROPERTY TAX CREDIT-RR & PSE	0.00	0.00	0.00
01 3170		State Vocational	0.00	0.00	0.00
01 3180 1000		Pro-rata Motor Veh.Buffalo	0.00	0.00	7,783.30
01 3180 1100		Sher Pro Rat Moto V	0.00	0.00	2,158.96
01 3400		State Apportionment	0.00	0.00	90,339.95
01 3500		Other State Categorical Programs	0.00	0.00	0.00

Account Number	Account Description	Budget	Month to Date	Year to Date
01 3512	DIST ED INCENTIVE	0.00	0.00	0.00
01 3535	High Abilt Learners	0.00	0.00	4,515.00
01 3550	School Tech Fund	0.00	0.00	0.00
01 3551	Career Education (CTE)	0.00	0.00	0.00
01 3552 000	School Safety & Security Act	0.00	0.00	0.00
01 3570	Teacher Evaluation	0.00	0.00	0.00
01 3599	Other State Categorical Programs	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 4310 000	Title V, Part B, ESSA-REAP	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 4421	IDEA Part-B Base/EP 0-21	0.00	0.00	0.00
01 4422	IDEA Preschool ARP-Base 0-21	0.00	0.00	0.00
01 4423	IDEA Part B ARP Prop. Share	0.00	0.00	0.00
01 4505	Title 1 Current	0.00	0.00	70,893.00
01 4506	Title 1 NCLB	0.00	0.00	0.00
01 4509	TITLE II, PART A NCLB TCHR QULTY GRANTS	0.00	0.00	15,509.00
01 4511	REAP GRANT	0.00	0.00	0.00
01 4512	IDEA Base	0.00	0.00	0.00
01 4516	IDEA Pre-school Handicapp	0.00	0.00	2,673.00
01 4518	IDEA Part B (611) Base & EP	0.00	0.00	110,832.00
01 4519	IDEA E-P	0.00	0.00	0.00
01 4521	IDEA Part B Proportionate Share	0.00	0.00	0.00
01 4524	OTHER FEDERAL NON-CATEGORICAL RECEIPTS	0.00	0.00	0.00
01 4525	Fed. Vocational	0.00	0.00	0.00
01 4530	Other Federal Categ. Receipts	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	3,216.39	7,996.35
01 4709	Medicaid Administrative Activities	0.00	0.00	1,571.32
01 4900	Other Fed. Non-cat	0.00	0.00	0.00
01 4969	Title IV, Part A	0.00	0.00	10,000.00
01 4996	CARES Act	0.00	0.00	0.00
01 4997	ESSER II	0.00	0.00	0.00
01 4998	ESSER III	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	188.00	3,105.50
01 5301	Insurance Adjustment	0.00	0.00	6,988.00
01 5690	Other Non-revenue	0.00	143.99	4,099.69
01 9000	Non-program Receipts	0.00	0.00	0.00
01 9004	Interfund from QCPUF	0.00	0.00	0.00

Account Number		Account Description	Budget	Month to Date	Year to Date
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	2,742,286.93	7,825,995.48
8	Revenue		0.00	2,742,286.93	7,825,995.48

36

CASH-WA DISTRIBUTING
CW Foodservice Partners, LLC

www.cashwa.com
PO Box 309
Kearney NE 68848-0309
(308) 237-3151 (308) 234-6018

126490 **15095026**

Route: 317
5
Customer Copy

Invoice: 15095026
Date: 05-05-2026
Rep: 72 DAVID H
Whse: K

ShipTo#: 126490

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

Bill To#: 126490

RAVENNA SCHOOL LUNCH
PO BOX 8400

RAVENNA, NE 68869

Terms: 20TH OF THE MONTH

Due: 06-21-2026

Ord	Qty	U/M	Pack	Description			Item #	Price	Code	Total
				ALL SHORTAGES MUST BE REPORTED IMMEDIATE						
2	2	SKU	6 #10	PINEAPPLE CHUNKS IN JUICE	WORLD HOR	DRY	45720	57.44		114.88
				IMPORTED PRODUCT						
3	3	SKU	6 #10	ORANGES MANDARIN WHL SEGMENT LT SYRUP IM	WORLD HOR	DRY	208075	54.49		163.47
1	1	SKU	6 #10	APPLESAUCE UNSWEETENED SUNSOURCE	SUNSOURCE	DRY	46832	40.36		40.36
2	2	SKU	6 #10	PEAR SLICED JUICE	SUNSOURCE	DRY	46420	64.18		128.36
1	1	SKU*	4 1 gal	DRESSING BUTTERMILK RANCH 21368HMT	HIGHLAND	DRY	63166	58.41		58.41
~~1~~	~~0~~	~~SKU~~	~~50 50 ct~~	~~PORTION CUP PLAS 4oz CLR EPC400-1~~	~~EMPRESS~~	~~DRY~~	~~86614~~	~~76.18~~		~~0.00~~
1	1	SKU	10 100 ct	GLOVE SYNTHETIC LG PURPLE PF 304363263	ULTRA TOU	DRY	102214	60.56		60.56
3	3	SKU	1 lug	GRAPES GREEN SEEDLESS	PACKER	CLR	180185	74.32		222.96
				PRODUCT OF USA / MEXICO / CHILE						
1	1	SKU*	4.5 lb	CHEESE CHEDDAR MILD SHRED 174507	BRIGHTON	CLR	60965	61.03		61.03
2	2	SKU	1 117 CT	KIWI FRUIT BULK 108/113CT	PACKER	CLR	101548	77.53		155.06

FFVP

06 3100 630 000 956.28
06 3100 610 000 60.56

Kenneth E Schroeder
6-3-26

DRY	CLR		
10/0	6/0		

DELIVERY FEE	TAX	AMOUNT DUE
11.75	0.00	1,016.84

☐ CASH _____
☐ CHECK (#)_____
AMOUNT _____

Jessica Anderson
Customer Received By

V-S-
Drivers initials

HGBPIE

REGULAR ORDER joeb 05-05-2026 04:23:45

HILAND DAIRY

Invoice Date: 05/04/26
Print Time: 08:23:08 AM
Route Number: 190120
Driver Name: MIKE KLUNA

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

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

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

INVOICE NUMBER: 1201679

Prod	Description	UPC Code	Cases	Units	Qty	Price	Ext
		SALES					
9171	HPT HIL 1% 50/CS	07206000065	0	500	500	0.4821	241.05
9178	HPT HIL CHOC FF 50/	07206000133	0	900	900	0.5028	452.52
9177	HPT HIL STRWBRY FF	07206000038	0	300	300	0.5042	151.26
		Total Qty:	0	1700	1700		

Kenneth E. Schroeder
32 J.A. 12-3-26

Sub Total : 844.83
Total Invoice : 844.83

CONTAINERS

10462	EACH STO MILK CA	0
11654	EACH STO MILK CA	0

(2.10.10.139)

We Appreciate Your Business

063100 630000

HILAND DAIRY

Invoice Date: 05/11/26
Print Time: 08:34:10 AM
Route Number: 190120
Driver Name: MIKE KLUNA

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

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

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

INVOICE NUMBER: 1201785

Prod	Description	UPC Code	Cases	Units	Qty	Price	Ext
	SALES						
9171	HPT HIL 1% 50/CS	07206000065	0	50	50	0.4821	24.11
	Total Qty:		0	50	50		

32.

J.A.

Sub Total : 24.11
Total Invoice : 24.11

Kenneth E Schroeder
6-3-26

CONTAINERS

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

(2.10.10.139)

We Appreciate Your Business

07206000065

HILAND DAIRY

Invoice Date: 05/14/26
Print Time: 08:57:28 AM
Route Number: 190120
Driver Name: MIKE KLUNA

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

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

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

INVOICE NUMBER: 1201851

Prod	Description	UPC Code	Cases	Units	Qty	Price	Ext
		RETURNS					
9171	HPT HIL 1% 50/CS	07206000065	0	140	-140	-0.4821	-67.49
9178	HPT HIL CHOC FF 50/	07206000133	0	475	-475	-0.5028	-238.83
9177	HPT HIL STRWBRY FF	07206000038	0	175	-175	-0.5042	-88.24
		Total Qty:	0	-790	-790		

Sub Total : -394.56
Total Invoice : -394.56

CONTAINERS

Kenneth E. Schroeder
6-3-26

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

JA

(2.10.10.139)

We Appreciate Your Business

063100 630 000

Nebraska Food Distribution Program
Billing Statement
(402) 580-2503 or (402) 560-0480

(1) Food Distribution Program
Nebraska Department of Health and Human Services
P.O. Box 94906-4906
Lincoln, Nebraska 68509-4906

(2) Statement Date 5/22/2026

Kenneth Schroeder
Ravenna Public Schools
PO Box 8400
Ravenna, NE 68869-4051

Transaction Id	Transaction Date	Transaction Type	Comments	Amount
26761	11/07/2018	Invoice Credit		-17.40
48041	11/01/2024	Invoice Credit		-181.25
49880	04/09/2025	Invoice Due		55.96
52271	04/13/2026	Invoice Due		286.05
			Account Balance:	143.36

142.69 credit

KEEP the portion above the dashed line for your records

- -

SEND the portion below the dashed line along with payment

(3) Amount Paid
(4) Date
(5) Check Number

(6) Federal ID # 476001452	(7) Statement Date 5/22/2026
(8) Sponsor Kenneth Schroeder Ravenna Public Schools PO Box 8400 Ravenna, NE 68869-4051	

Kenneth E Schroeder
6-3-26

06 3100 6300 000

Food Distribution Program
Nebraska Department of Health and Human Services
P.O. Box 94906-4906
Lincoln, Nebraska 68509-4906

IN501047661950389600 1Q

0136

CUSTOMER'S ORIGINAL INVOICE CONFIDENTIAL PROPERTY OF SYSCO

DELV. DATE	CUSTOMER	INVOICE NUMBER	PAGE
5/07/26			
TRUCK STOP 0/004	501047	661950389	6 1
ROUTE 4447	PURCHASE ORDER		
	TERMS -PAST DUE BALANCES ARE SUBJECT TO SERVICE CHARGE		
	EOM 10th Prox		
	MANIFEST# 1373880 NORMAL DELIVERY		
	MA: T8589 REYNOLDS RONI LEE		
	DRIVER:		

RAVENNA PUBLIC SCHOOLS
41750 CARTHAGE RD
RAVENNA NE 68869-4051

308-452-3202

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

Sysco At the heart of food and service

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

LOC	QTY	CONT	PACK	SIZE	ITEM DESCRIPTION	ITEM CODE	UNIT PRICE	UNIT TAX AMOUNT	EXTENDED PRICE	TAX	PI	INVOICE ADJUSTMENTS CODE	INVOICE ADJUSTMENTS QTY
					THE ILLINOIS SHELL EGG FEE HAS BEEN PAID BY SYSCO								
					*** DAIRY ***								
C	1	CS	48	4 OZ	YOPLAIT YOGURT CHERRY TRIX TRIPLE 31077000	0964215	17.55		17.55				
C	1	CS	48	4 OZ	YOPLAIT YOGURT STRAW/BAN BLAST TRIX 17726000	5076611	17.55		17.55				
					GROUP TOTAL****				35.10				
					*** FROZEN ***								
F	1	CS	96	4 OZ	ARDMORE JUICE APPLE CUP 41381	2200293	20.93		20.93				
					GROUP TOTAL****				20.93				
					*** CANNED & DRY ***								
D	2	CS	100	2.1OZ	SMUCKER SYRUP BREAKFAST CUP 5150002284	4896221	22.54		45.08				
					GROUP TOTAL****				45.08				
					*** PAPER & DISPOSABLES ***								
D	1	CS	8	250CT	SYS REL CUP PLAS TRANS PRTN 5.5OZ YS550SYSA	7064615	69.81		69.81				
					GROUP TOTAL****				69.81				

ORDER SUMMARY : 4034271

06 3100 630 000 101.11

06 3100 610 000 69.81

Kenneth E Schrader
6-3-26

CASES	SPLIT	TOT.PCS	CUBE	GROSS WT.
6		6	5.0	106
6		6	5.0	106

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

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

SUB TOTAL	170.92
TAX TOTAL	
INVOICE TOTAL	170.92

DRIVER'S SIGN

NO. PCS DELVD.

CUST. SIGNED INVOICE EVIDENCES OF ALL ITEMS SIGN X Jessica Anderson

NO. PCS REC.

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

PAYABLE ON OR BEFORE 6/10/26

LAST PAGE

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

Patrons

CURRENT BALANCE: $19.65

Andrews, Chayton R
PIN: 1588
Student Number: 30213
Location School: Default

Journal Transaction Period

Start Date:
05/15/2026

End Date:
05/19/2026

Update

View By:
Post Date | Transaction Date

Display Void Transactions:
OFF

Starting Balance:
$19.65

POST DATE	TX DATE	DESCRIPTION/ITEM	DEBIT	CREDIT	RUN BALANCE	ACTIONS
No records available.						
		Net	$0.00	$0.00		

10 items per page 0 - 0 of 0 items

Kenneth E Schrader
6-3-26
06 378 890 000

New | Adjustment | Transfer | Print

Patrons

CURRENT BALANCE: $14.50

Becker, Keeli
PIN: 6566
Student Number: 30859
Location School: Default

Journal Transaction Period

Start Date:
05/15/2026

End Date:
05/19/2026

Update

View By:
Post Date | Transaction Date

Display Void Transactions:
OFF

Starting Balance:
$14.50

POST DATE	TX DATE	DESCRIPTION/ITEM	DEBIT	CREDIT	RUN BALANCE	ACTIONS
No records available.						
		Net	$0.00	$0.00		

10 items per page 0 - 0 of 0 items

Kenneth E Schroeder
6-3-24
06 3800 890 00

New | Adjustment | Transfer | Print

Patrons

CURRENT BALANCE: $6.55

Hutsell, Jody
PIN: 4036
Student Number: 70002
Location School: Default

Journal Transaction Period

Start Date:
05/15/2026

End Date:
05/19/2026

Update

View By:
Post Date | Transaction Date

Display Void Transactions:
OFF

Starting Balance:
$6.55

POST DATE	TX DATE	DESCRIPTION/ITEM	DEBIT	CREDIT	RUN BALANCE	ACTIONS
No records available.						
		Net	$0.00	$0.00		

10 items per page 0 - 0 of 0 items

Kenneth E Schroeder
4-3-26
OK 3100 890 002

New | Adjustment | Transfer | Print

Patrons

CURRENT BALANCE: $21.50

Nelson, Sherry
PIN: 2248
Student Number: 10052
Location School: Default

Nelson, Tresa L
PIN: 2420
Student Number: 30336
Location School: Default

Journal Transaction Period

Start Date:
05/15/2026

End Date:
05/19/2026

Update

View By:
Post Date | Transaction Date

Display Void Transactions:
OFF

Starting Balance:
$21.50

POST DATE	TX DATE	PATRON	DESCRIPTION/ITEM	DEBIT	CREDIT	RUN BALANCE	ACTIONS
No records available.							
			Net	$0.00	$0.00		

10 items per page 0 - 0 of 0 items

Kenneth E Schroeder
6-3-26
06 3100 890 005

New | Adjustment | Transfer | Print

Patrons

CURRENT BALANCE: $14.60

Pritchard, Jenna
PIN: 9188
Student Number: 10113
Location School: Default

Journal Transaction Period

Start Date:
05/15/2026

End Date:
05/19/2026

Update

View By:
Post Date | Transaction Date

Display Void Transactions:
OFF

Starting Balance:
$14.60

POST DATE	TX DATE	DESCRIPTION/ITEM	DEBIT	CREDIT	RUN BALANCE	ACTIONS
No records available.						
		Net	$0.00	$0.00		

10 items per page 0 - 0 of 0 items

Kenneth E Schroeder
6-3-26
06 3100 890000

New | Adjustment | Transfer | Print

Patrons

CURRENT BALANCE: $15.95

Reagan, Brooke L
PIN: 2485
Student Number: 30354
Location School: Default

Journal Transaction Period

Start Date:
05/15/2026

End Date:
05/19/2026

Update

View By:
Post Date | Transaction Date

Display Void Transactions:
OFF

Starting Balance:
$15.95

POST DATE	TX DATE	DESCRIPTION/ITEM	DEBIT	CREDIT	RUN BALANCE	ACTIONS
No records available.						
		Net	$0.00	$0.00		

10 items per page 0 - 0 of 0 items

Kenneth E Schroeder
6-3-26

06 3100 890 000

New | Adjustment | Transfer | Print

Patrons

CURRENT BALANCE: $27.00

Sayyeau, Dale
PIN: 4271
Student Number: 30916
Location School: Default

Journal Transaction Period

Start Date:
05/15/2026

End Date:
05/19/2026

Update

View By:
Post Date | Transaction Date

Display Void Transactions:
OFF

Starting Balance:
$27.00

POST DATE	TX DATE	DESCRIPTION/ITEM	DEBIT	CREDIT	RUN BALANCE	ACTIONS
No records available.						
		Net	$0.00	$0.00		

10 items per page 0 - 0 of 0 items

Kenneth E Schrader
6-3-26
06 3100 890 000

New | Adjustment | Transfer | Print

Patrons

CURRENT BALANCE: $52.05

Schroeder, Isabelle M
PIN: 1003
Student Number: 30370
Location School: Default

Journal Transaction Period

Start Date:
05/15/2026

End Date:
05/19/2026

Update

View By:
Post Date | Transaction Date

Display Void Transactions:
OFF

Starting Balance:
$52.05

POST DATE	TX DATE	DESCRIPTION/ITEM	DEBIT	CREDIT	RUN BALANCE	ACTIONS
No records available.						
		Net	$0.00	$0.00		

10 items per page 0 - 0 of 0 items

Kenneth E Schroeder
6-3-26
06 3100 890 005

New | Adjustment | Transfer | Print

Patrons

CURRENT BALANCE: $14.00

Teichmeier, Lindsey M
PIN: 2486
Student Number: 30385
Location School: Default

Journal Transaction Period

Start Date:
05/15/2026

End Date:
05/19/2026

Update

View By:
Post Date | Transaction Date

Display Void Transactions:
OFF

Starting Balance:
$14.00

POST DATE	TX DATE	DESCRIPTION/ITEM	DEBIT	CREDIT	RUN BALANCE	ACTIONS
No records available.						
		Net	$0.00	$0.00		

10 items per page 0 - 0 of 0 items

Kenneth E Schrock
6-3-26

06 3480 890 000

New | Adjustment | Transfer | Print

BILL OF LADING

Invoice #: 00864347
Invoice Date: 05/05/26
Terms: NET 21 DAYS
PO #: 20260505
Route/Stop: 11400 280
Customer: YNE373

FreshEdge®

GREENBERG FRUIT COMPANY

38

Telephone: 402-339-6900
Toll free:
Delivered By:

9705 I St. Omaha, NE 68127

SOLD TO: DSO RAVENNA PUBLIC SCHOOL
41750 CARTHAGE ROAD
RAVENNA, NE 68869

SOBL7D003002
008643470001

SHIP TO: DSO RAVENNA PUBLIC SCHOOL
41750 CARTHAGE ROAD
RAVENNA, NE 68869

PHONE: 308-440-856

PHONE: 308-440-0856

ITEM CODE	ORDER QTY	SHIP QTY	UNIT	COO	PRODUCT DESCRIPTION	
03150	1	1			CARROT BABY SLIM CUT	4/5 LB
02423	1	1			LETTUCE TUSCAN BLEND	3 LB
07530	1	1			ONIONS RED	5 LB
02803	1	1			TOMATO 5X6 SINGLE LAYER	12 LB
07509	1	1			CELERY STICKS	5 LB
07580	2	2			PEPPER RED	5 LB
07506	1	1			CABBAGE MIX W/CAR	5 LB
07503	8	8			CUCUMBER	5 LB
03200	1	1			CAULIFLOWER FLORET	2/3 LB
07528	1	1			PEPPER GREEN	5 LB
03320	3	3			LETTUCE SALAD MIX	4/5 LB
01456	1	1			LEMONS	165 CT
	22	22				

Kenneth E Schrader
6-3-26

Recieved By:

Name (Print) / Jessica Anderson Signature 5/5/26 Date

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

Special Instructions

Receipt was successfully updated.

RAVENNA PS, NE Ordering for RAVENNA PS

Edit Receipt

Edit Receipt Detail	
Order Summary For:	YNE373
Order Confirmation Number:	F26118003966
Program:	NSLP
Requested Delivery Date:	Tue 05/05/2026
Order Date:	Tue 04/28/2026

Item Code	Description	Case Contents	Case Price	Case Order Qty	Case Receipt Qty	Receipt Cost	Fund Source	Reason for Receipt Qty Difference
15A33	CARROTS CHL BABY SLIMS 4/5LB BG	20 LB	$31.20	1	1	$31.20	Federal	N/A
16W38	CAULIFLORETS CHL 2/3 LB PG	6 LB	$28.99	1	1	$28.99	Federal	N/A
15P55	CELERY CHL STICKS 5 LB CS	5 LB	$14.50	1	1	$14.50	Federal	N/A
16P51	COLE SLAW MIX CHL 1/5 LB BG	1 BG	$9.88	1	1	$9.88	Federal	N/A
16P98	CUCUMBERS FR 5 LB CS	5 LB	$10.50	8	8	$84.00	Federal	N/A
18H63	LEMONS FR 165 CT 40 LB CS	40 LB	$53.45	1	1	$53.45	Federal	N/A
15N63	ONIONS RED DRY JUMBO 5 LB BG	5 LB	$7.50	1	1	$7.50	Federal	N/A
17D04	PEPPERS GRN FR SWT BELL MED 5 LB BG/CS	5 LB	$14.10	1	1	$14.10	Federal	N/A
16357	PEPPERS RED FR SWT 5 LB CS	5 LB	$13.45	2	2	$26.90	Federal	N/A
17D63	SALAD MIX CHL 3-WAY 4/5 LB BG	20 LB	$30.39	3	3	$91.17	Federal	N/A
15D42	SALAD MIX CHL SPRING MIX 3 LB CS	3 LB	$12.89	1	1	$12.89	Federal	N/A
15N71	TOMATO LARGE 1/10 LB CS	10 LB	$30.80	1	1	$30.80	Federal	N/A

This order was receipted on 5/5/2026 2:12:00 PM CT.

Fund Balance for NSLP

Federal Dollars represent a shared pot of money controlled by NEBRASKA

Description	State $	Federal $	GOVT $
Starting Balance	N/A	$3,650,000.00	N/A
Spent, Previous Orders	$0.00	$3,649,588.57	$0.00
Cost, This Order	$0.00	$405.38	$0.00
Remaining Balance	N/A	$6.05	$0.00

Print

Go Back to the List of Receipts

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
Checking Account ID 06		Fund Number 06	Lunch	
	20260519	Andrews, Shari	05/19/2026	19.65
06 3100 890 000 000		Other Supplies/Misc	19.65	
Total Andrews, Shari			19.65	
	20260519	Becker, Mike	05/19/2026	14.50
06 3100 890 000 000		Other Supplies/Misc	14.50	
Total Becker, Mike			14.50	
	15095026	CASH-WA DISTRIBUTING	05/05/2026	1,016.84
06 3100 630 000		FOOD	956.28	
06 3100 610 000		GENERAL SUPPLIES	60.56	
Total CASH-WA DISTRIBUTING			1,016.84	
	usbank.June2026	Corporate Payment Systems	06/01/2026	635.27
06 3100 630 000		FOOD	635.27	
Total Corporate Payment Systems			635.27	
	1001436843	DOLLAR GENERAL REGIONS 410526	05/11/2026	17.10
06 3100 610 000		GENERAL SUPPLIES	17.10	
	1001436995	DOLLAR GENERAL REGIONS 410526	05/11/2026	1.00
06 3100 610 000		GENERAL SUPPLIES	1.00	
Total DOLLAR GENERAL REGIONS 410526			18.10	
	1201679	HILAND DAIRY CO	05/04/2026	844.83
06 3100 630 000		FOOD	844.83	
	1201785	HILAND DAIRY CO	05/11/2026	24.11
06 3100 630 000		FOOD	24.11	
	1201851	HILAND DAIRY CO	05/14/2026	(394.56)
06 3100 630 000		FOOD	(394.56)	
Total HILAND DAIRY CO			474.38	
	20260519	Hutsell, Jody	05/19/2026	6.55
06 3100 890 000 000		Other Supplies/Misc	6.55	
Total Hutsell, Jody			6.55	
	52271	NEBR DEPT OF HEALTH	04/13/2026	143.36
06 3100 630 000		FOOD	143.36	
Total NEBR DEPT OF HEALTH			143.36	
	20260519	Nelson, Sherry	05/19/2026	21.50
06 3100 890 000 000		Other Supplies/Misc	21.50	
Total Nelson, Sherry			21.50	
	20260519	Pritchard, Jenna	05/19/2026	14.60
06 3100 890 000 000		Other Supplies/Misc	14.60	
Total Pritchard, Jenna			14.60	
	20260519	Reagan, Mike	05/19/2026	15.95
06 3100 890 000 000		Other Supplies/Misc	15.95	
Total Reagan, Mike			15.95	
	20260519	Sayyeau, Dale	05/19/2026	27.00

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
06 3100 890 000 000		Other Supplies/Misc	27.00	
Total Sayyeau, Dale			27.00	
	20260519	SCHROEDER, KENNETH	05/19/2026	52.05
06 3100 890 000 000		Other Supplies/Misc	52.05	
Total SCHROEDER, KENNETH			52.05	
	661950389	SYSCO LINCOLN	05/07/2026	170.92
06 3100 630 000		FOOD	101.11	
06 3100 610 000		GENERAL SUPPLIES	69.81	
Total SYSCO LINCOLN			170.92	
	20260519	Teichmeier, Joan	05/19/2026	14.00
06 3100 890 000 000		Other Supplies/Misc	14.00	
Total Teichmeier, Joan			14.00	
Fund Number 06			2,644.67	
Checking Account ID 06			2,644.67	

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
06 Lunch								
06 3100 610 000	GENERAL SUPPLIES	0.00	148.47	9,577.22	0.00	(9,577.22)	0.00	(9,577.22)
06 3100 630 000	FOOD	0.00	2,310.40	152,699.42	0.00	(152,699.42)	0.00	(152,699.42)
3100 FOOD SERVICES		0.00	2,458.87	162,276.64	0.00	(162,276.64)	0.00	(162,276.64)
		0.00	2,458.87	162,276.64	0.00	(162,276.64)	0.00	(162,276.64)
06 3100 110 000 000	Salary	0.00	7,656.59	98,879.64	0.00	(98,879.64)	0.00	(98,879.64)
06 3100 120 000 000	Sub Salaries	0.00	1,164.18	5,455.43	0.00	(5,455.43)	0.00	(5,455.43)
06 3100 130 000 000	Overtime Salaries	0.00	0.00	3,090.63	0.00	(3,090.63)	0.00	(3,090.63)
06 3100 210 000 000	Health Insurance	0.00	3,413.91	35,058.56	0.00	(35,058.56)	0.00	(35,058.56)
06 3100 220 000 000	Fica	0.00	623.02	7,699.61	0.00	(7,699.61)	0.00	(7,699.61)
06 3100 230 000 000	Retirement	0.00	618.66	8,228.83	0.00	(8,228.83)	0.00	(8,228.83)
06 3100 431 000 000	Repair	0.00	0.00	1,214.92	0.00	(1,214.92)	0.00	(1,214.92)
06 3100 890 000 000	Other Supplies/Misc	0.00	185.80	1,353.30	0.00	(1,353.30)	0.00	(1,353.30)
3100 FOOD SERVICES		0.00	13,662.16	160,980.92	0.00	(160,980.92)	0.00	(160,980.92)
000 DISTRICT WIDE		0.00	13,662.16	160,980.92	0.00	(160,980.92)	0.00	(160,980.92)
06 Lunch		0.00	16,121.03	323,257.56	0.00	(323,257.56)	0.00	(323,257.56)

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
Grand Total:		0.00	16,121.03	323,257.56	0.00	(323,257.56)	0.00	(323,257.56)

Ravenna Public School
Lunch Fund Report
May 31st, 2026

Beginning Balance:	$	11,441.10
RECEIPTS:		
Deposit	$	28,416.41
Transfer from General Fund	$	-
Interest	$	2.05
Total Receipts:	$	28,418.46
DISBURSEMENTS:		
Lunch Bills	$	30,715.72
Outstanding Checks	$	2,207.73
Total Disbursements:	$	32,923.45
Book Balance	$	9,143.84
Bank Balance	$	11,351.57

Revenue Detail

Account Number		Account Description	Budget	Month to Date	Year to Date
8	Revenue				
06 1510		Interest	0.00	2.05	41.00
06 1611		Student Lunches	0.00	3,976.86	96,563.51
06 1612		Daily Sales-Breakfast	0.00	0.00	0.00
06 1613		Special Milk	0.00	0.00	0.00
06 1620		Daily Sales-Adult/A la Carte	0.00	381.94	7,265.26
06 1650		Daily Sales-Summer Food Programs	0.00	0.00	0.00
06 2100		State Reimbursement	0.00	0.00	0.00
06 2200		Breakfast	0.00	0.00	0.00
06 3150		STATE REIMBURSEMENT	0.00	1,355.94	1,355.94
06 4210		FEDERAL REIMB. NSLP	0.00	22,667.14	146,211.55
06 5000		Trans From Savings	0.00	0.00	0.00
06 5200		School Dist Contrib.	0.00	0.00	0.00
06 5690		Other Income	0.00	34.53	(178.92)
06 9000		Non Program Receipts	0.00	0.00	0.00
06 9005		Interfund loan from GF to LF	0.00	0.00	0.00
06	Lunch		0.00	28,418.46	251,258.34
8	Revenue		0.00	28,418.46	251,258.34

APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER: Ravenna Public Schools
41750 Carthage Rd
Ravenna, NE 68869

PROJECT:
Ravenna Public Schools

APPLICATION NO: 8
5/31/2026 Distribution to:
X OWNER
X ARCHITECT

PERIOD TO: 5/31/2026
INVOICE DATE: 6/2/2026
INVOICE NO: 800936

FROM CONTRACTOR:
BD Construction, Inc./Kearney
PO Box 726
Kearney, NE 68848

VIA ARCHITECT:
Wilkins Architecture Design Planning LLC
~~2908 W 39th Street, Suite A~~ 2204 University Drive, Suite 130 (JJS)
Kearney, NE 68845

CONTRACT FOR:
Ravenna Public Schools

PROJECT NOS: 25-02-025 18025

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM		7,013,117.19
2. Net change by Change Orders		$ 47,600.49
3. CONTRACT SUM TO DATE (Line 1 ± 2)		$ 7,060,717.68
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)		$ 3,030,689.23
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	$ 151,534.46	
b. ____ % of Stored Material (Column F on G703)	$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)		$ 151,534.46
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)		$ 2,879,154.77
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		$ 2,210,947.20
8. CURRENT PAYMENT*		$ 668,207.57
9. BALANCE TO FINISH, INCLUDING RETAINAGE	$	4,030,028.45

Lisa Amen — 6/2/2026
Lisa Amen, Project Manager — Date

Linette Butler — 6/2/2026
Linette Butler, General Manager — Date

Joseph Synek — 06-03-2026
Joseph Synek, Wilkins Architecture Design Planning LLC — Date

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$0.00	$0.00
Total approved this Month	$47,600.49	$0.00
TOTALS	$47,600.49	$0.00
NET CHANGES by Change Order		$47,600.49

K Schrader 6-3-26

BD construction

Thank you for choosing BD Construction, Inc./Kearney

* TERMS: NET 10 DAYS

Note: QCPUF Amount on page 5

BD construction

Schedule of Values

Project: Ravenna Public Schools

Location: Revanna, NE

Date: 5/31/2026

CSI	Description	Contractor / Supplier	Total Sheet	Updated Contract	Billed To Date	Balance To Finish	Percent Complete	Draw #8
01-0000-00	**Pre-Construction General Conditions**		$ 29,360.00	$ 29,360.00	$ 29,320.00	$ 40.00	#DIV/0!	
	PROJECT DURATION							
01-3113-10	Sr. Accounting		$ 760.00	$ 760.00	$ 375.00	$ 385.00	49%	
01-3113-20	Accounting		$ 640.00	$ 640.00	$ 300.00	$ 340.00	47%	
01-3113-30	Sr. Estimating		$ 18,000.00	$ 18,000.00	$ 14,400.00	$ 3,600.00	80%	
01-3113-42	Scheduler		$ -	$ -	$ 875.00	$ (875.00)	#DIV/0!	
01-3113-50	Project Manager		$ -	$ -	$ -	$ -	#DIV/0!	
01-3113-75	Contract Administration		$ 960.00	$ 960.00	$ 3,625.00	$ (2,665.00)	378%	
01-3113-85	Marketing Director		$ -	$ -	$ -	$ -	#DIV/0!	
01-3113-80	Project Executive		$ 9,000.00	$ 9,000.00	$ 9,745.00	$ (745.00)	108%	
01	**General Conditions**		$ 472,187.50	$ 472,187.50	$ 297,741.48	$ 174,446.02	63%	
	PROJECT DURATION	13 Months						
01-3113-10	Sr. Accounting		$ 10,640.00	$ 10,640.00	$ 5,625.00	$ 5,015.00	53%	$ 625.00
01-3113-20	Accounting		$ 17,920.00	$ 17,920.00	$ 5,500.00	$ 12,420.00	31%	$ 1,450.00
01-3113-30	Construction Op Director (Sr. Estimating)		$ -	$ -	$ 900.00	$ (900.00)	#DIV/0!	
01-3113-42	Scheduler		$ 7,000.00	$ 7,000.00	$ 2,937.50	$ 4,062.50	42%	$ 500.00
01-3113-44	Field Operations Director (Mgr)		$ 33,600.00	$ 33,600.00	$ 23,100.00	$ 10,500.00	69%	$ 3,750.00
01-3113-50	Project Manager		$ 86,500.00	$ 86,500.00	$ 57,827.50	$ 28,672.50	67%	$ 8,732.50
01-3113-55	Assistant Project Manager		$ 20,160.00	$ 20,160.00	$ 11,700.00	$ 8,460.00	58%	$ 495.00
01-3113-60	Superintendent		$ 280,000.00	$ 280,000.00	$ 143,487.50	$ 136,512.50	51%	$ 30,000.00
	Overtime		$ -	$ -	$ 4,185.00	$ (4,185.00)		$ 4,185.00
	Meals		$ -	$ -	$ -	$ -	#DIV/0!	
	Lodging		$ -	$ -	$ -	$ -	#DIV/0!	
	Monthly Bonus		$ -	$ -	$ -	$ -	#DIV/0!	
	Mileage		$ 2,100.00	$ 2,100.00	$ 4,537.60	$ (2,437.60)	216%	$ 861.00
	Travel - Administration			$ -	$ -	$ -		
	Mileage		$ 487.50	$ 487.50	$ 1,092.00	$ (604.50)	224%	$ 236.60
01-3113-65	Assistant Superintendent		$ -	$ -	$ 33,014.38	$ (33,014.38)	#DIV/0!	
	Overtime			$ -	$ -	$ -		
01-3113-70	Safety Consultant		$ 2,100.00	$ 2,100.00	$ 685.00	$ 1,415.00	33%	$ 112.50
01-3113-75	Contract Administration		$ 1,600.00	$ 1,600.00	$ -	$ 1,600.00	0%	
	Overtime			$ -	$ -	$ -		
01-3113-80	Project Executive		$ 10,080.00	$ 10,080.00	$ 3,150.00	$ 6,930.00	31%	$ 990.00
01-3113-90	Administration Support		$ -	$ -	$ -	$ -		
01	**General Requirements**		$ 212,774.85	$ 212,774.85	$ 109,513.46	$ 103,261.39	51%	
01-3100-40	Incidental Construction Services		$ 19,500.00	$ 19,500.00	$ 5,593.79	$ 13,906.21	29%	$ 1,123.45
01-3100-50	Plan Documents		$ -	$ -	$ -	$ -		
01-3113-85	Marketing	Const. Entrance Sign	$ -	$ -	$ 680.85	$ (680.85)		$ 275.00
01-3300-10	Electronic Shop Drawing Reviewal Process	Submittal Exhange & Autodesk Build	$ 10,440.00	$ 10,440.00	$ 10,940.00	$ (500.00)	105%	
01-4126-10	Permits Up to 10,000 SF		$ 500.00	$ 500.00	$ 320.00	$ 180.00		
01-4126-20	Fire Marshall Permit	Fire Marshall	$ 500.00	$ 500.00	$ -	$ 500.00		
01-4523-10	Soil Compaction Testing	Architects Allowance	$ 10,000.00	$ 10,000.00	$ 4,085.00	$ 5,915.00	41%	$ 545.00
01-4523-20	Geotech services / site investigation / Staking	Allowance	$ 4,500.00	$ 4,500.00	$ -	$ 4,500.00	0%	
01-4523-30	Concrete Testing	Included in Soil testing above		$ -	$ -	$ -		
01-4710-10	Builders Risk Insurance	Allowance - Hub Int'l	$ -	$ -	$ -	$ -	#DIV/0!	
01-4710.10	Project Specific Liability Insurance		$ 3,500.00	$ 3,500.00	$ 1,884.61	$ 1,615.39	54%	$ 269.23
01-4710.99	Project Software		$ 750.00	$ 750.00	$ 2,618.62	$ (1,868.62)	349%	
	Temporary Utilities							
01-5113-10	Temporary Electrical		$ 2,925.00	$ 2,925.00	$ 1,268.50	$ 1,656.50	43%	

CSI	Description	Contractor / Supplier	Total Sheet	Updated Contract	Billed To Date	Balance To Finish	Percent Complete	Draw #8
01-5113-10	Power Office Trailer		$ 1,500.00	$ 1,500.00	$ -	$ 1,500.00	0%	
01-5123-10	Temporary Heat		$ -	$ -	$ -	$ -	#DIV/0!	
01-5123-10	Winter Conditons		$ -	$ -	$ 17,312.06	$ (17,312.06)	#DIV/0!	$ 0.53
01-5133-10	Temporary Telephone / Internet		$ 3,575.00	$ 3,575.00	$ 1,404.12	$ 2,170.88	39%	$ 380.62
01-5136-10	Temporary Water Drinking		$ 455.00	$ 455.00	$ 94.19	$ 360.81	21%	
01-5136-20	Temporary Water Construction	OWNER	$ -	$ -	$ -	$ -		
01-5213-10	Prjt Field Office Delivery		$ 270.00	$ 270.00	$ -	$ 270.00	0%	
01-5213-20	Project Field Office Rent		$ 8,450.00	$ 8,450.00	$ 3,900.00	$ 4,550.00	46%	$ 650.00
01-5213-20	Storage / Connex Rent		$ 9,100.00	$ 9,100.00	$ 4,900.00	$ 4,200.00	54%	$ 700.00
01-5219-10	Sanitary Facilities		$ 4,900.00	$ 4,900.00	$ 955.10	$ 3,944.90	19%	$ 191.90
01-5626-10	Temp Chain Link Fence		$ 8,000.00	$ 8,000.00	$ 5,951.20	$ 2,048.80		$ -
01-5813-10	Project Signage		$ -	$ -	$ -	$ -		
10-4400-99	Knox Box w/ Installation		$ 1,250.00	$ 1,250.00	$ -	$ 1,250.00		
01-7113-10	Mobilization & DeMobilization	Allowance	$ 6,000.00	$ 6,000.00	$ 6,792.08	$ (792.08)	113%	
01-7113-20	Closeout Procedures	Allowance	$ 3,500.00	$ 3,500.00	$ -	$ 3,500.00	0%	
01-7419-10	Refuse Collection & Disposal		$ 16,250.00	$ 16,250.00	$ 3,383.97	$ 12,866.03	21%	$ 1,477.54
01-7423-10	Rough Cleaning		$ 7,735.00	$ 7,735.00	$ -	$ 7,735.00	0%	
01-7423-10	Final Cleaning	*60,462 SF*	$ 11,399.85	$ 11,399.85	$ -	$ 11,399.85	0%	
60-1000-99	Survey (Site Plan)		$ 4,000.00	$ 4,000.00	$ 3,155.85	$ 844.15		
60-5000-99	Architectural & MEP Design Fees	Included in architectural fee below			$ -			
70-7000-99	Vehicle Use and Fuel		$ 16,250.00	$ 16,250.00	$ 8,750.00	$ 7,500.00	54%	$ 1,250.00
70-1000-20	Fuel - equipment		$ 5,525.00	$ 5,525.00	$ 476.27	$ 5,048.73	9%	
70-7000-99	Equipment - All Other including Fuel		$ 52,000.00	$ 52,000.00	$ 25,047.25	$ 26,952.75	48%	$ 4,047.25
02	**Existing Conditions**		$ 119,724.00	$ 119,724.00	$ 64,836.00	$ 54,888.00		
02	*Temporary Walls (separation, enclosures, barricades)*	*Allowance*	$ 15,000.00	$ 15,000.00	$ 1,301.00	$ 13,699.00	9%	$ 1,301.00
02-4100.99	*Interior Demolition*	*Cederburg Demo*	$ 97,224.00	$ 97,224.00	$ 63,535.00	$ 33,689.00	65%	$ 61,035.00
02-4100.99	*Floor grinding / prep*	*Allowance*	*$ 7,500.00*	$ 7,500.00	$ -	$ 7,500.00		
03	***Concrete***		$338,197.98	$338,197.98	$ 182,211.22	$155,986.76	54%	
03-3000-99	*Building Concrete (foundation, floors, stoops)*	*Heartland Concrete*	*$284,871.03*	$ 284,871.03	$ 141,393.76	$ 143,477.27	50%	$ 37,178.84
	Misc Concrete (fill sand, VB, dowels, rebar supports et	*Allowance*	*$15,000.00*	$ 15,000.00	$ 12,490.51	$ 2,509.49		$ 901.41
03-3000.00	*Concrete R&R*	*Allowance*	*$10,000.00*	$ 10,000.00	$ -	$ 10,000.00		
	Reinforcing Steel (including mesh)	*Concrete Industries*	*$28,326.95*	$ 28,326.95	$ 28,326.95	$ -	100%	
04	**Masonry**		$ 649,570.00	$ 649,570.00	$ 456,635.47	$ 192,934.53	70%	
04-2000.99	*Masonry - Brick Veneer*	*Masonry Unlimited*	*$ 649,570.00*	$ 649,570.00	$ 456,635.47	$ 192,934.53	70%	$ 136,490.00
04-2000.99	*Masonry - Cast Stone*	*Masonry Unlimited*						
04-2000.99	*Masonry - CMU*	*Masonry Unlimited*			$ -			
05	**Metals**		$429,183.35	$429,183.35	$ 331,135.00	$98,048.35	77%	
	Structural Steel (misc steel - lintels etc...)							
05-5000-99	*Misc Steel*	*1*	*$ 10,000.00*	$ 10,000.00	$ -	$ 10,000.00		
	Structural Steel Fab	*4G Steel Fab*	*$ 259,135.00*	$ 259,135.00	$ 259,135.00	$ -		$ 15,000.00
	Structural Steel Erection	*Schroeder Steel Erection*	*$ 160,048.35*	$ 160,048.35	$ 72,000.00	$ 88,048.35		
06	**Wood, Plastics & Composites**		$ 221,848.85	$ 221,848.85	$ 36,729.16	$ 185,119.69	17%	
06-1000-10	*Rough Carpentry*	*BD Construction*	*$ 137,490.24*	$ 137,490.24	$ 27,498.05	$ 109,992.19	20%	$ 20,623.54
	Casework	*Architectural Arts*	*$ 84,358.61*	$ 84,358.61	$ 9,231.11	$ 75,127.50		
07	**Thermal & Moisture Protection**		$ 320,154.00	$ 320,154.00	$ 5,008.00	$ 315,146.00	2%	
07-2100.10	*Insulation - Spray / Foam*	*Allowance*	*$ 15,000.00*	$ 15,000.00	$ 5,008.00	$ 9,992.00		
07-2500-10	Expansion Joint Covers	*Allowance*	*$ 4,500.00*	$ 4,500.00	$ -	$ 4,500.00		
	EIFS	*NONE*						
	VE Item #4b - EIFS in lieu of metal panel	*J&H Contracting*	*$ 61,900.00*	$ 61,900.00	$ -	$ 61,900.00		
	Bottom of EIFS flashing: VE Item #4b - EIFS in lieu o	*Allowance*	*$ 10,000.00*	$ 10,000.00	$ -	$ 10,000.00		

CSI	Description	Contractor / Supplier	Total Sheet	Updated Contract	Billed To Date	Balance To Finish	Percent Complete	Draw #8
	Roofing							
	Roofing - Addition	*Tri-Cities Group*	$ *186,534.00*	$ 186,534.00	$ -	$ 186,534.00		
	Roofing - Patch / Repair	*1*	$ *20,000.00*	$ 20,000.00	$ -	$ 20,000.00		
	Roof Hatch w/ access ladder	*NONE*						
07-7123.10	*Gutter and Downspouts*	*Included in Roofing*						
	Sealants							
07-9200.10	*Sealants*	*Stutzman*	$ *22,220.00*	$ 22,220.00	$ -	$ 22,220.00		
07-9200.10	*Sealants - Base Site Concrete*	*Included in site concrete below*						
	Firestopping	*Included in Various Divisions*						
08	**Openings**		$ 612,382.90	$ 612,382.90	$ 260,397.81	$ 351,985.09		
	Doors and Hardware							
	Doors	*Metal Door & Hardware*	$ *187,248.00*	$ 187,248.00	$ 172,703.00	$ 14,545.00	92%	
	Coiling door	*Overhead Door*	$ *14,202.90*	$ 14,202.90	$ -	$ 14,202.90		
	Aluminum Storefront & Glazing	*Lincoln Glass*	$ *410,932.00*	$ 410,932.00	$ 87,694.81	$ 323,237.19		$ 72,161.58
09	**Finishes**		$ 644,605.30	$ 644,605.30	$ 123,026.33	$ 521,578.97	19%	
	Gypsum Drywall							
09-2116.10	*Gypsum Drywall*	*J&H Contracting*	$ *330,000.15*	$ 330,000.15	$ 122,626.33	$ 207,373.82	37%	$ 69,892.58
	Painting							
09-9100.10	*Painting*	*Kucera*	$ *133,876.00*	$ 133,876.00	$ -	$ 133,876.00		
	Acoustical Ceilings							
09-5100.10	*ACT*	*J&H Contracting*	$ *26,500.00*	$ 26,500.00	$ -	$ 26,500.00		
	Flooring							
	Flooring	*Workspace Flooring*	$ *90,307.15*	$ 90,307.15	$ -	$ 90,307.15		
09-6000.99	*Polished Concrete*	*Surface Sealers*	$ *41,662.50*	$ 41,662.50	$ -	$ 41,662.50		
09-6000.99	*Wall Tile*	*Great Plains Tile*	$ *22,259.50*	$ 22,259.50	$ 400.00	$ 21,859.50	2%	
10	**Specialties**		$ 50,799.18	$ 50,799.18	$ 3,996.00	$ 46,803.18	8%	
	Specialty Items							
	Display Boards	*ADP Lempco*	$ *11,878.21*	$ 11,878.21	$ -	$ 11,878.21		
10-2000.99	*Specialties*	*EPCO*	$ *7,631.62*	$ 7,631.62	$ 3,146.00	$ 4,485.62	41%	$ 3,146.00
	Lockers	*Elite Storage*	$ *24,947.00*	$ 24,947.00	$ 850.00	$ 24,097.00	3%	
	Lockers Installation	*Elite Storage*						
10-1400.10	*Plaque/Signage*	*Inpro*	$ *3,787.82*	$ 3,787.82	$ -	$ 3,787.82	0%	
10-1400.10	*Relocate Existing Signage Items*	*Allowance*	$ *5,000.00*	$ 5,000.00	$ -	$ 5,000.00	0%	
10-1400.10	*Exterior Signage*	*Allowance*	$ *17,554.53*	$ 17,554.53	$ -	$ 17,554.53	0%	
	VE Item #14 - Signage by OWNER (interior and	*Allowance*	$ *(20,000.00)*	$ (20,000.00)	$ -	$ (20,000.00)	0%	
11	**Equipment**		$ 12,301.80	$ 12,301.80	$ 1,393.80	$ 10,908.00	11%	
11-6500-99	*Wall Pads*	*PTC*	$ 12,301.80	$ 12,301.80	$ 1,393.80	$ 10,908.00	11%	
12	**Furnishings**		$ 10,230.00	$ 10,230.00	$ -	$ 10,230.00	0%	
12-2000-99	*Window Coverings*	*Nebraska Window Coverings*	$ 10,230.00	$ 10,230.00	$ -	$ 10,230.00	0%	
13	**Special Construction**		$ -	$ -	$ -	$ -	#DIV/0!	
	NONE							
21	**Fire Suppresion**		$ 68,400.00	$ 68,400.00	$ 13,900.00	$ 54,500.00	20%	
21-1300-99	*Automatic Fire Sprinkler System - Renovation / Existin*	*TI Fire Protection*	$ *68,400.00*	$ 68,400.00	$ 13,900.00	$ 54,500.00	20%	
22	**Plumbing**		$ -	$ -	$ -	$ -	#DIV/0!	
22-1000.99	*Plumbing*	*Rutt's Heating and Air*		$ -	$ -	$ -	#DIV/0!	
23	**HVAC**		$ 1,962,812.00	$ 1,962,812.00	$ 784,798.00	$ 1,178,014.00	40%	
23-2000.99	*HVAC*	*Rutt's Heating and Air*	$ *1,962,812.00*	$ 1,962,812.00	$ 784,798.00	$ 1,178,014.00	40%	$ 140,895.00
25	**Integrated Automation**		$0.00	$0.00	$0.00	$0.00	#DIV/0!	
	NONE							
26	**Electrical**		$ -	$ -	$ -	$ -	#DIV/0!	
26-0500.99	*Electrical*	*Rutt's Heating and Air*	*Included in HVAC*	$ -	$ -	$ -	#DIV/0!	

CSI	Description	Contractor / Supplier	Total Sheet	Updated Contract	Billed To Date	Balance To Finish	Percent Complete	Draw #8
27	**Communications**		$ 5,000.00	$ 5,000.00	$ -	$ 5,000.00		
	Access Control - Equipment, readers, printers	*By OWNER*				$ -		
	Access Control - rough-ins	*Included in Electrical*						
	Telecommunication rough-ins	*Included in Electrical*						
	Radio Communications Testing	*1*	$ 5,000.00	$ 5,000.00	$ -	$ 5,000.00	0%	
	Radio Communications Equipment	*0*						
28	**Electronic Safety & Security**							
08-3100.10	*Security Rough-ins*	*Included in Electrical*						
08-3100.10	*Fire Alarm*	*BY OWNER*						
08-3100.10	*Fire Alarm - Upgrade Existing System*	*Included in Electrical*						
31	**Earthwork**		$ 110,574.50	$ 110,574.50	$ 86,207.55	$ 24,366.95	78%	
	Site Maintenance	13 month	$ 13,000.00	$ 13,000.00	$ 14,211.92	$ (1,211.92)	109%	
31-1413.99	*Site Prep*	*Morten Construction*	*$ 85,867.50*	$ 85,867.50	$ 71,995.63	$ 13,871.87	84%	
31-1413.99	*Erosion Control*	*Allowance*	*$ 10,000.00*	$ 10,000.00	$ -	$ 10,000.00	0%	
	Termite Control	*Bear Services*	*$ 1,707.00*	$ 1,707.00	$ -	$ 1,707.00	0%	
32	**Exterior Improvements**		$ 10,000.00	$ 10,000.00	$ -	$ 10,000.00	0%	
	Site Concrete	*Heartland Concrete*	*Included in Concrete*					
	Sidewalk	*Heartland Concrete*	*Included in Concrete*					
32-1723.99	*Parking Lot Stripping*		*Included in Concrete*					
32-9000-99	*Fencing*		$ -	$ -	$ -	$ -	#DIV/0!	
	Handicap Signs	*BD Construction*						
32-9000.99	*Landscaping*	*Allowance*	*Included in Carpentry Above*					
32-9000.99	*Artificial Turf*	*0*	*$ 10,000.00*	$ 10,000.00	$ -	$ 10,000.00	0%	
33	**Utilities**		$ 18,000.00	$ 18,000.00	$ -	$ 18,000.00	0%	
33-000.00	*Site Utilities*	*Rutts Heating and Air*	*$ 18,000.00*	$ 18,000.00	$ -	$ 18,000.00		
		Net	$ 6,298,106.21	$ 6,298,106.21	$ 2,786,849.28	$ 3,511,256.93	44%	$ 621,473.07
70-1100.20		Post Bid Inflation	$ 50,000.00	$ 50,000.00	$ 1,170.00	$ 48,830.00	2%	
70-1100.30		Aid to Construction	$ 125,962.12	$ 125,962.12	$ 64,106.84	$ 61,855.28	51%	$ 38,663.49
70-1100.		Owners Contingency -0.25%	$ 10,000.00	$ 10,000.00	$ -	$ 10,000.00	0%	
70-1100.11		Estimating Adjustment -3%	$ 187,471.85	$ 187,471.85	$ 26,767.43	$ 160,704.42	14%	$ 9,840.00
		Change Ordrer #1	$ 47,600.49	$ 47,600.49	$ (99.00)	$ 47,699.49	0%	$ (99.00)
		Contractors Fee - 5.00%	$ 333,577.01	$ 333,577.01	$ 143,944.68	$ 189,632.33	43%	$ 33,498.83
		CONSTRUCTION TOTAL	**$ 7,052,717.68**	**$ 7,052,717.68**	**$ 3,022,739.23**	**$ 4,029,978.45**		**$ 703,376.39**
		CM Bond Cost	$ 8,000.00	$ 8,000.00	$ 7,950.00	$ 50.00		
		CONTRACTED CONSTRUCTION AMOUNT	**$ 7,060,717.68**	**$ 7,060,717.68**	**$ 3,030,689.23**	**$ 4,030,028.45**	**43%**	**$ 703,376.39**
							Retainage Held	**$ (35,168.82)**
						Invoiced Amount w/ Retainage Held		**$ 668,207.57**
						QCPUF Total		**$ 23,255.08**

Ravenna Public Schools
Labor Hours - Mileage - Equipment - Other
Through May 31, 2026

BD construction

CSI Division	Description		Quantity	Rate	Amount
01	***Pre-Construction General Conditions***				
01	***General Conditions***				
01-3113.10	*Sr. Accounting*		*5*	*$ 125.00*	*$ 625.00*
01-3113.20	*Accounting*		*14.5*	*$ 100.00*	*$ 1,450.00*
01-3113.42	*Scheduler*		*4*	*$ 125.00*	*$ 500.00*
01-3113.44	*Field Operations Director (Mgr)*		*25*	*$ 150.00*	*$ 3,750.00*
01-3113.50	*Project Manager*		*68*	*$ 125.00*	*$ 8,500.00*
	Overtime		*1.5*	*$ 155.00*	*$ 232.50*
01-3113.55	*Assistant Project Manager*		*5.5*	*$ 90.00*	*$ 495.00*
01-3113.60	*Superintendent*		*240*	*$ 125.00*	*$ 30,000.00*
	Overtime		*27*	*$ 155.00*	*$ 4,185.00*
01-3113-70	Safety Director				*$ 112.50*
01-3113-80	Project Executive		*5.5*	*$ 180.00*	*$ 990.00*
70-1000.99	*Miles-Admin*	*Site Visit 04/027/2026 - BD 4*	*76*	*$0.700*	*$ 53.20*
		Site Visit 05/06/2026 - BD 4	*68*	*$0.700*	*$ 47.60*
		OAC 05/07/2026 - BD 25	*60*	*$0.700*	*$ 42.00*
		Site Visit 05/12/2026 - BD 20	*65*	*$0.700*	*$ 45.50*
		Job site filming 05/13/2026 - BD 04	*69*	*$0.700*	*$ 48.30*
				Total Admin Mileage	***$ 236.60***
70-1000.99	*Mileage :*	*04/27/2026 - BD22*	*260*	*$0.700*	*$ 182.00*
		05/4/2026 - BD22	*260*	*$0.700*	*$ 182.00*
		05/11/2026 - BD22	*390*	*$0.700*	*$ 273.00*
		05/11/2026 - BDTruck	*60*	*$0.700*	*$ 42.00*
		05/18/2026 - BD22	*260*	*$0.700*	*$ 182.00*
				Total Sup. Mileage	***$ 861.00***
				Total General Conditions	***$ 51,937.60***
02	***General Requirements***				
01-3100.40	*Incidental Const Services*				
		Other Misc Costs			*$ 1,123.45*
				Total Incidental Const Services	***$ 1,123.45***
01-3113.85	Marketing Costs/Admin		2.5	*$ 110.00*	*$ 275.00*
01-4523.10	Testing - Soil Compaction & Concrete				*$ 545.00*
01-4710.10	Monthly Liability Insurance		*1*	*$ 269.23*	*$ 269.23*
01-5133.10	Temporary Telephone/Internet				*$ 230.00*
01-5100.99	Temporary Utilities				*$ 150.62*
01-5219.10	Sanitary Facilities				*$ 191.90*
01-5600.99	*Temp Barriers*	*Assistant Superintendent*	*4*	*$ 95.00*	*$ 380.00*
		Leadman	*6*	*$ 95.00*	*$ 570.00*
		Misc. Costs			*$ 351.00*
		Total Temp Barriers			***$ 1,301.00***
01-7419.10	Refuse and Disposal				*$ 1,477.54*
70-7000.99	*Equipment*				
		BD Equipment:		*Monthly*	
		Office Trailer	*1*	*$650.00*	*$ 650.00*
		Conex	*1*	*$700.00*	*$ 700.00*
		Vehicle Use	*1*	*$1,250.00*	*$ 1,250.00*
		All Other:			
		Forklift - Telehandler	*1*	*$2,500.00*	*$ 2,500.00*
		Skid Steer - Tracked	*1*	*$1,500.00*	*$ 1,500.00*
		Fuel - Equipment	*0*		*$ 47.25*
				Total Equipment - All Other	***$ 4,047.25***
01-7833.99	Bonds				*$ - *
				TOTAL General Requirements	***$ 12,210.99***
				TOTAL General Conditions & General Requirements	***$ 64,148.59***
Other					
70-1500.99	***Aid to Construction***				
		Leadman	*122*	*$ 95.00*	*$ 11,590.00*
		LL OT	*2.5*	*$ 118.75*	*$ 296.88*
		Assistant Superintendent	*255.5*	*$ 95.00*	*$ 24,272.50*
			7	*$ 118.75*	*$ 831.25*
		Skilled Laborer	*9*	*$ 87.00*	*$ 783.00*
				Other Misc Costs	*$ 889.86*
				Total Aid to Const Services	***$ 38,663.49***

All Invoices

Invoice	Invoice Date	Description	Original Amount
25-02-025 Ravenna Public Schools - CMA			
01-0100-99 General Requirements			
18082 Rutts Heating & A/C, Inc			
1001 W 1st Street			
Hastings NE 68901			
63135	05-18-2026	Draw 06-RPS	1,075.00-
		CSI Total	1,075.00-*
01-3100-40 Incidental Const Services			
3394 Cherokee Building Mtrls (DSI)			
PO Box 855500			
Minneapolis MN 55485-5500			
895873-00	05-01-2026	plaster	109.14
901499-00	05-06-2026	plaster	354.70
6527 First National-7447-MC			
PO Box 2818			
Omaha NE 68103			
2026-05-11	05-11-2026	bolts/washers/nuts/fastners	53.87
13300 Mead Lumber			
1740 Bill Babka Dr			
Columbus NE 68601			
13520190	05-26-2026	lumber	605.74
		CSI Total	1,123.45*
01-3113-70 Safety Director			
19318 Safety Advisers Inc.			
331 Midland Drive			
Council Bluffs IA 51503			
7192	05-18-2026	safety visits	112.50
		CSI Total	112.50*
01-4523-30 Concrete Testing			
13011 Mid-State Eng. & Testing			
PO Box 153			
Columbus NE 68601			
3878-0	05-05-2026	concrete testing	545.00
		CSI Total	545.00*

All Invoices

Invoice	Invoice Date	Description	Original Amount
25-02-025 Ravenna Public Schools - CMA			
01-5100-99 Temporary Utilities			
6553 First National-3320-BW			
PO Box 2818			
Omaha		NE 68103	
2026-05-05	05-05-2026	job site internet	70.00
14005 Nebraska Public Power District			
P.O. Box 2860			
Omaha		NE 68103-2860	
2026-04-29	04-29-2026	Acct#221010163772 Ravenna	150.62
		CSI Total	220.62*
01-5133-10 Temporary Telephone (Cell Phon			
6545 First National-9948-MR			
PO Box 2818			
Omaha		NE 68103	
2026-05-09vz	05-06-2026	Verizon 3/21/26 to 04/20/26	160.00
		CSI Total	160.00*
01-5219-10 Sanitary Facilities			
3127 Comfy Bowl Inc			
PO Box 274			
Gibbon		NE 68840	
91779	04-28-2026	porta jon rental	191.90
		CSI Total	191.90*
01-5600-99 Temporary Barriers and Enclosu			
2028 Builders Warehouse			
PO Box 1895			
Kearney		NE 68848-1895	
1815659	05-08-2026	lumber/exp joint	139.68
1816349	05-12-2026	lumber	211.32
		CSI Total	351.00*

All Invoices

Invoice	Invoice Date	Description		Original Amount
25-02-025 Ravenna Public Schools - CMA				
01-7419-10 Refuse Collection & Disposal				
18120 Ravenna Sanitation PO Box 122 Pleasanton NE 68866				
94210	05-05-2026	landfille		785.59
94211	05-05-2026	landfill		399.42
94212	05-05-2026	landfill		292.53
			CSI Total	1,477.54*
02-4100-99 Demolition				
3425 Cederburg Demolition 4327 N 64th St Lincoln NE 68507				
RPS-03	05-20-2026	Draw 03-RPS		61,035.00
			CSI Total	61,035.00*
03-3000-20 Concrete Floor				
8155 Heartland Concrete & Const 9295 Osborne Dr West Hastings NE 68901				
RPS-04	05-28-2026	Draw 04-RPS		526.00-
			CSI Total	526.00-*
03-3000-99 Cast In Place Concrete				
8155 Heartland Concrete & Const 9295 Osborne Dr West Hastings NE 68901				
RPS-04	05-28-2026	Draw 04-RPS		37,178.84
			CSI Total	37,178.84*
03-3053-10 Backfill				
13047 Mid-Nebraska Aggregate, Inc 42500 Kilgore Rd Gibbon NE 68840				
254895	04-18-2026	road gravel		901.41
			CSI Total	901.41*

All Invoices

Invoice	Invoice Date	Description		Original Amount
25-02-025 Ravenna Public Schools - CMA				
04-2000-99 Unit Masonry				
13371 Masonry Unlimited LLC 306 East 6th Street Kearney NE 68847				
RPS-06	05-20-2026	Draw 06-RPS		136,490.53
			CSI Total	136,490.53*
05-1000-99 Structural Metal Framing				
6114 4G Steel Fabrication 4851 S. 16th Street Lincoln NE 68512				
25503-5	05-20-2026	Draw-RPS		16,015.00
			CSI Total	16,015.00*
06-1000-10 Rough Carpentry				
2000 BD Construction Inc/Kearney PO Box 726 Kearney NE 68848				
800926	05-20-2026	Draw 02-RPS SP		20,623.54
			CSI Total	20,623.54*
07-2500-10 Waterproofing				
10075 J&H Specialty Contracting Inc. 5440 N. 57th Street Lincoln NE 68507				
RPS-02	05-20-2026	Draw 02-RPS		69,892.58
			CSI Total	69,892.58*
08-4113-10 Aluminum Storefront / Windows				
12015 Lincoln Glass PO Box 22069 Lincoln NE 68542				
RPS-02	05-20-2026	Draw 02-RPS		72,161.58
			CSI Total	72,161.58*

All Invoices

Invoice	Invoice Date	Description		Original Amount
25-02-025 Ravenna Public Schools - CMA				
10-2000-99 Specialties				
5080 EPCO Ltd, Inc.				
1159 E. Pierce Street				
Council Bluffs		IA 51503		
2561401	05-11-2026	Draw-RPS		3,146.00
			CSI Total	3,146.00*
23-2000-99 HVAC Piping & Pumps				
18082 Rutts Heating & A/C, Inc				
1001 W 1st Street				
Hastings		NE 68901		
63135	05-18-2026	Draw 06-RPS		229,195.00
			CSI Total	229,195.00*
26-0500-99 Common Work Results for Electr				
18082 Rutts Heating & A/C, Inc				
1001 W 1st Street				
Hastings		NE 68901		
63135	05-18-2026	Draw 06-RPS		87,813.00-
			CSI Total	87,813.00-*
70-1000-20 Equipment Fuel				
6560 First National-1272-KB				
PO Box 2818				
Omaha		NE 68103		
2026-05-04	05-04-2026	equipment fuel		47.25
			CSI Total	47.25*
70-1100-10 Estimating Adjustment				
13371 Masonry Unlimited LLC				
306 East 6th Street				
Kearney		NE 68847		
RPS-06	05-20-2026	Draw 06-RPS		10,915.00
			CSI Total	10,915.00*

All Invoices

Invoice	Invoice Date	Description	Original Amount
25-02-025 Ravenna Public Schools - CMA			
70-1500-99 Aid To Construction			
2028 Builders Warehouse			
PO Box 1895			
Kearney NE 68848-1895			
1815357	05-07-2026	lumber	38.31
3394 Cherokee Building Mtrls (DSI)			
PO Box 855500			
Minneapolis MN 55485-5500			
906397-00	05-12-2026	plaster	327.42
910654-00	05-14-2026	plaster	327.42
6527 First National-7447-MC			
PO Box 2818			
Omaha NE 68103			
2025-05-06b	05-06-2026	bolts/shims	70.44
2026-05-01	05-01-2026	aluminum suphate	11.76
2026-05-06	05-06-2026	aluminum sulphate	31.00
2026-05-13	05-13-2026	shims	30.60
6560 First National-1272-KB			
PO Box 2818			
Omaha NE 68103			
2026-05-07	05-07-2026	tape	29.39
2026-05-12	05-12-2026	aluminum sulphate	23.52
		CSI Total	889.86*
Report Totals:			573,259.60*

Great Plains Asbestos Control,
Inc.
P.O. Box 39
Kearney NE 68848-0039

Invoice/Billing

Invoice Date:	Invoice #:
5/21/2026	3534-01

Bill To:

Ravenna Public Schools
Ken Schroeder
41750 Carthage Road
Ravenna, NE 68869

P.O. Number:	Terms:	Project	Contract Amount
Ken Schroeder	Due on receipt		3400.

Description	Item	Current Amount
Asbestos Abatement of (15) Pipe Fittings (quoted 12) on mechanical system piping that was being repaired by plumbers and services required ASAP. Included is the Final Air Clearances conducted by B2 Environmental	Asbestos Abatement	3,400.00

Thank you for your business.

Total	$3,400.00
Payments/Credits	$0.00
Balance Due	$3,400.00
Customer Balance Total	$3,400.00

Phone:	Fax:	E-mail:
308 234-3350	308-237-4581	dmc@gpac.com

Kenneth E Schroeder
5-21-26
Special Building Fund

Great Plains Asbestos Control,
Inc.
P.O. Box 39
Kearney NE 68848-0039

Invoice/Billing

Invoice Date:	Invoice #:
5/21/2026	3534-01

Bill To:

Ravenna Public Schools
Ken Schroeder
41750 Carthage Road
Ravenna, NE 68869

P.O. Number:	Terms:	Project	Contract Amount
Ken Schroeder	Due on receipt		3400.

Description	Item	Current Amount
Asbestos Abatement of (15) Pipe Fittings (quoted 12) on mechanical system piping that was being repaired by plumbers and services required ASAP. Included is the Final Air Clearances conducted by B2 Environmental Spec. Bldg	Asbestos Abatement	3,400.00

Thank you for your business.

Total	$3,400.00
Payments/Credits	$0.00
Balance Due	$3,400.00
Customer Balance Total	$3,400.00

Phone:	Fax:	E-mail:
308 234-3350	308-237-4581	dmc@gpac.com

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Customer Balance Total	$3,400.00

Phone:	Fax:	E-mail:
308 234-3350	308-237-4581	dmc@gpac.com

Lower Loup
Natural Resources District

INVOICE

2620 AIRPORT DRIVE
ORD, NEBRASKA 68862-1002

PHONE (308) 728-3221
FAX (308) 728-5669

HEADQUARTERS OFFICE

NUMBER	DATE
700929	4/24/2026

TO: **RAVENNA PUBLIC SCHOOLS**
PO BOX 8400
RAVENNA, NE 68869

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	ORD FIELD OFFICE		
25	BLACK HILLS SPRUCE - 6 CU IN CONTAINER SEEDLINGS	1.30	32.50T
117	PONDEROSA PINE - 6 CU IN CONTAINER SEEDLINGS	1.30	152.10T
	96 MACHINE PLANT + 46 HAND PLANT		
138	24" COCO WEED MATS	1.85	255.30T
96	MACHINE PLANTING FEE - $1.00 PER TREE / $250.00 MINIMUM PLANT FEE	2.60417	250.00T
	SALES TAX (5.5%)		$37.94
		TOTAL	**$727.84**

Credit, Debit & E-Check payments can be made online at www.llnrd.org

Kenneth E Schroeder
5-28-26
Spec. Bldg

Lower Loup Natural Resources District

INVOICE

2620 AIRPORT DRIVE
ORD, NEBRASKA 68862-1002

PHONE (308) 728-3221
FAX (308) 728-5669

HEADQUARTERS OFFICE

NUMBER	DATE
008031	5/12/2026

TO: **RAVENNA PUBLIC SCHOOLS**
PO BOX 8400
RAVENNA, NE 68869

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	4/21/26 - ORD FIELD OFFICE		
1	3/4" FILTER & FITTINGS / EACH	48.10	48.10T
125	3/4" MAINLINE PIPE / PER FT	0.28	35.00T
1,800	1/2" LATERAL PIPE / PER FT	0.20	360.00T
96	1.0 GPH EMITTERS / EACH	0.46	44.16T
1	1/2" x 1/2" x 3/4" TEES / EACH	2.86	2.86T
1	3/4" COUPLER / EACH	1.70	1.70T
2	1/2" COUPLERS / EACH	1.25	2.50T
2	1/2" STANDARD END CAPS / EACH	1.90	3.80T
2.5	INSTALLATION FEE / HR (1.25 HRS X 2 MEN = 2.5 HRS)	40.00	100.00T
	SALES TAX (5.5%)		$32.90
		TOTAL	**$631.02**

Credit, Debit & E-Check payments can be made online at www.llnrd.org

Kenneth E Schroeder
5-29-26

Statement

Lower Loup Natural Resources District
308-728-3221
www.llnrd.org
2620 Airport Drive
Ord NE 68862-1002

Date
5/12/2026

To:

RAVENNA PUBLIC SCHOOLS
PO BOX 8400
RAVENNA, NE 68869

Credit, Debit & E-Check payments can be made online at www.llnrd.org
If payment has alreay been made, please disregard this notice.

Amount Due	Amount Enc.
$727.84	

Date	Transaction	Amount	Balance
04/24/2026	INV #700929. Orig. Amount $727.84. --- ORD FIELD OFFICE --- Black Hills Spruce 6" Cont, 25 @ $1.30 = 32.50 --- Ponderosa Pine 6" Cont, 117 @ $1.30 = 152.10 --- 96 MACHINE PLANT + 46 HAND PLANT --- --- Coco Mat, 138 @ $1.85 = 255.30 --- --- Machine Planting Fee, 96 @ $2.60417 = 250.00 --- Tax: NE 5.5% Sales Tax @ 5.5% = 37.94	727.84	727.84

CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
0.00	727.84	0.00	0.00	0.00	$727.84

Wilkins Architecture Design Planning LLC

2204 University Drive Suite 130
Kearney, NE 68845
Tel: 308-237-5787 Fax: 308-236-6929
krussell@wilkinsadp.com
www.wilkinsadp.com

INVOICE

INVOICE DATE: 5/27/2026
INVOICE NO: 7372
BILLING THROUGH: 5/27/2026

Dr. Ken Schroeder
Ravenna Public Schools
41750 Carthage Rd
Ravenna, NE 68869

2527 Ravenna Public Schools - Addition & Renovation

Managed By: Jacob M Sertich

DESCRIPTION	CONTRACT AMOUNT	% COMPLETE	BILLED TO DATE	PREVIOUSLY BILLED	CURRENT AMOUNT
2527 Ravenna Public Schools - Addition & Renovation	$560,400.00	87.81	$492,087.24	$487,211.76	$4,875.48
TOTAL	**$560,400.00**		**$492,087.24**	**$487,211.76**	**$4,875.48**

EXPENSES

DATE	DESCRIPTION	AMOUNT
5/7/2026	829 - MILEAGE	$100.92
	TOTAL EXPENSES	**$100.92**

SUBTOTAL	**$4,976.40**
AMOUNT DUE THIS INVOICE	**$4,976.40**

This invoice is due on 6/26/2026

ACCOUNT SUMMARY

INVOICED TO DATE	PAID TO DATE	BALANCE DUE
$494,922.29	$489,945.89	$4,976.40

We appreciate your business

OK to Pay
K Schroeder
6-22

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Ravenna Public Schools

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

PURCHASE ORDER

Date: 05/07/26
P.O. # 2526-1066
Bill To: PO Box 8400

Tax Exemption No. 05-627933

US Bank

VENDOR
HDE Services LLC

SHIP TO
Ravenna Public Schools
Attn: Hilary Bolling
41750 Carthage Road
Ravenna NE, 68869

BILL TO
Ravenna Public Schools
Attn: Hilary Bolling
P.O. Box 8400
Ravenna NE, 68869

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	May rental fees	2	150.00	300.00
	delivery	1	150.00	150.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$450.00
S & H	$0.00
discount	$0.00
TOTAL	**$450.00**

Other Comments or Special Instructions

Special building

Authorized by _____ Date

Ravenna Public Schools

Hilary Bolling <hilary.bolling@ravennabluejays.org>

Fwd: Your PayPal receipt

1 message

Ken Schroeder <ken.schroeder@ravennabluejays.org> Thu, May 7, 2026 at 2:43 PM
To: Hilary Bolling <hilary.bolling@ravennabluejays.org>

Hilary-

Please see below. Payment confirmation on "Credit Card #4" for the rental of two storage units for the month of May and the delivery fee for one of them.

-Ken

---------- Forwarded message ---------
From: **service@paypal.com** <service@paypal.com>
Date: Thu, May 7, 2026 at 2:40 PM
Subject: Your PayPal receipt
To: Ravenna Public School Ravenna Public School <ken.schroeder@ravennabluejays.org>

Hello, Ravenna Public Schoo...

You paid $450.00 USD to HDE Services LLC

Create a PayPal account for fast, secure checkouts at millions of merchants.

Activate PayPal Now

Your purchase details

Your Transaction ID:
0HW29679J3692482U

Merchant Transaction ID:
3M640874N64934046

Purchase Date:
May 7, 2026

Payment to:
HDE Services LLC

Payment from:
Ravenna Public Schoo...

Shipping Address
Ravenna Public School Ravenna Public School
41750 Carthage Road
Ravenna, NE 68869-4051
United States

Subtotal	$450.00 USD
Total	**$450.00 USD**

You paid using: Visa x-2788

This credit card transaction will appear on your statement as PAYPAL *HDESERVICES.

Activate PayPal Now

Help & Contact | Security | Apps

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PayPal RT000398:en_US(en-US):1.4.2:f4879464601e3

Ravenna Public Schools
Book to Bank Reconciliation
For the year ended 8/31/2026

General Fund	September	October	November	December	January	February	March	April	May	June	July	August	Total
BALANCE PER BOOKS													
Beginning Balance - 9/1/25	598,006.05	752,241.88	301,264.49	757,456.15	369,737.12	826,485.68	936,549.61	1,399,289.55	1,305,753.51	3,133,118.06	2,462,038.07	2,462,038.07	598,006.05
Add - Receipts per "Receipts Summary by Source" Report	761,673.17	282,539.41	1,142,567.90	317,810.49	1,138,664.36	741,516.16	1,129,603.70	569,333.36	2,742,286.93				8,825,995.48
Subtract - Expenditures per "Expenditures Summary by Program" Report	607,437.34	733,516.80	686,376.24	705,529.52	681,915.80	631,452.23	666,863.76	662,869.40	914,922.38	671,079.99			6,961,963.46
Equals - Balance per Books at End of Month ***	752,241.88	301,264.49	757,456.15	369,737.12	826,485.68	936,549.61	1,399,289.55	1,305,753.51	3,133,118.06	2,462,038.07	2,462,038.07	2,462,038.07	2,462,038.07

Current amount in GF CD is $289,868.27

BALANCE PER BANK												
Balance per Bank Statement EOM	824,277.82	372,229.83	846,042.27	441,770.01	904,840.32	1,005,147.08	1,469,338.51	1,376,633.98	3,211,568.48			
Add - Deposits in Transit												
Subtract - Checks Outstanding	72,035.94	70,965.34	88,586.12	72,032.89	78,354.64	68,597.47	70,048.96	70,880.47	78,450.42			
Equals - Balance per Bank ***	752,241.88	301,264.49	757,456.15	369,737.12	826,485.68	936,549.61	1,399,289.55	1,305,753.51	3,133,118.06	-	-	-

*** = These two balances should equal.

Ravenna Public Schools
Book to Bank Reconciliation
For the year ended 8/31/2026

Lunch Fund	September	October	November	December	January	February	March	April	May	June	July	August	Total
BALANCE PER BOOKS													
Beginning Balance - 9/1/25	63,357.39	53,729.49	45,526.63	38,966.02	33,160.43	27,227.54	20,307.32	16,381.87	11,441.10	9,143.84	(5,995.74)	(5,995.74)	
Add - Receipts per "Receipts Summary by Source" Report	21,017.55	33,895.79	32,942.17	27,212.30	24,846.34	26,635.02	26,462.23	29,839.25	28,418.46	981.45			252,250.56
Subtract - Expenditures per "Expenditures Summary by Program" Report	30,645.45	42,098.65	39,502.78	33,017.89	30,779.23	33,555.24	30,387.68	34,780.02	30,715.72	16,121.03			321,603.69
Equals - Balance per Books at End of Month ***	53,729.49	45,526.63	38,966.02	33,160.43	27,227.54	20,307.32	16,381.87	11,441.10	9,143.84	(5,995.74)	(5,995.74)	(5,995.74)	(69,353.13)
										**Transfer of $25,000			
BALANCE PER BANK													
Balance per Bank Statement (EOM)	54,860.44	48,482.36	41,651.75	35,489.42	29,605.76	22,027.42	18,560.67	13,540.26	11,351.57				
Add - Deposits in Transit													
Subtract - Checks Outstanding	1,130.95	2,955.73	2,685.73	2,328.99	2,378.22	1,720.10	2,178.80	2,099.16	2,207.73				
Equals - Balance per Bank ***	53,729.49	45,526.63	38,966.02	33,160.43	27,227.54	20,307.32	16,381.87	11,441.10	9,143.84	-	-	-	

*** = These two balances should equal.

Board of Education Regular Meeting

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

Monday, May 11, 2026 8:00 PM

Kelly Bock:	Present
Misti Fiddelke:	Present
Micah Miigerl:	Present
Ryan Osten:	Present
Dawn Standage:	Present
Mike Voelker:	Present

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

2. Excuse Absent Board Members

3. The Pledge of Allegiance

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

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

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

7. Financial Report

8. Consent Agenda
Motion to approve the consent agenda passed with a motion by Ryan Osten and a second by Micah Miigerl.

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

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

8.3. Notice of Meeting Publication: The public notice for the Regular May 11th Board Meeting was published in the May 6th edition of the Ravenna News

8.4. Discuss, consider, and take all action necessary to The City of Ravenna's Annual TIF Report for 2025

8.5. Discuss, consider, and take all action necessary to the request in the amount of $3,840 from the Ravenna FBLA to attend the FBLA National Leadership Conference

8.6. Discuss, consider, and take all action necessary to declaring old bluejay mascot costume as surplus for immediate sale or disposal

8.7. Discuss, consider, and take all action necessary to declaring library books as surplus for immediate disposal or sale

8.8. Discuss, consider, and take all action necessary to declaring an air conditioning unit as surplus for immediate sale or disposal

8.9. Discuss, consider, and take all action necessary to declaring concession stand items as surplus for immediate sale or disposal

8.10. Discuss, consider, and take all action necessary to declaring old wood shop equipment as surplus for immediate sale or disposal

8.11. Discuss, consider, and take all action necessary to declaring old furniture as surplus for immediate sale or disposal

9. Blue Jay Celebration of Success - FBLA

10. Artist of the Month - Naomi Hervert

11. Request to Address the Board and Correspondence

12. Information and Action Items

12.1. Discuss, consider, and take all action necessary to the installation of cabinets in the elementary teacher's workroom
Motion to approve the installation of the cabinets by Panowicz Construction in the elementary teacher work room from the Special Building Fund in the amount of $3,800 passed with a motion by Mike Voelker and a second by Micah Miigerl.

12.2. Discuss, consider, and take all action necessary to installation of a new underground well line to the football field and south lawn
Motion to approve the bid by Forward Well Service to install a new underground line to service the south lawn and the football field in the amount of $11,922.44 from the Special Building Fund passed with a motion by Ryan Osten and a second by Micah Miigerl.

12.3. Discuss, consider, and take all action necessary to breakfast and lunch meal prices for the 2026-27 school year
Motion to increase meal prices for the 2025-26 school year as presented passed with a motion by Micah Miigerl and a second by Ryan Osten.

12.4. Discuss, consider, and take all action necessary to an interfund loan from the Special Building Fund to the Bond Fund
Motion to approve an interfund loan from the Special Building Fund to the Bond Fund in the amount of $316,765.63 passed with a motion by Mike Voelker and a second by Kelly Bock.

13. Discussion Items

13.1. Discuss, consider, & take all action necessary to the 5000 Series Board Policy Review

13.2. Discuss, consider, & take all action necessary to the 6000 Series Board Policy Review

13.3. Discuss, consider, and take all action necessary to the purchase of CTE Curriculum for Mr. Lewandowski's classes
Motion to approve the purchase of the CTE curriculum for Mr. Lewandowski's classes as requested in the amount of $2,125 from the Depreciation Fund passed with a motion by Kelly Bock and a second by Micah Miigerl.

13.4. Discuss, consider, and take all action necessary to the Ravenna Bond Building Project

14. Elementary Principal's Report

15. Secondary Principal's Report

16. Superintendent's Report

17. Board Report

18. Positive Comments
Congratulations to our 2026 graduates! We are proud of you! Good luck with your future plans! - Ryan Osten

Thanks to our amazing teaching staff and to our outstanding support staff for all that you do to help our students be successful. We recognize and appreciate the hard work that you do for our students. You are appreciated! - Ryan Osten

Tom Spaulding is doing a great job with the grounds. The grounds look fantastic and continue to improve! Keep up the great work! -Mike Voelker

Dan Cyboron and his staff had the school looking fantastic for the graduation ceremony. He continues to be an incredible wealth of knowledge as he continues to advise the administration and the construction company during the school bond building project. RPS is lucky to have Dan! -Superintendent Schroeder

19. Adjournment
Motion to adjourn at 8:40 PM passed with a motion by Mike Voelker and a second by Micah Miigerl.



RAVENNA PUBLIC SCHOOL

STUDENT HANDBOOK
2026-27 Edition



Ravenna Public Schools
41750 Carthage Road
Ravenna, NE 68869

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

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WELCOME

Dear Students and Parents:

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

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

There are several forms at the end of this handbook that you must read, sign, and return no later than August 22, 2026.

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

Sincerely,

Ken Schroeder

Mr. Ken Schroeder - Superintendent

Section One - School Basics

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 school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Noah Maulsby at 308-452-3249, noah.maulsby@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, or that have other related concerns or questions, should contact the following Title IX Coordinator: Ken Schroeder at (308) 452-3249, ken.schroeder@ravennabluejays.org, 41750 Carthage Road or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: 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.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Ken Schroeder at (308) 452-3249, ken.schroeder@ravennabluejays.org, 41750 Carthage or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at (308) 452-3249, ken.schroeder@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.

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

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 attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

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 that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using

the applicable district form. 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.

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation

Upon notice from the Department of Health and Human Services, the District shall not facilitate the transfer or disenrollment of a student whose parent, guardian, or educational decisionmaker is subject to an active investigation by the Department for fourteen days or until further notice from the Department, whichever occurs first.

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 – Physical or Mental Illness

Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester.

Excused Absences - Other

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 or of a child whom the student is parenting (a physician's verification is required after four (4) consecutive days of absence for illness)~~

2. Severe weather

3. Medical appointments for the student or for a child whom the student is parenting.

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. Other absences specifically excused by the building principal

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer may send written notification of the student's total absences to the student's parent or guardian. When a student receives 10 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives 15 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular 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 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.

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 a half day before attending practice or participating in a scheduled student activity except in cases of family emergencies or prearranged absences.
3) Check out of school at the office if leaving school during the school day.
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.
2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

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

1. Loss of Credit

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

2. Approved computer courses may be used to recover credit. Once the student goes over the limitation, the administration will determine credit recovery opportunities. Parents will be informed of excessive absences each

quarter and up to date attendance information is available for parents on

Pregnant and Parenting Students

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. 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 in collaboration with the Title IX Coordinator.

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 middle school band; grades 9-12 may participate in the high school band. 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. in the school bookkeeper's office. 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, for example, dance or cheer uniforms, 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 and 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.

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the offices.

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

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

2. All postings must identify the student or the student organization posting or publishing the notice.

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

Bullying

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

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

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district's anonymous platform Safe2Help to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

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

Cafeteria Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray on to the correct container. 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. Students may not throw food or other items.

5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed.
7. Parents who wish their child to eat lunch away from school must provide a written authorization to the student's building principal.
8. Students must treat lunch personnel with respect.
9. Students who violate the above rules will be disciplined.

Candy and Gum

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

Cell Phones and Other Electronic Devices

Students may not use 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 and in the common areas of the school before school, after school, and during passing periods so long as they do not create a distraction or a disruption. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Students will not use cell phones during class periods unless instructed to do so by a teacher for instructional purposes.

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.

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 the confiscated device to the student at the end of the day. On the second offense, 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. On the third offense, the student will be required to turn their device into the office first thing in the morning and may pick it up at the end of the day for a time period of one week. 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 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.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Child Abuse and Neglect

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

Class Dismissal

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

Classroom Behavior

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

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

Teachers will establish classroom conduct rules that students must obey.

Closed Campus

Students may not leave the building without permission from the administration. Students may leave campus to go home for lunch if they have secured their parents' written permission and submitted it to the office.

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.

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

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the

complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those 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 in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process.

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

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

    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 applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the respondent.

1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, 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 involves discrimination or harassment, the response shall be in writing and

shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.

   a) The appeal must be in writing.

   b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.

   c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.

   d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

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5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

   a) When the complaint is about a board policy, not implementation of the policy;

   b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or

c) When the board is required by law, policy, or contract to hear a complaint or appeal.

6. If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

a) This appeal must be in writing.

b) This appeal must be received by the board president no later than ten (10) calendar 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 allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.

d) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

e) There is no appeal from any decision of the board unless authorized by law.

7. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex

discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

b) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

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 or must be pursued further.

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 by the full board.

d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

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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. Individuals who file complaints (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 (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computer Network Use by Students

At Ravenna Public Schools, staff sometimes use or implement online applications and software that might share a student's information with third party applications. Federal and state law impose requirements on the student data that can (and cannot) be shared with outside entities. In addition, parents and guardians may opt out of any online program or software that shares student data with any third-party application. Unless a parent or guardian opts out of any program or software, the District will assume that parents and guardians consent to their students accessing the applications and software tools at school. For more information, visit our website. ravennabluejays.org/district/technology/google-workspace-for-education

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 e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
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.
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, 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 falsify 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 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; and
    d. 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 On-Line Behavior**

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

Conferences

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

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.

Copyright and Fair Use

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. 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. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *Copyright for Students* found at https://www.whoishostingthis.com/resources/student-copyright/. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: http://www.loc.gov/teachers/usingprimarysources/copyright.html.

Damage to School Property

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

Dances

Dances may be held by clubs and organizations at regularly scheduled times and appropriate seasons but outside the regular school hours. Such activities must end by 10 PM on school days and 11:45 PM on Fridays and Saturdays unless changed by the Principal. School events which allow for an outside date must have the date registered with the principal's office at least one week before the activity is to occur. All dates of Ravenna 9-12 students must be at least a 9th grade student and cannot be older than 20 years old. Forms for registration will be made available prior to the event. Verification of the outside date must be approved by the guest's school administration. Once at the dance, if a student leaves, they will not be permitted to return. Students who are academically ineligible will not be allowed to attend school dances.

- **Homecoming** (Open to all 9th-12th grade students and approved outside guests, Junior High students are ineligible to attend)
- **Winter Dance** (Open to all Ravenna 7th-12th grade students, only Ravenna 9th-12th grade students are permitted to bring an approved outside guest)
- **Junior-Senior prom** is to be held each year during the spring semester. Only Ravenna High School Junior and Senior students (and their dates) may attend. Ravenna High School students in the 9th and 10th grades may only attend as dates of Juniors and Seniors. Foreign exchange students and prom servers are also allowed to attend prom. Junior High Students are ineligible to attend prom. Outside dates of Ravenna High School Juniors and Seniors must be at least 9th grade students and cannot be older than 20 years old. Students who are academically ineligible will not be allowed to attend school dances.

Dating Violence

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.

Discrimination and Harassment

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Noah Maulsby at 308-452-3249, noah.maulsby@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, or that have other related concerns or questions, should contact the following Title IX Coordinator: Ken Schroeder at (308) 452-3249, ken.schroeder@ravennabluejays.org, 41750 Carthage Road or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Ken Schroeder at (308) 452-3249, ken.schroeder@ravennabluejays.org, 41750 Carthage or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at (308) 452-3249, ken.schroeder@ravennabluejays.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.

- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

Violations of the dress code shall be addressed in a manner consistent with the Student Code of Conduct. The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

Driving and Parking Personal Vehicles

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

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

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. Parents must promptly inform the school if this contact information changes during the school year.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Eye Exams

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

Field Trips

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

First-Aid

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

Food Service Program

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

Breakfast
The school will serve breakfast daily from 7:40 a.m. until 8:00 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced price breakfast. The school district charges students K-6 $2.25, 7-12 $2.40 and adults $3.00 for breakfast.

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

Lunch
Lunch prices depend on the federal funding that the program receives. Lunch for K-6 is $3.45, Lunch for 7-12 lunch is $3.65 for students and $4.75 for adults.

Milk Break/Snack
All milk served to a student (except the initial carton served with lunch/breakfast) will cost $.50 per half pint. Snack milk is $.30 per half pint for preschool and $.50 for K-3 students. The price for milk may change during the school year.

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

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

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

If a student has a negative or zero balance on their lunch account the student and the parent will be notified at the end of the day that the student will be given credit for one meal. If the family doesn't bring the account current by the end of the following business day, the student will

either need to bring a sack lunch or eat an alternate meal provided by the school. Family's accounts will be debited for the alternate meal provided by the school.

Notice of Non-discrimination

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

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

Speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. 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. 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; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Fundraiser

All fundraising activities shall require authorization by an administrator.

Head Lice

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

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

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

Health Problems Limiting Activities

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

Parents should notify the principal or superintendent if their student has any special health problems such as diabetes, asthma, or 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. All students must be fever free for 24 hours without the aid of medication before they may return to school. Any student that has vomited must be vomit free for 12 hours before returning to school.

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 excepted 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 and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

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 that 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 often create a visual reminder of a particular crisis that may reintroduce feelings of grief for students. Therefore, memorials may not be displayed anywhere on school grounds without board approval. This policy is not intended to discourage the acceptance of memorial funds or specific items.

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.

Opting Out of Assessments

The Board of Education has adopted a policy 5018 on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at ken.schroeder@ravennabluejays.org.

Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family

engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

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

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

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

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

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

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

7. 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. Invitations for private parties and non-school-sponsored events may not be distributed at school.

Personal Hygiene

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

Personal Items

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

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 P.E. 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 when they are using the playground as part of the school day:

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.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

Police Questioning and Apprehension

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

Protection of Student Rights

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

ACT Exam

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

Public Displays of Affection

Students may not engage in public displays of affection that are 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.

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

Rights of Custodial and Non-Custodial Parents

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

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

such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that 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 8:00 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 20 minutes before the school day begins and 10 minutes after the school day ends. **There will be no supervision provided by the school before or after these times**. Parents must arrange for their children to leave school promptly at the end of the day.

Self Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the school nurse.

Sexual Harassment

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

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

Hostile environment harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature by another student, a school employee, or a third party are sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an educational program or activity or create a hostile or abusive educational environment.

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

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

individual's education or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include but not be limited to:

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

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

The prohibition of sexual harassment applies whether the harassment is between people of the same or different gender. The prohibition against sexual harassment does not preclude legitimate, nonsexual contact such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student. In determining whether alleged conduct constitutes a violation of the policy, the School District should consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The School District will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against or attempts to retaliate against, any person who reports alleged harassment or violence, files a complaint of harassment, who testifies, assists or participates in any investigation, hearing or proceeding related to such harassment or violence. Retaliation includes but is not limited to any form of threat, intimidation, reprisal or discrimination.

Reporting Procedure

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

Smoking and Tobacco

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

Sniffer (Drug) Dogs

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

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

Standardized Testing

The school will use NWEA MAP, and/or PreACT 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

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy

The school district shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska state law. 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 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 either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

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

   As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be $100. The district may also charge a damage deposit which will be returned or may be rolled to cover the damage deposit for the next year if it is not needed to cover the costs of any damage to the device. The maximum dollar amount of this damage deposit will be $1,000.

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

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

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:

- The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:
    - Event admission is $6.00 for adults, $5.00 for students, and $3.00 for any junior high game. Ravenna students get free admission to home games. Admission pass prices are $40.00 for adults (covers admission to all home extracurricular events; away events and certain conference and district events are not covered by the activity card).
    - Student Participation Fee - $100
        - Required of all students who participate in athletics and/or other extracurricular activities
    - Future Business Leaders of America- $30
    - Cheerleading, drill team, flag corps. - $50 each
        - Students must purchase uniforms and shoes selected by the sponsor and/or student group.
    - Football- $50
        - Students must provide their own football shoes and undergarments.
    - Golf- $50
        - Students must provide their own golf shoes, undergarments, and clubs.
    - Track, volleyball, wrestling and basketball - $50 each
        - 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.

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

8. **Copies of Student Files or Records**. The school district will charge a fee for making copies of a student's files or records for the student's parents or

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

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

10. **Participation in Summer School 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 for summer and night school shall be $200.

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

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

    - Breakfast Program – Grades K-6
      Regular Price $2.25
      Reduced Price $.30
    - Breakfast Program – Grades 7-12
      Regular Price $2.40
      Reduced Price $.30
    - Lunch Program – Grades K-6
      Regular Price $3.45
      Reduced Price $.40
    - Lunch Program – Grades 7-12
      Regular Price $3.65
      Reduced Price $.40
    - Second milk or second entrée (each) $.50

    - **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. 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 $25 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.

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.

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 arrange 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.

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

Directory information about students may 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 August 29.

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the 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 Schedule Changes

Student schedule changes may be made without penalty during the first three days of each semester. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the guidance counselor and building principal before they are presented to the teacher of the class that is to be added or dropped.

After the first week of the semester, students who insist on dropping a class, except for instances of an extended illness, will receive a "0" on their permanent records, and that grade will be averaged into the student's cumulative grade point average. If an extended illness makes it impossible or impracticable for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes as (WP)-Withdraw Passing or (WF)-Withdraw Failing. If permission to withdraw as WP or WF is given by the building principal and guidance counselor, the grade(s) will not be averaged into the cumulative grade point average of the student.

Before students are allowed to withdraw from a class as WP or WF, the student, the parents of the student, the guidance counselor, and the building principal must meet and review the circumstances of the situation. All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as WP or WF is given by the building principal and guidance counselor.

Student Use of AI Tools
As used in this section, artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or

machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude and similar programs.

AI Tools may be useful to student learning. However, students and staff must ensure that student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Individual staff members will decide for each individual assignment the extent to which students may use AI Tools.

2. If a student uses any AI Tools in connection with a school assignment, the student must:
    a. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
    b. Never copy and paste the output from the AI Tool into the student's work as if the student wrote such section himself or herself.

3. Students may never use AI Tools to:
    a. Cheat on any assignment, test, or quiz;
    b. Help answer questions on a test or quiz without staff member permission;
    c. Make or share deepfakes or fake images, audio, or video of any real person;
    d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
    e. Bully, harass, threaten, intimidate or impersonate any person;
    f. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;
    g. Use AI Tools to bypass accommodations, content filers, or school security.

4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.

5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.

6. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

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 at 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. If a student reports to school late and is unexcused by their parent, that also constitutes a tardy.

- Example: A student misses all of first period, but reports to school during the middle of 2nd period unexcused. That would count as a first period "tardy".

Telephone Calls

The school's telephone may be used only with permission of staff. Students are not permitted to use cellular telephones in class 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.

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

1. Definitions

a. A **threat** is an expression of willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means

b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assessment them and to manage/address them. Threat assessment is the process of distinguishing "transient" threats from serious ones in a systematic, data-informed way.

i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is

substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

3. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The superintendent may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the law enforcement unit determines to be reasonable and useful.
- The superintendent must confer with at least one member of the school's guidance counseling staff as part of his/her investigation. If the threat has been made by, or is directed towards, a student with a disability, the superintendent must confer with a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate.

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

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

4. Communication with the Public about Reported Threats

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

5. Coordination with the Crisis Team After Resolution of Threat

The superintendent will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School's Safety Plan.

Transportation Services

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.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

Video Surveillance, Recordings, and Photographs

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

Recordings Made by Parents/Guardians and Patrons.

Parents/guardians and patrons may make recordings of school activities intended to be public in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

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

Weather-Related School Closing

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

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

Weapons and Firearms

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

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

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

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

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

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.

Academic Lettering

A student in grades 9-12 is eligible for an academic letter if he/she achieves Honor Roll status any three of the four quarters in a year.

Artificial Intelligence

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

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

1. Unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, then AI Tools may not be used. Individual teachers will decide for each individual assignment the extent to which students may use AI Tools for such assignment.

Teachers are encouraged to make such a decision in advance of students being given the individual assignment in question.

2. Teachers will communicate to all students responsible for completing an assignment the extent to which such students may use AI Tools in connection with such assignment. Teachers will endeavor to include in such communications examples of permissible and impermissible uses of AI Tools.
3. If a student uses any AI Tools in connection with a school assignment, the student must comply with the following:
    a. The student must explicitly disclose to the teacher in writing that the student used an AI Tool and the specific AI Tool used.
    b. In any student work (whether hard copy, electronic, digital, or otherwise), the student shall give proper attribution to the AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
    c. In no instance may the output from one or more AI Tools be copied and placed within a student's work as if the student wrote such section himself or herself. For example and not limitation, students may not outsource the organization or the writing of any written work to any AI Tool.
4. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.
5. The student requirements stated above are the minimum requirements for any student

assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Certificate of Attendance

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

Class Rank

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

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

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

Correspondence and Online Courses

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

Credit for Non-Academic Work

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

Eligibility Grades 7-12

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

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, speech contests, and similar organizations or events.
2. Cheerleading
3. Music competition, performances (except Christmas and Spring concerts), and clinics
4. Ineligible students are not allowed to attend extracurricular activities unless they are a participant in the activity
5. Other activities deemed appropriate by the principal

Grades

Students will receive letter grades for their academic core classes.

- A+ 98-100
- A 95-97
- A- 93-94
- B+ 90-92
- B 88-89
- B- 85-87
- C+ 82-84
- C 80-81
- C- 78-80
- D+ 75-77
- D 72-74
- D- 70-71
- F 0-69
- NG No Grade
- P - Pass

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a

student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

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

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

Graduation Awards

Graduating seniors will be awarded for their academic achievements during the annual commencement activities. The winners of these awards will be determined on the basis of student academic achievement. The valedictorian and salutatorian of the graduating class shall be the students with the highest and second highest cumulative percentage grade point averages respectively in curriculum course work completed in grades nine through twelve. These students will receive their awards during commencement exercises.

Student Class Requirements

REQUIREMENTS FOR JUNIOR HIGH STUDENTS

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

HIGH SCHOOL GRADUATION REQUIREMENTS

1. All students will be required to take at least 7 subjects per day for a 1-9 period day during the school year and a

maximum of 1 study hall unless there are special circumstances. Any special circumstances must have prior approval of the principal.

2. The requirements for graduation are:

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

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

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

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

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

Homework

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

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

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

Honor Roll

Roll of Excellence:

- Average that falls between 97.00 and 100.00.
- No grade below a 70.00.

Roll of Honor:

- Average that falls between 93.00 and 96.9999.
- No grade below a 70.00.

Honor Days Rewards

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

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

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

Mid-Term Graduation

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

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

Report Cards

Report cards will be available on the parent portal three days following the end of each quarter. Paper reports cards will not be sent home unless requested by the parent or guardian.

Study Halls

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

1. Students must sit in an assigned seat when coming into the room.
2. Students must get a tardy slip if late for study hall.
3. Roll shall be taken and recorded.
4. The study hall must be quiet.
5. Students must have studies to work on or material to read with them upon arrival.
6. Students shall not talk or whisper except with the teacher's permission.
7. Students wishing to study together may do so with the teacher's permission.
8. Sleeping will not be allowed.
9. Students shall not have their feet on the furniture nor rearrange 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.

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SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy

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

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

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

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

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

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent

conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

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

For purposes of this section, “Parent” means parent, guardian, or educational decisionmaker of the student. “Educational decisionmaker” means a person designated or ordered by a court to make educational decisions on behalf of a child.

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.

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.Any of the conduct described in the subsections under "Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment" below irrespective of the location at which such misconduct; 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. After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the Parent will be given oral and written notice of the charges against the student. They will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and an opportunity to present evidence of the student's version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension (not to exceed an additional 48 hours), the Principal will send a written statement to the student and the student's Parent, describing the student's conduct, misconduct, or violation of the rule or standard; the reasons for the action taken; the actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension; resources the school is able to provide or recommend to assist the student; and how the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.

An opportunity will be given to the student, and the student's Parent, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition to the Parent, is to attend the conference. If no conference has been held, a Parent may submit a written request to the suspending principal before the student returns to school.~~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 Firearms

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

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

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

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

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

Long-Term Suspension

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

Pre-Kindergarten through Second Grade Students

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student:

1. Brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event; or

2. Engages in violent behavior capable of causing physical harm to another student or school employee.

As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. **Summer Review**. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion**: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

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

Grounds for 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:

7. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
8. 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;
9. 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;
10. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
11. 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*);
12. 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);

13. 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;
14. Engaging in bullying as defined in section 79-2,137 and in these policies;
15. 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 that 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;
16. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
17. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, 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, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
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 as defined by state law and this policy. 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. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes 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; personal servitude; 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; binge drinking and drinking games; sexual simulation 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;
l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
m. Using any object to simulate possession of a weapon;
n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

Reporting Requirement to Law Enforcement

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

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

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

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

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent

a written charge and a summary of the evidence supporting such charge.

2. The Principal shall serve the student and the student's Parent 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. Resources the school is able to provide or recommend to assist the student;
    d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;
    e. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
    f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
    g. A statement that the principal, legal counsel for the school, the student, the student's Parent, or the student's representative 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
    h. A form on which the student, the student's Parent may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent,

the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's Parent, or representative(s) from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's Parent may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's Parent must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's Parent of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's Parent, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's Parent, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The

hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

Section 4

School Wellness Policy

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

1. Goals for Nutrition Promotion and Education

a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.

b. The health curriculum will include information on good nutrition and healthy living habits.

c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.

d. The district will collaborate with public and private entities to promote student wellness.

e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.

b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.

c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

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

a. The district will participate in state and federal child nutrition programs as appropriate.

b. The district will provide professional development, support, and resources for staff about student wellness.

c. Students will be provided sufficient time in which to eat school-provided meals.

d. The district's lunchrooms will be attractive and well-lighted.

e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.

f. The district may partner with other individuals or entities in the community to support the implementation of this policy.

g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)

h. The district will use evidence-based strategies to develop, structure, and support student wellness.

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

a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:

   i. USDA National School Lunch and School Breakfast nutrition standards

   ii. USDA Smart Snacks in School nutrition standards.

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

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

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

6. Food and Beverage Marketing

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

a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.

b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.

c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

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

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

a. Except as otherwise allowed by the Nebraska Department of Education (NDE), all foods and beverages sold during the school day as part of a fundraiser or for any other purpose in competition with the National School Lunch and Breakfast Programs must meet the nutrition standards of those programs.

b. Fundraiser food or beverages are NOT exempt from the USDA Smart Snacks in School nutrition standards. Therefore, if food is sold as a fundraiser:

(1) It shall not be sold in competition with school meals in the food service area during the meal service.

(2) It shall not be sold or otherwise made available to students anywhere on school premises during the period beginning one half hour prior to the serving period for breakfast and/or lunch and lasting until one half hour after the serving of breakfast and/or lunch.

(3) The sale of food items during the school day shall meet the USDA Smart Snacks in School nutrition requirements

(4) This restriction does not apply to food sold during non-school hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

9. Triennial Assessment

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

a. Compliance with this policy;

b. How this policy compares to NDE model wellness policies;

c. Progress made in attaining the goals of this policy.

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

10. Public Notice

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

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

11. Recordkeeping

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

12. Operational Responsibility

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

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated 9/2016 to Reflect the USDA Final Rule) found at https://www.healthiergeneration.org/_asset/wtqdwu/14-6372_ModelWellnessPolicy.doc.

3057
Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the

district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Adopted on: _____
Revised on: _____
Reviewed on: _____

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)

DEFINITION: Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, **AND DEATH CAN OCCUR.** Immediate allergic reactions may require emergency treatment and medications.

LIFE-THREATENING ASTHMA SYMPTOMS: Any of these symptoms may occur:

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck "sucked in")
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy
- A hunched-over position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate the reaction, the more severe the reaction may become. Any of the symptoms present require several hours of monitoring.

- **Skin:** warmth, itching, and/or tingling of underarms/groin, flushing, hives
- **Abdominal:** pain, nausea and vomiting, diarrhea

- **Oral/Respiratory:** sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
- **Cardiovascular:** headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
- **Mental status:** apprehension, anxiety, restlessness, irritability

EMERGENCY PROTOCOL:

- CALL 911.
- Summon school nurse if available. If not, summon designated trained, non-medical staff to implement an emergency protocol.
- Check airway patency, breathing, respiratory rate, and pulse.
- Administer medications (epinephrine auto injector and nebulized albuterol) per standing order.
- Determine cause as quickly as possible.
- Monitor vital signs (pulse, respiration, etc.).
- Contact parents immediately and prescribing health care practitioner as soon as possible.
- Any individual treated for symptoms with epinephrine at a school will be transferred to a medical facility.

STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:

- Administer epinephrine auto injector junior for any child less than 60 pounds or adult epinephrine auto injector for any individual over 60 pounds into the muscle towards the front and outer side of the thigh.
- Follow with nebulized albuterol while awaiting EMS.
- If symptoms persist, repeat epinephrine auto injector followed by nebulized albuterol every fifteen minutes while awaiting EMS arrival.
- Administer CPR, if indicated.

SECTION FIVE

Staff Directory

Members of the Board of Education:

Misti Fiddelke..... President

Mike Voelker..... Vice-President

Dawn Standage .....Secretary

Micah Miigerl..... Member

Ryan Osten..... Member

Kelly Bock..... Member

Administrative Staff:

Mr. Ken Schroeder..... Superintendent

Mr. Noah Maulsby .....High School Principal

Mr. Paul Anderson ..... Elementary Principal

Teaching Staff:

Michelle Abels.....Grade One
Lisa Anderson.....Speech Path
Dan Bolling.....PE/AD
Brandy Brodersen.....Special Education
Brook Bult ..... Grade
Four Kaleb Christensen.....
Science Libby
Clark..... Art
Jennifer Dozler.....
Kindergarten
Tiffani Drabek ..... Grade Three
Angie Drahota.....LMHP
Barbara Ellis.....HS Music/Band

Tanner Ellis..... Business
Haley Gadeken.....Grade Five
Madison Gross.....Science, Health

James Habe.....Grade Six
Sadie Hansen.....Enlish, Reading
Paige Havranek..... English, Journalism
Jody Hutsell.....Speech Path
Karrie Huryta.....English
Erin Jarvi.....Grade Three
Kelley
Jarzynka.....Science Justin
Lammers.....Ind Arts Grant
Lewandowski.....Ag Education
Katie Lewandowski.....Grade Two
Stacie Loeffelholz.....Counselor, K-12
Julie Maulsby.....Media Specialist
Alec May.....Social Studies
Eric Miller.....Phys Education, HS
Adam Mingus..... Math
Caley Mingus..... Kindergarten
Kinsley Musil.....Behavior Interventionist
Melodie Nozicka.....Grade Five
Allan Osburn.....Special Education
Sonya Rasmussen.....Life Skills
Michelle Riens.....Grade Two
Trey Rossman.....Social
Studies
Mallory Sekutera.....Grade Four
Kirby Sheets.....Grade One
Steve Spiehs.....Math
Abby Steele..... Kindergarten
Kayla Wiarda..... Preschool
Korina Wick.....Instructional Coach
Cindy Wilke.....Special Education
Alison Yendra..... Spanish
Teresa Zinnel.....Special Education
Shelbi Zinnell.....Elem Music/Office Staff

Para Professionals

Natasha Bonine - Megan Christen - Colleen Cornelius - Kim Cyboron - Tina Cacy -

Brittney Lutz - Julie McGuigan - Audrey Reisbeck - Krissy Reisbeck - Krista

Rodriguez - Jessica Schuller

Office Staff

Hilary Bolling..... General Fund/Payroll/HR

Shari Spaulding..... HS/Sup/AD Secretary/Activity Fund

Lacey Rager ……Elem Secretary/Lunch Fund

School Nurse

Karalee Fiddelke

Technology

Dave Huryta

School Nutrition Program

Jessica Anderson - Manager

Kristen McCoy - Christy Landholm

Custodians

Dan Cyboron (head) Marcie Gross - Darcy Woodward

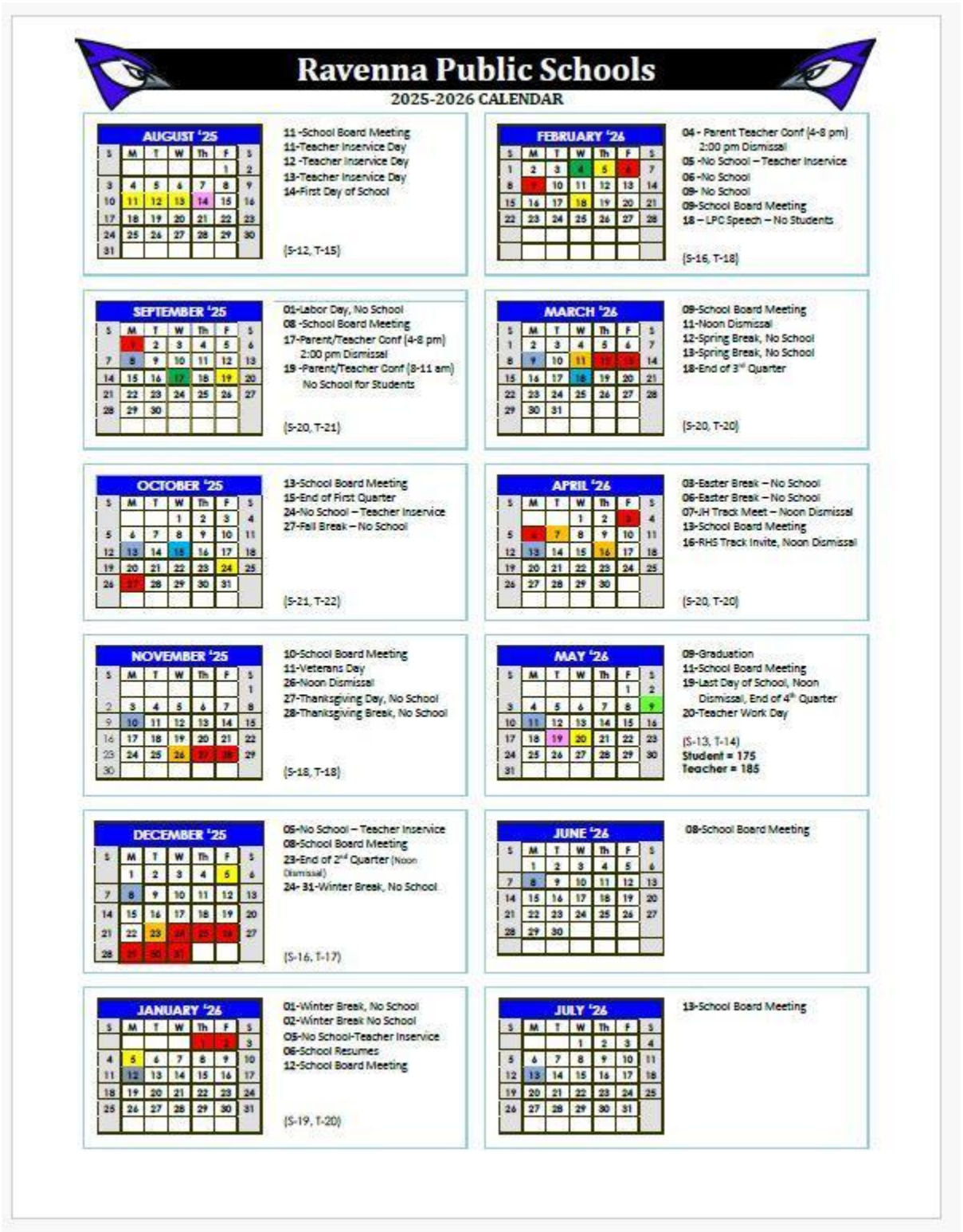
Transportation/Groundskeeper Department

Tom Spaulding

Bus Drivers

Cheryl Deines - Caleb Gross - Lenay Palser - Julie McGuigan - Cedric McPherson - Krissy Reisbeck - Jim Wilkinson

SCHOOL CALENDAR



Ravenna Public Schools

2025-2026 CALENDAR

AUGUST '25

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

11 -School Board Meeting
11-Teacher Inservice Day
12 -Teacher Inservice Day
13-Teacher Inservice Day
14-First Day of School

(S-12, T-15)

FEBRUARY '26

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

04 - Parent Teacher Conf (4-8 pm)
2:00 pm Dismissal
05 -No School – Teacher Inservice
06 -No School
09- No School
09-School Board Meeting
18 – LPC Speech – No Students

(S-16, T-18)

SEPTEMBER '25

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

01-Labor Day, No School
08 -School Board Meeting
17-Parent/Teacher Conf (4-8 pm)
2:00 pm Dismissal
19 -Parent/Teacher Conf (8-11 am)
No School for Students

(S-20, T-21)

MARCH '26

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

09-School Board Meeting
11-Noon Dismissal
12-Spring Break, No School
13-Spring Break, No School
18-End of 3rd Quarter

(S-20, T-20)

OCTOBER '25

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

13-School Board Meeting
15-End of First Quarter
24-No School – Teacher Inservice
27-Fall Break – No School

(S-21, T-22)

APRIL '26

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

03-Easter Break – No School
06-Easter Break – No School
07-JH Track Meet – Noon Dismissal
13-School Board Meeting
16-RHS Track Invite, Noon Dismissal

(S-20, T-20)

NOVEMBER '25

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

10-School Board Meeting
11-Veterans Day
26-Noon Dismissal
27-Thanksgiving Day, No School
28-Thanksgiving Break, No School

(S-18, T-18)

MAY '26

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

09-Graduation
11-School Board Meeting
19-Last Day of School, Noon
Dismissal, End of 4th Quarter
20-Teacher Work Day

(S-13, T-14)
Student = 175
Teacher = 185

DECEMBER '25

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

05-No School – Teacher Inservice
08-School Board Meeting
23-End of 2nd Quarter (Noon Dismissal)
24- 31-Winter Break, No School

(S-16, T-17)

JUNE '26

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

08-School Board Meeting

JANUARY '26

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

01-Winter Break, No School
02-Winter Break No School
05-No School-Teacher Inservice
06-School Resumes
12-School Board Meeting

(S-19, T-20)

JULY '26

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

13-School Board Meeting

RECEIPT

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

Parents (or guardians) and students are required to sign & return the receipt form below and return it to the school office before August 22nd, 2025.

PARENT/STUDENT AGREEMENT

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

_____ _____

Student’s Signature Date Parent/Guardian’s Signature Date

_____ _____

Student Cell Phone Number Parent Cell Phone Number

_____

Parent’s Email Address

Ravenna Public School 2025-2026 **Student Name:_____**
Parent Permission to use Standing Orders
Medications and Treatments Form **Grade:_____**

My Child may receive the following medication as needed during the school day:
(Check all that are allowable) Medications are given as directed on the label for age and weight.

- **Tylenol (Acetaminophen) -** Liquid dose according to age/weight for 11 years and younger - 325mg tabs each - Dosage 2 tablets for 12 years old and older. May be given every 4 hours as needed for headache, toothache, earache or other pain.
- **Advil/Motrin (Ibuprofen) -** Liquid dose according to age/weight for children 3-11 years old - 200mg tabs - dosage 1 or 2 tablets for students 12 years old or older - May be given every 4 hours as needed for headache, toothache, earache, menstrual cramps, orthopedic injuries or other pain.
- **Benadryl (Diphenhydramine) -** Liquid or tablet dose according to age and weight - Maybe given every 6 hours as needed for allergic reactions.
- **Tums** Dosage 1 or 2 tablets every 4 hours as needed for indigestion, upset stomach, nausea or bloating.
- **Cough Drops -** 1 lozenge every 2 hours as needed for cough, irritation, pain, sore mouth or sore throat.
- **Bacitracin/Triple Antibiotic/ Burn Cream -** as needed for superficial wounds/ abrasions to prevent infection.
- **Hydrocortisone cream or Benadryl (Diphenhydramine) cream/ spray -** to affected area every 2 hours as needed for itching.
- **Visine/Artificial Tears -** 1-2 drops per eye for redness or itching related to allergies or dryness.
- **Orajel (oral pain relief gel) -** every 4 hours for sore mouth, toothache or irritation from orthodontic appliances.
- **Barrier Creams, lotions and other skin protectants** - Examples Vaseline, Aquaphor, lip balms

I understand a new form needs to be filled out and signed every school year.

I understand that my child will only be able to receive these medications subject to the availability of the school nurse.

I understand that First Aid and nursing care for illness and accidents will be provided.

Signature: _____Date:_____

ADMINISTRATION OF 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 SELF-ADMINISTERED MEDICINE

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-administrating 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 physicians' 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 _____

Ravenna Public School
Staff Handbook
2026-2027



Rules and Regulations

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INTRODUCTION

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

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

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

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

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

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 school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the ADA/Title II Coordinator: Ken Schroeder at 308-452-3249, ken.schroeder@ravennabluejays.org or in person at school.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Ken Schroeder at 308-452-3249, ken.schroeder@ravennabluejays.org, 41750 Carthage St. or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: 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.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator: Ken Schroeder at 308-452-3249, ken.schroeder@ravennabluejays.org, 41750 Carthage St or in person at school.

Individuals 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. 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.

For additional prohibited discrimination and related information, please review school district Policy 3052 – 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.

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

2024-2025 Schedule			
	3 minute passing periods		
	1st Bell	8:00	
	1st Period	8:03 - 8:50	47
	2nd Period/Access	8:53 - 9:13	20
	3rd Period	9:16 - 10:03	47
	4th Period	10:06 - 10:53	47
	5th Period	10:56 - 11:43	47
Lunch	6th Period	11:46 - 1:03	47
	7th Period	1:06 - 1:52	46
	8th Period	1:55 - 2:41	46
	9th Period	2:44 - 3:30	46
1st Lunch	11:43 - 12:13	2nd Lunch	12:33 - 1:03

2024-2025 Schedule			
	3 minute passing periods		
	1st Bell	8:00	
	1st Period	8:03 - 8:45	42
	3rd Period	8:48 - 9:30	42
	4th Period	9:33 - 10:15	42
	5th Period	10:18 - 11:00	42
	6th Period	11:03 - 11:45	42
Lunch	7th Period	11:48 - 1:00	42
	8th Period	1:03 - 1:45	42
	9th Period	1:48 - 2:30	42
1st Lunch	11:45 - 12:15	2nd Lunch	12:30 - 1:00

2:00 Dismissal 2024-2025			
	3 minute passing periods		
	1st Bell	8:00	
	1st Period	8:03 - 8:41	38
	3rd Period	8:44 - 9:22	38
	4th Period	9:25 - 10:03	38

Noon Dismissal 2024-2025			
	3 minute passing periods		
	1st Bell	8:00	
	1st Period	8:03 - 8:29	27
	3rd Period	8:32 - 8:59	27
	4th Period	9:02 - 9:29	27

	5th Period	10:06 - 10:44	38		5th Period	9:32 - 9:59	27
	6th Period	10:47 - 11:25	38		6th Period	10:02 - 10:29	27
Lunch	7th Period	11:28 - 12:38	40		7th Period	10:32 - 10:59	27
	8th Period	12:41 - 1:19	38		8th Period	11:02 - 11:29	27
	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 2024-2025				**Friday 10:00 Late Start 2024-2025**			
	3 minute passing periods				**3 minute passing periods**		
	1st Bell	10:00			1st Bell	10:00	
	1st Period	10:03 - 10:38	35		1st Period	10:03 - 10:28	25
	3rd Period	10:41 - 11:16	35		3rd Period	10:31 - 10:56	25
	4th Period	11:19 - 11:54	35		4th Period	10:59 - 11:24	25
Lunch	5th Period	11:57 - 1:07	40		5th Period	11:27 - 11:51	25
	6th Period	1:10 - 1:43	33	Lunch	6th Period	11:54 - 1:04	40
	7th Period	1:46 - 2:19	33		7th Period	1:07 - 1:32	25
	8th Period	2:22 - 2:55	33		8th Period	1:35 - 2:01	26
	9th Period	2:58 - 3:30	32		9th Period	2:04 - 2:30	26
1st Lunch	11:57 - 12:27	2nd Lunch	12:37 - 1:07	1st Lunch	11:51 - 12:21	2nd Lunch	12:34 - 1:04

Board Policies, Rules, and Directives

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website

or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook, Staff Handbook, and Activity Handbook, respectively. Each of these handbooks are available on the district's website and in the main administrative office. **By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration**.

Child Abuse

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.

2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.

3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.

4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Children

Children of staff members should not interfere with the assigned duties of staff members during the contract day. If you need to interact with your child during the school day please contact the appropriate office. Children of staff members are not allowed to come to work with staff members without administrative approval. Children of staff members are allowed to be in the building before or after school provided that the staff member is providing adequate supervision of their children.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those 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 in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process.

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

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

    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 applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

    a) Determine whether the complainant has discussed the matter with the respondent.

        1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

        2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or

her sole discretion, determine whether the complaint should or must be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, 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 involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.

a) The appeal must be in writing.

b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.

c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate..

d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once

the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
   a) When the complaint is about a board policy, not implementation of the policy;
   b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
   c) When the board is required by law, policy, or contract to hear a complaint or appeal.

   If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

   d) This appeal must be in writing.

   e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

   f) 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 allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.

   g) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment

allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

h) There is no appeal from any decision of the board unless authorized by law.

6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

b) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

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 or must be pursued further.

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 by the full board.

d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

7.

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. Staff members must refer to and comply with the board policy regarding Staff Internet and Computer Use (4012). A copy of this policy is attached below. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use.

1. **Acceptable Use**
   a) Staff shall be restricted to use the Internet to conduct research for instructional purposes.

   b) Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.

   c) Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.

d) Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

Unacceptable Use

a) Staff shall not access obscene or pornographic material.

b) Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.

c) Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.

d) The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.

e) Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

2. **Methods of Enforcement**

a) The school district monitors all e-mail and other Internet communications, as well as Internet usage and patterns of Internet usage. The school district owns the computer system, and staff members have no right of privacy to any Internet communications or other electronic files. As with any school property, electronic files on the system are subject to search and inspection at any time.

b) The school district uses a technology protection measure that blocks access to some sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

c) Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for staff research. The system administrator may override the technology protection measure

that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.

d) School officials will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

3. **Violations**

Staff members who violate the school policy or rules regarding computer and Internet usage face:

a) Cancellation, non-renewal or termination of employment;

b) The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member; and

c) Other discipline that the school administration and/or the school board deem appropriate.

When appropriate, law enforcement agencies may be involved in investigating and prosecuting wrongdoing by a staff member.

Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

Copyright and Fair Use

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at https://www.copyright.gov/circs/circ21.pdf and *Copyright for Students* found at https://www.whoishostingthis.com/resources/student-copyright/. You can find more information on copyright compliance

requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: http://www.loc.gov/teachers/usingprimarysources/copyright.html.

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any reasons which may affect the staff member's ability to perform the tasks required by board policy.

Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact

the following Section 504 Coordinator: Noah Maulsby at (308) 452-3249, noah.maulsby@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: Dr. 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 Dr. 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.

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 7:40 a.m. to 3:40 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.
- 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.

Drivers of School Vehicles

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

Drug and Alcohol Testing

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

Duty to Report

School personnel shall self-report any of the following to the District's Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier:

- Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
- Any arrest for any reason;

- Any criminal conviction;
- Any sentence of incarceration;
- Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation for child abuse and/or neglect;
- Any complaint or other administrative that could impact any certificate or professional license held by the employee;
- Any action or threat of action by any entity against the employee's driver's license or ability or authority to operate a motor vehicle if the employee's job duties may require the operation of a motor vehicle.

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related worked based upon employees' duties and responsibilities.

Employee Assistance Program (EAP)

The school district recognizes that its staff may need some help at times in dealing with personal difficulties and that problems in their personal lives can affect their job performance. To help staff face and deal with personal difficulties, the district offers an Employee Assistance Program through Wholeness Healing Center. This voluntary, cost-free program is intended to assist staff in obtaining help to resolve problems in a confidential manner. However, staff must remember that they bear the responsibility to seek assistance and to resolve the problem.

The Employee Assistance Program can address a wide range of problems. Family, marital, legal, medical, drug and emotional problems are all covered,

although some limitations do apply. All full-time staff are eligible to participate in the Program at no cost to the employee.

Wholeness Healing Center Employee Assistance Program programs provide confidential, short-term counseling for staff, their dependents and household members at no cost.

Expenses

The board of education will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense and credit card reimbursable fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal car use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available or if the use of a personal vehicle and corresponding travel reimbursement by the employee were not previously approved by the administration.

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy. The school district will utilize the "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

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 <u>not</u> lend or have any duplicate keys made of any school key. Staff will make sure <u>all doors are locked</u> when they enter or leave the building other than regular school hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Locker Room Supervision

Staff members must review and comply with the board's policy regarding locker room supervision.

Maintenance & Cleaning Request Forms

Staff members should report maintenance and cleaning issues as soon as they need or see a maintenance or cleaning problem to the superintendent or the head of maintenance.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase breakfast for $3.00 or lunch from the school cafeteria for $4.75 per meal. The lunch price includes one carton of milk. Extra cartons cost $0.50 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.

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

Records and Reports

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

School Calendar

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

School Property

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the superintendent as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office or the superintendent.

School Vehicle Use

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends, are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Smoking on School Premises or at School Activities

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

Sniffer (Drug) Dogs

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

1. Lockers may be sniffed by sniffer dogs at any time.

2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.

3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.

4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Social Media Usage by Staff

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

Solicitation and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interference with school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds, except as approved by the administration.

Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

Staff Use of AI Tools

As used in this section, artificial intelligence tools ("AI Tools") means machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude, and similar technologies. The board wants to encourage staff to use AI tools to support student learning in safe and lawful ways.

This policy works together with the district's policies on Student Use of AI Tools, Staff Internet and Computer Use, and Staff and District Social Media Use.

Tool Approval. Staff may not use an AI Tool with students or with student information unless a member of the district's administration has approved it. To use a new tool, staff must request approval from his/her supervising administrator first. Before approving a tool, the district will review the vendor's privacy and security practices, the kind of student information the tool would use, and whether a written data-sharing agreement with the vendor is required. The district will keep a list of approved AI Tools and the allowed uses for each.

Staff Expectations for Use of AI Tools in Education

. **Acceptable Use of AI Tools.** Staff members must use their own professional oversight for any task they use AI Tools to complete and must carefully review the outputs of all AI Tools. Staff may use approved AI Tools to help with things like:

1. Drafting lesson plans, learning goals, and activities;
2. Assisting in initial review and feedback of student work;
3. Making reading passages or practice problems at different levels;
4. Drafting general messages like newsletters or announcements;

5. Finding resources or summarizing public information;
6. Drafting routine communications.

B. **Protecting Student Information.** Staff may upload student information into an AI Tool only when (a) the tool is district-approved, and (b) the vendor is bound by a written data-sharing agreement with terms that meet FERPA, COPPA, PPRA, and applicable state student data privacy laws. For this purpose, student information includes student names, ID numbers, education records, IEPs, Section 504 plans, evaluations, health records, and discipline records. This rule applies whether the staff member uses a district account, a personal account, a free version, or a paid version.

C. **Recording and Transcription Tools**. Staff may use AI recording or transcription tools only if:

1. The transcription tool has been approved by an administrator for use in the school context; and
2. All participants to the meeting are informed that the staff member is recording or transcribing the meeting.

The resulting recording or transcript may be subject to the district's retention and confidentiality policies.

D. **Unacceptable Use of AI Tools in Education.** Staff may never use AI tools to:

1. Upload FERPA-protected information about students without the express, written authorization from administrators who have assured themselves that such disclosure is lawful;
2. Relying solely on an AI Tool to grade student work that counts toward a grade or transcript or otherwise evaluate student academic progress;
3. Make or share deepfakes or fake images, audio, or video of any real person.
4. Make or share sexual or intimate images of any real person—even if the image is AI-generated;
5. Use AI to harass, bully, threaten, or impersonate any student, staff member, parent, board member, or community member;

6. Use AI to watch, track, or scan faces of students or staff outside of systems the board has approved;
7. Upload materials to AI if the copyright or license does not allow it;
8. Share district AI accounts or passwords with students or others;
9. Use district AI accounts for personal or business reasons; or
10. Use AI to bypass district network security, content filters, or device controls.

If any staff member is uncertain about the application of this policy to any AI Tool use, the staff member will check with a supervising administrator before use.

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. Definitions

a. A **threat** is an expression of willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

   i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

   ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

   iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means

b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assessment them and to manage/address them. Threat assessment is the process of distinguishing "transient" threats from serious ones in a systematic, data-informed way.

   i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

   ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such

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

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

3. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The superintendent may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the law enforcement unit determines to be reasonable and useful.
- The superintendent must confer with at least on member of the school's guidance counseling staff as part of his/her investigation. If the threat has been made by, or is directed towards, a student with a disability, the superintendent must confer with a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate.

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

school's student discipline policy or, if appropriate, report the results of his/her investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

4. Communication with the Public about Reported Threats

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

5. Coordination with the Crisis Team After Resolution of Threat

The superintendent will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School's Safety Plan.

Ticket Taking

All staff will be expected to take tickets at one time or another at home events. Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the activities director of who will be taking their place.

Transportation Request Forms

Staff members must communicate transportation requests via email, phone, or direct contact as soon as they know they need school-provided transportation to allow the transportation coordinator adequate time to schedule drivers and vehicles.

Visitors

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building. Visitors must comply with the following guidelines:

- If a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- Children under the age of 10 years must be accompanied by a parent or guardian
- All visitors must have the prior approval of the principal or superintendent
- Salespeople and other such agents will not be allowed to solicit staff members during school hours.
- Visitors must wear the visitor's badge supplied by the building office.

Wage and Salary Payments

Staff members are paid on the 20th of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay

deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced on the NTV Website at: https://nebraska.tv/weather/closings. The district's messaging system will also be used to inform students and parents via text and automated call.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to

cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave.

1. Sick Leave

Certified staff members who are too ill to perform their teaching duties must contact their building principal before 6:30 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.

5. **Short-Term Absence**

Staff members that will be absent for a short period of time at the start or end of the contract day need to inform their building administrator, office manager, and sign out. This leave time is calculated yearly by the district office.

Academic Dishonesty

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

Assemblies

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

a. social security number,
b. retirement number,
c. withholding form W-4, and
d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Check-out Forms

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

Classroom Management and Student Discipline

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers may close the door to their rooms for safety and security purposes.

Classroom teachers should have well-defined behavioral expectations that have been taught to students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may remove a student from the classroom for failure to comply with established behavioral expectations. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without the authorization of the building principal.

Classroom teachers may not admit tardy students to class without a pass from the student's teacher from the previous period or the office.

Classroom Sanitation

1. **Handling of Body Fluids**

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions and saliva.

2. **Infectious Diseases**

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Coaching Supplies

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

Coaches must fill out requisition inventory forms or inventory requests to the activities director during the spring requisition period.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Ravenna Public Schools, unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students until full and proper payment is secured by the activity sponsor.

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

Disclosure of Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/guardians the right to obtain information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional teaching certificate.
- The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
- Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB.

Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use the window area of the office or the commons area to display student work or during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
b) Attending such education conferences as are required by law or administrative directives.
c) Attending school assemblies unless excused by the principal.
d) Instructing pupils in the proper use of equipment and instructional supplies.
e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
i) Turning in all monies collected to the main office by the end of the school day.
j) Clearing all class meetings or trips through the principal's office.
k) Participating in Student Assistance Teams pursuant to board policy.
l) Assisting with the administration of standardized testing as assigned by the administration.
m) Provide homebound instruction as assigned by the administration.
n) Performing additional duties as assigned by the administration.

Eligibility Grades 7-12

Student academic eligibility for participation in extracurricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than seventy percent (70%) in two or more classes weekly. There is a two week grace period at the start of each quarter. Following the

grace period the eligibility report will be run each Tuesday at approximately 11:00 am. The eligibility period runs from Tuesday to the following Tuesday. Ineligible students, will at the discretion of the sponsor, be allowed to participate in practice. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, speech contests, and similar organizations or events.
2. Cheerleading
3. Music competition, performances (except Christmas and Spring concerts), and clinics
4. Ineligible students are not allowed to attend extracurricular activities unless they are a participant in the activity
5. Other activities deemed appropriate by the principal

Extracurricular Activities

All staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the high school office. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities. Practices or events on Sunday must have prior approval of the superintendent.

Certain activities require time to be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non-school sponsors must be approved by the administration. If cars are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

1. **Fire Drills**

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help insure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff must cease the activity in which they are engaged immediately and leave the building at once, following these regulations:

a) Students nearest the windows will close them before leaving.
b) The classroom teacher will be the last to leave the room. He or she will turn out all lights and close the door as he or she leaves.
c) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
f) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
    1) hold up a Green Card (all students accounted for)
    2) hold up a Red Card (missing student (s) listed)
    3) hold up a Yellow Card (extra students listed)

The signal to return to the school building will be an announcement over the intercom. An announcement to return into the building will be issued upon completion of the drill. Students will return in an orderly manner.

2. **Tornado Drills**

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated shelters areas in the building. Tornado alerts will be given via the intercom system. When a tornado alert is given,

all students and staff must cease the activity in which they are engaged immediately and leave the building at once, following these regulations:

a) All students and staff should proceed to their designated shelter area.
b) Once in the designated shelter area, each teacher must account for every student in the class.
c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

3. **Protocol for all Evacuations**

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

1) Take the class roster;
2) Lock the classroom door after all occupants have exited the room;
3) Keep the class together and move promptly in an orderly fashion; and
4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms are provided to all certificated staff annually.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

Field Trip Requests

Certified staff who wish to take students off school property during the instructional day must get permission to do so from the building principal, prior to the date of the requested activity.

Elementary grades will be limited to one field trip per year. Additional requests

may be granted on a case by case basis.

Grading Policy

Grades are given as a letter or percentage as requested by the building principal. Incompletes may be given with the permission of the building principal.

A student is to be graded on academic performance. **A student's grade is not to be reduced for discipline.** Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student.

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card. Classroom teachers should use the following symbols for each subject area:

Students will receive letter grades for their academic core classes.

A+	98-100	Superior 4.00	B+	90-92	Excellent 3.50
A	95-97	Superior 4.00	B	88-89	Excellent 3.00
A-	93-94	Superior 3.75	B-	85-87	Excellent 2.75
C+	82-84	Average 2.50	D+	75-77	Needs Additional Help 1.50
C	80-81	Average 2.50	D	72-74	Needs Additional Help 1.00
C-	78-80	Average 1.75	D-	70-71	Needs Additional Help .75

F	0-69	Failure of Subject 0.00	Incomplete 0.00
NG	No Grade		P - Pass 0.00

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

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become

a failing grade which the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

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

Report Cards

A= Excellent
B= Above Average
C= Average
D= Below Average
F= Failing
S= Satisfactory Progress
U= Unsatisfactory Progress

In Kindergarten & 1st Grade, students will receive standards-based grades in designated curricular and non-curricular areas. Elementary teachers should report student progress on grade reports using the following system:

Kindergarten & 1st Grade

Work Habits
Behavior/Attitude
Math
Writing
English Language Arts
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.

Elementary teachers should report student progress on grade reports using the following system:

2nd Grade – 6th Grade
A, B, C, D, F
Math
English Language Arts
Science/Health
Social Studies
Art
Physical Ed
Music

Guest Lectures

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms. Secondary teachers are expected to be hallway monitors between each class period.

Homework Policy

Homework is an important part of student learning. When parents, teachers and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources. Student assignments need to be marked as missing if the assignment is missing over one week from the due date until handed in.

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 7:40 a.m. and 3:40 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

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being

supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours. Student aides must be approved by the secondary principal.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

Student Illness

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

Student Medication

No staff members other than the school nurse or unlicensed assistive personnel who have passed a "medication administration competency assessment" that meets the requirements in NDE Rule 59 may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.

The school nurse and unlicensed assistive personnel are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap, and directions for administering the medication.

After receiving the medication, the school nurse and unlicensed assistive personnel should lock the medication in a cabinet or place it in an area where access is restricted to the school nurse.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period. Any compensation for this duty is pursuant to the current Negotiated Agreement.

Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book

cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

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 (5) sick leave days may be used each year as bereavement leave to allow a staff member to attend funeral services and for the purpose of bereavement. Should the death of a spouse or child cause sickness (physical, emotional, or mental), the staff member may be entitled to use other leave as provided by law or this agreement.

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.

4012 - Staff Internet and Computer Usage

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.

2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.

3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.

4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.

2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.

3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.

4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.

5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology

protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.

3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. **Any violation of school policy and rules may result in that staff member facing:**

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;

2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;

3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Full "Dock Days" Leave

Classified staff members are entitled to up to 10 "dock days" of additional leave in excess of the leave provided in this handbook, so long as their leave is otherwise qualifying under another leave provision in this agreement and they have complied with all of the requirements of that provision for taking the leave. Dock day leave will be taken at a reduction of a prorated amount of the staff member's total salary and benefit cost per day. This provision shall

not apply, and the staff member is not allowed to take dock day leave, if the staff member is eligible for any other type of leave, including but not limited to leaves such as those provided in this agreement, the FMLA, and/or short or long term disability.

Personal Leave

Classified employees will receive up to 3 days of paid personal leave each school year for personal business that cannot be taken care of outside regular business hours and other events of personal significance. Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent. One-half or one day of unused personal leave will be carried over to the following year. Therefore, staff can accumulate three personal days.

Reporting When School is Closed

When school is closed due to inclement weather, classified staff should report to work unless they are asked not to do so by the superintendent.

Paid Leave for Unscheduled School Closings

Classified employees may use up to 3 days of accumulated sick leave to receive their regular pay on unplanned school closing days, such as for weather and when a district team qualifies for a state tournament. The ability to use sick days on school closing days only applies when the Employee otherwise would have been expected to work on the day of the closing but does not work because of the closing, and only in the amount of the Employee's scheduled work for that day. Converted sick day payment on school closing days will not count toward the Employee's hours worked for purposes of overtime computation.

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 be used for the employee or employee's immediate family: (spouse, children, parents, mother-in-law, father-in-law).

A maximum of five sick leave days may be used each year as bereavement leave to allow a staff member to attend the funeral of a friend or relative not in the immediate family.

Vacation

Eligible classified employees will receive paid vacation each school year. Employees should consult with the superintendent for vacation information.

Full-time year round employees will be entitled to an annual vacation with full pay in accord with the following provisions. After six months of employment, employees will receive 5 days of vacation for the first year. After two years of employment (based on anniversary date) the employee will earn 10 days per year. As of the fifth year of employment (fiscal year), the employee will accrue one additional day of vacation for each year of service up to a maximum total of 15 days per year.

Employee Protection

Assault Disability: Upon determination of the board that an employee has been physically disabled because of an assault on his/her person arising out of and/or in the course of employment, the board will grant the injured employee leave of absence with contract pay for a period not to exceed one year.

Workers Compensation: The assaulted injured employee shall immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Personal Property: Employees whose personal property (including but not limited to eye glasses, hearing aids, dentures, watches, or articles of clothing)

is damaged in an assault on his/her person arising out of and in the course of his/her employment may apply for reimbursement of costs, of repairs, or replacement. If an item is damaged beyond repair, actual value at the time of damage may be reimbursed.

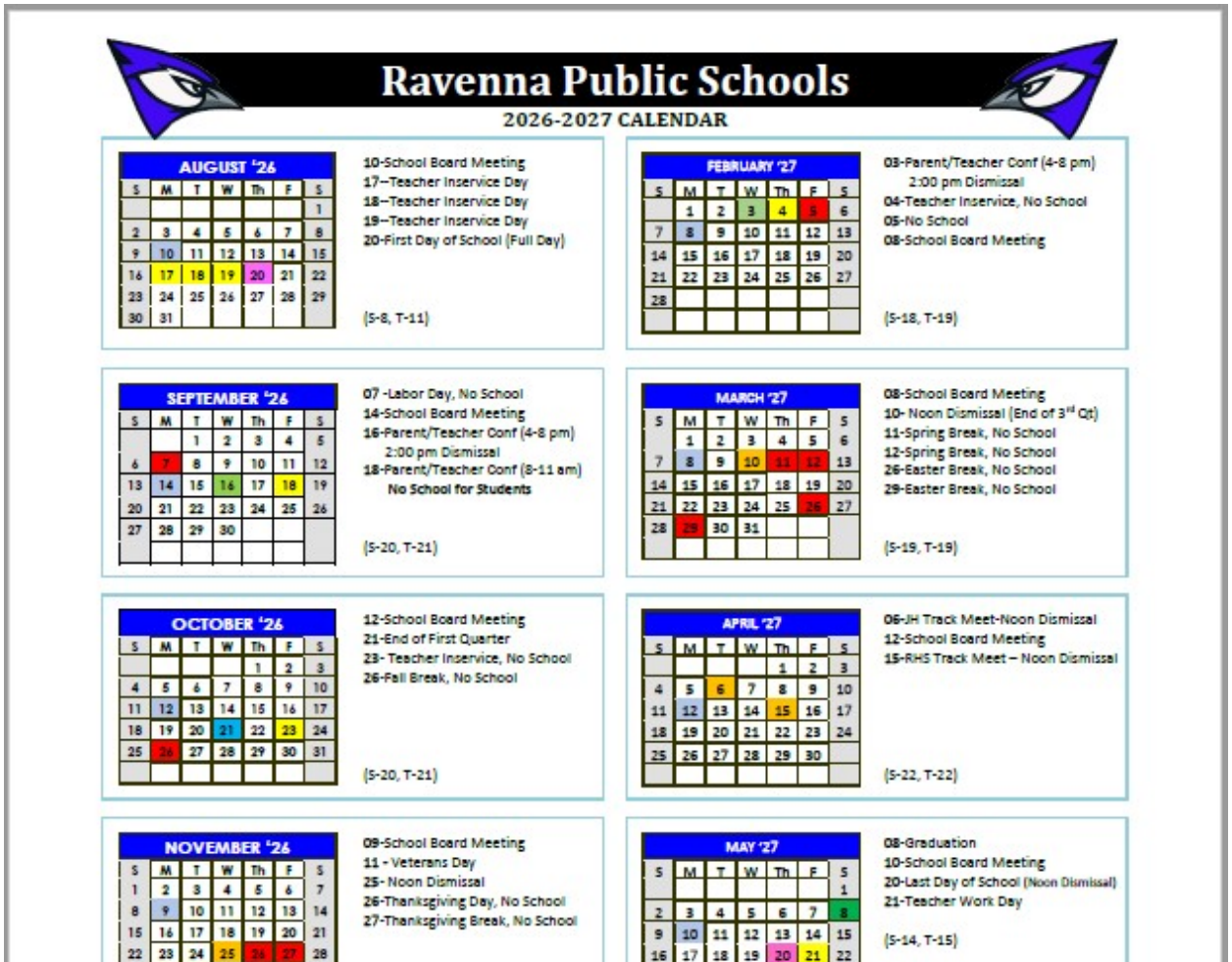
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Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX

Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Adopted on: _____
Revised on: _____
Reviewed on: _____

District Calendar



Classroom Observation

Click Here

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)

DEFINITION: Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, **AND DEATH CAN OCCUR.** Immediate allergic reactions may require emergency treatment and medications.

LIFE-THREATENING ASTHMA SYMPTOMS: Any of these symptoms may occur:

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck "sucked in")
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy
- A hunched-over position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate the reaction, the more severe the reaction may become. Any of the symptoms present require several hours of monitoring.

- **Skin:** warmth, itching, and/or tingling of underarms/groin, flushing, hives
- **Abdominal:** pain, nausea and vomiting, diarrhea
- **Oral/Respiratory:** sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
- **Cardiovascular:** headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
- **Mental status:** apprehension, anxiety, restlessness, irritability

EMERGENCY PROTOCOL:

1. CALL 911.
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement an emergency protocol.
3. Check airway patency, breathing, respiratory rate, and pulse.
4. Administer medications (epinephrine auto injector and nebulized albuterol) per standing order.
5. Determine cause as quickly as possible.
6. Monitor vital signs (pulse, respiration, etc.).
7. Contact parents immediately and prescribing health care practitioner as soon as possible.
8. Any individual treated for symptoms with epinephrine at a school will be transferred to a medical facility.

STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:

- Administer epinephrine auto injector junior for any child less than 60 pounds or adult epinephrine auto injector for any individual over 60 pounds into the muscle towards the front and outer side of the thigh.
- Follow with nebulized albuterol while awaiting EMS.
- If symptoms persist, repeat epinephrine auto injector followed by nebulized albuterol every fifteen minutes while awaiting EMS arrival.
- Administer CPR, if indicated.

Staff Directory

Members of the Board of Education:

Misti Fiddelke.....President
Michael Voelker.....Vice-President
Dawn Standage.....Secretary
Michael Voelker.....Member
Ryan Osten.....Member
Micah Miigerl.....Member

Administrative Staff:

Ken Schroeder.....Superintendent
Noah Maulsby.....High School Principal
Paul Anderson.....Elementary Principal

Teaching Staff:

Michelle Abels.....Grade One
Lisa Anderson.....Speech Path
Dan Bolling.....Phys Education, Elem
Brandy Brodersen.....Special Education
Brook Bult.....Grade Four
Kaleb Christensen.....Science
Jennifer Dozler.....Kindergarten
Libby Clark.....Art
Tiffani Drabek.....Grade Three
Angie Drahota.....LMHP
Barbara Ellis.....HS Music/Band
Tanner Ellis.....Business
Haley Gadeken.....Grade Five
Madison Gross.....Science, Health
James Habe.....Grade Six
Sadie Hansen.....English, Reading
Paige Havranek.....English, Journalism
Karrie Huryta.....English
Jody Hutsell.....Speech Path
Erin Jarvi.....Grade Three
Kelley Jarzynka.....Science
Justin Lammers.....Skilled & Technical Science
Grant Lewandowski.....Ag Education
Katie Lewandowski.....Grade Two

Stacie Loeffelholz..... Counselor, K-12
Julie Maulsby.....Media Specialist
Alec May.....Social Studies
Eric Miller.....Phys Education, HS
Adam Mingus.....Math
Caley Mingus.....Grade Six
Kinsley Musil.....Behavior Interventionist
Melodie Nozicka.....Grade Five
Allan Osburn.....Special Education
Sonya Rasmussen.....Life Skills
Michelle Riens.....Grade Two
Trey Rossman.....Social Studies
Mallory Sekutera.....Grade Four
Kirby Sheets.....Grade One
Steve Spiehs.....Math
Abby Steele.....Kindergarten
Kayla Wiarda.....Preschool
Korina Wick.....Instructional Coach
Cindy Wilke.....Special Education
Alison Yendra.....Spanish
Teresa Zinnel.....Special Education
Shelbi Zinnell.....Elem Music/Office Staff

Nurse:
Karalee Fiddelke.....School Nurse

Para Staff:
Natasha Bonine, Megan Christen, Colleen Cornelius, Kim Cyboron, Tina Cacy, Brittney Lutz, Julie McGuigan, Audrey Reisbeck, Krissy Reisbeck, Krista Rodriquez, Jessica Schuller

Office Staff:
Hilary Bolling..... Payroll/Bookkeeper
Shari Spaulding.....HS/Sup Secretary/Activities Fund
Lacey Rager.....Elem Secretary/Lunch Fund

Technical Support:
Dave Huryta.....Tech Support K-12

Child Nutrition Program:
Jessica Anderson.....Cafeteria Manager

Kristen McCoy..... Assistant Cook
TBD.....Assistant Cook
Christy Landholm.....Assistant Cook
Marcie Gross.....Point of Sale

Custodians:
Dan Cyboron.....Head of Maint/Cust
Darcy Woodward..... Secondary Custodian
Marcie Gross..... Elementary Custodian

Transportation Department:
Tom Spaulding..... Transportation Director
Cheryl Deines.....Route Driver
Caleb Gross.....Route Driver
Julie McGuigan.....Route Driver
Cedric McPherson.....
Jim Wilkinson.....Route Driver
Krissy Reisbeck.....Route Driver
Jason Abels.....Activity Driver
Lenay Palser.....Activity Driver/Route Driver

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the Ravenna School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook. Further, if I have any questions about any provision, I should confer with my supervisor or building principal.

_____ _____

Print & Signature Date

Ravenna Public School

Activities Handbook



Rules and Regulations

2026-27

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1. For extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member: 5 credit hours. 12
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Introduction

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement and greater student self-confidence and self-esteem. Ravenna Public Schools provides students with the opportunity to participate in a comprehensive activities program which includes athletics, fine arts, and select clubs or organizations associated with academic areas.
Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a "contract" with parents, students or staff. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

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

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

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

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 school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the Section 504 Coordinator: Noah Maulsby at 308-452-3249, noah.maulsby@ravennabluejays.org or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment on the basis of sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Ken Schroeder at 308-452-3249, ken.schroeder@ravennabluejays.org, 41750 Carthage Road or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: 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.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Ken Schroeder at 308-452-3249, ken.schroeder@ravennabluejays.org, 41750 Carthage Road or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the superintendent at 308- 452-3249, ken.schroeder@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.

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

SECTION ONE:

GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Academic Eligibility

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility, (2) meet the requirements of board policy including all rules applicable to the activity, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. Participants must attend practices and participate in all conditioning during any period of ineligibility.

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

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

Admission

Event admission is $7.00 for adults, $6.00 for students, and $3.00 for any junior high game. K-12 Ravenna students are free admission. Admission pass price is $75.00 for a single adult pass (covers admission to all home extracurricular events). The price of a family pass is $140.00. NSAA district events and conference events are not covered by the adult admission pass or family pass.

Eligibility Grades 7-12

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

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, speech contests, and similar organizations or events.
2. Cheerleading
3. Music competition, performances (except Christmas and Spring concerts) and clinics
4. Ineligible students are not allowed to attend extracurricular activities unless they are a participant in the activity
5. Other activities deemed appropriate by the principal

Attendance at Practices and Contests

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

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

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

Closings

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

Colors

The Ravenna School colors are royal blue and white.

Complaint Procedure

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

Concussion Awareness

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

The School District will:

a. Require all coaches and trainers to complete training course approved by the Chief Medical Officers 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

b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:

1. The signs and symptoms of a concussion;
2. The risks posed by sustaining a concussion; and
3. The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

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

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

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the activity sponsor will complete

a “Ravenna Public Schools Accident Report Form” and the parent or guardian of the student will be notified by the school of:

a. the date and approximate time of the injury suffered by the student,

b. the signs and symptoms of a concussion or brain injury that were observed, and

c. any actions taken to treat the student.

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

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

Dances

School dances are part of the district’s extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules. Students who are academically ineligible will not be allowed to attend school dances.

Junior High/Middle School Dances

Junior high/middle school (7-8) dances may be held by clubs and organizations at regularly scheduled times and appropriate seasons but outside the regular school hours. Such activities must end by 10 PM on school days and 11:45 PM on Fridays and Saturdays unless changed by the Principal. School events which allow for an outside date must have the date registered with the principal's office at least one week before the activity is to occur. Forms for registration will be made available prior to the event. Verification of the outside date must be approved by the guest’s school administration. Once at the dance, if a student leaves, they will not be permitted to return. Students who are academically ineligible will not be allowed to attend school dances.

High School Dances

Dances may be held by clubs and organizations at regularly scheduled times and appropriate seasons but outside the regular school hours. Such activities must end by 10 PM on school days and 11:45 PM on Fridays and Saturdays unless changed by the Principal. School events which allow for an outside date must have the date registered with the principal's office at least one week before the activity is to occur. All dates of

Ravenna 9-12 students must be at least a 9th grade student and cannot be older than 20 years old. Forms for registration will be made available prior to the event. Verification of the outside date must be approved by the guest's school administration. Once at the dance, if a student leaves, they will not be permitted to return. Students who are academically ineligible will not be allowed to attend school dances.

Homecoming (Open to all 9th-12th grade students and approved outside guests, Junior High students are ineligible to attend)

Winter Dance (Open to all Ravenna 7th-12th grade students, only Ravenna 9th-12th grade students are permitted to bring an approved outside guest)

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

Electronic Communication

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

Equipment

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

School-owned clothing or equipment that is checked out to individual students remains the property of the school. The clothing or equipment is not to be used or worn by the

student except for the intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Each participant is responsible for all equipment checked out to him/her. Students will be assessed the replacement cost for school equipment that has been checked out to him/her and is lost or stolen.

Extracurricular Sports and Activities

Students who are enrolled in a private, denominational, or parochial school may not participate in extracurricular sports and activities sponsored by the school district if they participate in extracurricular sports and activities at any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities at the school district must enroll in the following number of credit hours from the school district:

1. For extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member: 5 credit hours.

2. For extracurricular sports and activities governed by a national or state organization other than an athletics or activities association, such as FFA: the minimum number of credit hours offered by the school district as required by that national or state organization.

3. For extracurricular sports and activities not regulated or governed by any such entity: 5 credit hours.

Fundraising

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

Individual Training Rules and Rules of Conduct

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

Initiations and Hazing

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

Injuries

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

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

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

Insurance

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

Lettering Requirements

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

Basketball:

Any member of the Basketball team may earn a varsity letter by being a member of the team for an entire season. They must adhere to all team rules and regulations, including academic requirements, RPS rules, training rules, practice requirements, and any other requirements established by the head coach.
-In addition, a member must participate in at least 50% of the quarters or play meaningful minutes in a district or state competition to be eligible for a varsity letter.
-If a player is a senior and did not play in 50% of the quarters, they may letter by having been out for basketball for all four years of their high school career.
-Coach's discretion can be used in determining lettering requirements.

Cross Country:
Any member of the Varsity Boys/Girls Cross Country Team may earn a varsity letter by adhering to the following requirements:
-Being a member of the team for an entire season.
-Adhere to all team rules, regulations; including academic requirements, RPS rules, training rules, practice requirements, and any other requirements established by the head coach.
-Compete in at least 4 of the 6 scheduled varsity meets other than Districts and State and place in the top half of competitors at the meet.
- **First 6 runners for Ravenna
-Have an average course time of less than:
  - 24:00 minutes for boys
  - 27:00 minutes for girls

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

Football:
Any member of the Varsity Football Team may earn a varsity letter by being a member of the team for an entire season. They must adhere to all team rules and regulations, including academic requirements, RPS rules, training rules, practice requirements, and any other requirements established by the head coach.
-In addition, a member must participate in at least 50% of the scheduled contests for the entire season to be eligible for a varsity letter.
-If a player is a senior and did not play in 50% of all quarters of varsity play, he may letter by having been out for football all four years of high school career.
-All members who have met the general criteria will receive a varsity letter if the team wins the state championship.
-Coach's discretion can be used in determining lettering requirements.

Golf (Boys & Girls):
Any member of the Varsity Golf Team may earn a varsity letter by being a member of the team for an entire season. They must adhere to all team rules and regulations, including academic requirements, RPS rules, training rules, practice requirements, and any other requirements established by the head coach.
-In addition, a member must participate in at least 50% of the matches or the district, state championships to be eligible for a varsity letter.
-All members who have met the general criteria will receive a varsity letter if the team wins the state championship.
-If a player is a senior and did not play in 50% of the matches, he may letter by having been out for golf for all four years of his high school career.
-Coach's discretion can be used in determining lettering requirements

Instrumental and Vocal Music:
-Participants must have a current average of 93% or better, and have had a 93% or better for the previous 3 quarters. Criteria for earning an "A" are outlined in the music handbook and/or are available from the instructor
-Participants must demonstrate high quality rehearsal and performance habits, exhibit and encourage a positive attitude toward the music program, and demonstrate strong positive leadership skills.
-Participants must attend all scheduled rehearsals, performances, and contests unless previously excused by the director.
-Participants with any quarter of a "C" or more than one quarter with a "B" will not be eligible to letter in the activity.

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

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

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

Track (Boys and Girls):
Any member of the Varsity Track and Field Team may earn a varsity letter by adhering to all team rules and regulations, including academic requirements, RPS rules, training

rules, practice requirements, and any other requirements established by the head coach.
A member must also:
-Place in the top six of an individual event or relay race at a meet containing 4 or more teams.
or
-Finish the season with the track team.
-Coach's discretion can be used to determine lettering requirements.

Volleyball:
Any member of the Varsity Volleyball Team may earn a varsity letter by being a member of the team for an entire season. They must adhere to all team rules and regulations, including academic requirements, RPS rules, training rules, practice requirements, and any other requirements established by the head coach.
-In addition, a member must participate in at least one third of the scheduled sets played for the entire season to be eligible for a varsity letter.
-If a player is a senior and did not play in one third of all sets of varsity play, she may letter by having been out for volleyball all four years of high school career.
-All members who have met the general criteria will receive a varsity letter if the team wins the state championship.
-Coach's discretion can be used in determining lettering requirements.

Wrestling (Boys):
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

Wrestling (Girls):
Any member of the Varsity Wrestling Team may earn a varsity letter by starting and ending the season on the wrestling team, attending all practices, and adhering to all rules and expectations of the team.
-In addition, a member must participate in at least five varsity wrestling matches.
or
-In addition, a member must place at a varsity wrestling match.
or
-Be a senior and wrestled all 4 years.
-Coach's discretion can be used in determining lettering requirements

Mascot

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

Practices

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

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

1. Submit to the coach or sponsor the following forms:
    a. Student Activities Physical Form
    b. Ravenna Public Schools Permission to Participate
    c. NSAA Student & Parent Consent Form
    d. Authorization & Acknowledgement of Activities Handbook
    e. Acknowledgement of Activities Code of Conduct
    f. New West Release Agreement
    g. Family Physical Therapy Release Agreement
    h. A signed Acknowledgement of Activities Code of Conduct that indicates the student and parent(s) understand the school's position regarding the use or possession of alcohol, tobacco/nicotine, and other related drugs.
    i. Furnish proof of insurance to the high school principal/AD through the Ravenna Public Schools Permission to Participate Form.

Reimbursement

When students and staff are participating in a school sponsored activity that requires them to be absent from school at meal times the following guidelines will be used for meal allowances: Breakfast-$5.00, Lunch-$10.00, and Dinner-$10.00. The school district will also provide transportation and lodging for students and sponsors. Reimbursement for "extended" stays at national/state/district level competition and for students attending such events who did not qualify for the competition at such events will be handled in the following manner. If an activity sponsor would like to take students to a 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 (boys and girls)

Band

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

Cheer Squad

Participants are selected by the sponsor(s) or judges appointed by the sponsor. Members of the cheer squad will attend all home and selected away athletic contests. Away events must include postseason contests for football, volleyball, and basketball unless approved by administration.

Dance Team

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

Drama Club

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

Future Business Leaders of America (FBLA)

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

Future Farmers of America (FFA)

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

SkillsUSA

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

National Honor Society (NHS)

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

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

Robotics

In Robotics, teams of students are tasked with designing and building a robot to play against other teams from around the world in a game-based engineering challenge. Classroom STEM concepts are put to the test on the playing field as students learn

lifelong skills in teamwork, leadership, communications, and more. Tournaments are held year-round at the regional, state, and national levels.

Science Olympiad

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

Student Council

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

Speech

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

STAR

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

Student Publications

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

Vocal Music

Vocal Music provides students with the opportunity to learn the essentials of vocal music performance. Various forms of vocal music are performed. Students have the

opportunity to participate in swing choir and show choir competitions throughout the course of the year.

Quiz Bowl

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

SECTION THREE:

NEBRASKA STATE ACTIVITY ASSOCIATION RULES

Eligibility

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

1. Student must be a bonafide student of their member school and have not graduated from any high school
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school 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 ruling.
6. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible.
7. Student eligibility related to domicile can be attained in the following manners:
    a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.

b. If the parents moved during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.

c. If a student elects to remain at the high school where he/she initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.

d. If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.

8. Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall. Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

9. Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2026-27 school year prior to May 1, 2026; 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, 2026. 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, 2026, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

10. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.

11. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school.

12. A student shall not participate on an all-star team while a high school undergraduate.
13. A student must maintain his/her amateur status.

NSAA Sportsmanship Rules

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

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

SECTION FOUR:

CODE OF CONDUCT

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

Standard of Conduct

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

Coach and Sponsor Rules

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

Prohibited Conduct

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

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, use, distribution, or being at parties in the presence of alcohol, illicit

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

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

advocate the use of illegal drugs or other substances by a reasonable observer.
11. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
12. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

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

Discipline

Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

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

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

Evaluation, Counseling, and Treatment

Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the administration's

discretion. Based upon the results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

Reporting of Incident

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

Discipline Procedures

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

1. The coach or activity sponsor shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The student and his/her parent or guardian shall be given oral or written notice of the information obtained as a result of the investigation and provided an opportunity to confer with the coach or sponsor and building principal or activities director regarding the incident and any resulting disciplinary action.
3. The coach or activity sponsor shall make a decision regarding disciplinary action after steps 1 and 2 have been followed and shall report to and consult with the principal regarding the decision.
4. The student or the student's parents will be given written notice of the disciplinary action taken within a reasonable amount of time by the activity sponsor.

Consequences

First Offense

i. The parent and student will be required to attend a meeting with the high school principal and activities director to discuss the positive test results and the corresponding consequences.
ii. The student will be allowed to practice.
iii. 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.
iv. The student will complete a drug, alcohol, and/or nicotine/tobacco education program provided by the school. This educational component must be completed before the student will be allowed to return to competition.

v. Students will write apology letters to the following people/groups, while reflecting on how their choice has impacted these people/groups:
    a) Parents
    b) All extracurricular activity sponsor(s)/coach(es) the student is a part of
    c) Teammates for all extra curricular activities the student is a part of

vi. The student will write a two-page paper answering the following writing prompts:
    a) Why did you choose to use the substance you tested positive for?
    b) Describe your frequency of use of the substance you tested positive for.
    c) What are the detrimental physical health impacts of using the substance you tested positive for?
    d) What are the detrimental mental health impacts of using the substance you tested positive for?
    e) What are the legal implications of using the substance you tested positive for?
    f) How has your decision to use the substance you tested positive for impacted your parents, your peers, your teammates, and your school community?
    g) What are your intentions for using or not using the substance you tested positive for in the future?

This paper will be submitted to the high school principal and the activities director and must be completed to the high school principal and the activities director's satisfaction before the student can return to competition.

vii. The student shall participate in a drug and alcohol assessment provided by the school 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.

viii. Following the drug and alcohol assessment, the student and parents will meet with the high school principal, activities director, and the certified substance abuse counselor or licensed mental health provider to review the results and recommendations of the assessment. This meeting must be held before the student can return to competition.

ix. The student and the parents must agree to follow the recommendations provided by the certified substance abuse counselor or licensed mental health provider, which the administration deems to be appropriate and necessary, in order to be able to return to competition. Any recommendations the administration deems appropriate and necessary will be at the parent's expense.

x. Prior to returning to competition, the student and parent must schedule a "re-entry meeting" with the high school principal to ensure the student has met all of the criteria to return to competition.

Second Offense

i. The parent and student will be required to attend a meeting with the high school principal and activities director to discuss the positive test results and the corresponding consequences.
ii. The student shall be allowed to attend practice.
iii. 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.
iv. The student will complete a mutually agreed upon drug, alcohol, and/or nicotine/tobacco education program at the parent's expense. This educational component must be completed before the student will be allowed to return to competition.
v. Students will write apology letters to the following people/groups, while reflecting on how their choice has impacted these people/groups
    a) Parents
    b) All extracurricular activity sponsor(s)/coach(es) the student is a part of
    c) Teammates for all extracurricular activities the student is a part of
vi. The student will write a two-page paper answering the following writing prompts:
    a) Why did you choose to use the substance you tested positive for?
    b) Describe your frequency of use of the substance you tested positive for.
    c) What are the detrimental physical health impacts of using the substance you tested positive for?
    d) What are the detrimental mental health impacts of using the substance you tested positive for?
    e) What are the legal implications of using the substance you tested positive for?
    f) How has your decision to use the substance you tested positive for impacted your parents, your peers, your teammates, and your school community?
    g) What are your intentions for using or not using the substance you tested positive for in the future?

    This paper will be submitted to the high school principal and the activities director

and must be completed to the high school principal and the activities director's satisfaction before the student can return to competition.

vii. The student shall participate in a drug and alcohol assessment 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. This evaluation will be at the parent's expense and the parents must agree to share the recommendations yielded from the assessment with the school.

viii. Following the drug and alcohol assessment, the student and parents will meet with the high school principal, activities director, and the certified substance abuse counselor or licensed mental health provider to review the results and recommendations of the assessment. This meeting must be held before the student can return to competition.

ix. The student and the parents must agree to follow the recommendations provided by the certified substance abuse counselor or licensed mental health provider, which the administration deems to be appropriate and necessary, in order to be able to return to competition. Any recommendations the administration deems appropriate and necessary will be at the parent's expense.

x. Prior to returning to competition, the student and parent must schedule a "re-entry meeting" with the high school principal to ensure the student has met all of the criteria to return to competition.

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. Following the one calendar year suspension from practice or publicly performing in any extracurricular activity, the student must submit to a district administered test and test negative before returning to activities. This test will be at the parent's expense.

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.

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

Review of Coach's Decision

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

Misrepresentations

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

Questions

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

Assistance

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

A Parent's Guide to Concussions

WHAT IS A CONCUSSION?

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

CONCUSSION FACTS

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).

- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling and girls' basketball follow closely behind. All athletes are at risk.

- A concussion is a traumatic injury to the brain.

- Concussion symptoms may last from a few days to several months.

- Concussions can cause symptoms which interfere with school, work, and social life.

● Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.

● A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

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

Symptoms Reported by Athlete

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

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

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

WHEN IN DOUBT – SIT THEM OUT!

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

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

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

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

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

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.
Step 2: Running in the gym or on the field. No helmet or other equipment.
Step 3: Non-contact training drills in full equipment. Weight training can begin.
Step 4: Full contact practice or training.
Step 5: Game play.

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

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

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

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

WHAT CAN YOU DO?

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

OTHER FREQUENTLY ASKED QUESTIONS:

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

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

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

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

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

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

How long do the symptoms of a concussion usually last?

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

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

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

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

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

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

Adapted from A Parent's Guide to Concussion in Sports, National Federation of High School Associations.

Some of this information has been adapted from the CDC's "Heads Up: Concussion in High School Sports" materials by the NFHS's Sports Medicine Advisory Committee. Please go to www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

AUTHORIZATION AND ACKNOWLEDGEMENT

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

2026-27

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 nume-rous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution or supervision will eliminate these

risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

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

_____
Signature of Parent

_____ _____
Printed Name of Parent Date

ACKNOWLEDGEMENT OF CONDUCT CODE

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

_____
Signature of Student

_____ _____
Printed Name of Student Date

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

_____
Signature of Parent

_____ _____
Printed Name of Parent Date

5068

Extracurricular Drug Testing Program

The Ravenna Public School district supports and values student participation in extracurricular activities, but such participation in school district extracurricular activities is a privilege and not a right. Students in all extracurricular activities in grades 7-12 shall

be subject to mandatory and random testing for the presence of tobacco/nicotine, alcohol, illegal drugs, and misused prescription drugs.

1. **Purpose of Random Drug Testing**

   a. The school district has recognized that observed and suspected drug, alcohol, and nicotine/tobacco use and abuse has increased among the student population, including students participating in extracurricular activities.

   b. The school district seeks to provide safe, substance-free schools.

   c. The school district seeks to deter the use of illegal and prohibited drugs, alcohol, and nicotine/tobacco among students.

   d. The school district recognizes that students who use illegal and prohibited substances pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.

   e. The school district finds that drug, alcohol, and nicotine/tobacco use among the student body will be effectively addressed by making sure that the large number of students participating in extracurricular activities do not use drugs, alcohol and nicotine/tobacco.

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

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

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

AcaDeca
Basketball
Cross Country
Football
Golf
Track
Volleyball

Wrestling
Band
Cheer Squad
Color Guard
Dance Team
Future Business Leaders of America (FBLA)
Future Farmers of America (FFA)
SkillsUSA
National Honor Society (NHS)
Musicals
One-Act Play
Quiz Bowl
Robotics
School Dances
Show Choir
Science Olympiad
Student Council
Speech
Spring Play
STAR
Vocal Music
Yearbook

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 up to 10 times per year or as determined by the DTC. Each selection pool will consist of:

3 *students from 7th and 8th grades*
7 *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**):

First Offense

i. The parent and student will be required to attend a meeting with the high school principal and activities director to discuss the positive test results and the corresponding consequences.

ii. The student will be allowed to practice.

iii. 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.

iv. The student will complete a drug, alcohol, and/or nicotine/tobacco education program provided by the school. This educational component must be completed before the student will be allowed to return to competition.

v. Students will write apology letters to the following people/groups, while reflecting on how their choice has impacted these people/groups:

   d) Parents
   e) All extracurricular activity sponsor(s)/coach(es) the student is a part of
   f) Teammates for all extra curricular activities the student is a part of

vi. The student will write a two-page paper answering the following writing prompts:

   h) Why did you choose to use the substance you tested positive for?
   i) Describe your frequency of use of the substance you tested positive for.
   j) What are the detrimental physical health impacts of using the substance you tested positive for?
   k) What are the detrimental mental health impacts of using the substance you tested positive for?
   l) What are the legal implications of using the substance you tested positive for?
   m) How has your decision to use the substance you tested positive for impacted your parents, your peers, your teammates, and your school community?
   n) What are your intentions for using or not using the substance you tested positive for in the future?

This paper will be submitted to the high school principal and the activities director and must be completed to the high school principal and the activities director's satisfaction before the student can return to competition.

vii. The student shall participate in a drug and alcohol assessment provided by the school 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.

viii. Following the drug and alcohol assessment, the student and parents will meet

with the high school principal, activities director, and the certified substance abuse counselor or licensed mental health provider to review the results and recommendations of the assessment. This meeting must be held before the student can return to competition.

ix. The student and the parents must agree to follow the recommendations provided by the certified substance abuse counselor or licensed mental health provider, which the administration deems to be appropriate and necessary, in order to be able to return to competition. Any recommendations the administration deems appropriate and necessary will be at the parent's expense.

x. Prior to returning to competition, the student and parent must schedule a "re-entry meeting" with the high school principal to ensure the student has met all of the criteria to return to competition.

Second Offense

i. The parent and student will be required to attend a meeting with the high school principal and activities director to discuss the positive test results and the corresponding consequences.
ii. The student shall be allowed to attend practice.
iii. 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.
iv. The student will complete a mutually agreed upon drug, alcohol, and/or nicotine/tobacco education program at the parent's expense. This educational component must be completed before the student will be allowed to return to competition.
v. Students will write apology letters to the following people/groups, while reflecting on how their choice has impacted these people/groups
    a) Parents
    b) All extracurricular activity sponsor(s)/coach(es) the student is a part of
    c) Teammates for all extracurricular activities the student is a part of
vi. The student will write a two-page paper answering the following writing prompts:
    a) Why did you choose to use the substance you tested positive for?
    b) Describe your frequency of use of the substance you tested positive for.
    c) What are the detrimental physical health impacts of using the substance you tested positive for?
    d) What are the detrimental mental health impacts of using the substance

you tested positive for?

e) What are the legal implications of using the substance you tested positive for?

f) How has your decision to use the substance you tested positive for impacted your parents, your peers, your teammates, and your school community?

g) What are your intentions for using or not using the substance you tested positive for in the future?

This paper will be submitted to the high school principal and the activities director and must be completed to the high school principal and the activities director's satisfaction before the student can return to competition.

vii. The student shall participate in a drug and alcohol assessment 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. This evaluation will be at the parent's expense and the parents must agree to share the recommendations yielded from the assessment with the school.

viii. Following the drug and alcohol assessment, the student and parents will meet with the high school principal, activities director, and the certified substance abuse counselor or licensed mental health provider to review the results and recommendations of the assessment. This meeting must be held before the student can return to competition.

ix. The student and the parents must agree to follow the recommendations provided by the certified substance abuse counselor or licensed mental health provider, which the administration deems to be appropriate and necessary, in order to be able to return to competition. Any recommendations the administration deems appropriate and necessary will be at the parent's expense.

x. Prior to returning to competition, the student and parent must schedule a "re-entry meeting" with the high school principal to ensure the student has met all of the criteria to return to competition.

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. Following the one calendar year suspension from practice or publicly performing in any extracurricular activity, the student must submit to a district administered test and test negative before returning to activities. This test will be at the parent's expense.

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, 2024

CONSENT TO PERFORM RANDOM DRUG TESTING

2026-27

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

2026-27 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: _____

2008
Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

1. 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. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

2. Notice

Method of Publishing Notice of Meetings. The board will publish reasonable advanced notice of all meetings on its website. The notice will contain a statement that the current agenda is available for inspection at the Superintendent's office during normal business hours. The Superintendent or designee may but is not required to provide information about meetings in other ways, such as social media or posting notices in physical locations in the district.

Publication of Notice Method and Regular Meeting Schedule. Four times per year, in a newspaper of general circulation, the board will publish its regular meeting schedule, location of regular meetings, and the designated method of publishing meeting notices.

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 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.

3. Minutes

a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, 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 meeting minutes shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

The Superintendent will make a copy of the Open Meetings Act available at all meetings.

Adopted on: June 8, 2026
Revised on: June 8, 2026
Reviewed on: June 8, 2026

Karen A. Haase NE, SD, IA, WY, KS
Steve Williams NE, SD
Bobby Truhe NE, SD
Coady H. Pruett NE, CO, SD, KS
Jordan Johnson NE, WY, NE

Tyler Coverdale SD
Sara Hento NE, SD
Amanda Dabney NE, WY
Shari Russell, Paralegal

M E M O R A N D U M

To: KSB Policy Service Subscribers

From: KSB School Law

Date: May 26, 2026

Re: Annual Policy Updates

It's time for the 2026 KSB School Law policy updates. Below, we discuss the policy changes, the changes to our standard forms, and some issues raised by certain laws that do not require a policy change but present new obligations or information to know. As usual, we have broken these down into 3 sections: "Policy Changes;" "Forms Changes;" and "Other Issues to Consider."

Please keep in mind that most approved bills go into effect 3 months after the legislature adjourns. This year the Unicameral adjourned sine die on April 17, so the effective date of most bills will be July 17, 2026. If a bill has a specific effective date or an emergency clause, we'll note that. There are also a few bills that passed in previous sessions but go into effect this summer or for the 2026-27 school year. We'll note those, too.

To assist subscribers in implementing these changes and the other considerations laid out in this Memo, **KSB will hold a webinar on Monday, June 2, 2026, at 9:00 a.m. Central Time**. The link to join us live is here. In the webinar, we will give a brief overview of the changes and then answer questions from attendees regarding the policies, forms, and other items noted. *We will also record the webinar and post it in the KSB School Law portal in the Policy Updates section*. Please contact us if you have any additional questions about the policy updates or portal.

Policy Changes

REVISION OF POLICY 2008: MEETINGS

LB 596 eliminates the requirement to publish notice of meetings in a newspaper. Instead, the board selects the method. We *strongly encourage* all schools to provide official notice on the school's website. You can provide information about meetings in other ways, such as on social media or in your local paper, but this should be voluntary. The law requires your selected method of notice to be published in your meeting minutes, so be sure your minutes include the meeting notice publication method (website) when you implement this change.

Instead of newspaper publication for all meeting notices, the law adds a "notice of notice" publication requirement. Four times per year, in a newspaper of general circulation in the district, you must publish (1) your regular meeting schedule, (2) the location of regular meetings, and (3) your method of publishing meeting notices (website). There is no requirement that this occurs quarterly, just 4 times per year. In theory, you could publish this "notice of notice" 4 straight weeks in a weekly paper and be done for the year. Something like this would be sufficient:

> *[SCHOOL] generally schedules regular board meetings for the second Monday of each month. Regular meetings are typically held [LOCATION]. Official meeting notices for each regular and special meeting, including the date, time, and location, will be posted on the school district's website. Please check our website for all meeting notices as the date, time, or location may change.*

We recommend that you publish your first "notice of notice" in your preferred newspaper of general circulation starting in July 2026 so that all future meeting notices (regular and special) after July 17, 2026, can be published on your website.

This revision is required.

REVISION OF POLICY 3003: BIDDING FOR CONSTRUCTION, REMODELING, REPAIR, OR SITE IMPROVEMENT

In general, when a school district "expends public funds for the construction, remodeling, or repair of any school-owned building or for site improvements," the school district is required to advertise for and solicit competitive bids. However, the law provides an exception to this competitive bidding requirement when the "contemplated expenditure for the complete project" will not exceed a specific dollar amount. This statutory dollar amount is subject to adjustment by the State Board of Education every fifth year. In August 2025, the State Board updated the dollar amount of this threshold to $136,000. Our recommended changes to Policy 3003 reflect this higher dollar amount for the projects that are exempt from the competitive bidding requirements.

This change is required.

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

Effective October 1, 2025, the federal government updated the dollar thresholds for micro-purchases (from $10,000 to $15,000) and for purchases made pursuant to the simplified acquisition procedures (from $250,000 to $350,000). This policy has been updated to reflect these new dollar thresholds. We also updated some regulatory citations.

This change is required.

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

The federal government changed the micro-purchase (from $10,000 to $15,000) and simplified acquisition (from $10,000 to $15,000 and from $250,000 to $350,000) dollar amounts. In addition, NDE conducted desk audits and concluded that travel costs must now be included in this policy. The policy has been updated to reflect these changes.

This change is required.

REVISION OF POLICY 3048: COMMUNICABLE DISEASE

We revised this policy to align better with the admittedly confusing DHHS requirements in the DHHS regulations. The revisions give staff clearer steps to assess and respond to signs and symptoms of communicable disease. These revisions are timely given rising absenteeism rates, falling immunization rates, and more frequent reports of the potential transmission of communicable diseases (measles schmeasles, right?). You'll want to review this policy with your school nurse and other staff with health screening and reporting obligations.

This change is required.

REVISION OF POLICY 3057: TITLE IX (FULL VERSION)

The federal regulations (upon which the full version of Policy 3057 is based) define "sexual assault" by reference to a federal statute, which itself references the FBI's "uniform crime reporting system." This reporting system was updated in 2025, and the updates modified how certain sex offenses are defined. The prior, separate subdefinitions for sodomy, sexual assault with an object, and fondling have been removed in favor of more broad definitions of "rape" and "criminal sexual contact." The policy updates reflect the updated definitions.

If you use the full version of the policy, make sure your Title IX team members review and understand these new definitions. They replace definitions we encountered frequently over the last several years.

This change is required *if you use the "full" version of this policy*.

NEW POLICY 3061: ACH ORIGINATOR POLICY

If your school sends electronic payments through your bank, such as payroll direct deposits or vendor payments, your school is an ACH Originator under NACHA Operating Rules. The easiest way to confirm your status is to call your bank and ask whether you have an Originator Agreement on file. If the

answer is yes, you are an Originator. Simply receiving electronic payments does not make you an Originator.

Effective June 19, 2026, NACHA (the organization that governs the ACH network) requires all Originators to have a written fraud monitoring process in place for ACH transactions. This is a new requirement based on a rule change. We recommend you contact your bank(s) to determine if this policy is needed. Some or all of these measures may already be captured in your Originator Agreement with your bank. Your bank may also want to review the policy to determine if it aligns with their Originator Agreement.

We considered adding fraud monitoring and prevention measures to this policy. We know many banks include prevention procedures in their own systems. They vary, so we did not include a specific monitoring or verification system in the policy. We did not want to put something in writing that won't align with your practices. However, now is a good time to review and establish your own fraud protection and internal control measures. For example, your school may consider practices such as: 1) before sending any ACH payment, the District will receive a written, signed authorization and keep it on file; 2) the District will submit all ACH files through its bank's online portal using multi-factor authentication; 3) before acting on any new payment or any change to existing payment instructions over $X, the District will confirm the information by a separate method, such as a phone call to a known number; 4) the District stores banking data securely and limits access to authorized staff only.

This policy is required if your district is an ACH Originator.

REVISION OF POLICY 4017: RELATIONS WITH EMPLOYEE COLLECTIVE BARGAINING ASSOCIATIONS

LB 429 basically requires schools to treat all "professional employee organizations" equally. They must have equal access to things like physical mailboxes, email, and bulletin boards. Schools cannot designate certain days or breaks by reference to a specific organization. For example, you can't designate a time during inservice days as "XYZ Education Association Presentation."

The existing policy accomplished some of these requirements already, but we made a few small tweaks to comply with some of the more vague concepts in LB 429. For example, a "professional employee organization" is one which offers "liability coverage" or "collective bargaining" assistance. In

theory, a local insurance agent (think Farm Bureau) could say they are a "professional employee organization" and thereby want access to your commons area during inservice days, email, mailboxes, etc. We'll explain some of the intended and unintended consequences of the bill when we cover it during the policy webinar.

This change is required.

REVISION OF POLICY 4019: WORKPLACE INJURY PREVENTION AND SAFETY COMMITTEE

Every public employer subject to the Nebraska Workers' Compensation Act is required to establish a safety committee that must adopt and maintain an effective written injury prevention program. This requirement has not changed. Previously, schools were required to establish the safety committee through the collective bargaining process. **LB 397** changes this requirement and now allows, but does not require, that the safety committee be established through the collective bargaining process. Policy 4019 has been updated to reflect this change.

This change is required.

REVISION OF POLICY 4056: RESIGNATION OF CERTIFICATED STAFF

This revision replaces an outdated reference to the Professional Practices Commission.

KSB NOTE: If you have not reviewed this policy recently, it's a great time to do so. We strongly encourage schools to adopt the first option in the policy which uses the legal defaults for renewals and resignations. Schools that use the second option and include a specific date, especially if it's after April 15, have been stung with late resignation requests even after staff have signed a renewal agreement for the next school year.

This change is required.

NEW POLICY 4065: STAFF USE OF AI TOOLS

We have had a student AI policy for several years, but staff are using ChatGPT, Gemini, Claude, and AI tools built into other software every day, and the risks are different from student use. This new policy is designed to work in concert with Policy 4012 on staff computer and internet use.

This policy has an AI tool approval process so that staff must obtain the permission of an upline administrator before putting student information into an AI tool. The same requirements for using student data with other classroom and educational apps (under COPPA, FERPA, etc.) apply equally to AI tools, yet most staff members are not vetting them the same way.

This policy also prohibits staff from using AI to make decisions like student grading that should be based on professional judgment. Finally, this policy includes detailed prohibitions on misuse of AI tools and guidelines on when it is permissible to use an AI recording or transcription tool.

This policy is not required, but you should strongly consider it in light of the existing legal requirements for vetting education software and apps.

REVISION OF POLICY 5001: COMPULSORY ATTENDANCE AND EXCESSIVE ABSENTEEISM

LB 937 provides more concrete processes for the excusal of absences for physical or mental illness. We updated the policy to reflect the process, which calls for verification from a certified medical professional. Additionally, LB 937 requires educational stability for students whose parents, guardians, or educational decisionmakers are subject to an active child abuse or neglect investigation from the Department of Health and Human Services and/or law enforcement. It prohibits their disenrollment or transfer for fourteen days, or unless otherwise permitted by the Department.

This change is required.

REVISION OF POLICY 5003: ADMISSION OF PART-TIME STUDENTS

LB 937 revised the part-time enrollment statute, yet again. This law has been changed more than Karen's shoes. Thankfully, this year's changes are fairly straightforward. The law has always allowed part-time enrollment of resident students, including for activity participation. Last year, the law created new enrollment rights for students attending private and exempt schools in other districts. Those rules have not changed.

This year, the Unicameral divided sports and activities into 3 buckets, with each bucket having a different number of minimum credit hours required to participate as a part-time enrollee. These are:

(1) Activities regulated by an athletic/activities association (like NSAA): 5 credit hours;

(2) Activities regulated by some other governing body (like FFA): the number of credit hours the school offers based on what the governing body requires; and

(3) Activities not regulated by any governing body or athletic/activities association (like prom and chess club): the board may require up to 5 credit hours but can require fewer, even 0.

This change is required.

REVISION OF POLICY 5004: OPTION ENROLLMENT

LB 653 revised the option enrollment laws. Starting July 17, 2026, the law now requires school districts to "automatically accept" option enrollment applications of "siblings of options students enrolled in the option school district without regard to capacity limitations." In other words, from a practical standpoint, the only point in time at which a school district can deny an option application for all children who are considered siblings of one another is at the time that the first sibling applies for option enrollment.

By doing so, the new laws now make it relevant to a school district evaluating an option application whether granting the application of the individual student applying—or admitting the siblings of any such student

now or in the future—will exceed the district's capacity limitations. We heard from many of you with questions and concerns about what this means.

We have prepared *optional* policy revisions. These say that a school district evaluating the application of any individual student can also consider whether admitting the student's siblings (even if not applying at the moment) will exceed any capacity limitations. We've also developed updated versions of our option resolution, denial letter, and a new supplemental "application" you would use for this purpose.

If you do not choose to go with this new approach, there's no updating you have to do to policy 5004. The new sibling acceptance requirement does not need to be in policy.

This change is optional. If you do not adopt this approach, there are no changes required to your option policy.

REVISION OF POLICY 5035: STUDENT DISCIPLINE

LB 653 revised the Student Discipline Act yet again this year. On the positive side, lawmakers added an exception to the suspension prohibition for pre-K through second-grade students. Schools may now suspend students in this age range for violent behavior "capable" of causing physical harm.

On the challenging side, LB 653 also heightened notice standards for both short- and long-term discipline, requiring additional disclosures about how a school responds to behaviors.

For short-term suspensions specifically, the requirements are more difficult to comply with at a practical level. Schools must now provide oral *and written* notice to the student and their parent, guardian, or educational decisionmaker *before* the suspension begins ("*Goss v. Lopez*") and give the student an opportunity to present evidence prior to the suspension. Prior to this change, a simple conversation with the student was sufficient. Now, in theory, the student will have to sit in your office or remain in the building so you can provide this new "oral and written" notice to the student and parent, before sending the student home and starting the suspension. Keep in mind this new pre-suspension notice does not replace the requirement to send a letter home after the decision is made.

The law already requires principals to schedule a meeting with the student and parent(s) prior to the student returning to school from a short-term suspension. Now, the law says if a principal has not arranged that meeting, the parent can request one.

If these changes feel overwhelming and like you'll have to tweak your discipline processes and forms, welcome to the club. KSB will host a student discipline workshop to unpack these changes on June 18, which will include updated discipline forms. It will also be recorded if you can't make it that day. Consider registering now if you have not done so.

This change is required.

REVISION OF POLICY 5048: EMERGENCY RESPONSE TO LIFE THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)

LB 457 (2025), now in statute section 79-227, requires schools to implement a policy to address general incidents of anaphylaxis involving students at school. The policy must be implemented as of July 1, 2026.

As discussed in the form change below, NDE and DHHS updated the standard anaphylaxis response protocol contained in NDE Rule 59. Policy 5048 already required the school district to comply with the protocol. LB 457 required slight tweaks to the policy, including (1) that a general response protocol does take the place of existing self-management plans, 504 plans, or IEPs already in place for specific students; and (2) that a copy of the policy and the protocols be included in every school handbook.

We also receive a lot of questions about who can sign the protocol form and who can train staff on any individual plans or the protocols. The protocol form requires the signature of a "Prescribing Health Care Practitioner," defined as "a certified registered nurse anesthetist, a certified nurse midwife, a dentist, an optometrist, a nurse practitioner, a pharmacist, a physician assistant, a physician, or a podiatrist credentialed under the Uniform Credentialing Act."

The training requirements are less strict. Someone like a school nurse, or other individual who can train staff on the medication of students, may provide the staff training. If you or your school nurse have any questions or concerns, reach out to one of us.

This policy revision (and updated protocol form) is required.

REVISION OF POLICY 6009: GRADE PLACEMENT AND ACADEMIC CREDITS OF TRANSFER STUDENTS

A few subscribers have flagged a recurring headache with students transferring back from exempt (home) schools or non-accredited schools: no verified curriculum, no transcript, and an increasingly familiar revolving-door pattern (family flips into exempt status after a truancy report or a teacher dispute, asks to re-enroll later, often timed around activity eligibility). We have revised 6009 for more clarity, including two new sections that apply only to non-accredited school students and returns from non-accredited schools.

The revision more explicitly decouples grade placement from credit. The principal can place a student at a high school grade for enrollment, activities eligibility, and age-cohort purposes—which addresses the NSAA constraint—while only awarding actual credit toward graduation on a course-by-course basis. This may be after the student demonstrates proficiency on a district-administered or district-approved assessment and/or based on a review of the curriculum, student work, and transcripts provided. That remains administrator discretion, just like it was in the pervious version of this policy.

The revision also adds an assessment battery selected by the principal, written placement notice to parents, a provisional placement option so the student can start school while assessments are completed, a ten-day parent appeal to the superintendent, a default re-entry timing of "start of a semester" with superintendent discretion to allow exceptions, and a cross-reference to the applicable state activities association rules for extracurricular eligibility.

This policy revision is optional.

REVISION OF POLICY 6038: STUDENT USE OF AI TOOLS

AI has changed a lot since we first drafted 6038, and the policy needed to catch up. The revised version keeps the rule that has been working—students cannot use AI on an assignment unless the teacher has

specifically approved it. The major additions are an explicit list of prohibited uses (AI deepfakes and other AI-generated harassment, nonconsensual intimate images of real people, putting classmates' personal information into AI tools, and using AI to get around accommodations or content filters); a carve-out for AI approved as assistive technology through the IEP or Section 504 process; and authority to reach off-campus AI conduct that disrupts school.

This policy, and the changes, are optional.

NEW POLICY 6046: RIGHT TO ACCESS SCHOOL LIBRARY MATERIALS

LB 390 (2025) requires each school board of a public school district to adopt a policy relating to access by a parent, guardian, or educational decisionmaker to certain school library information. The new policy provides parents, guardians, and educational decisionmakers the right to access a catalog of all books in the school district's library and the right to opt into certain notifications when their student checks out a library book.

The law does not specify a specific method by which school districts must distribute the request for notification form, or how parents can submit such requests. We recommend that you think about whether you want to require submission of a written form or will allow an alternative method of requesting notification. We have included a simple placeholder in the student handbook, as well, in the event you choose to handle the "opt in" process via handbooks.

The deadline for adopting this policy is "for implementation at the beginning of the 2026-27 school year."

This policy is required.

Form Changes

Special Education Procedures

Special education compliance is, unfortunately, an ever-moving target. We revised the procedures slightly, adding timelines for initial evaluations—districts must complete them within 45 school days or 60 calendar days, whichever comes first. This has always been the law, but it wasn't spelled out in the procedures (because it has always been the law). Please note: if the Department ordered your district to modify its procedures, this draft may not reflect what you currently have in place. We have maintained, and continue to maintain, that these procedures comply with the law and meet all required legal standards. **This procedure change is required.**

Policy 5004 - Related Option Enrollment Resources

These optional policy updates include three update resources for your option enrollment program: (1) an update board resolution on option enrollment; (2) a supplemental application for parents applying for option enrollment to supplement the information on the NDE form; and (3) an updated supplemental denial letter that many schools use alongside NDE's form when an application is denied.

You should only use these updated documents if you implement the optional policy changes. *If you implement the optional policy changes, you must approve the updated option resolution prior to using those new sibling criteria*.

This supplemental application is designed to provide you with the relevant information that you will need in order to be in a position to accept or reject an application, in light of all of the siblings who may gain the right to automatic acceptance once the first sibling is accepted. **These form changes are required if you adopt the new sibling consideration provisions**.

Policy 5048 - Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)

DHHS and NDE have updated this protocol form. You should replace your existing form with this updated version if you haven't already. The differences are subtle but important. For example, the student's weight

dictating when to use a junior epinephrine dose compared to an adult dose increased from 50 to 60 pounds. NDE Rule 59 is the binding regulation on schools, so that is the version of the form we have now included in the policy service. This protocol form is functionally your policy and what will be used to train staff. As noted above, the policy and form must also be in "all" school handbooks. **This form change is required.**

Policy 6046 - Right to Request Notification of Library Books

These updates include an optional form for you to use for parents who decide to request notification that their student has checked out a library book, as addressed in new Policy 6046. **This form isn't required** if you choose to allow opt-ins another way.

Other Issues To Consider

LB 258: Minimum Wage

LB 258 revises the way in which the state minimum wage is calculated. The current state minimum wage is $15.00 per hour. The minimum wage must be increased each January 1st by one and three-quarters percent. Different, lower rates may be paid to student learners and "youth" (14- and 15-year-olds who are not emancipated minors). ***Section 48-1202(2) specifically excludes Nebraska public school districts from the definition of "employer" to which the minimum wage applies***. Therefore, the federal minimum wage of $7.25 per hour applies to Nebraska school districts. ***However***, there are retirement implications if the school does not pay at least the state minimum wage. Section 79-902 says that "[c]reditable service does not include . . . services rendered for which the retirement board determines that the member was paid less in compensation than the minimum wage as provided in the Wage and Hour Act." In other words, if your school pays classified staff a rate below NE minimum wage, there won't be creditable service given for those activities under the school plan. That may also mean modifying wages mid-school year, when the state minimum wage changes.

LB 383 (2025): Sexting Laws and Parent Consent for Social Media Accounts

LB 383, enacted in 2025, created the Child Sexual Abuse Material Prevention Act. This is the law that now contains many of Nebraska's

"sexting" statutes, new and old. For example, it criminalizes the creation of AI or "computer-generated" content depicting minors. You often hear these referred to as "deep fakes." While the law raises some interesting constitutional issues in terms of criminal enforcement, it actually helps schools address "deep fakes" and similar generated content. The Student Discipline Act permits discipline for a violation of Nebraska law, including these laws. None of these changes made by LB 383 required policy updates last year, but they will continue to shape our digital citizenship presentations and your digital citizenship education efforts.

Here's what's new. LB 383 also created the Parental Rights in Social Media Act. It is set to take effect July 1, 2026. Essentially, any person creating a social media account must go through an age verification process. The law prohibits any "minor" from creating a social media account. "Minor" is defined as an individual "known or reasonably believed by a social media platform to be under eighteen years of age." The law only permits a minor to have an account if a parent consents, signs an oath, and completes an age verification process on behalf of the child. Even a 17-year-old senior in high school will need parent consent to hold an account if the law takes effect. Any social media company that violates the new consent requirements can be fined up to $2,500 per violation.

Of course, social media companies including Meta (Facebook, Instagram) and TikTok filed a lawsuit in Nebraska seeking to stop the law from taking effect on July 1. They have stopped the enforcement of similar laws in other states. If they are ***not*** successful in Nebraska, this will be a significant change across the state. Under current law, most students aged 13 or older can establish their own accounts without parental consent or oversight. The only real safeguard is external parental controls (human and technological), which rely on the diligence of busy parents who are less technologically sophisticated than their kids. If the law goes into effect, we think it presents a good opportunity to educate parents on its requirements and also their role as digital parents.

LB 745: High School Equivalency Diploma

LB 745 removes the age restriction and waiting period previously required to obtain a high school equivalency diploma in Nebraska. Under the old law, applicants had to be at least 18 years old and wait until their former graduating class had been out of school for at least one year. The new law eliminates both of those requirements entirely. The bill retains the existing eligibility criteria: applicants must still establish 30-day Nebraska residency

(or have last earned credits at a Nebraska high school), and they must demonstrate educational achievement equivalent to a typical high school graduate through approved testing.

LB 803: Pink Postcards for Everyone!

LB 803 made changes to school districts' budget adoption procedures. Among other details, this will require all school districts (including at least one member of the board) to participate in a joint public hearing that must occur between July 1 and July 14. Although different components of LB 803 have different effective dates, the provisions affecting school district budget procedures will be **effective January 1, 2027**. In other words, school districts need not make changes to their budget adoption procedures for adopting the 2026–27 budget (by the end of September 2026). But you will see this again next year as we update policies and send out information on its impact for 2027-28 budgeting processes.

LB 824: NPERS 120 Days

LB 824 takes effect May 1, 2026 and changes the separation period for School Plan members from 180 days to 120 days. The new law also tightens the rules significantly. During the 120-day period, a member who terminates service and takes a distribution cannot perform any work for a School Plan employer, including substitute teaching, volunteering, independent contracting, or working through a third-party organization that serves School Plan employers. Schools need to pay close attention, because even informal arrangements like training a replacement, coaching, officiating/reffing, or participating in programs like Teammates can be a violation. If NPERS finds that a true separation did not occur, the district must pay back contributions plus interest. Members who filed a valid distribution application before May 1, 2026 follow the old 180-day rules, which allow up to 8 days per calendar month of substitute or volunteer service. More information is available here.

LB 935: Swatting

LB 935 creates a new criminal offense of swatting. A person commits the offense of swatting if such person:

- Knowingly makes, causes to be made, or directs a false or misleading report of criminal activity or a need for emergency medical services or assistance from firefighters;

- Such report is made to a law enforcement agency, public safety answering point, or any other emergency response organization;
- The person knows or reasonably should know the report is false or misleading; and
- The report results in the dispatch of law enforcement, firefighters, or emergency response personnel.

A typical violation is a Class I misdemeanor. However, a violation of the new law will be a Class II felony if the violation proximately: (1) results in serious bodily injury to any person or (2) causes a law enforcement officer to deploy or threaten to deploy deadly force. A violation of the new law will be a Class IB felony if the violation proximately results in the death of any person.

LB 935: Attorney Fees

LB 935 allows a political subdivision to request an award of costs and attorney's fees if: (1) the political subdivision is a defendant against a claim that is frivolous or intended primarily to harass the political subdivision or its public officials; or (2) another party asserts a defense against a claim of the political subdivision and such defense is frivolous or intended primarily to harass the political subdivision or its public officials.

LB 940: Color Additives

Beginning August 1, 2027, public schools may not offer or make available to any student any food served as part of a school meal that contains the following color additives: Blue No. 1; Blue No. 2; Green No. 3; Red No. 40; Yellow No. 5; or Yellow No. 6. A "school meal" means a meal served pursuant to the federal Richard B. Russell National School Lunch Act or the federal Child Nutrition Act of 1966, and does not include any other food offered or made available to students.

LB 1126: Public-Private Partnership Contracts

Part of LB 1126 amended the *Political Subdivisions Construction Alternatives Act* to add a new project delivery system: public–private partnership contracts. The new law contemplates that school districts can enter into a public-private partnership contract as a method "for construction or financing of capital projects or procurement of services" in response to unsolicited proposals. If a school district is interested in using this project delivery system, the law requires that it adopt specific policies for entering into these contracts. We will have such optional policies available in the future for your use. If you have more questions about this alternative, please contact us.

KSB Evaluation Platform Suite

We are also excited to announce that the KSB Board Self Evaluation Platform is now live and available for use. Board self evaluation is essential to overall school district success and we've worked closely with several prominent administrators across the state to make sure this tool is a valuable resource for you and your district. We have a short video about the board self evaluation here.

This addition completes our suite of evaluation platforms aligned across all of your district leadership - superintendent, principal and building administrator, and board self evaluation. If you subscribed to the evaluation platform during the 2025-26 school year, your district has access to this module at no additional charge. If you have not yet subscribed to the evaluation portion of the platform, please visit our website for more information and don't hesitate to reach out.

CONCLUSION

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

3003
Bidding for Construction, Remodeling, Repair, or Site Improvement

I. Applicability of this policy.

Construction and contracts undertaken with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Construction with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases and contracts made by the school district for construction, remodeling, repair and other site improvements.

II. Projects with an Estimated Cost of Less than $136,000

A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than $136,000.
B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.
E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than $136,000 they must follow the formal procedures outlined in this policy.

III. Formal Bidding for Major Purchases and Construction

A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project

exceeds $136,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds $144,000.

C. Advertising for Bids

1. The superintendent or designee will arrange to advertise for bids under this section by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

D. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.

2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.

3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

6. Sealed bids will be opened in a place and at the specific time

stated in the bid form. Bidders shall be notified of the opening and invited to be present.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications.

E. Any or all bids may be rejected if there is a sound documented reason

F. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

Adopted on: June 8, 2026
Revised on: June 8, 2026
Reviewed on: June 8, 2026

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds

I. Applicability of the Policy

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds $136,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In addition, all procurement and construction shall comply with the rules and requirements of 2 CFR part 200.317 through 200.327 and 34 CFR sections 75.601 through 75.615. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with

a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under $350,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to $15,000 (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed $15,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

2. Construction with an Anticipated Cost of between $15,000 and $350,000 (Simplified Acquisition Procedures)

For construction projects subject to this policy, simplified acquisitions are purchases that, in the aggregate amount, is more than $15,000 and less than $350,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts.

B. Construction Projects with an estimated cost of between $136,000 and $349,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an

anticipated aggregate cost of $136,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between $136,000 and $350,000.

IV. Construction Projects with an Anticipated Cost Over $350,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of $350,000 or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publicly advertised;

2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

3. Sealed bids will be publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

4. The contract will be awarded to the lowest responsive and responsible bidder.

a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.

b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.

c) Any or all bids may be rejected if there is a sound documented reason.

5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills,

business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.

2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid

that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.327 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. This includes a "Buy American" provision that provides that as appropriate and to the extent consistent with law, the District and contractor should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of the Buy American provision must be included in all subawards including all contracts and purchase orders for work or products under this award.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible and consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in the U.S. or processed in the U.S. substantially using agricultural commodities produced in the U.S.

C. Full and Open Competition

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over $25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by reviewing the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

E. Settlements of Issues Arising Out of Contract

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

F. Record Keeping

1. Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and

§§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.334.

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

2. Maintenance of Construction Records for Projects Financed with Federal Funds

a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Contracts covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.

2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, board members, or agents of the District at the board's discretion.

VII. Financial Management

A. Identification.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and

number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up

to $500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers

to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

(1) Are verifiable from the non-Federal entity's records;
(2) Are not included as contributions for any other Federal award;
(3) Are necessary and reasonable for accomplishment of project or program objectives;
(4) Are allowable under subpart E (Cost Principles) of this part;
(5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
(6) Are provided for in the approved budget when required by the Federal awarding agency; and
(7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VIII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.327 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus

area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

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

2. Maintenance of Procurement Records

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

b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

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

Adopted on: June 8, 2026
Revised on: June 8, 2026
Reviewed on: June 8, 2026

3004.1
Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to $15,000 (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed $15,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between $15,000 and $350,000 (Simplified Acquisition Procedures)

Simplified acquisitions are purchases that, in the aggregate amount, are more than $15,000 and less than $350,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over $350,000

a) Sealed Bids (Formal Advertising)

For purchases over $350,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement. If sealed bids are not accepted for a purchase of over $350,000, the district will retain an explanation for that decision.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of $350,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. **Noncompetitive Proposals (Sole Sourcing)**

a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1) The procurement transaction can only be fulfilled by a single source;

2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;

3) The federal awarding agency or pass-through entity expressly authorizes written approval of noncompetitive proposals in response to a written request from the District; or

4) After solicitation of a number of sources, competition is determined inadequate.

b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.

c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds $350,000.

5. **Competitive Proposals.**

a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered;

2) Proposals must be solicited from an adequate number of qualified sources; and

3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used to procure A/E professional services. The method may not be used to purchase other services provided by A/E firms are a potential source to perform the proposed effort.

c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over $25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.

2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of $25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, board members, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or $10,000.

2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the

capitalization level established by the District for financial statement purposes or $10,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:

    a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and

    b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;

4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the

property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current fair market value of $10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity. The Superintendent or his/her designee will utilize sales procedures which ensure the highest possible return on the disposal of the equipment.

I. Equipment Retention

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

J. Equipment and Capital Expenditures

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

K. Depreciation

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

L. Reporting and Recording Federal Property Interest

The district will comply with federal interest reporting and submit annual reports, if required, regarding a real property interest due to a renovation, major remodeling, construction, or real property project funded by federal grant funds.

V. Financial Management

A. Identification

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes. The District takes reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to $500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior

approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

(1) Are verifiable from the non-Federal entity's records;
(2) Are not included as contributions for any other Federal award;
(3) Are necessary and reasonable for accomplishment of project or program objectives;
(4) Are allowable under subpart E (Cost Principles) of this part;
(5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
(6) Are provided for in the approved budget when required by the Federal awarding agency; and
(7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local

funds but is used to meet a required "match" in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

(1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
(2) Be incorporated into official records;
(3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
(4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
(5) Comply with the established accounting policies and practices of the District and
(6) Support the distribution of the employee's salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

C. Fringe Benefits

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

D. Leave

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

E. Unexpected or Extraordinary Circumstances

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

F. Documentation for Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

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

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

C. Record Keeping

1. Record Retention

    a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show

compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

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

2. Maintenance of Procurement Records

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

b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

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

E. Travel Costs

All travel expenses paid with federal grant funds shall meet the federal requirements such as:

(1) All travel costs must be reasonable and necessary;
(2) All travel costs must be consistent with District policy; and
(3) All travel costs must be directly related to the grant award.

In addition, all travel expenses funded with federal grant funds must be preapproved by the Superintendent or designee. The state per diem rates for lodging shall be used to determine that maximum amount charged to a federal grant. For reimbursement of meals, the per diem rate and rules set by the State of Nebraska through the Nebraska Department of Administrative Service's Expense Reimbursement Document "ERD" Guidelines will apply. There will be no reimbursement for breakfast if the staff member's lodging provides continental breakfast at no cost. For reimbursement for mileage or fuel, the State of Nebraska mileage rate will apply. If a District-owned vehicle is available for travel, the District-owned vehicle must be utilized unless preapproved by the Superintendent or designee. All expenditures claimed by staff must include receipts and a completed voucher.

Adopted on: June 8, 2026
Revised on: June 8, 2026
Reviewed on: June 8, 2026

3048
Communicable Disease

The district strives to provide a safe environment for both students and staff while safeguarding the rights of all students and employees, including those with communicable diseases. The district complies with Neb. Rev. Stat. §§ 79-217 to 79-223 and Title 173 Nebraska Administrative Code, Chapter 3.

Definitions. Terms used in this policy have the meanings given in 173 NAC 3-002. A "reportable communicable disease" means a disease that must be reported under 173 NAC, Chapter 1.

Signs and Symptoms; Sending Students Home. Staff will watch for signs and symptoms of contagious or infectious disease. These signs and symptoms include fever, flushed face, headache, body aches, unexplained tiredness, loss of appetite, stomachache, nausea, vomiting, diarrhea, convulsions, sore throat, nasal congestion or discharge, unexplained skin eruption, and sore or inflamed eyes. The district will notify the parent or guardian of the student's signs or symptoms. Upon notice, the parent or guardian must immediately cooperate with the district to arrange safe transportation home or another appropriate caregiver for the student. The district will report any failure to reasonably cooperate with the district to the Department of Health and Human Services or local law enforcement as appropriate.

Notice to School Authority. When the district sends a student home for a suspected contagious or infectious disease, the principal or school nurse will notify the superintendent or designee without delay.

Reports to Public Health. The school nurse, or a person acting in the capacity of a school nurse, will report each case or suspected case of a reportable communicable disease. The report must go to the local public health department or the Nebraska DHHS Division of Public Health as provided in 173 NAC 1-007.04.

Exclusion From School. The district will exclude a student with a confirmed communicable disease for at least the minimum isolation period in Attachment 1 to 173 NAC, Chapter 3. The student must be free of acute signs and symptoms. The student must be fever-free for 24 hours without fever-reducing medication before returning to school.

School Attendance and Participation in School Sponsored Activities. The district will provide educational services to a student diagnosed with a

communicable disease as required by law. The district will restrict the student as needed to prevent the spread of disease, to protect the student's health and privacy, and to protect others. Participation in Nebraska School Activities Association (NSAA) events is subject to NSAA rules and the provisions of the district activity handbook.

Infection and Exposure Control Procedures/Universal Precautions. The district will monitor the information available through the Federal Centers for Disease Control, the Nebraska Department of Health and Human Services, and the Occupational Safety and Health Administration. This policy and any procedures, universal precautions, or exposure control plans will be modified, if appropriate, based upon the best new medical information provided by the above sources.

Outbreaks. In an outbreak or epidemic of a communicable disease, the superintendent may exclude students, reassign students, or close one or more schools. The superintendent will coordinate with the local health department and the Nebraska Department of Health and Human Services as needed.

Confidentiality. The district will keep information about a person's communicable disease confidential. The district will share information only with staff on a need-to-know basis. When the district must inform a person about another person's condition, the district will inform that person of the duty to keep the information confidential. The district will communicate about a student's communicable disease consistent with the student's IEP or Section 504 Plan, if any.

Staff Training. Staff will receive training regarding communicable diseases and the requirements of this policy and any adopted procedures as part of the training received under the Workplace Injury Prevention and Safety Committee policy.

Adopted on: June 8, 2026

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3057
Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report may be made by any means to the district's Title IX Coordinator, who can be contacted at [Office Address], [Email Address], [Telephone Number]. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

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

- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

- **Formal complaint** means a document or electronic submission filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the district investigate the allegation of sexual harassment. At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity.

- **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

- **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

- **Sexual harassment** means conduct on the basis of sex where (1) An employee of the district conditions the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct; (2) An individual experiences unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies the person equal access to the district's education program or activity; (3) An individual experiences a sexual assault, dating violence, domestic violence, or

stalking as further defined below. Any report of conduct not meeting these definitions will not require the grievance procedure described in this policy.

- **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:
    - **Sex Offenses**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
        - **Rape**—(Except Statutory Rape) Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, or by a sex-related object. This definition includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.
        - **Criminal Sexual Contact**—The intentional touching of the clothed or unclothed body parts without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. The forced touching by the victim of the actor's clothed or unclothed body parts, without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This offense includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation.
    - **Unlawful Sexual intercourse**
        - **Incest**—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
        - **Statutory Rape**—Nonforcible sexual intercourse with a person who is under the statutory age of consent

- **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—
    - who is or has been in a social relationship of a romantic or intimate nature with the victim; and
    - where the existence of such a relationship shall be determined based on a consideration of the following factors:
        - The length of the relationship.
        - The type of relationship.
        - The frequency of interaction between the persons involved in the relationship.
- **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
    - fear for his or her safety or the safety of others; or
    - suffer substantial emotional distress.
- **Supportive measures** are non-disciplinary, non-punitive individualized services offered without fee that do not unreasonably burden the parties. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Reporting Sexual Harassment. Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the district's Title IX Coordinator. district personnel will not retaliate against any individual based

on any report of suspected sexual harassment. Any district employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

Response to Sexual Harassment

General Obligations. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's ability to impose discipline for off-campus misconduct does not necessarily constitute "substantial control" over the respondent and the context. The district's response to an allegation of sex harassment will treat complainants and respondents equitably.

Limitations on Discipline. No respondent will have disciplinary sanctions imposed upon him/her until the conclusion of the formal grievance process described below.

Emergency Removal. Disciplinary sanctions do not include removal on an emergency basis where the respondent is an immediate threat to the health or safety of another as a result of allegations of sexual harassment. The district also may place any employee on administrative leave during the pendency of the grievance process below.

Grievance Process for Formal Complaints of Sexual Harassment

General Obligations. All Title IX team members and individuals carrying out district obligations will comply with the regulatory requirements of objective evaluations, avoiding conflict of interest or bias, training, and protection of legally privileged information.

Presumption. It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Grievance Procedure

Time Frames. The district will resolve grievances in a time frame that is reasonably prompt. Good cause for delay may include considerations such as

the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

Range of Possible Sanctions and Remedies. At the conclusion of the grievance process, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion and/or immediate discharge from employment.

Separation of Roles. The decision-maker cannot be the same person as the Title IX Coordinator or the investigator(s).

Notice of Allegations. Upon receipt of a formal complaint, the district will provide notice of this policy and the allegations to all parties. The notice will include sufficient details known by the district at that time to provide sufficient time to prepare a response before any initial interview. Sufficient details, if known by the district, include the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident. The district will provide notice of additional allegations revealed during an investigation to the parties.

Dismissal of Formal Complaint. The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint, would not constitute sexual harassment even if proven; did not occur in the district's education program or activity; or if the conduct alleged did not occur against a person in the United States.

The district **may** dismiss the formal complaint if, at any time during the investigation or hearing, the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled in or employed by the district; or specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint. The district may consolidate formal complaints where the allegations of sexual harassment arise out of the same facts or circumstances.

The district will bear the burden of gathering evidence sufficient to reach a determination regarding responsibility. All parties will have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The district may not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

All parties will have the same opportunity to be accompanied by the advisor of their choice in any meeting or grievance proceeding. This policy does not relieve the advisor of choice of any other applicable legal obligations or limitations. The district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

The district will provide written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate.

All parties will have an equal opportunity to inspect and review evidence obtained as part of the investigation if that evidence is directly related to the allegations raised in a formal complaint. The parties will have no less than 10 calendar days to review the evidence and submit a response. The investigative report will fairly summarize the relevant evidence and the investigator will send the finalized report to all parties and their advisors.

Determination Regarding Responsibility. Before the district reaches a determination regarding responsibility, each party may submit written, relevant questions of any party or witness. The decision-maker will provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition are never relevant. Questions about the complainant's prior sexual behavior are only relevant if those questions and evidence are offered (1) to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) are offered to prove consent and concern specific incidents of the complainant's prior sexual behavior with respect to the respondent. If the decision-maker decides to exclude a question because it is not relevant, he/she will explain the basis for that

decision.

The decision-maker will issue a written determination regarding responsibility no sooner than ten days after the parties receive the final investigative report. The decision-maker will apply the preponderance of the evidence standard. The written determination will include:

- Identification of the allegations potentially constituting sexual harassment;

- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;

- Findings of fact supporting the determination;

- Conclusions regarding the application of the district's code of conduct to the facts;

- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

- The district's procedures and permissible bases for the complainant and respondent to appeal.

The district will provide the written determination to the parties simultaneously. If neither party timely appeals, the determination becomes final. If a party appeals, the determination will become final on the date that the district provides the parties with the written determination of the result of the appeal.

Appeals. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools no later than 5:00 pm on the fifth calendar day after the written determination is issued. The Notice of Appeal must include (a) the name of the party or parties making

the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal.

Grounds for Appeal. Appeals are limited to the following grounds:

- Procedural irregularity that affected the outcome of the matter;

- New evidence that was not reasonably available at the time the determination or dismissal was made that could affect the outcome of the matter; and

- The Title IX Coordinator, investigator(s), or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The district will notify other parties in writing when an appeal is filed; implement appeal procedures equally for all parties; and ensure that the decision-maker for the appeal is not the same person as the decision-maker, the investigator(s), or the Title IX Coordinator.

The district will give both parties a reasonable, equal opportunity to submit a written statement that supports or challenges the outcome; issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties.

Informal Resolution. The district may informally resolve allegations without completing the grievance procedure with the written consent of all parties. The process may not be used when allegations involve an employee harassing a student. As part of this process, the district will provide to the parties in writing a notice stating:

- the allegations;

- the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

- that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

- any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Recordkeeping. The district will maintain the following records for a period of seven years:

- Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed, and any remedies provided;

- Any appeal and its result;

- Any informal resolution and its result; and

- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website, then the district will make these materials available upon request for inspection by members of the public.

The district will also create records documenting any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken. The district will maintain these records for a period of seven years.

Retaliation Prohibited. Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any

complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided that a determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

Notification of Policy. The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

Publication of Policy. The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

Application Outside the United States. The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

Scope of Policy. Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in

compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3061
ACH Originator

The District sends electronic payments through the ACH (Automated Clearing House) Network such as payroll direct deposits and/or vendor payments. Because of these payments, the District is classified as an ACH Originator. As an ACH Originator, the District complies with the National Automated Clearing House Association (NACHA) Operating Rules which govern the ACH Network. The District's bank requires compliance with the Rules as a condition of the District's ability to send ACH Payments.

Responsibilities. The District follows all terms of its Originating Depository Financial Institution/Originator Agreement with its bank. The District obtains a written authorization before sending any ACH payment. The District meets all processing deadlines set by the bank and NACHA. The District gives authorization records to the bank upon request within NACHA's required timeframes. The District keeps all sensitive banking information secure. When the District receives a Notification of Change, it updates the payment record before the next ACH transaction. When the District receives a return due to an error or unauthorized activity, it stops all related subsequent payments until instructions are received from the Bank. The District keeps its computer systems and network secure in line with its bank agreement. The District uses procedures to spot unauthorized payments. All employees with ACH duties will complete training, if required by the Bank or NACHA, and respond to audit requests. The District will implement internal controls and procedures to mitigate errors and risk of unauthorized ACH entries.

Fraud Monitoring. The District reviews ACH transactions for unusual patterns or amounts before submitting each file. If the District suspects an error or unauthorized ACH transaction, the District will: determine whether the problem is fraud, a scam, or an internal error; notify the bank right away; contact law enforcement if needed; and stop all related future ACH transactions.

Employee Training. All employees with ACH duties will complete any ACH origination training required by the District's designated bank(s).

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Reviewed on: June 8, 2026

4017
Relations with Employee Collective Bargaining Associations

The board of education recognizes the right of staff members to belong to professional employee organizations. The board will negotiate with organizations that have been certified or recognized in accordance with public employee bargaining statutes. The board or administration will coordinate with certified or recognized organizations for purposes of collective bargaining.

The district will allow professional employee organizations to make reasonable use of district facilities for meetings outside the district's and the employees' work hours. With administrative approval, organizations may use district resources, post notices of meetings, and provide other information on bulletin boards designated for this purpose, and use district email and mailboxes for delivery of information specific to the organization. Organizations must pay for all supplies used, damage caused, or the loss or theft of borrowed property.

For purposes of recruiting new members, organizations may host or attend certain meetings of certificated staff outside the district's and the employees' work hours. Attendance at any staff meetings does not include all-staff, building-level, committee, or other meetings called by the district, unless those meetings are open to other organizations or if required by law.

Unless otherwise specified in this policy or permitted law, organizations will be treated equally, and the district will not designate any day or break by reference to any specific organization.

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Reviewed on: June 8, 2026

4019
Workplace Injury Prevention and Safety Committee

The school district is committed to providing and maintaining a safe work environment, and to taking reasonable precautions for the safety of the students, employees, visitors, and all others having business with this school district. Every employee should show concern for the safety of fellow employees, students, and members of the public. The district shall have a safety committee as required by Nebraska law. Members of the safety committee may be established through the collective bargaining process.

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

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

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

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

The superintendent or designee will assure that the safety training for employees is reviewed annually or more frequently, if needed. He or she will provide the following, as set forth in the initial written Employer's Injury Prevention Plan:

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

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

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

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

Adopted on: June 8, 2026
Revised on: June 8, 2026
Reviewed on: June 8, 2026

4056
Resignation of Certificated Staff

Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible, to enable the board to find suitable replacements. Unless otherwise required by law or contract, the following resignation requirements apply.

Staff members who submit their resignations to the board of education by the earlier of (a) April 15th or (b) the date designated in a written request of the school board or the administrators to accept employment for the next school year pursuant to section 79-829 (provided that such acceptance date may not be earlier than March 15th of each year) will be released from the next school year's contract. Staff members who refuse to fulfill their contractual obligations will be reported to the Commissioner of Education.

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Revised on: June 8, 2026
Reviewed on: June 8, 2026

4065
Staff Use of AI Tools

As used in this policy, artificial intelligence tools ("AI Tools") means machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude, and similar technologies. The board wants to encourage staff to use AI tools to support student learning in safe and lawful ways.

This policy works together with the district's policies on Student Use of AI Tools, Staff Internet and Computer Use, and Staff and District Social Media Use.

Tool Approval. Staff may not use an AI Tool with students or with student information unless a member of the district's administration has approved it. To use a new tool, staff must request approval from his/her supervising administrator first. Before approving a tool, the district will review the vendor's privacy and security practices, the kind of student information the tool would use, and whether a written data-sharing agreement with the vendor is required. The district will keep a list of approved AI Tools and the allowed uses for each.

I. Staff Expectations for Use of AI Tools in Education

A. Acceptable Use of AI Tools. Staff members must use their own professional oversight for any task they use AI Tools to complete and must carefully review the outputs of all AI Tools. Staff may use approved AI Tools to help with things like:

1. Drafting lesson plans, learning goals, and activities;
2. Assisting in initial review and feedback of student work;
3. Making reading passages or practice problems at different levels;
4. Drafting general messages like newsletters or announcements;
5. Finding resources or summarizing public information;
6. Drafting routine communications.

B. Protecting Student Information. Staff may upload student information into an AI Tool only when (a) the tool is district-approved, and (b) the vendor is bound by a written data-sharing agreement with terms that meet FERPA, COPPA, PPRA, and applicable state student data privacy laws. For this purpose, student information includes student names, ID numbers, education records, IEPs, Section 504 plans, evaluations, health records, and discipline records. This rule applies whether the staff member uses a district account, a personal account, a free version, or a paid version.

C. Recording and Transcription Tools. Staff may use AI recording or transcription tools only if:

1. The transcription tool has been approved by an administrator for use in the school context; and
2. All participants to the meeting are informed that the staff member is recording or transcribing the meeting.

The resulting recording or transcript may be subject to the district's retention and confidentiality policies.

D. Unacceptable Use of AI Tools in Education. Staff may never use AI tools to:

1. Upload FERPA-protected information about students without the express, written authorization from administrators who have assured themselves that such disclosure is lawful;
2. Relying solely on an AI Tool to grade student work that counts toward a grade or transcript or otherwise evaluate student academic progress;
3. Make or share deepfakes or fake images, audio, or video of any real person.
4. Make or share sexual or intimate images of any real person—even if the image is AI-generated;
5. Use AI to harass, bully, threaten, or impersonate any student, staff member, parent, board member, or community member;
6. Use AI to watch, track, or scan faces of students or staff outside of systems the board has approved;
7. Upload materials to AI if the copyright or license does not allow it;

8. Share district AI accounts or passwords with students or others;
9. Use district AI accounts for personal or business reasons; or
10. Use AI to bypass district network security, content filters, or device controls.

If any staff member is uncertain about the application of this policy to any AI Tool use, the staff member will check with a supervising administrator before use.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5001
Compulsory Attendance and Excessive Absenteeism

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

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 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 an exempt 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 exempt schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation

Upon notice from the Department of Health and Human Services, the District shall not facilitate the transfer or disenrollment of a student whose parent, guardian, or educational decisionmaker is subject to an active investigation by the Department for fourteen days or until further notice from the Department, whichever occurs first.

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 – Physical or Mental Illness

Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the

documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester.

Excused Absences – Others

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

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

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer may send written notification of the student's total absences to the student's parent or guardian. When a student receives 10 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives 15 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.

When a student has accrued 20 days of unexcused absences, or the hourly equivalent, the district may report the matter to the county attorney in the county where the student resides.

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5003
Admission of Part-Time Students

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

Eligibility and Application for Enrollment. A student may be eligible for part-time enrollment if the student:

1. is of appropriate age to attend school;
2. is a resident of this school district;
3. is a resident of another school district attending a private, denominational, parochial, or exempt school, but only if
    a. this school district is the closest to the student's residence that offers the extracurricular sport or activity they desire to participate in, and their resident school district does not offer that sport or activity; or
    b. the school building the student would attend if accepted for part-time enrollment is closer than the school building the student attends or would attend at the resident district;
4. has not graduated from high school; and
5. has not received a graduate equivalency diploma.

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

Limitations Based on Resources. The part-time enrollment of students is subject to limitations for grades, classes, courses, and programs based on the

limited resources available to the school district. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

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

Grades and Academic Honors. Students accepted for part-time enrollment shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district requirements including earning a sufficient number of credit hours and semesters of attendance.

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

Extracurricular Sports and Activities.
Students who are enrolled in a private, denominational, or parochial school may not participate in extracurricular sports and activities sponsored by the school district if they participate in extracurricular sports and activities at any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities at the school district must enroll in the following number of credit hours from the school district:

1. For extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member: 5 credit hours.
2. For extracurricular sports and activities governed by a national or state organization other than an athletics or activities association, such as FFA: the minimum number of credit hours offered by the school district as required by that national or state organization.

3. For extracurricular sports and activities not regulated or governed by any such entity: 5 credit hours.

Exempt school students may only participate in extracurricular sports and activities if they are enrolled in at least 20 total credit hours per semester, when combining the exempt school credit hours and credit hours taken on a part-time basis at the school district. Exempt school students are not eligible to participate in extracurricular sports and activities sponsored by the school district if they participate in any sport or activity sponsored by any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities at the school district must enroll in the following number of credit hours from the school district:

1. For extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member: 5 credit hours.
2. For extracurricular sports and activities governed by a national or state organization other than an athletics or activities association, such as FFA: the minimum number of credit hours offered by the school district as required by that national or state organization.
3. For extracurricular sports and activities not regulated or governed by any such entity: 5 credit hours.

All students permitted to participate in extracurricular sports and activities under this policy must also meet all other eligibility requirements set by the board, administration, and coach/sponsor prior to participating and for continued participation in the sport or activity. This includes but is not limited to rules for completing courses; up/down lists for deficient grades and/or incompletes; and all eligibility and other requirements of the Nebraska School Activities Association and any other governing bodies for the activity or sport.

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

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

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Reviewed on: June 8, 2026

5004
Option Enrollment

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

1. Definitions

a. **Option Student Defined**. Option student means a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.

b. **Resident School District Defined.** Resident school district means the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.

c. **Option School District Defined.** Option school district means the school district that a student chooses to attend other than his or her resident school district.

d. **Elementary School Defined.** Elementary school means grades K - _____.

e. **Middle School Defined.** Middle school means grades _____ - _____.

f. **High School Defined.** High school means grades _____ through 12.

g. **Individual Student Defined.** Individual Student means the individual person seeking to begin attendance as an option student in the school district and who such person's parent or legal guardian has identified in a written application for option enrollment submitted to the school board.

h. **Applicants Defined.** Applicants means the Individual Student together with all siblings of the Individual Student.

i. **Siblings Defined.** Siblings means all children residing in the same household on a permanent basis who have the same mother

or father or who are stepbrother or stepsister to each other who have not received a high school diploma or its equivalent.

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

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

4. **Automatic Acceptance.** The option school district must automatically accept applications of Individual Students under the following circumstances:

   a. The Individual Student relocates in a different school district but wants to continue attending his or her original resident school district and the Individual Student has been enrolled in his or her original resident school district for the immediately preceding two years (in which case the time deadlines are waived);

   b. The Individual Student relocates in a different school district but wants to continue attending the option school district (in which case the time deadlines are waived); or

   c. The Individual Student is a sibling of an option student enrolled in the option school district.

5. **Standards for Acceptance or Rejection of All Other Option Students.** For Individual Students not entitled to automatic acceptance as described in the preceding section, no application for option enrollment may be accepted if enrollment in the school district if any of the Applicants would exceed the school district's capacity as described in this section.

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

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

b. **Numeric Capacity**. The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, and projected number of students with which the option school district will contract based on existing contractual arrangements. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.

c. **Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, prior to October 15 of each school year, declare a program, a class, or a school unavailable for the next school year to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.

d. **Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept any application for option enrollment when enrollment of any of the Applicants:

i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to any of the Applicants;
ii. Would require the procurement of new equipment, technology, or furnishings;
iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;

iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;

v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.

e. Prohibited Standards. The school district shall not base the decision to accept or reject the application of the Individual Student on any of the Applicants' previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.

f. Order of Acceptance. If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted

i. in the order in which written applications were received by the school district.

g. Maximum Capacity Report. The school district will annually establish, publish, and report the capacity for each school building under the district's control pursuant to procedures, criteria, and deadlines established by the Nebraska Department of Education.

6. False or Misleading Option Applications. If, prior to the Individual Student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information about any of the Applicants, the option application will be rejected.

7. Academic Credits and Graduation. The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.

8. Information Regarding Schools, Programs, Policies and Procedures. The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.

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

a. The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.

b. On or before April 1st, the school district shall notify the parent or legal guardian of any Individual Student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.

10. Late Applications and Requests for Release

a. The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15th under the following conditions:

i. When the district has already entered into contracts with teaching staff for the following school year;

ii. When the district has already contracted for the performance of specific services for the student;

iii. When the release of the student would have a negative financial impact or loss of revenue for the district.

b. The board of education will approve late applications to option into the district under the following conditions:

i. When the resident district has released the student, or if the student is an option student at the time of such application and applying to become an option student at a subsequent option school district, a release approval from the option school district the student is attending at the time of such application;

ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;

OR

b. The board of education will deny all applications to option into the district that are received by the district after March 15 of the school year prior to the student's requested enrollment.

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

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

a. A student does not need to be released from his/her resident district or the option school district the student is attending at the time of application under the following circumstances:

i. When the student has relocated to a different resident school district after February 1

ii. When a student's option school district merges with another district effective after February 1

b. The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

11. Cancellation of Option.

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

a. Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.

b. Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

12. Authority of Superintendent.

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

5035
Student Discipline

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a Parent to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

Any disciplinary action taken by staff must be consistent with the requirements of other applicable laws, including but not limited to the IDEA, Section 504, and Title IX.

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

"Parent" means parent, guardian, or educational decisionmaker of the student. "Educational decisionmaker" means a person designated or ordered by a court to make educational decisions on behalf of a child.

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

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

Pre-Kindergarten through Second Grade Students

Notwithstanding any other provision of this policy, an elementary school shall not suspend a student in pre-kindergarten through second grade unless the student:

1. Brings a deadly weapon as defined in section 28-109 onto school grounds, into a vehicle owned, leased, or contracted by a school being used for a school purpose or into a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event; or
2. Engages in violent behavior capable of causing physical harm to another student or school employee.

As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Makeup Work for Suspended Students

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

Short-Term Suspension

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

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

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a

determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

2. After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the Parent will be given oral and written notice of the charges against the student. They will be advised of what the student is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to present evidence of the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal will send a written statement to the student, and the student's Parent, describing:
    a. The student's conduct, misconduct or violation of the rule or standard;
    b. The reasons for the action taken;
    c. The actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension;
    d. Resources the school is able to provide or recommend to assist the student; and
    e. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.
4. An opportunity will be given to the student, and the student's Parent, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition to the Parent, is to attend the conference. If no conference has been held, a Parent may submit a written request to the suspending principal before the student returns to school.
5. Students who are short-term suspended must be given the opportunity to complete classwork and homework missed during the period of suspension, including but not limited to examinations, as provided herein.

Emergency Exclusion

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

Weapons and/or Firearms

Weapons. No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, or at any school activity or event off school grounds except as permitted by this policy. ***Definition of Weapon.*** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. ***Definition of Firearm.*** The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

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

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

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

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

Confiscation of Firearms and Weapons. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm or weapon possessed in violation of this policy. Any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

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

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. This review shall be limited to newly discovered evidence or evidence of

changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion**: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students, or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.
5. **Conclusion of Expulsion.** At the conclusion of an expulsion, the school district will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by

accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;

4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
    a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended

to be derogatory toward a group or individual based upon race, gender, national origin, or religion;

b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
c. Violating school bus rules as set by the school district or district staff;
d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
i. Bullying which shall include cyberbullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing

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

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

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

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

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's Parent 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. Resources the school is able to provide or recommend to assist the student;
d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;
e. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
g. A statement that the principal, legal counsel for the school, the student, the student's Parent, or the student's representative 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
h. A form on which the student, the student's Parent may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a

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

4. Nothing in this policy shall preclude the student, the student's Parent, or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's Parent may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's Parent must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's Parent of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's Parent, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, the student's Parent, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

Reporting Requirement to Law Enforcement

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

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

Adopted on: June 8, 2026
Revised on: June 8, 2026
Reviewed on: June 8, 2026

5048
Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)

School employees will comply with the requirements of the NDE Rule 59 protocol entitled, "Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" (Protocol) to address incidents of anaphylaxis involving students at school when those students do not have existing response plans. For students with individual self-management plans, Section 504 plans, or Individualized Education Programs (IEP) addressing asthma or anaphylaxis responses, school employees will comply with those plans. The district shall procure and maintain the equipment and medication necessary to implement the Protocol.

The superintendent shall obtain the required signature(s) of one or more Prescribing Health Care Practitioners on the Protocol form. The superintendent shall publish this policy and Protocol in each student and employee handbook.

The superintendent shall arrange to have a qualified medical professional train employees, and for training updates as necessary. This may be a medical doctor, qualified school nurse, or other person qualified to train staff on the medication of students.

Adopted on: June 8, 2026
Revised on: June 8, 2026
Reviewed on: June 8, 2026

6009
Grade Placement and Academic Credits of Transfer Students

The district will use the criteria outlined below to determine both the grade-level placement and the academic credit awarded to transfer students. The administration is the final decision-maker and decisions made pursuant to this policy may not be appealed to the board of education.

Transfer from an Accredited School District

A student transferring from an accredited school generally will be placed at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement.

The student's building principal may place a student into a grade level that is different from the accredited school from which the student is transferring after considering the following information:

- Student's chronological age
- Previous school experience
- Academic transcript received from the accredited school of origin
- Testing data from the accredited school of origin, including but not limited to, standardized achievement test data, criterion-referenced test data, classroom testing data, and diagnostic test data
- Testing data from any tests or assessments conducted by the school district

All credits awarded to a student by an accredited institution will be counted towards applicable graduation requirements for the transferring student.

Transfer From a Non-Accredited School

A student or a parent/guardian of a student who is transferring into the district from a non-accredited school must provide the district with copies of all materials that have been used to provide instruction to the student that the family would like the district to consider in determining the appropriate grade level at which to place the student and credits to be awarded to the student. The student's building principal will then consider those materials and the following factors in determining the grade level placement for the student:

- Student's chronological age
- Previous school experience
- Materials submitted by the student or family pursuant to this policy

- Testing data from any tests or assessments conducted by the school district

The district will only award credit toward graduation from courses while the student was in a non-accredited school if the student can demonstrate mastery of the concepts required for completion of that course. Mastery will be assessed by standard and nonstandardized testing, at the discretion of the administration.

Multiple Enrollments and Re-enrollments In the Same Semester

Students from non-accredited schools who disenroll and then re-enroll in the district multiple times during the same semester will be permitted to resume the grade placement that the student was in at the time of the prior enrollment. However, students who fail to attend the total number of days per semester required of enrolled students will not be eligible to receive credit for the partial semester of enrollment.

The district will not retroactively award credit for time spent in exempt or non-accredited status.

A student's eligibility to participate in extracurricular activities upon re-entry is subject to all eligibility rules and the district's policies governing extracurricular eligibility.

Placement of International Students.

The district administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a country other than the US.

Graduation Requirements

Regardless of the school(s) previously attended, a student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirements to be awarded a diploma from the district.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6038
Student Use of AI Tools

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

AI Tools may be useful to student learning. However, students and staff must ensure that student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Individual staff members will decide for each individual assignment the extent to which students may use AI Tools.

2. If a student uses any AI Tools in connection with a school assignment, the student must:

    a. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
    b. Never copy and paste the output from the AI Tool into the student's work as if the student wrote such section himself or herself.

3. Students may never use AI Tools to:

    a. Cheat on any assignment, test, or quiz;
    b. Help answer questions on a test or quiz without staff member permission;
    c. Make or share deepfakes or fake images, audio, or video of any real person;

d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
e. Bully, harass, threaten, intimidate or impersonate any person;
f. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;
g. Use AI Tools to bypass accommodations, content filers, or school security.

4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.

5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.

6. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6046
Right to Access to School Library Materials

Definitions. As used in this policy,

- "Parent" means the parent, guardian, or educational decisionmaker of any student currently attending the school district; and
- "Educational decisionmaker" means a person designated or ordered by a court to make educational decisions on behalf of a child.

Catalog of Library Books. The superintendent or designee shall create and maintain a catalog of all books in the school district's library, categorized by school building, that shall be accessible by a Parent.

Opportunity for Notification. A Parent shall have the opportunity to be notified when the Parent's student checks out a book from the school library, which notification shall include the title of the book, the author(s) of the book, and the date the book is due to be returned to the school library. The administration may elect to allow a Parent to exercise the opportunity to receive such notifications by means of a website, application notification, or by opting into email notifications.

Nothing in this policy shall be construed to create any rights of access or rights to notification in favor of any person that does not meet the definition of Parent stated above.

Adopted on: June 8, 2026
Revised on: June 8, 2026
Reviewed on: June 8, 2026

3040 School Safety and Security

In order to fulfill its obligation to provide a safe and secure learning environment, the Board of Education has adopted this School Safety and Security Policy. Although the district will take reasonable steps to protect students and staff, no entity can provide complete safety and security at all times. This policy does not make the district a guarantor of the safety of students, staff or patrons.

I. General Safety and Security

a. NDE Rubric

The District will meet at least the minimum requirement for each school safety and security standard indicator adopted by the Nebraska Department of Education.

b. School Hours

i. During a crisis situation, the administration will maintain established school hours and proceed with all co-curricular activities as scheduled whenever possible.

ii. If, during a crisis situation, the parent(s) or guardian of a student decide that the student needs to be absent, this absence will be excused.

c. Access to School Facilities

i. The school's facilities may not be used for funeral or memorial services during the school day.

ii. This policy does not discourage the presentation of traditional American Legion memorial services which promote patriotism.

d. Memorials

i. Memorials often create a visual reminder of a particular crisis that may reintroduce feelings of

grief for students. Therefore, memorials are generally not allowed anywhere on school premises.

ii. Individuals who wish to seek a waiver of the general prohibition against memorials must follow the steps outlined below:

a. The individual must first meet with the Superintendent or his/her designee to discuss the request for a memorial.

b. If the Superintendent determines that additional review is appropriate, he/she will refer the request for consideration by the crisis team.

c. The crisis team will consider:

i. The current research regarding the potential psychological harm that could be caused by a memorial;

ii. The potential disruption to the school's learning environment;

iii. The cost to the district of erecting and/or maintaining a memorial;

iv. Whether prior tragedies have been commemorated by a memorial;

v. The potential for future tragedies which could necessitate a similar memorial; and

vi. Any other factor which the crisis team deems relevant to its recommendation.

d. After consideration of the factors outlined above, the crisis team will make a

recommendation as to whether the prohibition against memorials should be waived.

e. The Superintendent will communicate the crisis team's recommendation to the individual requesting the memorial.

f. If the crisis team recommends waiver of the prohibition against memorials, the individual who made the initial request must inform the Superintendent if he/she wishes to ask the board to approve the memorial.

g. Memorials may only be approved by the board and only after completion of the process outlined in this policy.

iii. This policy is not intended to discourage the acceptance of memorial funds or specific items.

II. Superintendent's Duties Related to Safety and Security

a. Appointment of Crisis Team

The Superintendent shall appoint members to serve on the school district's crisis team. The superintendent may, but is not required, to include representatives from the following groups on the crisis team:

- Administrators
- Teachers
- Health/mental health
- Facilities staff
- Transportation staff
- Food service staff member
- Information technology staff
- Students
- Parents
- Staff member with expertise on the needs of students with disabilities

- Organizations that serve the disabled
- Organizations that serve the needs of minority populations (ELL, race, etc.)

- Representatives from local early responders (law enforcement, fire and rescue personnel, railroad, factories, etc.)

b. Compliance with Fire and Safety Codes

The Superintendent will ensure that the school district meets all current fire and life safety codes or is in the process of coming into compliance.

c. Annual Safety Audits

The Superintendent will arrange for the performance of an annual safety audits using an external consultants utilizing the standardized audit protocol adopted by the Nebraska Department of Education.

d. Mutual Aid Agreements

The Superintendent will enter into mutual aid agreements to address the academic, physical, operational, psychological, and emotional recovery areas when possible with appropriate local entities.

III. Building Principals' Duties Related to Safety and Security

a. Positive and Safe Learning Environment

Each building principal shall implement a school-wide behavior process to create a positive and safe learning environment.

Each building principal shall conduct training on and require enforcement of the district's anti-bullying and dating violence policies.

Each building principal shall ensure that staff complete the required suicide prevention training as required by board policy.

Each building principal shall require staff to engage in active supervision of students at all times

b. Visitor Protocol.

Each building principal shall adopt a protocol for visitors to his/her school building to sign in upon arrival and departure and to be identified as a visitor while they are in the building during the school day. The protocol must also address visitors in specialized areas of the school such as playgrounds, gyms, cafeterias and the like.

This protocol may be written or unwritten but must be clearly communicated to and enforced by all staff.

The building principal will report individuals who repeatedly violate the visitor protocol to the superintendent for possible exclusion from school facilities pursuant to board policy.

c. Emergency Drills

Each building principal must ensure that the following drills are conducted in his/her building:

i. Fire drills (evacuation): One fire drill conducted monthly with one additional drill being conducted during the first 30 days of school.

ii. Tornado drills (shelter): One drill during the first two weeks of school and the second drill during the month of March.

iii. Bus evacuation drills: Two drills during the school year involving all students and appropriate staff. Recommended that one drill occur during the first month of school.

iv. Lockdown, Lockout, & Shelter In Place: One drill during the school year, within the first month of school.

Each building principal must also conduct any non-required drills recommended by crisis team.

Each building principal shall conduct a performance review of each of the drills conducted pursuant to this policy. This review does not have to be in writing.

Adopted on: May 8, 2017
Revised on: June 9, 2025

Reviewed on: July 8, 2025

4031
Evaluation of Probationary Certified Employees

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

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

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

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

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

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

Adopted on: September 11, 2023
Revised on: _____
Reviewed on: July 8, 2024

5018
Parent and Guardian Involvement In Education Practices

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

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.

    a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
    b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
    c. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.

2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.

    a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.

3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.

   a. Building principals may excuse a student from any single school experience at the parent's written request.

   b. When appropriate, alternative experiences will be provided for the student by the school.

4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.

5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.

6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.

   a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.

   b. State Assessments

      State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents or guardians to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot "approve" the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.

c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

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

7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.

   a. The principal must approve all surveys intended to gather information from students before they are administered to students.

   b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

Adopted on: August 4, 2017
Revised on: October 12, 2020
Reviewed on: July 8, 2024

5045
Student Fees

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

A. Definitions.

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

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

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

B. Listing of Fees Charged by this District.

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

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

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

5. Technological Devices

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

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

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

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

6. Extracurricular Activities.

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

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

. Event admission is $5.00 for adults, $4.00 for students, and $3.00 for any junior high game. Ravenna students get free admission to home games. Admission pass prices are $40.00 for adults (covers admission to all home extracurricular events; away events and certain conference and district events are not covered by the activity card).

i. Student Participation Fee - $100
   - Required of all students who participate in athletics and/or other extracurricular activities

ii. Future Business Leaders of America- $30

iii. Cheerleading, drill team, flag corps. - $50 each
   - Students must purchase uniforms and shoes selected by the sponsor and/or student group.

iv. Football- $50

- Students must provide their own football shoes and undergarments.

v. Golf- $50

- Students must provide their own golf shoes, undergarments, and clubs.

vi. Track, volleyball, wrestling and basketball - $50 each

- Students must provide their own shoes and undergarments.

vii. Future Farmers of America- $20.00

- Students must purchase their own jackets in addition to paying dues.

7. Post-Secondary Education Costs.

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

8. Copies of Student Files or Records.

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

The district will charge a fee of 5 cents per page for reproduction of student records.

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

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

10. Participation in Summer School or Night School.

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

The maximum dollar amount charged by the district for summer and night school shall be $200.

11. Charges for Food Consumed by Students.

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

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

i. Breakfast Program – Grades K-6
   - Regular Price $2.15
   - Reduced Price $.30

ii. Breakfast Program – Grades 7-12
   - Regular Price $ 2.30
   - Reduced Price $ .30

iii. Lunch Program – Grades K-6
   - Regular Price $ 3.25
   - Reduced Price $ .40

iv. Lunch Program – Grades 7-12
   - Regular Price $ 3.55
   - Reduced Price $.40

v. Second milk or second entrée (each) $.45 and $1.50

12. Charges for Musical Extracurricular Activities.

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

a. Band students shall provide their own instruments. Ravenna Public Schools will have a select number of instruments available for use.

b. Swing choir students must purchase outfits and shoes selected by the sponsor and/or student group.

13. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be $20.00 per year.

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. Fund-Raising Activities

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

G. Student Fee Fund.

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

Adopted on: September 11, 2023
Revised on: July 8, 2024
Reviewed on: July 8, 2024

5054
Student Bullying

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

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

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

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

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

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

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

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

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

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

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

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

Adopted on: June 11, 2018
Revised on: July 13, 2020
Reviewed on: July 8, 2024

5057
District Title I Parent and Family Engagement Policy

The school district will jointly develop with parents a School-Parent-Student Compact that outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

The written District Parent and Family Engagement Policy will be jointly developed and distributed to parents and family members of participating children and the local community in an understandable format and to the extent practicable, in a language the parents can understand. An annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy will be used to design evidence-based strategies for more effective parental involvement, to revise the Parent and Family Engagement Policy and to remove barriers to participation.

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

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

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

3. Opportunities for participation in parent involvement activities such as training to help parents work with their children to

improve achievement. A goal of parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

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

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

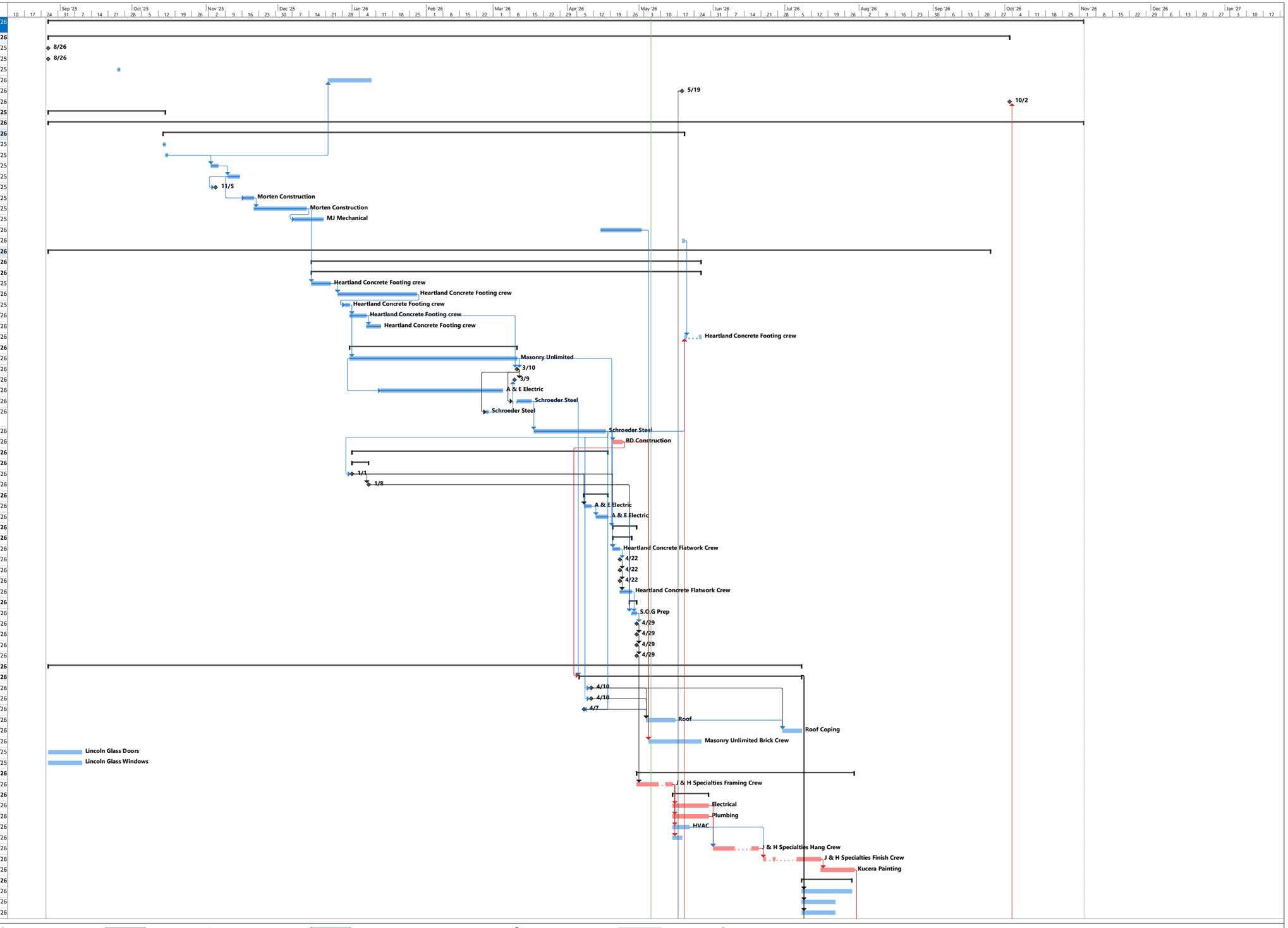
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

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

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parent and Family Engagement Policy.

Adopted on: June 11, 2018
Revised on: _____
Reviewed on: July 8, 2024

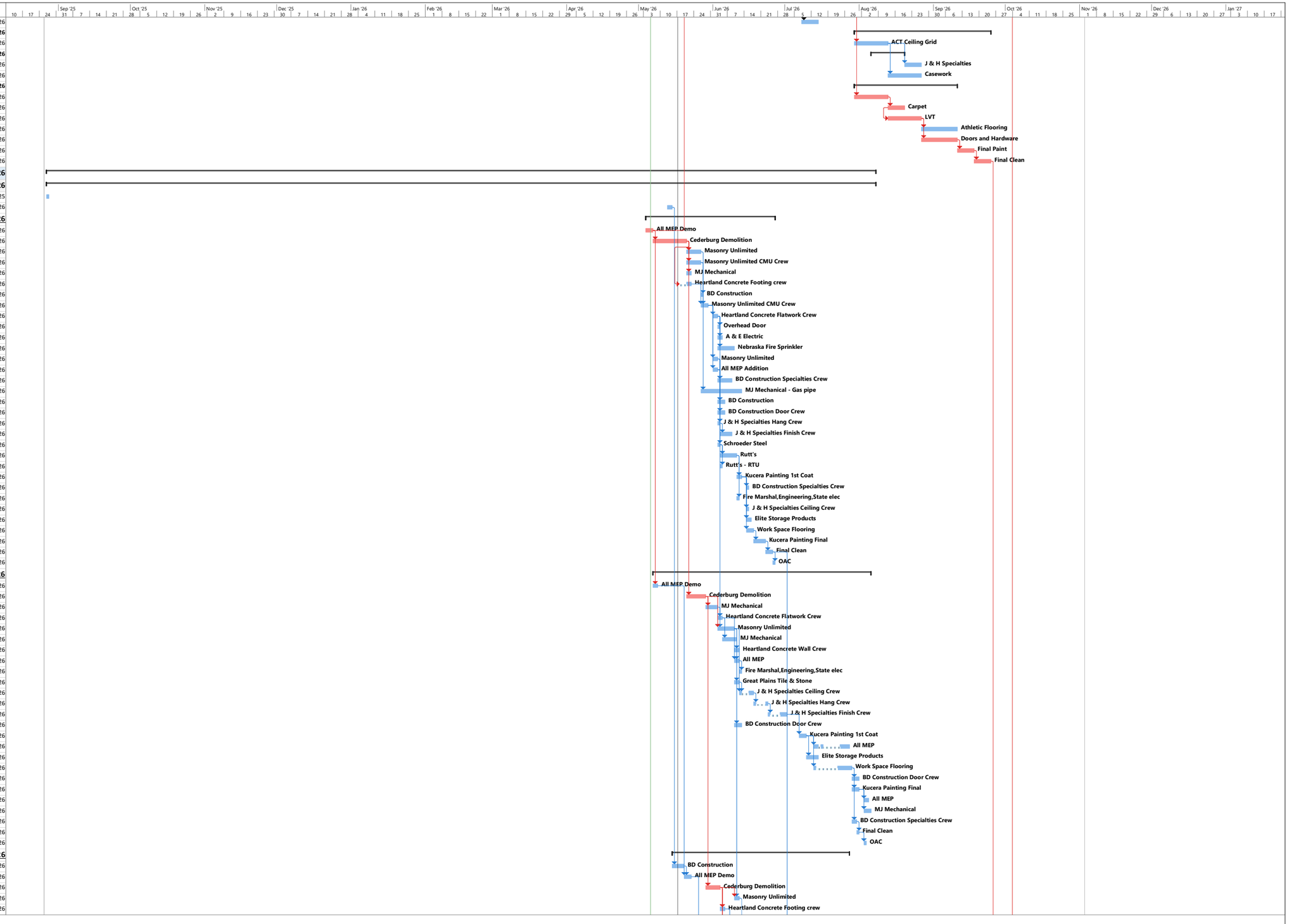
ID	Task Mode	Task Name	Start	Finish
1		**Ravenna Public Schools**	Tue 8/26/25	Mon 11/2/26
2		**Milestones**	**Tue 8/26/25**	**Fri 10/2/26**
3		Bid Day	Tue 8/26/25	Tue 8/26/25
4		Notice to Proceed	Tue 8/26/25	Tue 8/26/25
5		Project Kickoff Meeting	Thu 9/25/25	Thu 9/25/25
6		Asbestos Abatement (Christmas Break)	Mon 12/22/25	Thu 1/8/26
7		Summer Break '26	Tue 5/19/26	Tue 5/19/26
8		Substantial Completion	Fri 10/2/26	Fri 10/2/26
9		**Preconstruction**	**Wed 8/27/25**	**Tue 10/14/25**
12		**Construction**	**Wed 8/27/25**	**Mon 11/2/26**
13		**Initial Site Work**	**Tue 10/14/25**	**Tue 5/19/26**
14		Fire Marshal Access/Egress Walk	Tue 10/14/25	Tue 10/14/25
15		NPPD Transformer Site Visit	Wed 10/15/25	Wed 10/15/25
16		Mobilization	Mon 11/3/25	Wed 11/5/25
17		Site Fence / Access	Mon 11/10/25	Fri 11/14/25
18		Auxillary Building Pathway	Wed 11/5/25	Wed 11/5/25
19		Site Removals	Mon 11/17/25	Thu 11/20/25
20		Building Pad Establishment	Fri 11/21/25	Fri 12/12/25
21		Sanitary Line Relocation	Mon 12/8/25	Fri 12/19/25
22		Brick Delivery	Wed 4/15/26	Fri 5/1/26
23		School Summer Dismissal	Tue 5/19/26	Tue 5/19/26
24		**Area A Addition**	**Wed 8/27/25**	**Thu 9/24/26**
25		**Structure**	**Mon 12/15/25**	**Tue 5/26/26**
26		**Footings**	**Mon 12/15/25**	**Tue 5/26/26**
27		Pour 1	Mon 12/15/25	Mon 12/22/25
28		Pour 2	Fri 12/26/25	Tue 1/27/26
29		Pour 3	Mon 12/29/25	Tue 12/30/25
30		Pour 4	Wed 12/31/25	Tue 1/6/26
31		Pour 5	Wed 1/7/26	Mon 1/12/26
32		Footings at Life skills connection	Wed 5/20/26	Tue 5/26/26
33		**CMU Walls**	**Wed 12/31/25**	**Tue 3/10/26**
34		North of Grid C.8	Wed 12/31/25	Tue 3/10/26
35		South of Grid C.8	Wed 1/28/26	Tue 3/10/26
36		East weight room wall	Tue 3/3/26	Mon 3/9/26
37		CMU In-wall MEP Rough-In	Tue 1/13/26	Wed 3/4/26
38		Structural Steel	Mon 3/9/26	Mon 3/16/26
39		Set columns and beams in weight room	Thu 2/26/26	Thu 2/26/26
40		Joist & Decking	Wed 3/18/26	Thu 4/16/26
41		Build Parapet	Mon 4/20/26	Thu 4/23/26
42		**Underground MEP**	**Thu 1/1/26**	**Fri 4/17/26**
43		**Plumbing Rough-In**	**Thu 1/1/26**	**Thu 1/8/26**
44		North	Thu 1/1/26	Thu 1/1/26
45		South	Thu 1/8/26	Thu 1/8/26
46		**Electrical Rough-in**	**Wed 4/8/26**	**Fri 4/17/26**
47		North	Wed 4/8/26	Fri 4/10/26
48		South	Mon 4/13/26	Fri 4/17/26
49		**S.O.G**	**Mon 4/20/26**	**Wed 4/29/26**
50		**North**	**Mon 4/20/26**	**Mon 4/27/26**
51		Pour 1	Mon 4/20/26	Wed 4/22/26
52		Pour 2	Mon 4/20/26	Wed 4/22/26
53		Pour 3	Mon 4/20/26	Wed 4/22/26
54		Pour 4	Mon 4/20/26	Wed 4/22/26
55		Pour 5	Thu 4/23/26	Mon 4/27/26
56		**South**	**Mon 4/27/26**	**Wed 4/29/26**
57		Pour 6	Mon 4/27/26	Wed 4/29/26
58		Pour 7	Mon 4/27/26	Wed 4/29/26
59		Pour 8	Mon 4/27/26	Wed 4/29/26
60		Pour 9	Mon 4/27/26	Wed 4/29/26
61		Pour 10	Mon 4/27/26	Wed 4/29/26
62		**Exterior Envelope**	**Wed 8/27/25**	**Tue 7/7/26**
63		**Roof**	**Mon 4/6/26**	**Tue 7/7/26**
64		Roof Blocking	Mon 4/6/26	Fri 4/10/26
65		Roof Drains	Mon 4/6/26	Fri 4/10/26
66		MEP Penetrations	Mon 4/6/26	Tue 4/7/26
67		Roofing Installation	Mon 5/4/26	Fri 5/15/26
68		Roof Cap Flashing	Tue 6/30/26	Tue 7/7/26
69		Brick Install	Tue 5/5/26	Tue 5/26/26
70		Aluminum Doors	Wed 8/27/25	Tue 9/9/25
71		Aluminum Windows	Wed 8/27/25	Tue 9/9/25
72		**Interior Build Out**	**Thu 4/30/26**	**Wed 7/29/26**
73		Metal Framing	Thu 4/30/26	Thu 5/14/26
74		**MEP in wall rough in**	**Fri 5/15/26**	**Fri 5/29/26**
75		Electrical	Fri 5/15/26	Fri 5/29/26
76		Plumbing	Fri 5/15/26	Fri 5/29/26
77		HVAC	Fri 5/15/26	Thu 5/21/26
78		Fire Sprinkler	Fri 5/15/26	Mon 5/18/26
79		Hang Rock	Mon 6/1/26	Fri 6/19/26
80		Drywall Finish	Mon 6/22/26	Wed 7/15/26
81		Paint	Thu 7/16/26	Wed 7/29/26
82		**Above Ceiling Rough in**	**Wed 7/8/26**	**Tue 7/28/26**
83		HVAC	Wed 7/8/26	Tue 7/28/26
84		Plumbing	Wed 7/8/26	Tue 7/21/26
85		Electrical	Wed 7/8/26	Tue 7/21/26



Project: 27.1.29 - RPS - Master
Date: Wed 5/6/26

Task · Milestone · Project Summary · Inactive Milestone · Manual Task · Manual Summary Rollup · Start-only · External Tasks · Deadline · Critical Split · Manual Progress
Split · Summary · Inactive Task · Inactive Summary · Duration-only · Manual Summary · Finish-only · External Milestone · Critical · Progress

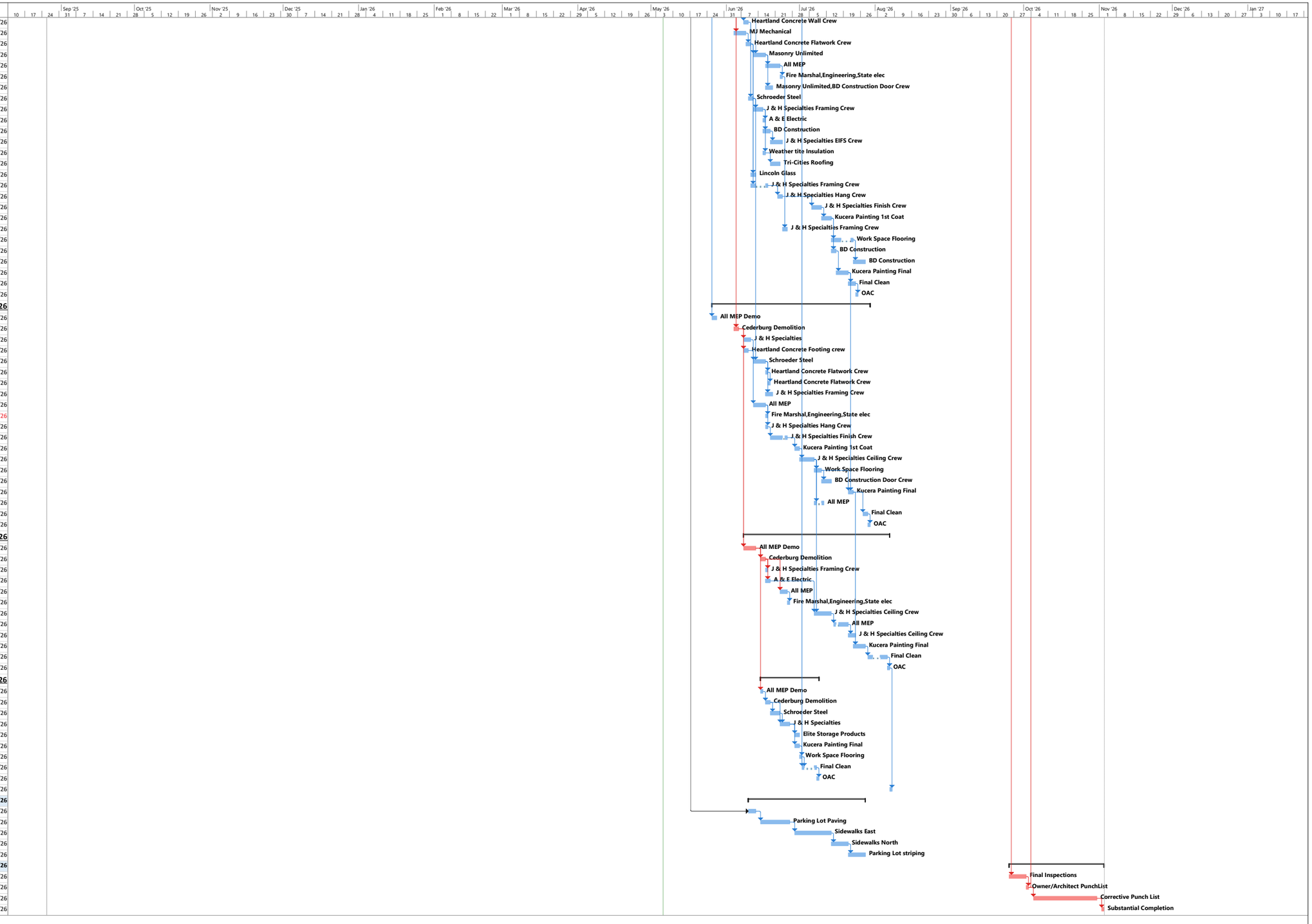
ID	Task Mode	Task Name	Start	Finish
86		Fire Sprinkler	Wed 7/8/26	Tue 7/14/26
87		**Finishes**	**Thu 7/30/26**	**Thu 9/24/26**
88		ACT Ceiling Grid	Thu 7/30/26	Wed 8/12/26
89		**MEP Ceiling Finishes**	**Thu 8/6/26**	**Wed 8/19/26**
93		ACT Pad Out	Thu 8/20/26	Wed 8/26/26
94		Casework	Thu 8/13/26	Wed 8/26/26
95		**Flooring**	**Thu 7/30/26**	**Thu 9/10/26**
96		Polished Concrete	Thu 7/30/26	Wed 8/12/26
97		Carpet	Thu 8/13/26	Wed 8/19/26
98		LVT	Thu 8/13/26	Wed 8/26/26
99		Athletic Flooring	Thu 8/27/26	Thu 9/10/26
100		Doors and Hardware	Thu 8/27/26	Thu 9/10/26
101		Final Paint	Fri 9/11/26	Thu 9/17/26
102		Final Clean	Fri 9/18/26	Thu 9/24/26
103		**Summer Work '26**	**Wed 8/27/25**	**Fri 8/7/26**
104		**Rennovation**	**Wed 8/27/25**	**Fri 8/7/26**
105		Receive Switch Gear	Wed 8/27/25	Wed 8/27/25
106		Dismissal for summer	Wed 5/13/26	Thu 5/14/26
107		**Shop area**	**Mon 5/4/26**	**Fri 6/26/26**
108		MEP Demo	Mon 5/4/26	Wed 5/6/26
109		Cederburg Demo	Thu 5/7/26	Wed 5/20/26
110		Install lintles and soap in beams	Thu 5/21/26	Tue 5/26/26
111		CMU walls (rm 172S,171S,163)	Thu 5/21/26	Tue 5/26/26
112		Below grade rough in	Thu 5/21/26	Fri 5/22/26
113		Foundation (CF-5,CF-1,CF-10)	Mon 5/18/26	Fri 5/22/26
114		Install stairs on east side	Wed 5/27/26	Wed 5/27/26
115		CMU Walls (remaining)	Wed 5/27/26	Fri 5/29/26
116		Slab and ramp pour	Mon 6/1/26	Tue 6/2/26
117		Install overhead door	Wed 6/3/26	Wed 6/3/26
118		Install lights	Wed 6/3/26	Thu 6/4/26
119		Fire sprinklers	Wed 6/3/26	Tue 6/9/26
120		Tooth and infill	Mon 6/1/26	Tue 6/2/26
121		Wall rough (All MEP)	Mon 6/1/26	Tue 6/2/26
122		Install Welding booths	Wed 6/3/26	Mon 6/8/26
123		Plumbing welding gas lines	Wed 5/27/26	Fri 6/12/26
124		Install masonry frames	Wed 6/3/26	Fri 6/5/26
125		Door frames, Doors & Hardware	Wed 6/3/26	Fri 6/5/26
126		Hang drywall (concession 182)	Wed 6/3/26	Wed 6/3/26
127		Finish drywall	Thu 6/4/26	Mon 6/8/26
128		Structural steel at RTU's	Wed 6/3/26	Wed 6/3/26
129		Duct installation	Thu 6/4/26	Wed 6/10/26
130		Set RTU's	Thu 6/4/26	Thu 6/4/26
131		1st Coat Paint	Thu 6/11/26	Fri 6/12/26
132		Install wall accessories	Mon 6/15/26	Mon 6/15/26
133		ABOVE CEILING INSPECTION	Thu 6/11/26	Thu 6/11/26
134		ACP Ceilings (172S, 182, patch 1	Mon 6/15/26	Mon 6/15/26
135		Install lockers	Mon 6/15/26	Tue 6/16/26
136		Install LVT (172S,173)	Mon 6/15/26	Wed 6/17/26
137		Final Paint	Thu 6/18/26	Mon 6/22/26
138		Final Clean	Tue 6/23/26	Thu 6/25/26
139		PUNCH LIST	Fri 6/26/26	Fri 6/26/26
140		**Girls Locker room**	**Thu 5/7/26**	**Wed 8/5/26**
141		MEP Demo	Thu 5/7/26	Fri 5/8/26
142		Cederburg Demo	Thu 5/21/26	Thu 5/28/26
143		Underground rough in.	Fri 5/29/26	Tue 6/2/26
144		Slab pour	Wed 6/3/26	Thu 6/4/26
145		CMU Walls	Wed 6/3/26	Tue 6/9/26
146		Plumbing wall rough	Fri 6/5/26	Wed 6/10/26
147		Locker base pour	Wed 6/10/26	Thu 6/11/26
148		MEP ceiling rough in	Wed 6/10/26	Thu 6/11/26
149		ABOVE CEILING INSPECTION	Fri 6/12/26	Fri 6/12/26
150		Tile shower room	Wed 6/10/26	Thu 6/11/26
151		Metal Framing - Ceiling	Fri 6/12/26	Wed 6/17/26
152		Hang drywall - ceiling	Thu 6/18/26	Tue 6/23/26
153		Finish drywall ceiling	Wed 6/24/26	Wed 7/1/26
154		Door frames, doors & hardware	Wed 6/10/26	Fri 6/12/26
155		1st Coat Paint	Tue 7/7/26	Thu 7/9/26
156		MEP Ceiling Devices	Mon 7/13/26	Mon 7/27/26
157		Locker install	Fri 7/10/26	Tue 7/14/26
158		Flooring Install - HPC	Mon 7/13/26	Tue 7/28/26
159		Doors & Hardware	Wed 7/29/26	Fri 7/31/26
160		Final paint	Wed 7/29/26	Fri 7/31/26
161		MEP device out	Mon 8/3/26	Tue 8/4/26
162		Bathroom plumbing fixtures	Mon 8/3/26	Wed 8/5/26
163		Specialties Install	Wed 7/29/26	Thu 7/30/26
164		Final Clean	Fri 7/31/26	Fri 7/31/26
165		PUNCH LIST	Mon 8/3/26	Mon 8/3/26
166		**High School main entrance**	**Fri 5/15/26**	**Mon 7/27/26**
167		Temp walls and floor protection	Fri 5/15/26	Tue 5/19/26
168		MEP Demo	Wed 5/20/26	Fri 5/22/26
169		Cederburg Demo	Fri 5/29/26	Wed 6/3/26
170		Cut in and place embeds	Wed 6/10/26	Thu 6/11/26
171		Footings - (CF-1, CF-4)	Thu 6/4/26	Fri 6/5/26



Project: 27.1.29 - RPS - Master
Date: Wed 5/6/26

Task | Split | Milestone | Summary | Project Summary | Inactive Task | Inactive Milestone | Inactive Summary | Manual Task | Duration-only | Manual Summary Rollup | Manual Summary | Start-only | Finish-only | External Tasks | External Milestone | Deadline | Critical | Critical Split | Progress | Manual Progress

ID	Task Mode	Task Name	Start	Finish
172		Form and pour cast-in-place wal	Mon 6/8/26	Tue 6/9/26
173		MEP ground rough	Thu 6/4/26	Mon 6/8/26
174		Floor pour	Tue 6/9/26	Wed 6/10/26
175		CMU walls and repair work	Fri 6/12/26	Tue 6/16/26
176		MEP Ceiling rough in	Wed 6/17/26	Mon 6/22/26
177		ABOVE CEILING INSPECTION	Tue 6/23/26	Tue 6/23/26
178		Hollow metal door frames	Wed 6/17/26	Fri 6/19/26
179		Steel erection	Wed 6/10/26	Thu 6/11/26
180		parapet and soffit framing	Fri 6/12/26	Mon 6/15/26
181		Install can lighting in soffit	Tue 6/16/26	Tue 6/16/26
182		Parapet Carpentry	Tue 6/16/26	Thu 6/18/26
183		Install EIFS	Fri 6/19/26	Tue 6/23/26
184		spray foam insulation in parapet	Tue 6/16/26	Tue 6/16/26
185		Roof install	Fri 6/19/26	Mon 6/22/26
186		Aluminum glazing	Thu 6/11/26	Fri 6/12/26
187		Wall framing	Thu 6/11/26	Wed 6/17/26
188		Hang drywall	Mon 6/22/26	Tue 6/23/26
189		Finish drywall	Mon 7/6/26	Thu 7/9/26
190		1st coat paint	Fri 7/10/26	Mon 7/13/26
191		GWB ceiling framing	Wed 6/24/26	Thu 6/25/26
192		Flooring	Tue 7/14/26	Wed 7/22/26
193		Casework	Tue 7/14/26	Wed 7/15/26
194		Doors and hardware	Thu 7/23/26	Mon 7/27/26
195		Final paint	Thu 7/16/26	Mon 7/20/26
196		Final Clean	Tue 7/21/26	Thu 7/23/26
197		PUNCH LIST	Fri 7/24/26	Fri 7/24/26
198		**Elementary entrance**	**Tue 5/26/26**	**Wed 7/29/26**
199		MEP Demo	Tue 5/26/26	Wed 5/27/26
200		Cederburg Demo	Thu 6/4/26	Fri 6/5/26
201		Wall framing (interior)	Mon 6/8/26	Wed 6/10/26
202		footings	Mon 6/8/26	Tue 6/9/26
203		Structural steel	Fri 6/12/26	Tue 6/16/26
204		pour stoops	Wed 6/17/26	Wed 6/17/26
205		Pour sidewalk	Thu 6/18/26	Thu 6/18/26
206		Roof/soffit framing (exterior)	Wed 6/17/26	Fri 6/19/26
207		MEP wall/ceiling rough	Fri 6/12/26	Tue 6/16/26
208		ABOVE CEILING INSPECTION	Wed 6/17/26	Wed 6/17/26
209		Drywall hang	Wed 6/17/26	Wed 6/17/26
210		Drywall finish	Fri 6/19/26	Thu 6/25/26
211		1st coat paint	Mon 6/29/26	Tue 6/30/26
212		ACP ceilings	Wed 7/1/26	Mon 7/6/26
213		Flooring	Tue 7/7/26	Thu 7/9/26
214		Doors and hardware	Fri 7/10/26	Mon 7/13/26
215		Final paint	Tue 7/21/26	Wed 7/22/26
216		MEP device out	Tue 7/7/26	Fri 7/10/26
217		Final clean	Mon 7/27/26	Tue 7/28/26
218		PUNCH LIST	Wed 7/29/26	Wed 7/29/26
219		**Corridor**	**Mon 6/8/26**	**Thu 8/6/26**
220		MEP Demo	Mon 6/8/26	Fri 6/12/26
221		Cederburg demo	Mon 6/15/26	Tue 6/16/26
222		Frame 2hr wall in corridor 178	Wed 6/17/26	Wed 6/17/26
223		MEP wall rough in corridor 178	Wed 6/17/26	Thu 6/18/26
224		MEP Ceiling rough	Tue 6/23/26	Thu 6/25/26
225		ABOVE CEILING INSPECTION	Fri 6/26/26	Fri 6/26/26
226		ACP Ceiling grid	Tue 7/7/26	Mon 7/13/26
227		Ceiling devises, lights, diffusers.	Wed 7/15/26	Mon 7/20/26
228		ACP ceiling PAD OUT	Tue 7/21/26	Thu 7/23/26
229		Final Paint	Thu 7/23/26	Mon 7/27/26
230		Final Clean	Wed 7/29/26	Wed 8/5/26
231		PUNCH LIST	Thu 8/6/26	Thu 8/6/26
232		**Wrestling room**	**Mon 6/15/26**	**Wed 7/8/26**
233		MEP demo	Mon 6/15/26	Mon 6/15/26
234		Cederburg demo	Wed 6/17/26	Thu 6/18/26
235		Install columns and beams	Fri 6/19/26	Mon 6/22/26
236		Skim coat paneling	Tue 6/23/26	Fri 6/26/26
237		Install lockers	Mon 6/29/26	Tue 6/30/26
238		Paint/Final paint	Mon 6/29/26	Tue 6/30/26
239		Flooring (WCPT & WB)	Wed 7/1/26	Wed 7/1/26
240		Final Cleaning	Thu 7/2/26	Tue 7/7/26
241		PUNCH LIST	Wed 7/8/26	Wed 7/8/26
242		FIRE FINAL FOR SCHOOL	Fri 8/7/26	Fri 8/7/26
243		**Exterior Improvements**	**Wed 6/10/26**	**Mon 7/27/26**
244		Remaining Parking Lot Demo	Wed 6/10/26	Fri 6/12/26
245		Parking Lot Paving	Mon 6/15/26	Fri 6/26/26
246		Sidewalks East	Mon 6/29/26	Mon 7/13/26
247		Sidewalks North	Tue 7/14/26	Mon 7/20/26
248		Parking Lot striping	Tue 7/21/26	Mon 7/27/26
249		**Close Out**	**Fri 9/25/26**	**Mon 11/2/26**
250		Final Inspections	Fri 9/25/26	Thu 10/1/26
251		Owner/Architect PunchList	Fri 10/2/26	Fri 10/2/26
252		Corrective Punch List	Mon 10/5/26	Fri 10/30/26
253		Substantial Completion	Mon 11/2/26	Mon 11/2/26



Master Summary Report
Drug Testing

Collected Date from: 07/01/2025 - 05/19/2026

District: Ravenna Public Schools

	Complete								Refusals			
	Total	Negative	Positive	Negative Dilute	Positive Dilute	Completed	Rejected, Cancel, No Test	Invalid Result	Adulterated	Shy Bladder	Substituted	Other
SCHOOL												
Ravenna High School	61	58	3	0	0	0	0	0	0	0	0	0
Ravenna Middle School	24	24	0	0	0	0	0	0	0	0	0	0
Grand Total	85	82	3	0	0	0	0	0	0	0	0	0
FEDERAL												
Non-Federal	85	82	3	0	0	0	0	0	0	0	0	0
Grand Total	85	82	3	0	0	0	0	0	0	0	0	0
TESTING PANEL												
9DSP/OXY/COT/UALC/PHN	59	59	0	0	0	0	0	0	0	0	0	0
SAP 13A+N	2	0	2	0	0	0	0	0	0	0	0	0
SAP 13A	24	23	1	0	0	0	0	0	0	0	0	0
Grand Total	85	82	3	0	0	0	0	0	0	0	0	0
GRADE												
11	11	11	0	0	0	0	0	0	0	0	0	0
10	11	11	0	0	0	0	0	0	0	0	0	0
09	23	22	1	0	0	0	0	0	0	0	0	0
12	16	14	2	0	0	0	0	0	0	0	0	0
07	14	14	0	0	0	0	0	0	0	0	0	0
08	10	10	0	0	0	0	0	0	0	0	0	0
Grand Total	85	82	3	0	0	0	0	0	0	0	0	0
Reason For Test												
Random	81	79	2	0	0	0	0	0	0	0	0	0
Reasonable Suspicion / Cause	1	1	0	0	0	0	0	0	0	0	0	0
Follow-up	3	2	1	0	0	0	0	0	0	0	0	0
Grand Total	85	82	3	0	0	0	0	0	0	0	0	0

STUDENT HEALTH AND RISK PREVENTION SURVEILLANCE SYSTEM

Nebraska Risk and Protective Factor Student Survey 2025

Ravenna Public Schools

Profile Report

April 2026

Sponsored by:

NEBRASKA
Good Life. Great Mission.
DEPT. OF HEALTH AND HUMAN SERVICES

Division of Behavioral Health

Administered by:

BUREAU OF SOCIOLOGICAL RESEARCH

University of Nebraska-Lincoln

NRPFSS is part of the Student Health and Risk Prevention (SHARP) Surveillance System that administers surveys to youth enrolled in Nebraska schools.

ASSOCIATION OF ACADEMIC SURVEY RESEARCH ORGANIZATIONS
AASRO

AAPOR Transparency Initiative

The contents of this report confrom to our highest standards for data collection and reporting. If you should have any questions or concerns regarding the infomation reported within, please contact us.

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Results Snapshot

The NRPFSS 2025 collects data from Nebraska students in 8th, 10th, and 12th grades about their (1) substance use; (2) transportation safety; (3) violence, bullying, and mental health; (4) nutrition and physical activity; (5) feelings and experiences at home, school, and in the community, and (6) Social Media Use. In this report, highlights of the 2025 survey data for Ravenna Public Schools are presented along with the 2016-2025 survey trends, when available. Below are the key takeaways from the 2025 survey results for Ravenna Public Schools. This information as it relates to the NRPFSS is available on BOSR's website (https://bosr.unl.edu/sharp/nrpfss/).

- **Substance Use:** District data show 0.0% current alcohol use for 10th grade students compared to 10.0% statewide in 2025, reflecting lower reported use locally.

- **Transportation Safety:** Among 12th grade students, 84.5% in the district reported texting or using apps while driving in 2025 compared to 71.6% statewide, a decrease from 85.4% in 2023 in the district and 74.6% statewide, indicating persistently higher distracted driving locally despite slight state declines.

- **Bullying and Violence:** Among 8th grade students, 55.5% reported any bullying in the district in 2025 compared to 62.3% statewide, declining from 60.5% in 2023 in the district and relatively stable statewide at 62.4%, showing improvement locally while state rates remain steady.

- **Mental Health:** Among 12th grade students statewide, 29.4% reported feeling depressed in 2025, down from 32.3% in 2023, while district data are limited but indicate 0.0% reporting anxiety and self harm in 2025, suggesting improvement trends compared to higher statewide levels over time.

- **Nutrition and Physical Activity:** Among 8th grade students, 90.2% in the district reported at least 60 minutes of physical activity in 2025 compared to 91.0% statewide, remaining stable from 91.9% in 2023 in the district and 90.0% statewide, indicating consistently high activity levels with minimal change.

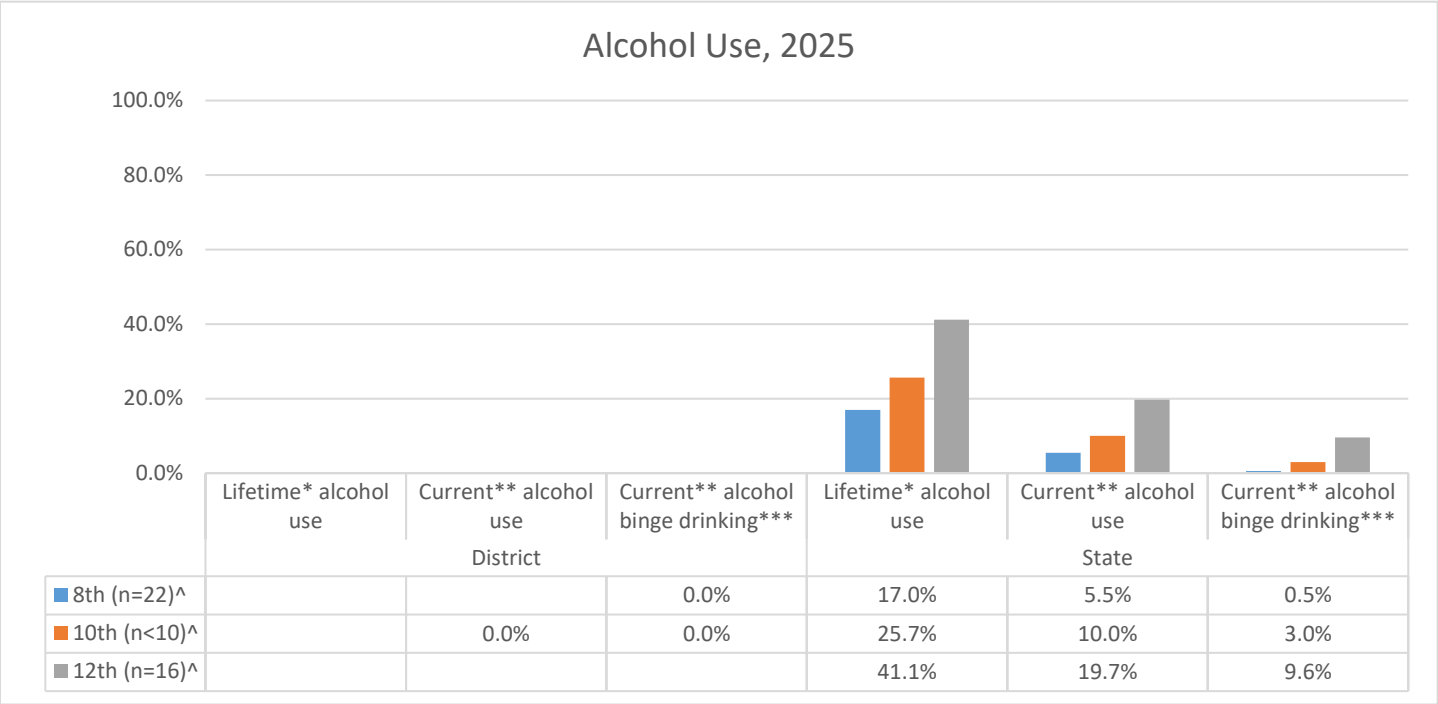
- **Feelings at Home and at School:** Among 8th grade students, 84.6% in the district reported feeling safe at school in 2025 compared to 90.5% statewide, similar to earlier years where district levels remained slightly below state trends, while 79.7% reported they could ask parents for help compared to 85.6% statewide, showing strong but lower perceived support.

- **Social Media Use:** Among 8th grade students, 71.0% in the district reported first using social media at age 12 or younger compared to 72.9% statewide, consistent with trends across grades where early use declines by 12th grade to 50.2% statewide, indicating widespread early exposure with decreasing rates at older grades.

Substance Use

This section contains information on the use of alcohol, tobacco, and other drugs among 8th, 10th, and 12th grade students in Ravenna Public Schools. In addition, there is information on attitudes and perceptions, the sources of substances, and other substance-related topics. To provide greater context for the results from Ravenna Public Schools, the state results are presented when available.

Substance use



	District			State		
	Lifetime* alcohol use	Current** alcohol use	Current** alcohol binge drinking***	Lifetime* alcohol use	Current** alcohol use	Current** alcohol binge drinking***
8th (n=22)^			0.0%	17.0%	5.5%	0.5%
10th (n<10)^		0.0%	0.0%	25.7%	10.0%	3.0%
12th (n=16)^				41.1%	19.7%	9.6%

** Percentage who reported using the named substance one or more times in their lifetime.*
*** Percentage who reported using the named substance one or more times during the past 30 days.*
**** Percentage who reported having five or more drinks of alcohol in a row, within a couple of hours.*
^ The district n-size displayed is the largest n-size across these questions. Because each question is asked individually, the n size may vary. Result is not available due to the response number is less than 10.

Trends of Alcohol Use, 2016-2025

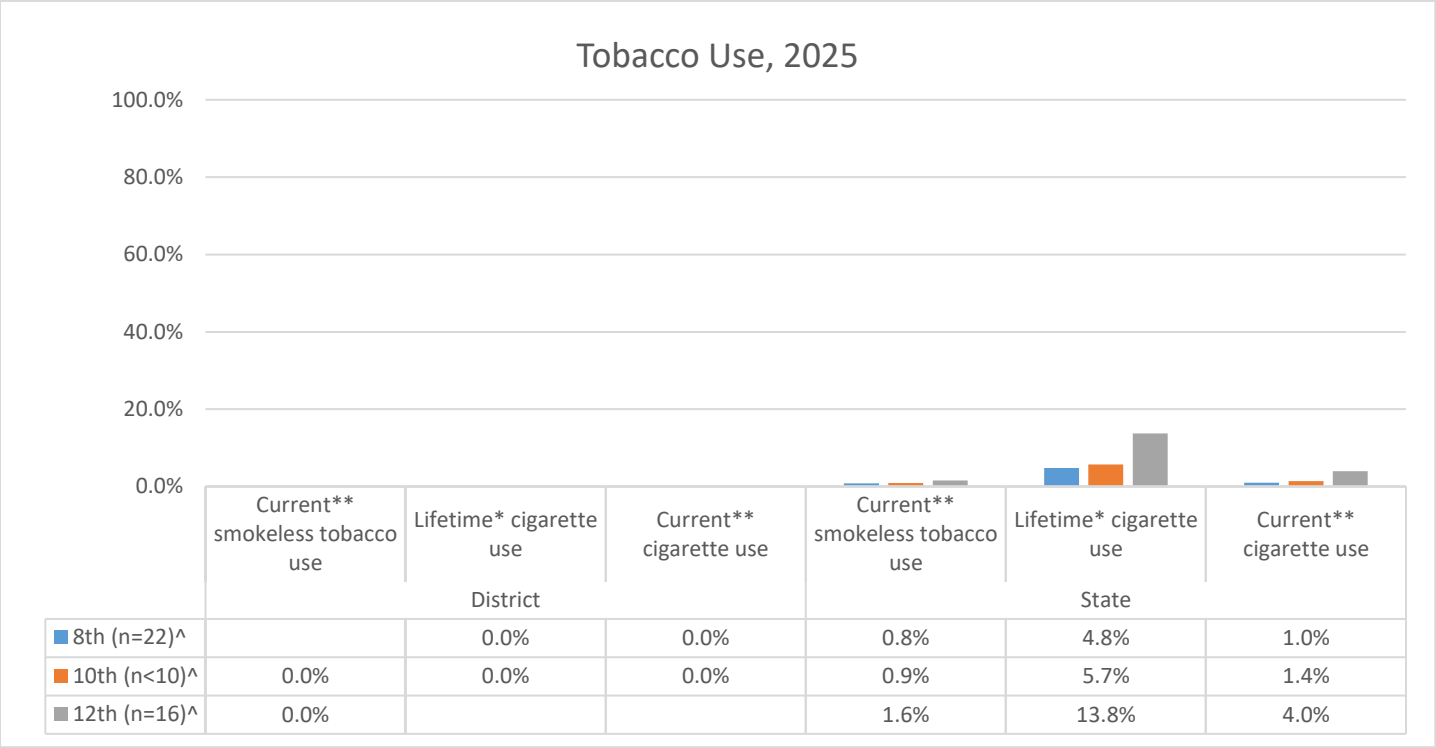
	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
Lifetime* alcohol use										
8th	N/A	N/A	N/A	N/A	N/A	22.5%	27.2%	27.2%	26.0%	17.0%
10th	34.6%	40.2%		44.2%	N/A	41.4%	41.5%	41.6%	33.0%	25.7%
12th	67.5%	55.8%		N/A	N/A	57.8%	56.8%	54.4%	49.9%	41.1%
Current alcohol use**										
8th	N/A	0.0%	N/A	N/A	N/A	7.0%	9.1%	8.5%	8.3%	5.5%
10th	N/A	N/A		N/A	0.0%	19.2%	19.1%	17.5%	13.2%	10.0%
12th	44.7%	31.7%		N/A	N/A	33.3%	30.7%	29.0%	24.7%	19.7%
Current alcohol binge drinking**										
8th	0.0%	0.0%	0.0%	0.0%	0.0%	1.0%	1.1%	1.5%	1.2%	0.5%
10th	0.0%	N/A		N/A	0.0%	6.2%	5.7%	6.1%	4.6%	3.0%
12th	N/A	N/A		N/A	N/A	14.6%	12.3%	12.2%	10.7%	9.6%

** Percentage who reported using the named substance one or more times in their lifetime.*

*** Percentage who reported using the named substance one or more times during the past 30 days.*

N/A: Result is not available due to the response number is less than 10.

2021: 10th and 12th grades did not participate in the survey.

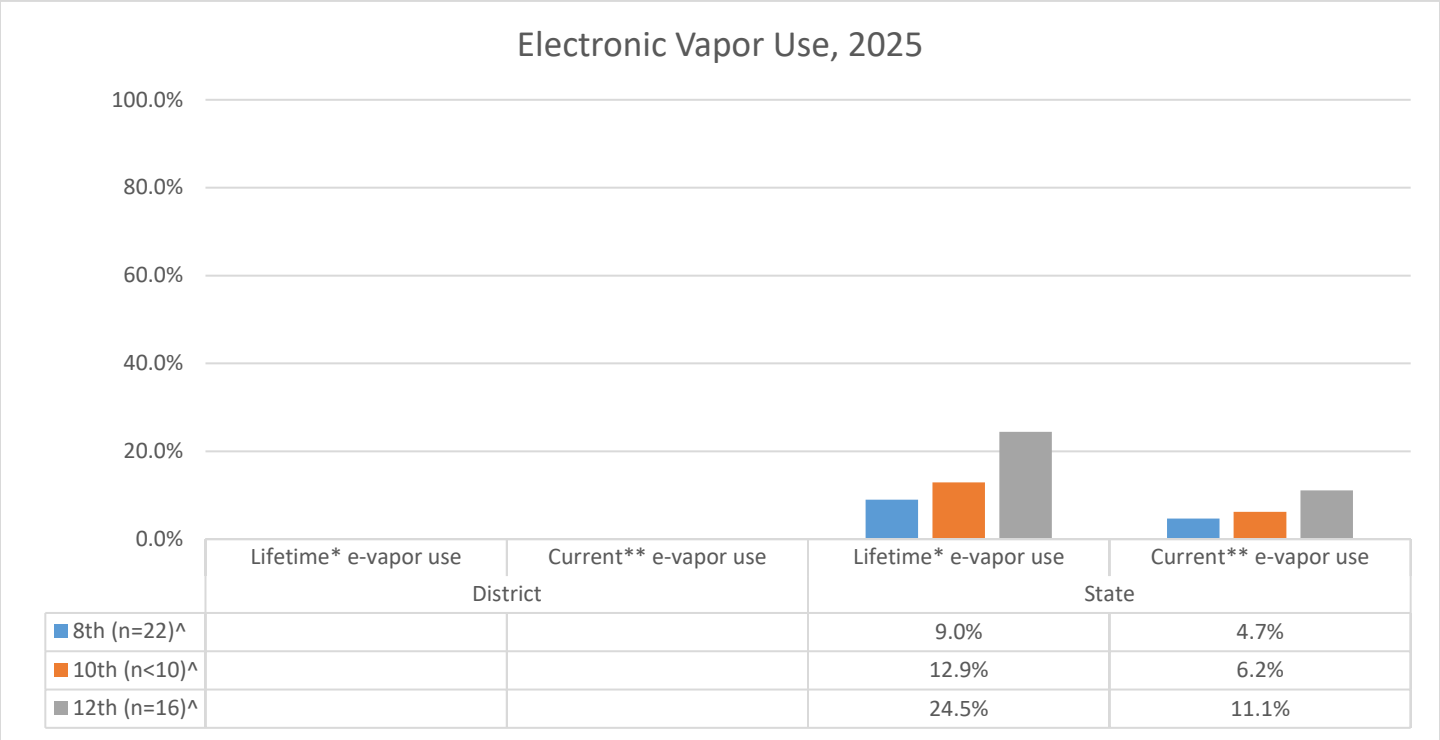


** Percentage who reported using the named substance one or more times in their lifetime.*
*** Percentage who reported using the named substance one or more times during the past 30 days.*
^ The district n-size displayed is the largest n-size across these questions. Because each question is asked individually, the n size may vary. Result is not available due to the response number is less than 10.

Trends of Tobacco Use, 2016-2025

	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
Current smokeless tobacco use**										
8th	N/A	0.0%	0.0%	0.0%	N/A	1.9%	2.1%	1.3%	1.0%	0.8%
10th	0.0%	N/A		0.0%	0.0%	4.9%	4.6%	2.3%	2.5%	0.9%
12th	N/A	N/A		0.0%	0.0%	8.3%	7.1%	3.6%	4.2%	1.6%
Lifetime* cigarette use										
8th	N/A	0.0%	N/A	N/A	0.0%	7.4%	6.3%	6.0%	5.0%	4.8%
10th	N/A	N/A		N/A	0.0%	17.3%	12.6%	10.0%	6.9%	5.7%
12th	47.3%	N/A		0.0%	N/A	27.2%	20.3%	14.7%	13.9%	13.8%
Current cigarette use**										
8th	N/A	0.0%	N/A	N/A	0.0%	2.2%	1.8%	1.2%	1.1%	1.0%
10th	N/A	N/A		0.0%	0.0%	6.1%	3.5%	1.8%	1.6%	1.4%
12th	N/A	N/A		0.0%	N/A	11.4%	6.7%	3.6%	3.8%	4.0%

** Percentage who reported using the named substance one or more times in their lifetime.*
*** Percentage who reported using the named substance one or more times during the past 30 days.*
N/A: Result is not available due to the response number is less than 10.
2021: 10th and 12th grades did not participate in the survey.

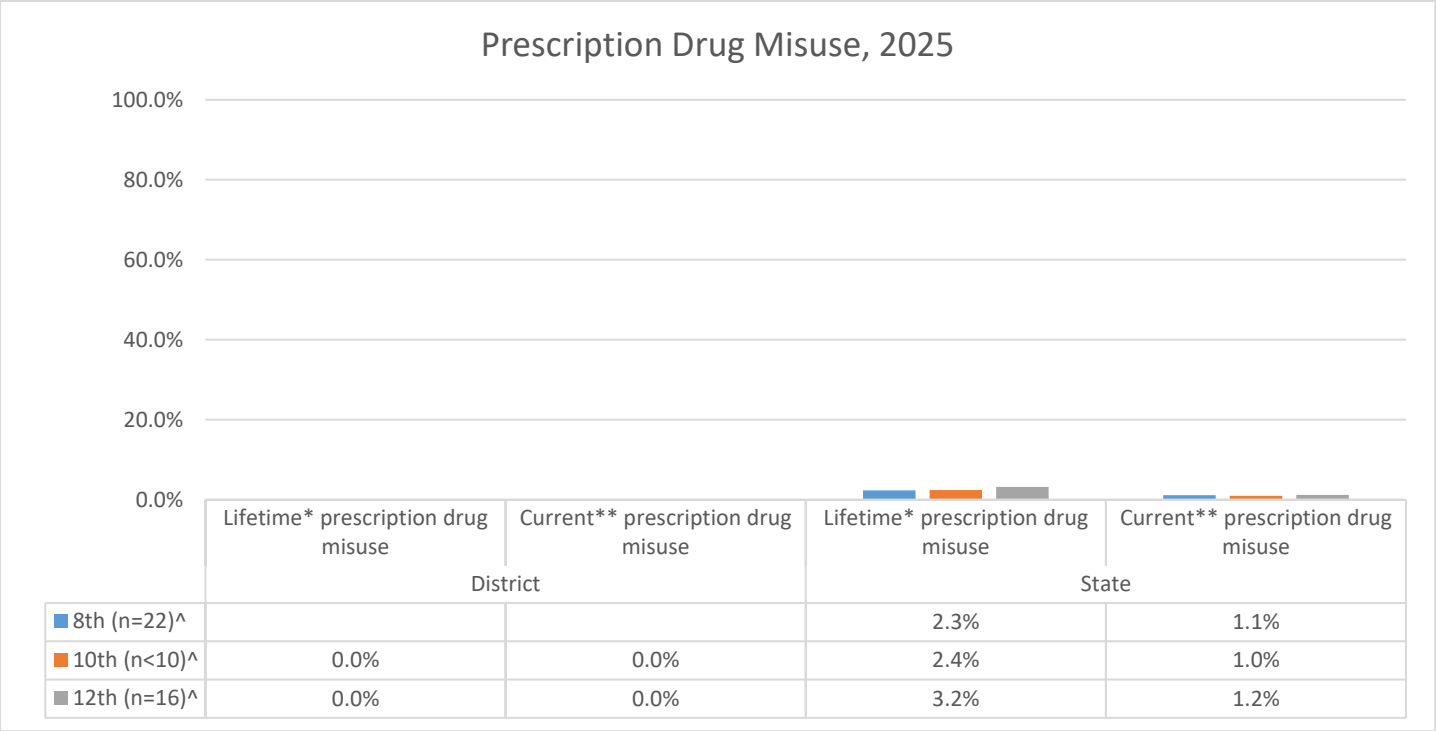


** Percentage who reported using the named substance one or more times in their lifetime.*
*** Percentage who reported using the named substance one or more times during the past 30 days.*
^ The district n-size displayed is the largest n-size across these questions. Because each question is asked individually, the n size may vary. Result is not available due to the response number is less than 10.

Trends of Electronic Vapor Use, 2016-2025

	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
Lifetime* e-vapor use										
8th	N/A	N/A	N/A	N/A	N/A	12.4%	17.0%	12.9%	10.4%	9.0%
10th	N/A	30.8%		N/A	N/A	28.0%	36.2%	25.3%	17.6%	12.9%
12th	46.0%	38.0%		N/A	N/A	42.2%	46.4%	36.7%	29.5%	24.5%
Current e-vapor use**										
8th	N/A	N/A	N/A	0.0%	N/A	6.0%	10.1%	6.4%	5.0%	4.7%
10th	N/A	27.7%		N/A	N/A	12.4%	24.2%	14.4%	8.8%	6.2%
12th	N/A	34.8%		N/A	N/A	18.2%	34.2%	20.3%	16.3%	11.1%

** Percentage who reported using the named substance one or more times in their lifetime.*
*** Percentage who reported using the named substance one or more times during the past 30 days.*
N/A: Result is not available due to the response number is less than 10.
2021: 10th and 12th grades did not participate in the survey.



** Percentage who reported using the named substance one or more times in their lifetime.*

*** Percentage who reported using the named substance one or more times during the past 30 days.*

^ The district n-size displayed is the largest n-size across these questions. Because each question is asked individually, the n size may vary. Result is not available due to the response number is less than 10.

Trends of Prescription Drug Misuse, 2016-2025

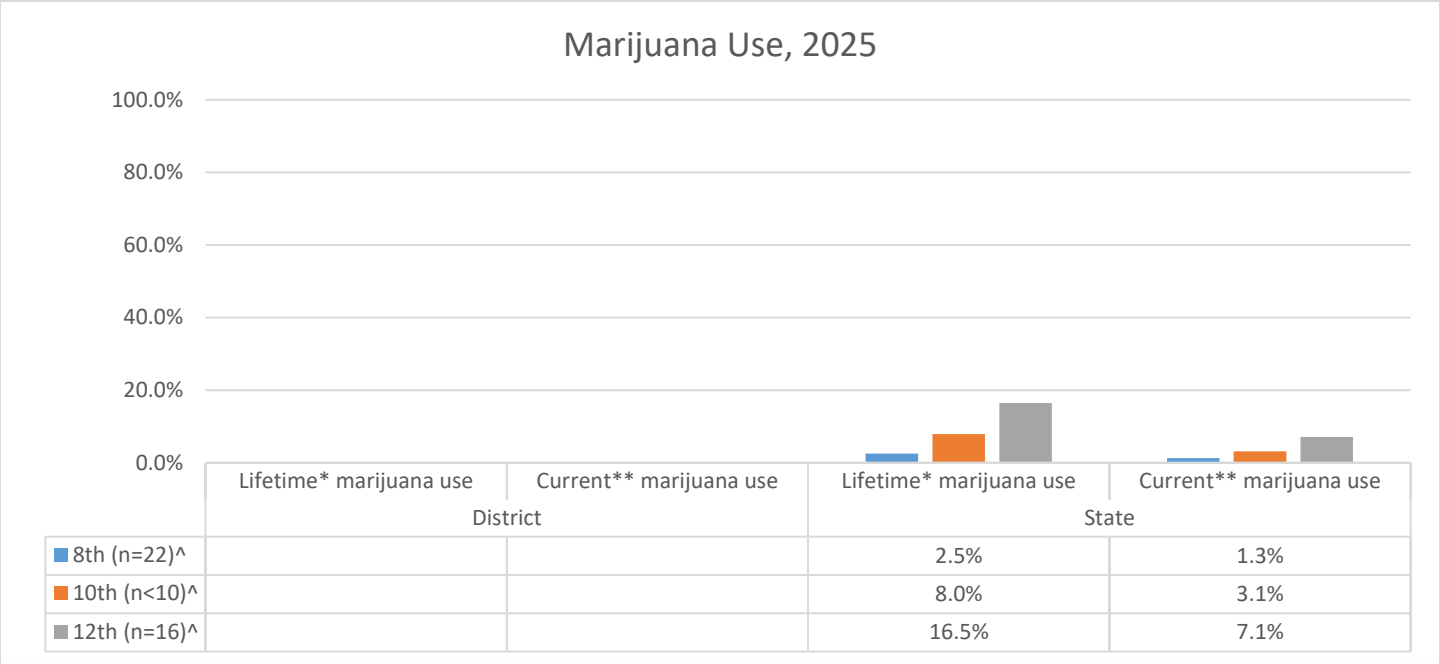
	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
Lifetime* prescription drug misuse										
8th	0.0%	0.0%	N/A	N/A	N/A	1.7%	2.2%	3.9%	2.6%	2.3%
10th	N/A	0.0%		0.0%	0.0%	5.6%	4.1%	6.0%	3.5%	2.4%
12th	N/A	N/A		N/A	0.0%	9.0%	8.0%	5.4%	4.6%	3.2%
Current prescription drug misuse**										
8th	0.0%	0.0%	0.0%	0.0%	N/A	0.5%	1.0%	1.6%	1.0%	1.1%
10th	N/A	0.0%		0.0%	0.0%	2.6%	1.3%	1.7%	0.9%	1.0%
12th	N/A	N/A		0.0%	0.0%	3.3%	2.3%	1.9%	1.6%	1.2%

** Percentage who reported using the named substance one or more times in their lifetime.*

*** Percentage who reported using the named substance one or more times during the past 30 days.*

N/A: Result is not available due to the response number is less than 10.

2021: 10th and 12th grades did not participate in the survey.



** Percentage who reported using the named substance one or more times in their lifetime.*

*** Percentage who reported using the named substance one or more times during the past 30 days.*

^ The district n-size displayed is the largest n-size across these questions. Because each question is asked individually, the n size may vary. Result is not available due to the response number is less than 10.

Trends of Marijuana Use, 2016-2025

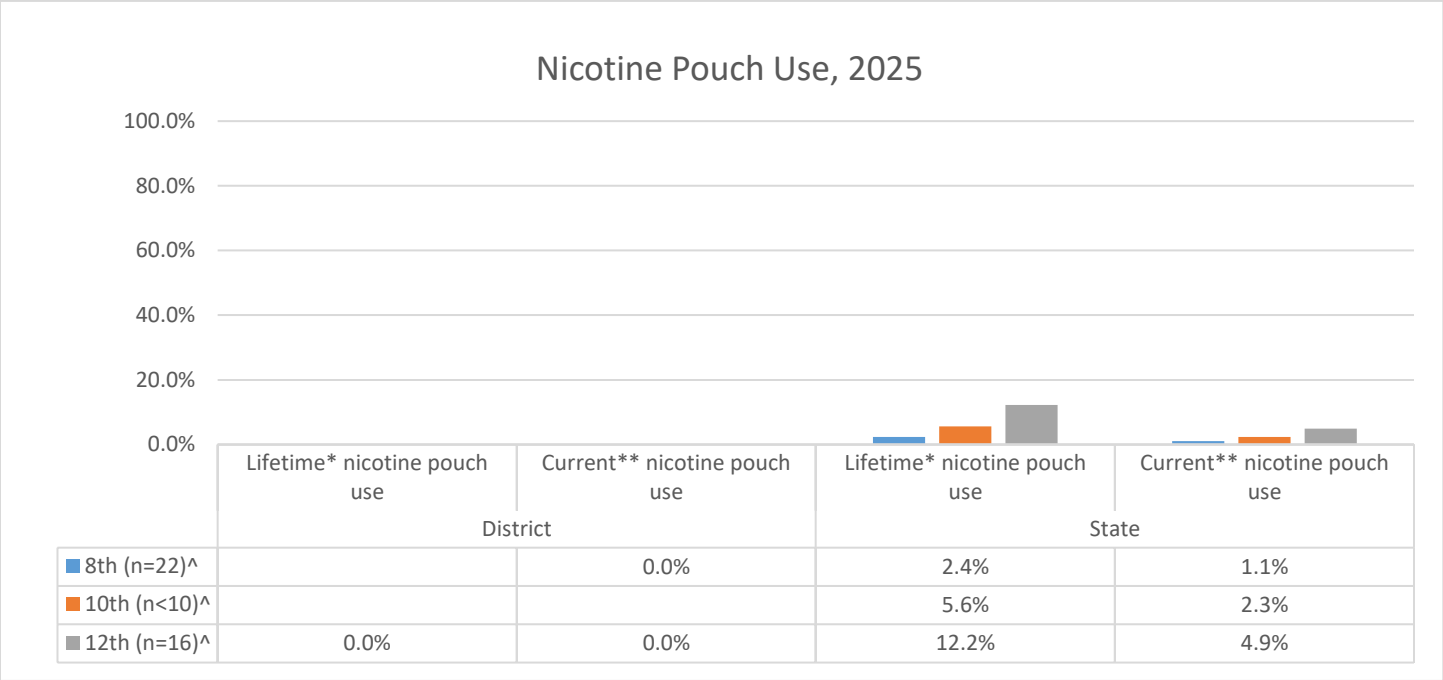
	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
Lifetime* marijuana use										
8th	N/A	0.0%	0.0%	0.0%	N/A	5.4%	5.8%	4.6%	4.5%	2.5%
10th	N/A	N/A		N/A	N/A	17.8%	18.4%	16.2%	10.8%	8.0%
12th	43.5%	N/A		N/A	N/A	33.4%	30.9%	27.0%	23.5%	16.5%
Current marijuana use**										
8th	0.0%	0.0%	0.0%	0.0%	N/A	2.8%	2.9%	2.1%	1.8%	1.3%
10th	0.0%	0.0%		0.0%	N/A	9.2%	8.1%	8.4%	5.1%	3.1%
12th	N/A	N/A		0.0%	N/A	16.7%	14.9%	13.2%	10.4%	7.1%

** Percentage who reported using the named substance one or more times in their lifetime.*

*** Percentage who reported using the named substance one or more times during the past 30 days.*

N/A: Result is not available due to the response number is less than 10.

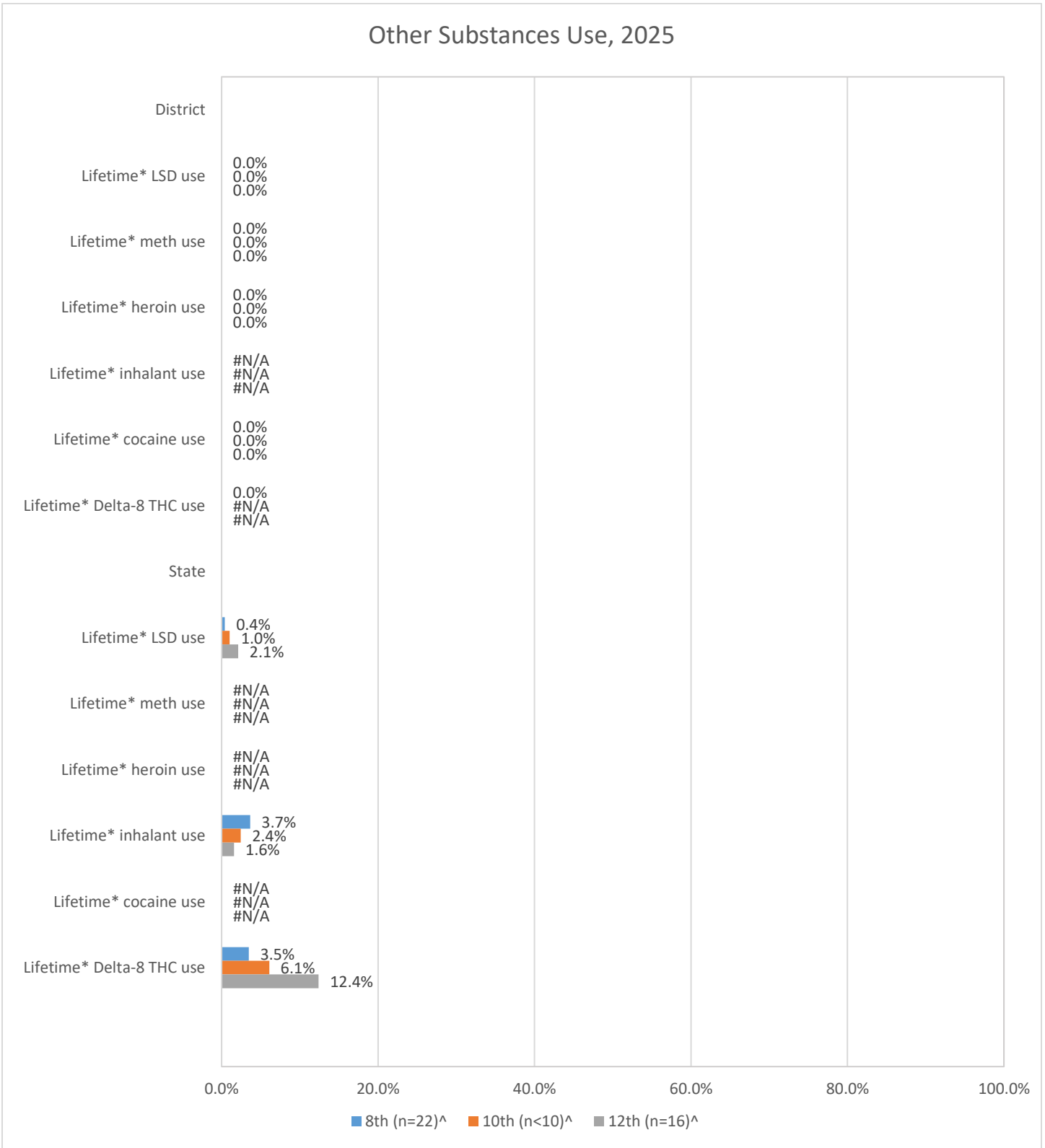
2021: 10th and 12th grades did not participate in the survey.



	District		State	
	Lifetime* nicotine pouch use	Current** nicotine pouch use	Lifetime* nicotine pouch use	Current** nicotine pouch use
8th (n=22)^		0.0%	2.4%	1.1%
10th (n<10)^			5.6%	2.3%
12th (n=16)^	0.0%	0.0%	12.2%	4.9%

** Percentage who reported using the named substance one or more times in their lifetime.*
*** Percentage who reported using the named substance one or more times during the past 30 days.*
^ The district n-size displayed is the largest n-size across these questions. Because each question is asked individually, the n size may vary. Result is not available due to the response number is less than 10.

Questions about nicotine use are only in 2025 survey. Trend data are not available.



** Percentage who reported using the named substance one or more times in their lifetime.*

^ The district n-size displayed is the largest n-size across these questions. Because each question is asked individually, the n size may vary. Result is not available due to the response number is less than 10.

Trends of Other Substances Use, 2016-2025

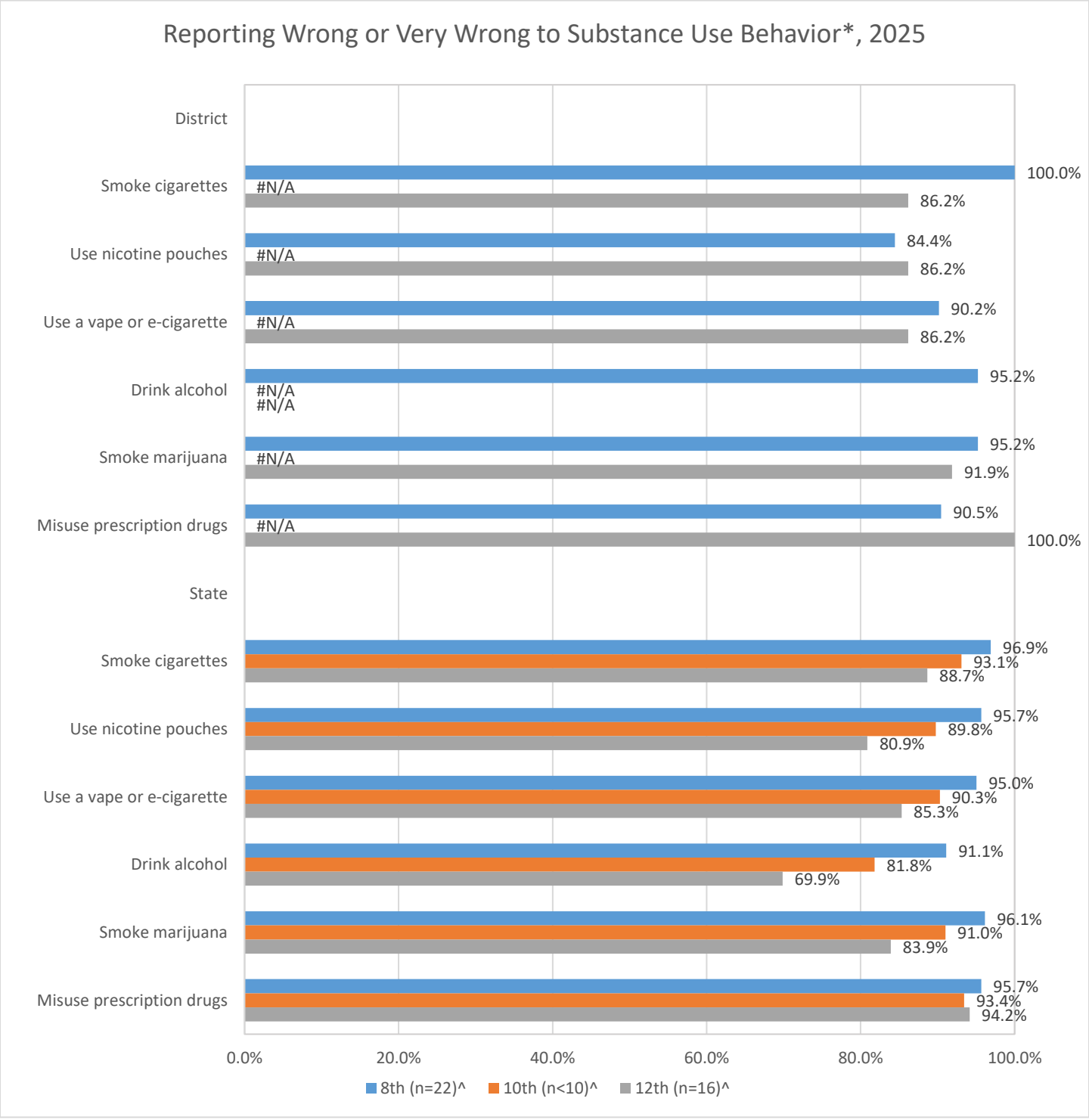
	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
Lifetime* LSD use										
8th	0.0%	0.0%	0.0%	0.0%	0.0%	0.4%	0.8%	0.5%	0.8%	0.4%
10th	0.0%	0.0%		0.0%	0.0%	3.6%	2.0%	2.5%	1.7%	1.0%
12th	N/A	N/A		0.0%	0.0%	5.7%	5.2%	4.7%	4.8%	2.1%
Lifetime* meth use										
8th	0.0%	0.0%	0.0%	0.0%	0.0%	0.2%	0.2%	0.3%	0.3%	0.1%
10th	0.0%	0.0%		0.0%	0.0%	0.5%	0.4%	0.4%	0.3%	0.1%
12th	N/A	N/A		0.0%	0.0%	0.7%	0.6%	0.6%	0.6%	0.3%
Lifetime* heroin use										
8th	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.2%	N/A
10th	0.0%	0.0%		0.0%	0.0%	0.3%	N/A	N/A	0.5%	N/A
12th	N/A	0.0%		0.0%	0.0%	0.4%	0.3%	0.4%	0.9%	N/A
Lifetime* inhalant use										
8th	0.0%	0.0%	N/A	N/A	N/A	3.6%	4.4%	5.3%	4.4%	3.7%
10th	N/A	N/A		0.0%	N/A	3.3%	3.1%	4.2%	2.5%	2.4%
12th	0.0%	N/A		N/A	N/A	2.5%	3.7%	3.1%	2.9%	1.6%
Lifetime* cocaine use										
8th	0.0%	0.0%	N/A	0.0%	0.0%	0.2%	0.3%	0.4%	N/A	N/A
10th	0.0%	0.0%		0.0%	0.0%	1.0%	0.6%	0.8%	0.5%	N/A
12th	N/A	N/A		0.0%	0.0%	3.1%	1.9%	1.5%	1.4%	N/A
Lifetime* Delta-8 THC use *(Question is only in 2025. Trend data are not available.)*										

** Percentage who reported using the named substance one or more times in their lifetime.*

N/A: Result is not available due to the response number is less than 10.

2021: 10th and 12th grades did not participate in the survey.

Attitudes toward Substance Use



** Percentage who reported how wrong they think different substance behaviors are based on the following scale: Very wrong, Wrong, A little bit wrong, Not wrong at all.*

^ The district n-size displayed is the largest n-size across these questions. Because each question is asked individually, the n size may vary. Result is not available due to the response number is less than 10.

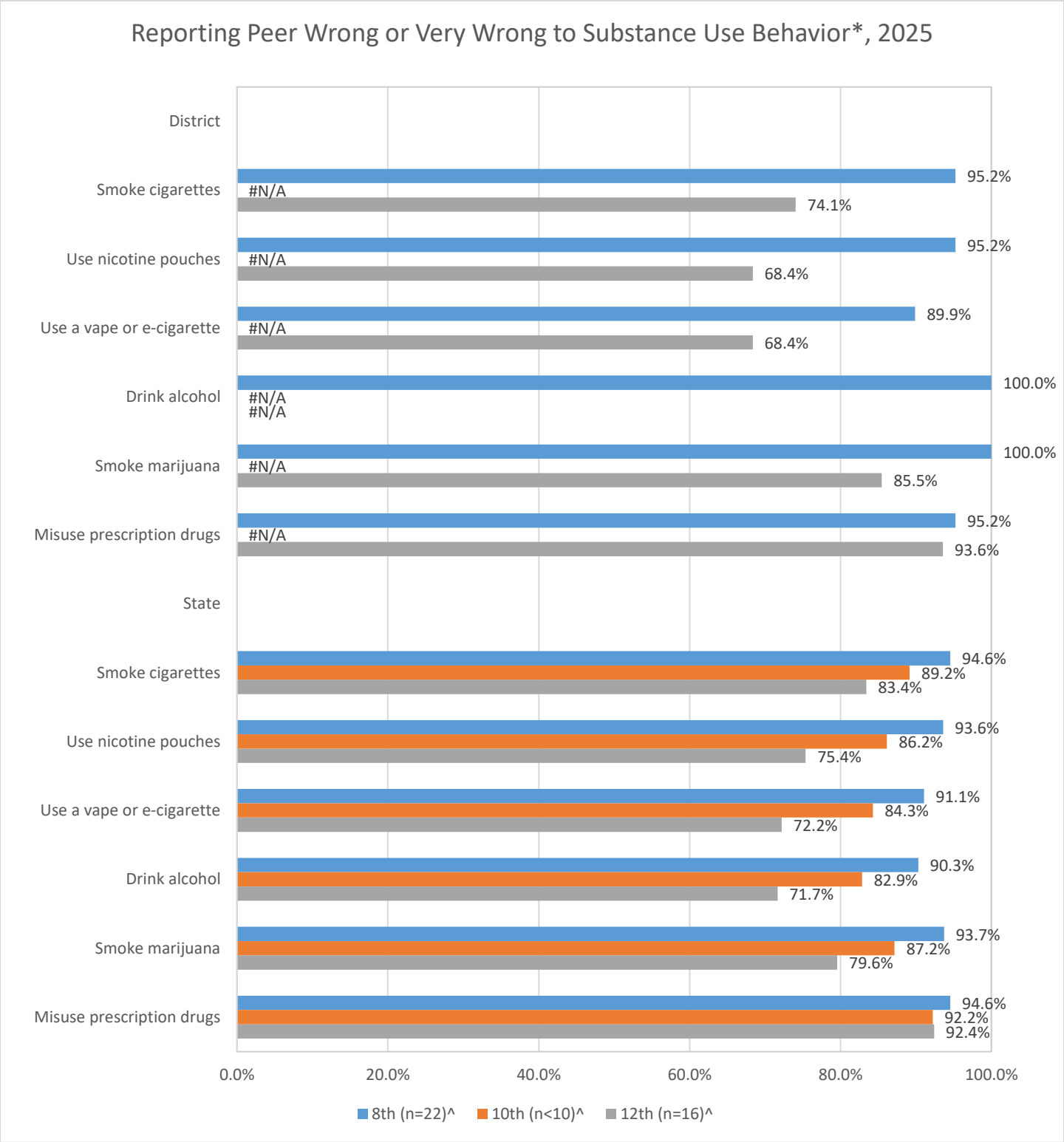
Trends of Reporting Wrong or Very Wrong to Substance Use Behavior*, 2016-2025

	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
Smoke cigarettes										
8th	95.2%	100.0%	88.8%	96.1%	100.0%	94.4%	94.9%	94.3%	96.1%	96.9%
10th	95.3%	92.4%		100.0%	N/A	87.2%	89.0%	88.0%	92.8%	93.1%
12th	65.2%	64.7%		90.4%	86.2%	73.4%	76.5%	81.2%	84.3%	88.7%
Use nicotine pouches *(Question is only in 2025. Trend is not available.)*										
Use a vape or e-cigarette *(Question was not available before 2023.)*										
8th				96.1%	90.2%				93.2%	95.0%
10th				91.3%	N/A				86.8%	90.3%
12th				80.6%	86.2%				76.8%	85.3%
Drink alcohol										
8th	90.2%	95.8%	83.5%	96.1%	95.2%	87.8%	86.5%	86.2%	85.6%	91.1%
10th	83.0%	75.4%		79.2%	N/A	75.0%	75.6%	69.0%	76.6%	81.8%
12th	42.7%	74.6%		79.3%	N/A	60.2%	59.7%	55.1%	61.0%	69.9%
Smoke marijuana										
8th	100.0%	95.8%	100.0%	100.0%	95.2%	90.6%	91.6%	93.1%	94.6%	96.1%
10th	95.1%	93.9%		81.0%	N/A	74.0%	77.8%	75.6%	87.5%	91.0%
12th	50.1%	77.2%		90.4%	91.9%	61.5%	65.9%	62.5%	73.0%	83.9%
Misuse prescription drugs										
8th	97.5%	100.0%	84.0%	95.8%	90.5%	95.2%	95.4%	94.3%	94.4%	95.7%
10th	100.0%	97.8%		84.5%	N/A	92.7%	93.7%	91.3%	93.1%	93.4%
12th	74.9%	94.6%		90.2%	100.0%	89.8%	93.1%	91.0%	92.6%	94.2%

** Percentage who reported how wrong they think different substance behaviors are based on the following scale: Very wrong, Wrong, A little bit wrong, Not wrong at all.*

N/A: Result is not available due to the response number is less than 10.

2021: 10th and 12th grades did not participate in the survey.



** Percentage who reported how wrong their friends would think different substance behaviors are based on the following scale: Very wrong, Wrong, A little bit wrong, Not wrong at all.*

^ The district n-size displayed is the largest n-size across these questions. Because each question is asked individually, the n size may vary. Result is not available due to the response number is less than 10.

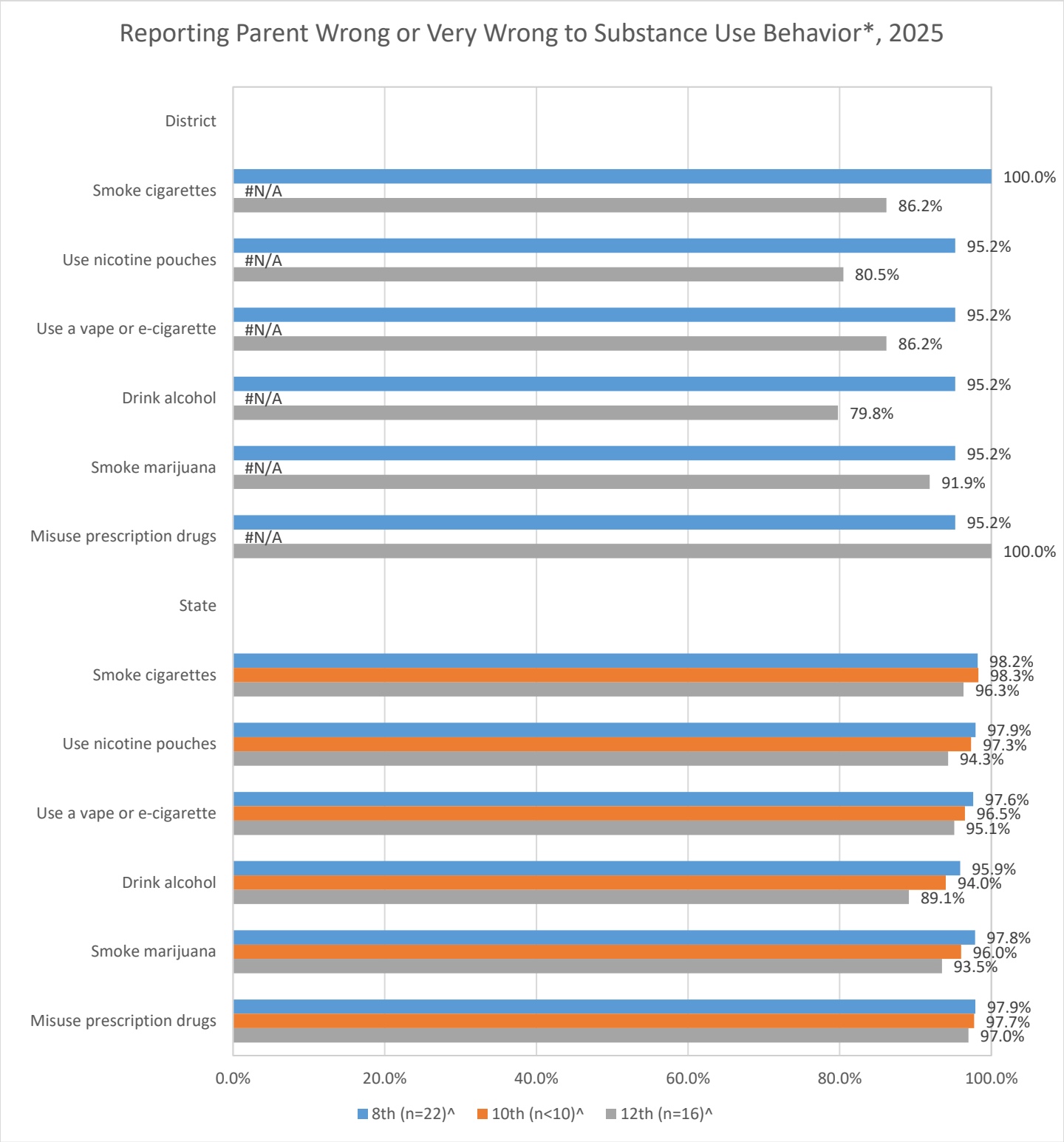
Trends of Reporting Peer Wrong or Very Wrong to Substance Use Behavior*, 2016-2025

	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
Smoke cigarettes										
8th	97.6%	100.0%	92.4%	100.0%	95.2%	90.3%	90.6%	91.3%	93.8%	94.6%
10th	85.9%	80.9%		88.4%	N/A	77.6%	79.6%	81.9%	85.3%	89.2%
12th	65.5%	64.5%		85.4%	74.1%	64.4%	69.3%	73.4%	76.1%	83.4%
Use nicotine pouches *(Question is only in 2025. Trend is not available.)*										
Use a vape or e-cigarette *(Question was not available before 2023.)*										
8th				100.0%	89.9%				87.4%	91.1%
10th				67.0%	N/A				76.2%	84.3%
12th				75.4%	68.4%				61.8%	72.2%
Drink alcohol										
8th	91.8%	100.0%	80.9%	95.9%	100.0%	88.1%	85.6%	86.1%	87.8%	90.3%
10th	82.7%	67.3%		82.6%	N/A	71.2%	68.3%	68.8%	76.2%	82.9%
12th	43.6%	55.3%		70.6%	N/A	56.8%	59.3%	58.2%	64.1%	71.7%
Smoke marijuana *(Question was not available in 2023.)*										
8th	97.6%	100.0%	100.0%		100.0%	87.6%	87.4%	90.6%		93.7%
10th	85.9%	86.6%			N/A	66.1%	67.4%	71.8%		87.2%
12th	47.8%	65.4%			85.5%	52.0%	55.2%	56.5%		79.6%
Misuse prescription drugs										
8th	97.6%	100.0%	92.2%	100.0%	95.2%	94.5%	93.6%	93.9%	94.4%	94.6%
10th	93.7%	90.9%		90.7%	N/A	86.8%	87.4%	89.2%	90.1%	92.2%
12th	72.7%	82.6%		85.4%	93.6%	79.8%	84.6%	87.7%	87.9%	92.4%

** Percentage who reported how wrong their friends would think different substance behaviors are based on the following scale: Very wrong, Wrong, A little bit wrong, Not wrong at all.*

N/A: Result is not available due to the response number is less than 10.

2021: 10th and 12th grades did not participate in the survey.



** Percentage who reported how wrong their parents would think different substance behaviors are based on the following scale: Very wrong, Wrong, A little bit wrong, Not wrong at all.*

^ The district n-size displayed is the largest n-size across these questions. Because each question is asked individually, the n size may vary. Result is not available due to the response number is less than 10.

Trends of Reporting Parent Wrong or Very Wrong to Substance Use Behavior*, 2016-2025

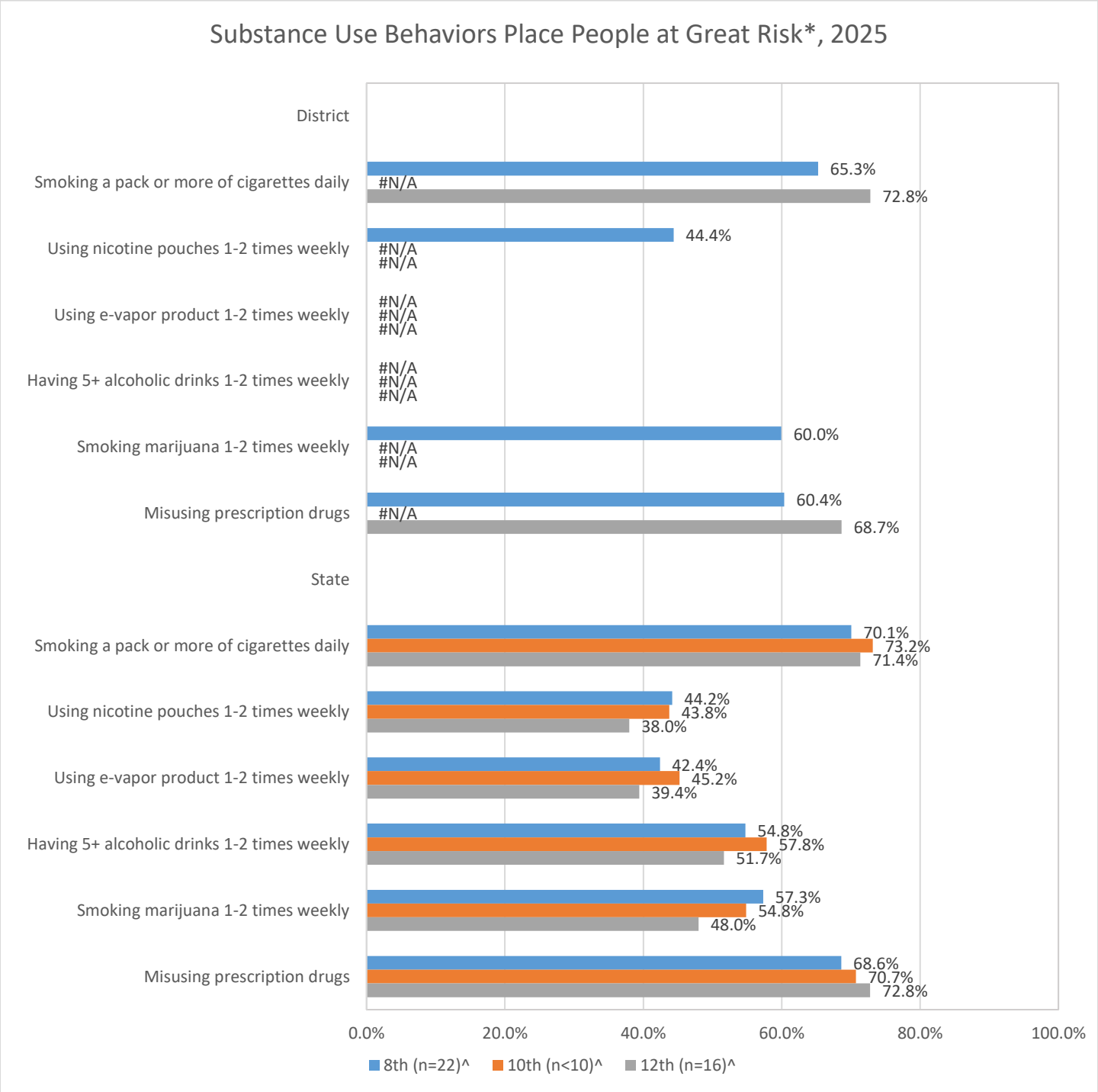
	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
Smoke cigarettes										
8th	97.6%	95.8%	96.1%	100.0%	100.0%	97.3%	98.1%	98.3%	98.5%	98.2%
10th	93.7%	97.7%		95.3%	N/A	96.0%	97.5%	96.6%	97.5%	98.3%
12th	86.6%	94.9%		100.0%	86.2%	91.9%	93.8%	95.9%	95.2%	96.3%
Use nicotine pouches *(Question is only in 2025. Trend is not available.)*										
Use a vape or e-cigarette *(Question was not available before 2023.)*										
8th				100.0%	95.2%				97.0%	97.6%
10th				91.2%	N/A				95.8%	96.5%
12th				95.2%	86.2%				92.7%	95.1%
Drink alcohol										
8th	100.0%	95.8%	88.3%	100.0%	95.2%	95.7%	95.0%	94.5%	94.7%	95.9%
10th	90.6%	94.9%		95.3%	N/A	93.9%	92.6%	89.7%	92.0%	94.0%
12th	78.6%	88.6%		85.4%	79.8%	88.3%	87.4%	85.1%	86.6%	89.1%
Smoke marijuana										
8th	100.0%	100.0%	100.0%	100.0%	95.2%	95.8%	96.7%	97.1%	97.1%	97.8%
10th	100.0%	100.0%		91.2%	N/A	91.5%	92.6%	91.1%	94.9%	96.0%
12th	86.6%	89.5%		95.2%	91.9%	87.5%	87.6%	87.2%	90.6%	93.5%
Misuse prescription drugs										
8th	100.0%	100.0%	92.2%	100.0%	95.2%	98.1%	98.3%	97.8%	97.7%	97.9%
10th	100.0%	100.0%		100.0%	N/A	97.8%	98.0%	97.4%	97.9%	97.7%
12th	90.7%	100.0%		100.0%	100.0%	96.8%	97.8%	97.3%	97.5%	97.0%

** Percentage who reported how wrong their parents would think different substance behaviors are based on the following scale: Very wrong, Wrong, A little bit wrong, Not wrong at all.*

N/A: Result is not available due to the response number is less than 10.

2021: 10th and 12th grades did not participate in the survey.

Perceptions of Substance Use



** Percentage who reported great risk associated with each substance behaviors based on the following scale: No risk, Slight risk, Moderate risk, Great risk. Based on the question "How much do you think people risk harming themselves (physically or in other ways) if they: <insert substance use behavior>."*

^ The district n-size displayed is the largest n-size across these questions. Because each question is asked individually, the n size may vary. Result is not available due to the response number is less than 10.

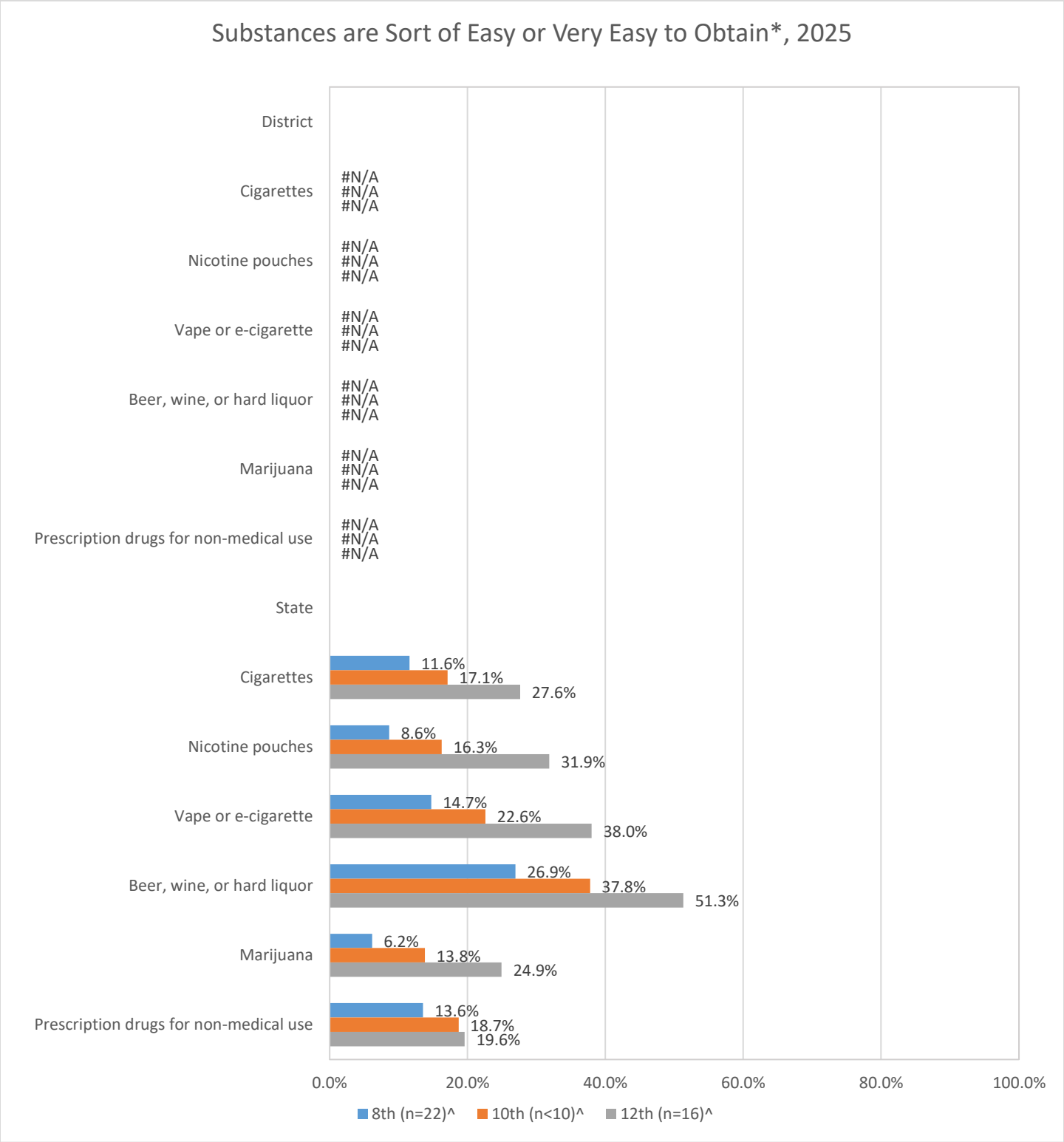
Trends of Reporting Substance Use Behaviors Place People at Great Risk*, 2016-2025

	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
Smoking a pack or more of cigarettes daily										
8th	71.2%	61.7%	62.5%	60.6%	65.3%	68.0%	63.8%	58.9%	59.2%	70.1%
10th	67.2%	58.6%		83.2%	N/A	68.1%	67.2%	59.1%	57.8%	73.2%
12th	72.3%	61.6%		70.6%	72.8%	70.4%	66.9%	58.8%	57.3%	71.4%
Use nicotine pouches *(Question is only in 2025. Trend is not available.)*										
Using e-vapor product 1-2 times weekly *(Question was not available before 2021.)*										
8th			N/A	48.6%	N/A			32.0%	34.4%	42.4%
10th				N/A	N/A			29.1%	32.9%	45.2%
12th				N/A	N/A			25.9%	29.8%	39.4%
Having 5+ alcoholic drinks 1-2 times weekly										
8th	57.3%	49.1%	N/A	52.8%	N/A	57.8%	43.8%	38.7%	41.1%	54.8%
10th	60.8%	35.8%		N/A	N/A	56.1%	42.8%	33.9%	40.0%	57.8%
12th	N/A	N/A		N/A	N/A	51.0%	39.3%	30.9%	34.0%	51.7%
Smoking marijuana 1-2 times weekly										
8th	60.9%	61.2%	59.7%	52.5%	60.0%	51.2%	47.8%	46.9%	51.8%	57.3%
10th	52.7%	46.0%		N/A	N/A	35.3%	34.2%	31.7%	39.1%	54.8%
12th	N/A	32.8%		N/A	N/A	24.2%	26.8%	22.4%	30.4%	48.0%
Misusing prescription drugs										
8th	65.8%	73.7%	67.8%	48.8%	60.4%	59.6%	62.0%	55.9%	59.8%	68.6%
10th	63.8%	66.1%		43.3%	N/A	57.7%	62.7%	59.3%	58.9%	70.7%
12th	52.8%	58.7%		N/A	68.7%	56.5%	67.3%	60.1%	62.8%	72.8%

** Percentage who reported great risk associated with each substance behaviors based on the following scale: No risk, Slight risk, Moderate risk, Great risk. Based on the question "How much do you think people risk harming themselves (physically or in other ways) if they: <insert substance use behavior>."*

N/A: Result is not available due to the response number is less than 10.

2021: 10th and 12th grades did not participate in the survey.



** Percentage who reported it is sort of or very easy to obtain each substance based on the following scale: Very hard, Sort of hard, Sort of easy, Very easy. Based on the question "If you wanted to, how easy would it be for you to get: <insert substance use behavior>."*

^ The district n-size displayed is the largest n-size across these questions. Because each question is asked individually, the n size may vary. Result is not available due to the response number is less than 10.

Trends of Reporting Substances Are Sort of Easy or Very Easy to Obtain*, 2016-2025

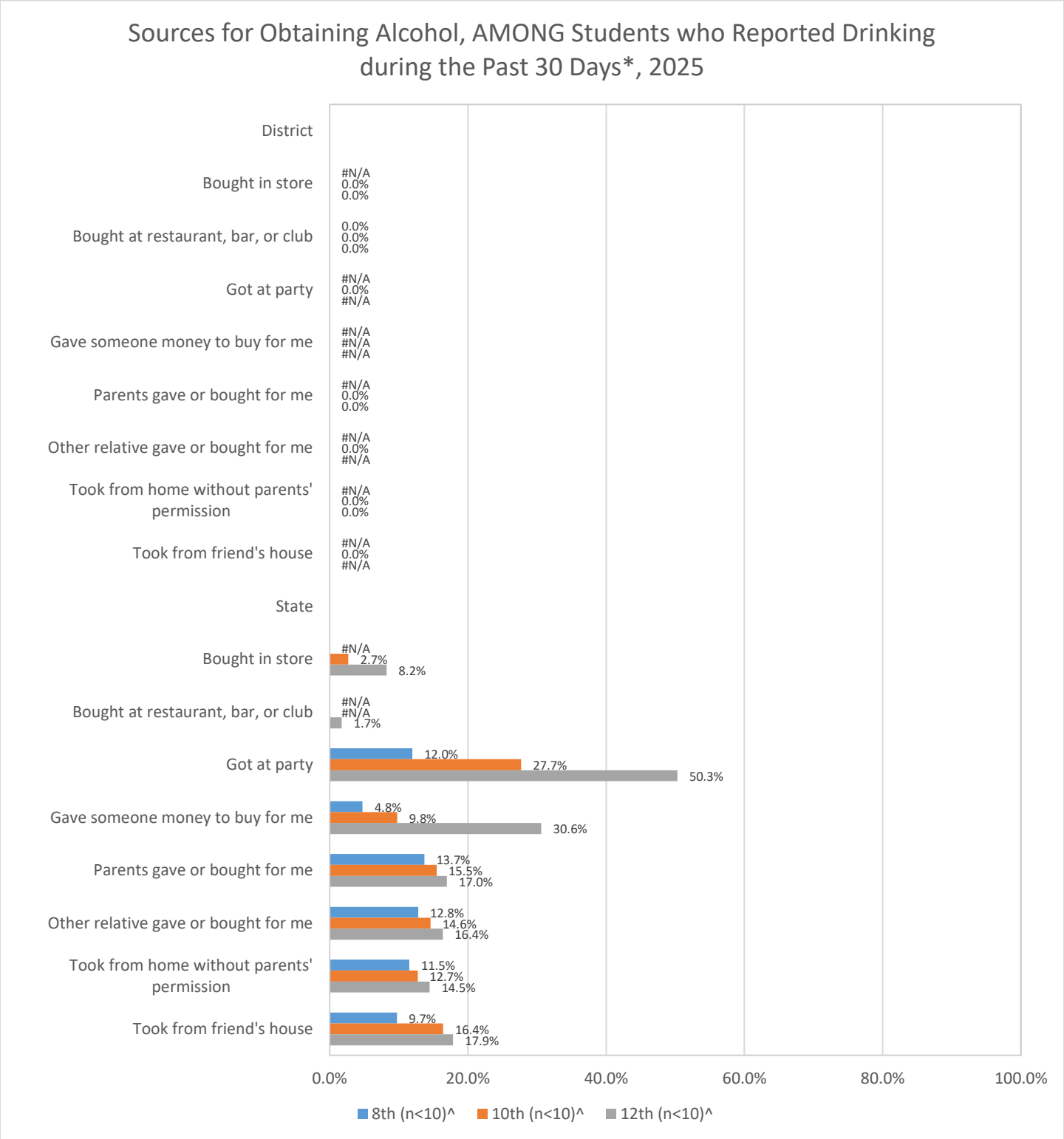
	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
Cigarettes *(Question was not in 2018 and 2021 survey.)*										
8th	N/A			N/A	N/A	21.2%			15.7%	11.6%
10th	56.5%			N/A	N/A	38.9%			23.7%	17.1%
12th	83.3%			N/A	N/A	59.7%			34.2%	27.6%
Use nicotine pouches *(Question is only in 2025. Trend is not available.)*										
Use a vape or e-cigarette *(Question was not available before 2023.)*										
8th				N/A	N/A				19.8%	14.7%
10th				N/A	N/A				34.7%	22.6%
12th				N/A	N/A				49.7%	38.0%
Beer, wine, or hard liquor										
8th	32.0%	N/A	36.5%	N/A	N/A	31.0%	33.6%	30.9%	31.1%	26.9%
10th	62.7%	47.9%		43.9%	N/A	52.3%	52.8%	47.3%	43.6%	37.8%
12th	86.9%	76.1%		N/A	N/A	63.2%	65.5%	56.4%	59.0%	51.3%
Marijuana										
8th	N/A	N/A	N/A	N/A	N/A	13.4%	13.3%	9.3%	8.4%	6.2%
10th	56.5%	24.5%		N/A	N/A	36.5%	36.3%	27.6%	23.1%	13.8%
12th	74.0%	49.3%		N/A	N/A	50.4%	48.5%	38.3%	37.2%	24.9%
Prescription drugs for non-medical use										
8th	N/A	N/A	N/A	N/A	N/A	17.8%	20.5%	17.2%	15.9%	13.6%
10th	42.4%	24.1%		N/A	N/A	26.3%	27.2%	20.8%	19.4%	18.7%
12th	N/A	29.0%		N/A	N/A	32.2%	34.7%	21.4%	20.5%	19.6%

** Percentage who reported it is sort of or very easy to obtain each substance based on the following scale: Very hard, Sort of hard, Sort of easy, Very easy. Based on the question "If you wanted to, how easy would it be for you to get: <insert substance use behavior>."*

N/A: Result is not available due to the response number is less than 10.

2021: 10th and 12th grades did not participate in the survey.

Sources of Substances



** Among past 30-day alcohol users, the percentage who reported obtaining alcohol in each manner during the past 30 days.*
^ The district n-size displayed is the largest n-size across these questions. Because each question is asked individually, the n size may vary. Result is not available due to the response number is less than 10.

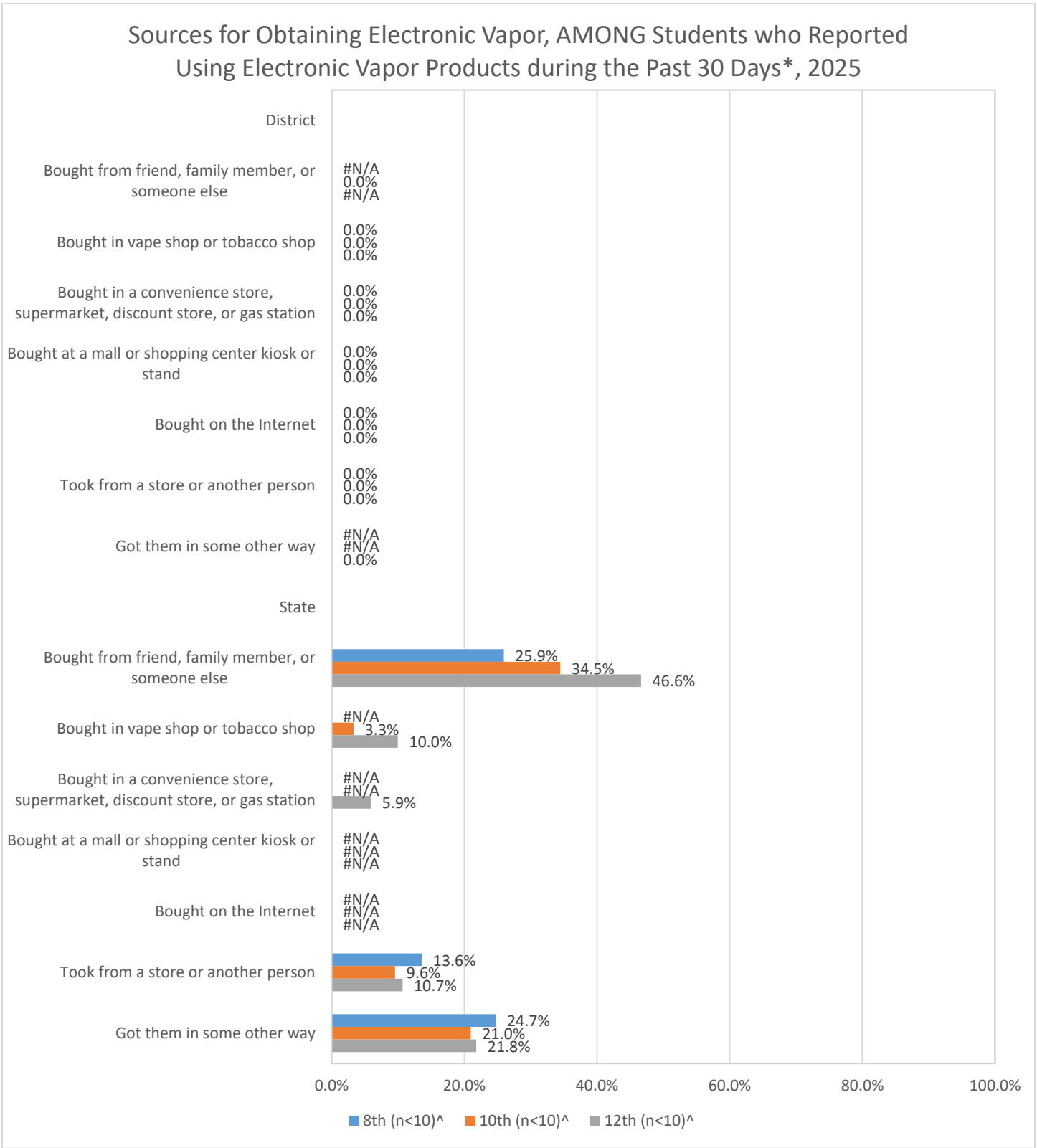
Trends of Obtaining Alcohol, AMONG Students who Reported Drinking during the Past 30 Days*, 2016-2025

	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
Bought in store										
8th	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
10th	0.0%	0.0%		0.0%	0.0%	3.3%	1.8%	2.4%	4.3%	2.7%
12th	0.0%	0.0%		0.0%	0.0%	5.3%	5.3%	9.7%	7.9%	8.2%
Bought at restaurant, bar, or club *(Only in 2025. Trend is not available.)*										
Got at party										
8th	N/A	0.0%	0.0%	0.0%	N/A	19.1%	22.8%	18.0%	20.4%	12.0%
10th	N/A	N/A		0.0%	0.0%	47.0%	43.3%	37.1%	36.4%	27.7%
12th	N/A	N/A		N/A	N/A	58.8%	54.8%	49.7%	47.5%	50.3%
Gave someone money to buy for me										
8th	0.0%	0.0%	0.0%	0.0%	N/A	5.2%	5.7%	5.6%	4.6%	4.8%
10th	N/A	N/A		0.0%	N/A	20.5%	18.8%	16.8%	15.7%	9.8%
12th	N/A	N/A		N/A	N/A	37.3%	33.7%	30.9%	31.2%	30.6%
Parents gave or bought for me										
8th	0.0%	0.0%	0.0%	0.0%	N/A	12.2%	11.9%	15.9%	17.8%	13.7%
10th	0.0%	N/A		N/A	0.0%	15.6%	12.6%	17.7%	19.2%	15.5%
12th	0.0%	N/A		0.0%	0.0%	12.3%	14.2%	18.4%	17.0%	17.0%
Other relative gave or bought for me										
8th	N/A	0.0%	0.0%	0.0%	N/A	9.5%	13.0%	13.9%	17.5%	12.8%
10th	0.0%	0.0%		0.0%	0.0%	14.1%	12.5%	18.7%	18.5%	14.6%
12th	N/A	N/A		N/A	N/A	14.9%	14.8%	16.9%	17.2%	16.4%
Took from home without parents' permission										
8th	0.0%	0.0%	0.0%	N/A	N/A	23.2%	26.4%	22.8%	17.3%	11.5%
10th	0.0%	N/A		N/A	0.0%	28.7%	23.4%	22.7%	18.1%	12.7%
12th	N/A	N/A		0.0%	0.0%	17.3%	15.4%	16.1%	17.8%	14.5%
Took from friend's house										
8th	0.0%	0.0%	0.0%	0.0%	N/A	19.4%	20.1%	17.8%	11.5%	9.7%
10th	N/A	N/A	0.0%	0.0%	0.0%	31.9%	25.0%	20.6%	24.8%	16.4%
12th	N/A	N/A	0.0%	N/A	N/A	26.3%	23.2%	22.1%	19.7%	17.9%

** Among past 30-day alcohol users, the percentage who reported obtaining alcohol in each manner during the past 30 days.*

N/A: Result is not available due to the response number is less than 10.

2021: 10th and 12th grades did not participate in the survey.



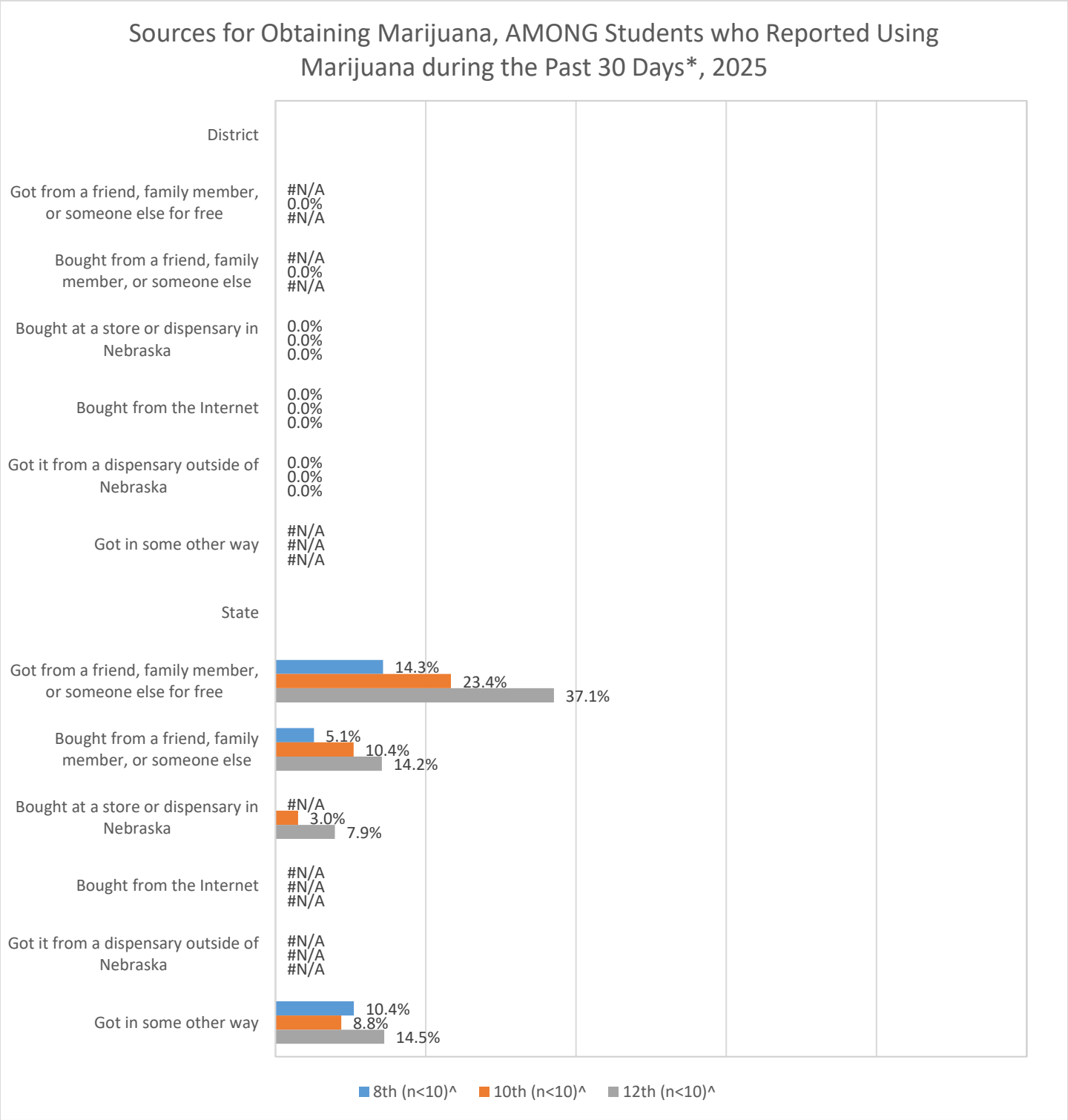
** Among past 30-day E-vaper users, the percentage who reported obtaining electronic vapor in each manner during the past 30 days.*
^ The district n-size displayed is the largest n-size across these questions. Because each question is asked individually, the n size may vary. Result is not available due to the response number is less than 10.

Trends of Obtaining Electronic Vapor, AMONG Students who Reported Using Electronic Vapor Products during the Past 30 Days*, 2023-2025

	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
Bought from friend, family member, or someone else										
8th				0.0%	N/A				29.2%	25.9%
10th				0.0%	0.0%				42.7%	34.5%
12th				N/A	N/A				41.4%	46.6%
Bought in vape shop or tobacco shop										
8th				0.0%	0.0%				N/A	N/A
10th				0.0%	0.0%				7.2%	3.3%
12th				0.0%	0.0%				16.7%	10.0%
Bought in a convenience store, supermarket, discount store, or gas station										
8th				0.0%	0.0%				N/A	N/A
10th				0.0%	0.0%				2.7%	N/A
12th				0.0%	0.0%				5.4%	5.9%
Bought at a mall or shopping center kiosk or stand										
8th				0.0%	0.0%				N/A	N/A
10th				0.0%	0.0%				N/A	N/A
12th				0.0%	0.0%				N/A	N/A
Bought on the Internet										
8th				0.0%	0.0%				2.0%	N/A
10th				0.0%	0.0%				5.4%	N/A
12th				0.0%	0.0%				4.3%	N/A
Took from a store or another person										
8th				0.0%	0.0%				12.3%	13.6%
10th				0.0%	0.0%				11.2%	9.6%
12th				0.0%	0.0%				7.6%	10.7%
Got them in some other way										
8th				N/A	N/A				22.4%	24.7%
10th				0.0%	N/A				22.6%	21.0%
12th				0.0%	0.0%				22.5%	21.8%

** Among past 30-day E-vaper users, the percentage who reported obtaining electronic vapor in each manner during the past 30 days. Question was not available before 2023.*

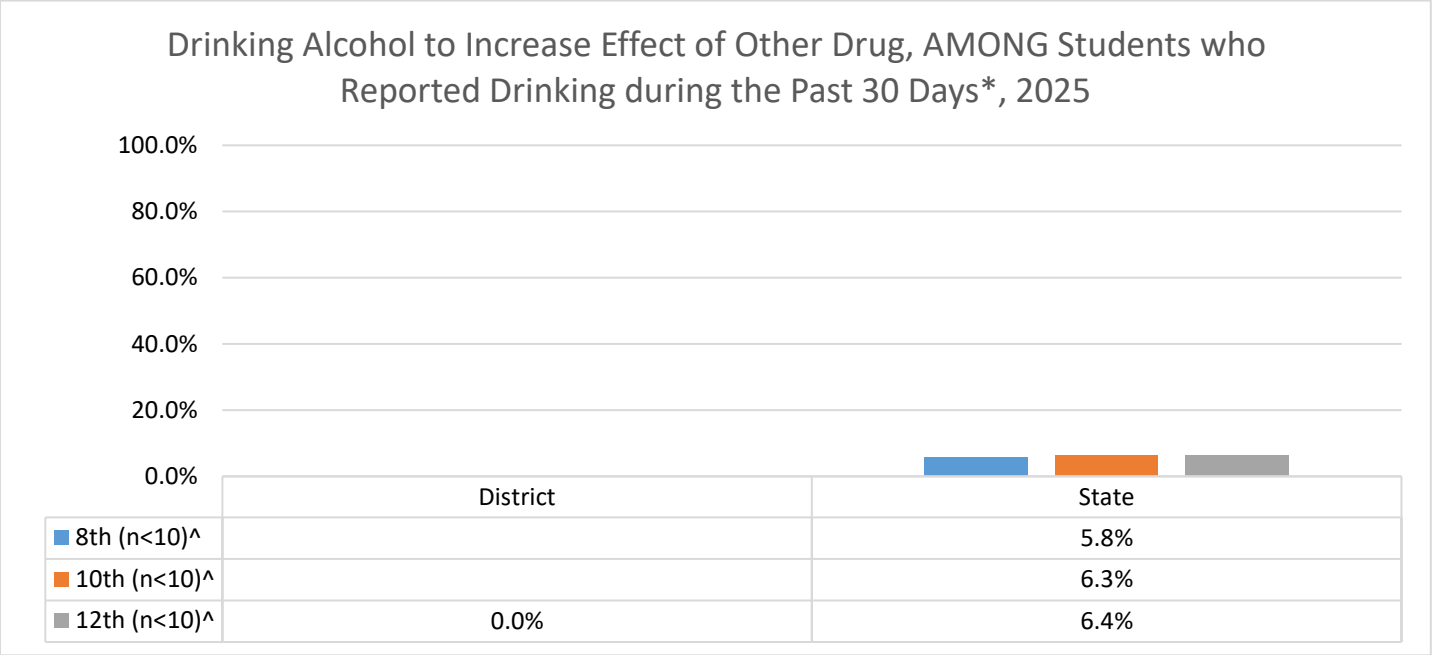
N/A: Result is not available due to the response number is less than 10.



** Among past 30-day marijuana users, the percentage who reported obtaining marijuana in each manner during the past 30 days.*
^ The district n-size displayed is the largest n-size across these questions. Because each question is asked individually, the n size may vary. Result is not available due to the response number is less than 10.

Trend data are not available about sources for obtaining marijuana.

Other Substance-Related Topics



** Among past 30-day alcohol users, the percentage who reported drinking alcohol one or more times to increase the effect of some of other drug or drugs during the past 30 days.*

^ Result is not available due to the response number is less than 10.

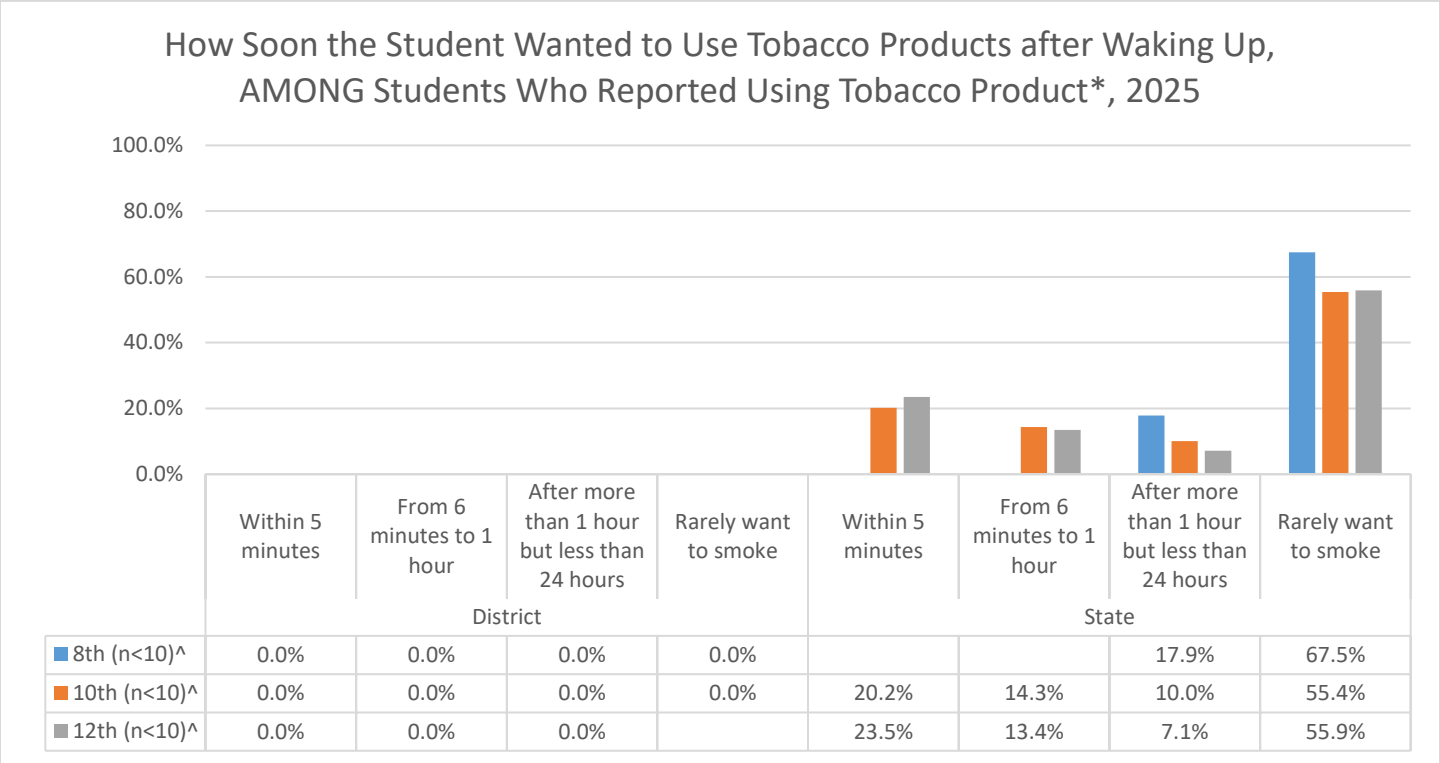
Trends of Drinking Alcohol to Increase Effect of Other Drug, AMONG Students who Reported Drinking during the Past 30 Days*, 2018-2025

	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
8th		0.0%	0.0%	0.0%	N/A		12.4%	9.5%	11.1%	5.8%
10th		0.0%		0.0%	N/A		12.7%	12.0%	13.5%	6.3%
12th		N/A		0.0%	0.0%		12.7%	11.8%	13.4%	6.4%

** Question was not available before 2018.*

N/A: Result is not available due to the response number is less than 10.

2021: 10th and 12th grades did not participate in the survey.

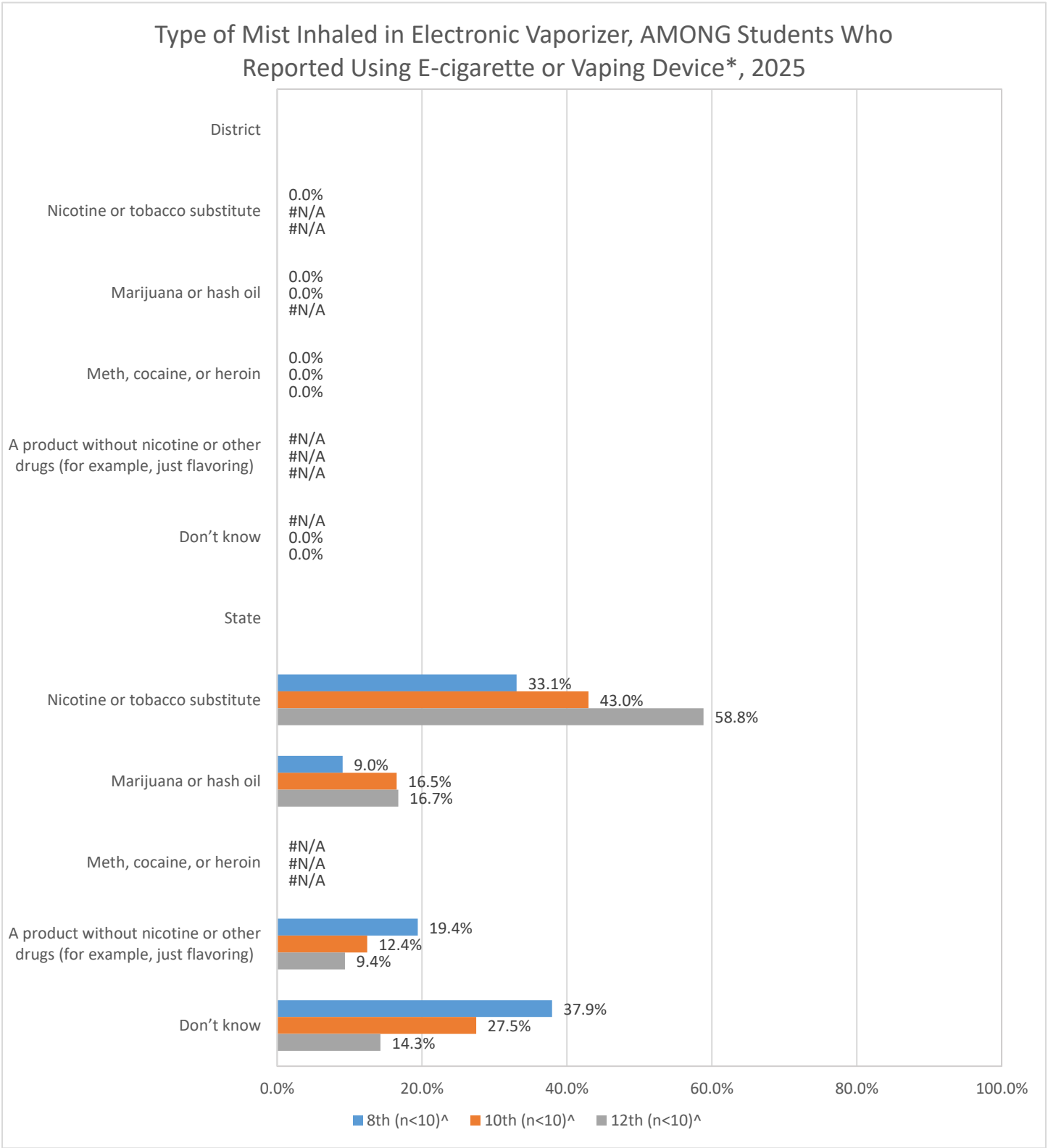


** Responses of students who reported smoking to the question "How soon after you wake up do you want to use a tobacco product?*
^ Result is not available due to the response number is less than 10.

Trend of Smoking after Waking Up AMONG Students Who Reported Smoking*, 2023-2025

		District					State				
		2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
8th	within 5 minutes				0.0%	0.0%				11.8%	#N/A
	From 6 minutes to 1 hour				0.0%	0.0%				N/A	#N/A
	after more than 1 hour but less than 24 hours				0.0%	0.0%				N/A	17.9%
	rarely want to smoke				N/A	0.0%				74.6%	67.5%
10th	within 5 minutes				0.0%	0.0%				31.7%	20.2%
	From 6 minutes to 1 hour				0.0%	0.0%				7.0%	14.3%
	after more than 1 hour but less than 24 hours				0.0%	0.0%				7.8%	10.0%
	rarely want to smoke				N/A	0.0%				53.6%	55.4%
12th	within 5 minutes				0.0%	0.0%				43.2%	23.5%
	From 6 minutes to 1 hour				0.0%	0.0%				10.0%	13.4%
	after more than 1 hour but less than 24 hours				0.0%	0.0%				10.5%	7.1%
	rarely want to smoke				0.0%	N/A				36.3%	55.9%

** Question was not available before 2023.*
N/A: Result is not available due to the response number is less than 10.



** Responses of students who reported using inhalant to the question "The last time you used a vape or e-cigarette, what was in the vapor you inhaled?"*

^ Result is not available due to the response number is less than 10.

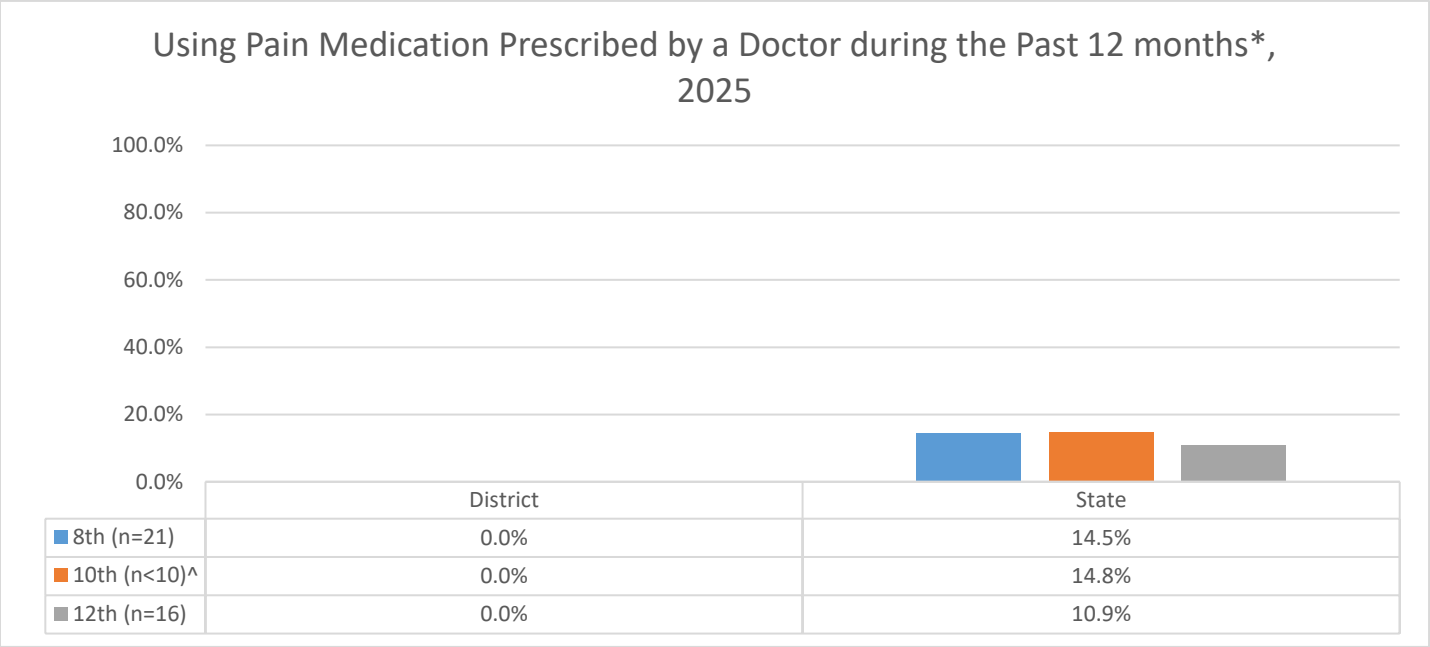
Trend of Inhaled Mist Type AMONG Students Who Reported Using E-Vapor*, 2018-2025

		District					State				
		2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
8th	Nicotine or tobacco substitute		N/A	N/A	0.0%	0.0%		30.9%	47.3%	42.0%	33.1%
	Marijuana or hash oil		0.0%	0.0%	0.0%	0.0%		3.1%	4.8%	9.3%	9.0%
	Meth, cocaine, or heroin		0.0%	N/A	0.0%	0.0%		N/A	N/A	N/A	#N/A
	A product without nicotine or other drugs (for example, just flavoring)		0.0%	N/A	N/A	N/A		37.9%	24.8%	20.3%	19.4%
	Don't know		0.0%	0.0%	N/A	N/A		27.7%	22.7%	28.0%	37.9%
10th	Nicotine or tobacco substitute		N/A		N/A	N/A		54.0%	54.9%	51.3%	43.0%
	Marijuana or hash oil		0.0%		0.0%	0.0%		3.0%	12.6%	12.9%	16.5%
	Meth, cocaine, or heroin		0.0%		0.0%	0.0%		0.3%	N/A	N/A	#N/A
	A product without nicotine or other drugs (for example, just flavoring)		N/A		N/A	N/A		27.0%	15.2%	12.6%	12.4%
	Don't know		N/A		N/A	0.0%		15.7%	16.9%	22.3%	27.5%
12th	Nicotine or tobacco substitute		N/A		N/A	N/A		69.0%	62.9%	57.7%	58.8%
	Marijuana or hash oil		N/A		0.0%	N/A		3.6%	11.1%	17.4%	16.7%
	Meth, cocaine, or heroin		0.0%		0.0%	0.0%		0.2%	N/A	N/A	#N/A
	A product without nicotine or other drugs (for example, just flavoring)		N/A		N/A	N/A		19.8%	13.1%	10.2%	9.4%
	Don't know		0.0%		0.0%	0.0%		7.4%	12.6%	13.3%	14.3%

** Question was not available before 2018.*

N/A: Result is not available due to the response number is less than 10.

2021: 10th and 12th grades did not participate in the survey.



** Percentage who reported "Yes" to the question "During the past 12 months, did you use pain medications that a doctor prescribed for you?" Result is not available due to the response number is less than 10.*

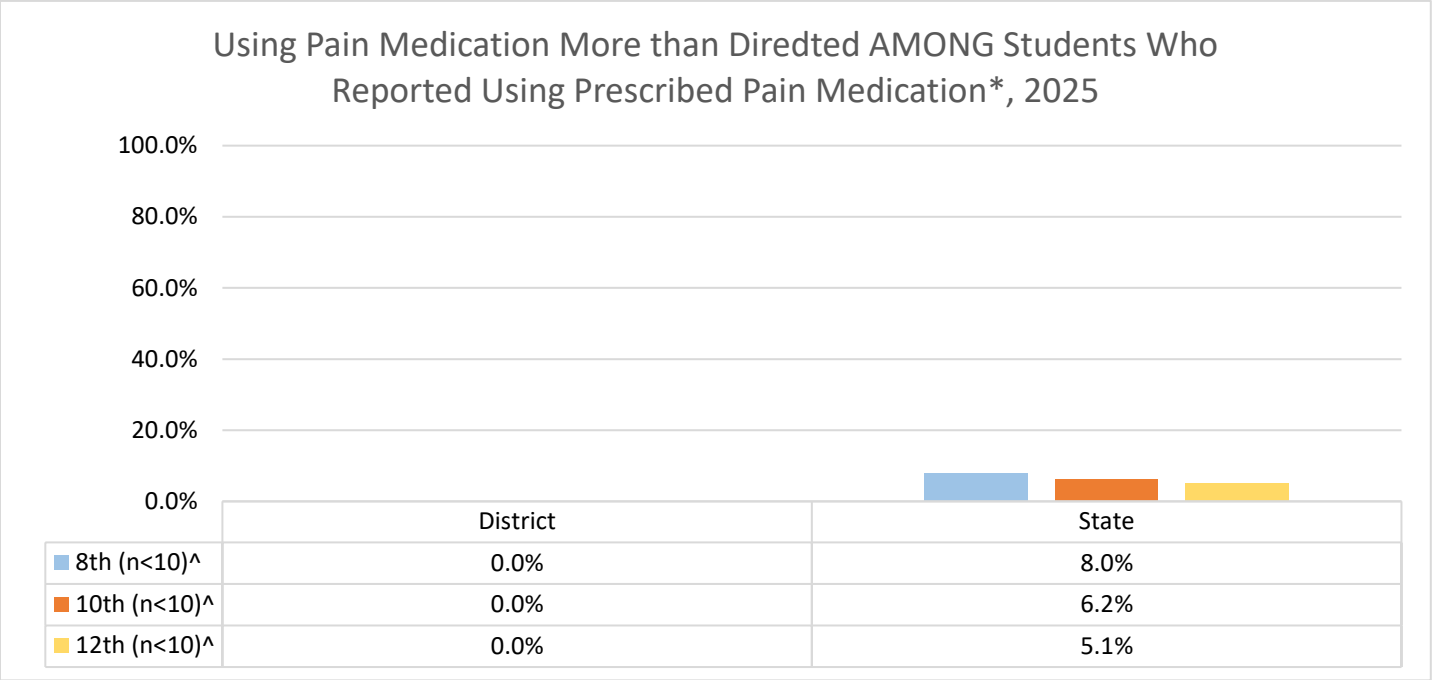
Trend of Using Pain Medication Prescribed by a Doctor during the Past 12 months*, 2018-2025

	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
8th		N/A	N/A	0.0%	0.0%		31.0%	12.5%	12.6%	14.5%
10th		N/A		N/A	0.0%		28.8%	11.9%	11.6%	14.8%
12th		32.8%		N/A	0.0%		28.6%	13.4%	12.5%	10.9%

** Question was not available before 2018.*

N/A: Result is not available due to the response number is less than 10.

2021: 10th and 12th grades did not participate in the survey.



** Percentage who reported "Yes" to the question "The last time a doctor prescribed a pain medication for you, did you use any of the pain medication more frequently or in higher doses than directed by a doctor?" AMONG students who used prescribed pain medication.*

^ Result is not available due to the response number is less than 10.

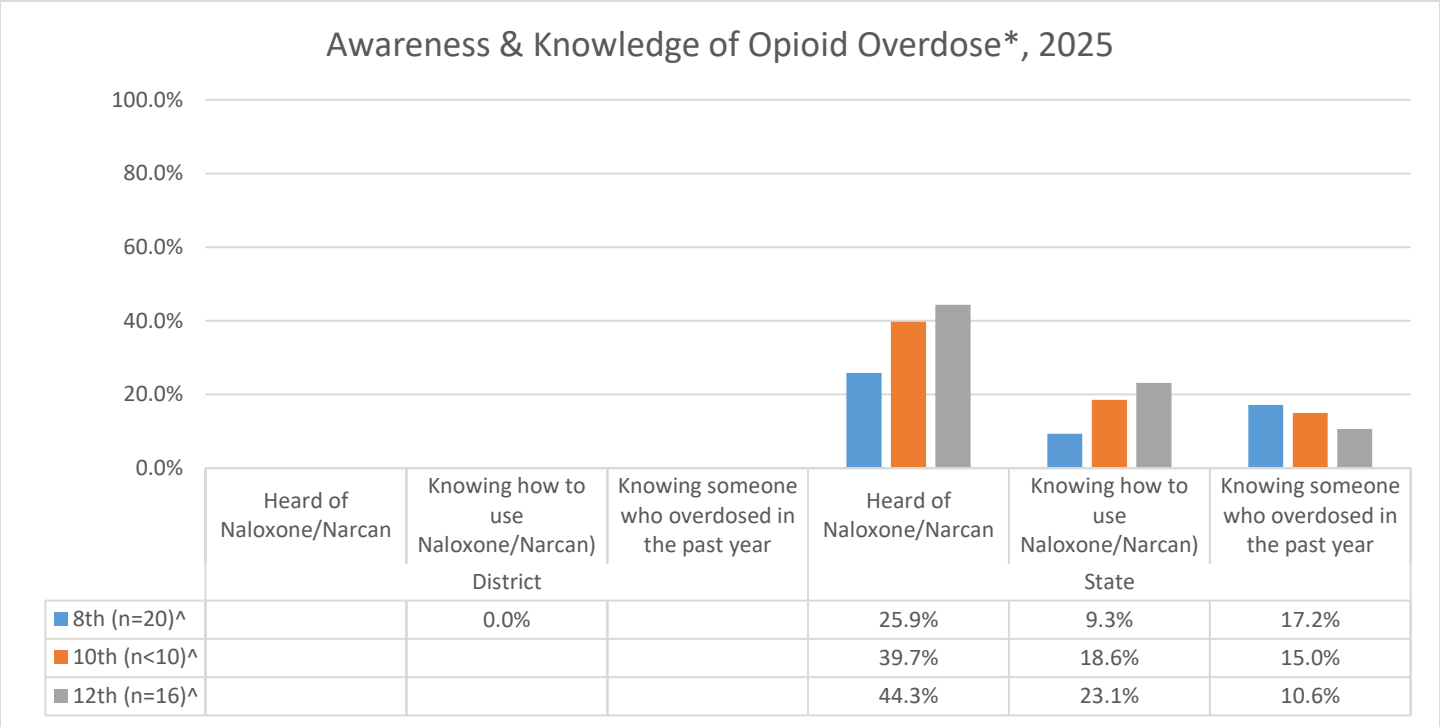
Trend of Using Pain Medication More Than Directed during the Past 12 months*, 2018-2025

	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
8th		0.0%	N/A	N/A	0.0%		5.7%	5.8%	7.1%	8.0%
10th		N/A		0.0%	0.0%		5.5%	5.9%	5.1%	6.2%
12th		N/A		0.0%	0.0%		8.8%	4.9%	5.4%	5.1%

** Question was not available before 2018.*

N/A: Result is not available due to the response number is less than 10.

2021: 10th and 12th grades did not participate in the survey.



** Percentage who reported "Yes" to the posted questions.*

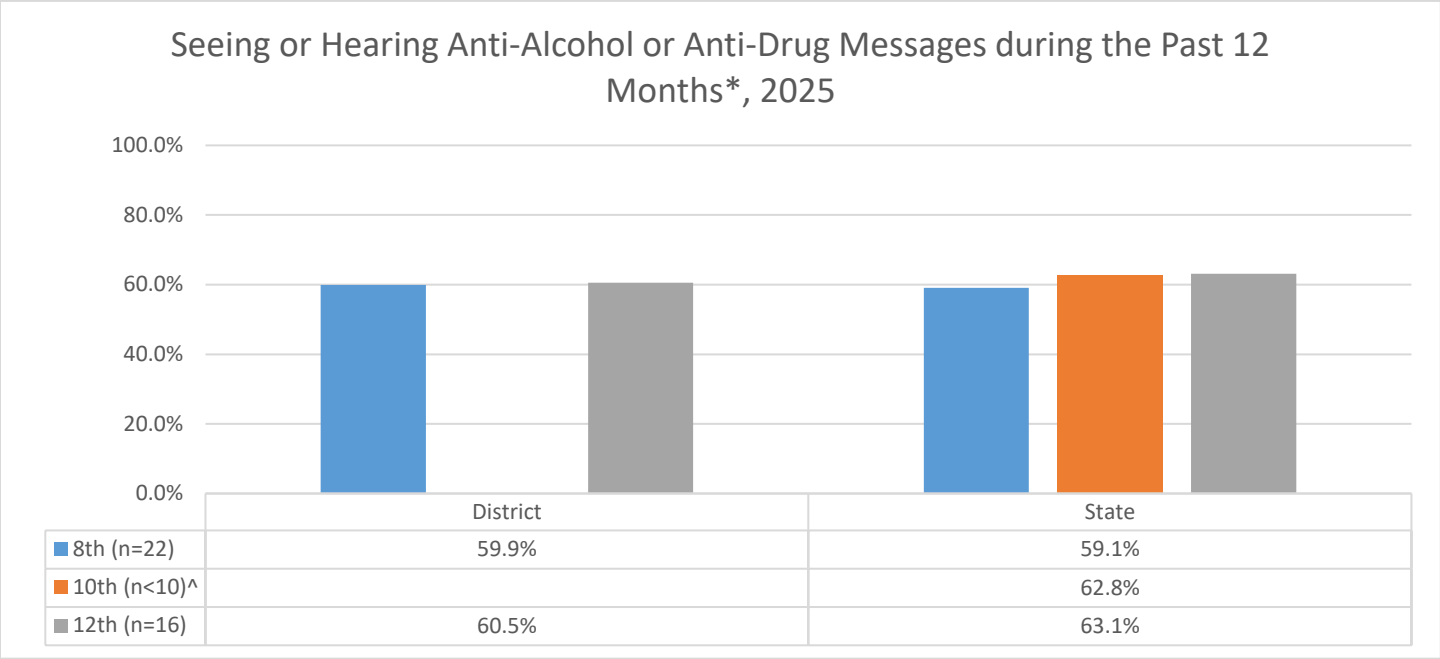
^ The district n-size displayed is the largest n-size across these questions. Because each question is asked individually, the n-size may vary. Result is not available due to the response number is less than 10.

Trend of Awareness & Knowledge of Opioid Overdose*, 2023-2025

	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
Heard of Naloxone/Narcan										
8th				N/A	N/A				21.4%	25.9%
10th				N/A	N/A				26.4%	39.7%
12th				N/A	N/A				35.5%	44.3%
Knowing how to use Naloxone/Narcan)										
8th				0.0%	0.0%				6.2%	9.3%
10th				N/A	N/A				9.8%	18.6%
12th				N/A	N/A				14.1%	23.1%
Knowing someone who overdosed in the past year										
8th				0.0%	N/A				19.9%	17.2%
10th				N/A	N/A				19.6%	15.0%
12th				N/A	N/A				15.2%	10.6%

** Questions were not available before 2023.*

N/A: Result is not available due to the response number is less than 10.



** Percentage who reported "Yes" to the question "In the past 12 months, have you seen or heard any anti-alcohol or anti-drug messages on TV, the internet, the radio, or in newspapers or magazines?" Result is not available due to the response number is less than 10.*

Trend of Seeing or Hearing Anti-Alcohol or Anti-Drug Messages, 2016-2025

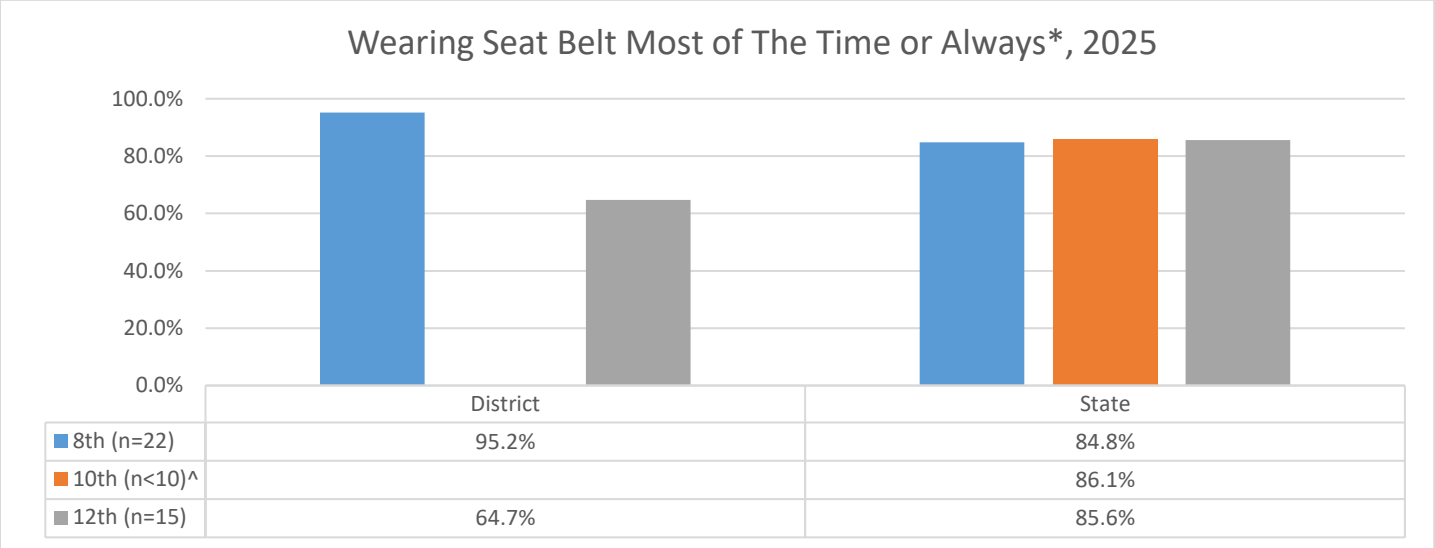
	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
8th	63.2%	87.7%	61.2%	N/A	59.9%	76.4%	72.6%	67.1%	59.6%	59.1%
10th	82.2%	60.9%		76.5%	N/A	77.6%	75.2%	68.0%	65.2%	62.8%
12th	71.4%	79.7%		65.8%	60.5%	75.8%	71.6%	69.6%	67.0%	63.1%

N/A: Result is not available due to the response number is less than 10.

2021: 10th and 12th grades did not participate in the survey.

Transportation Safety

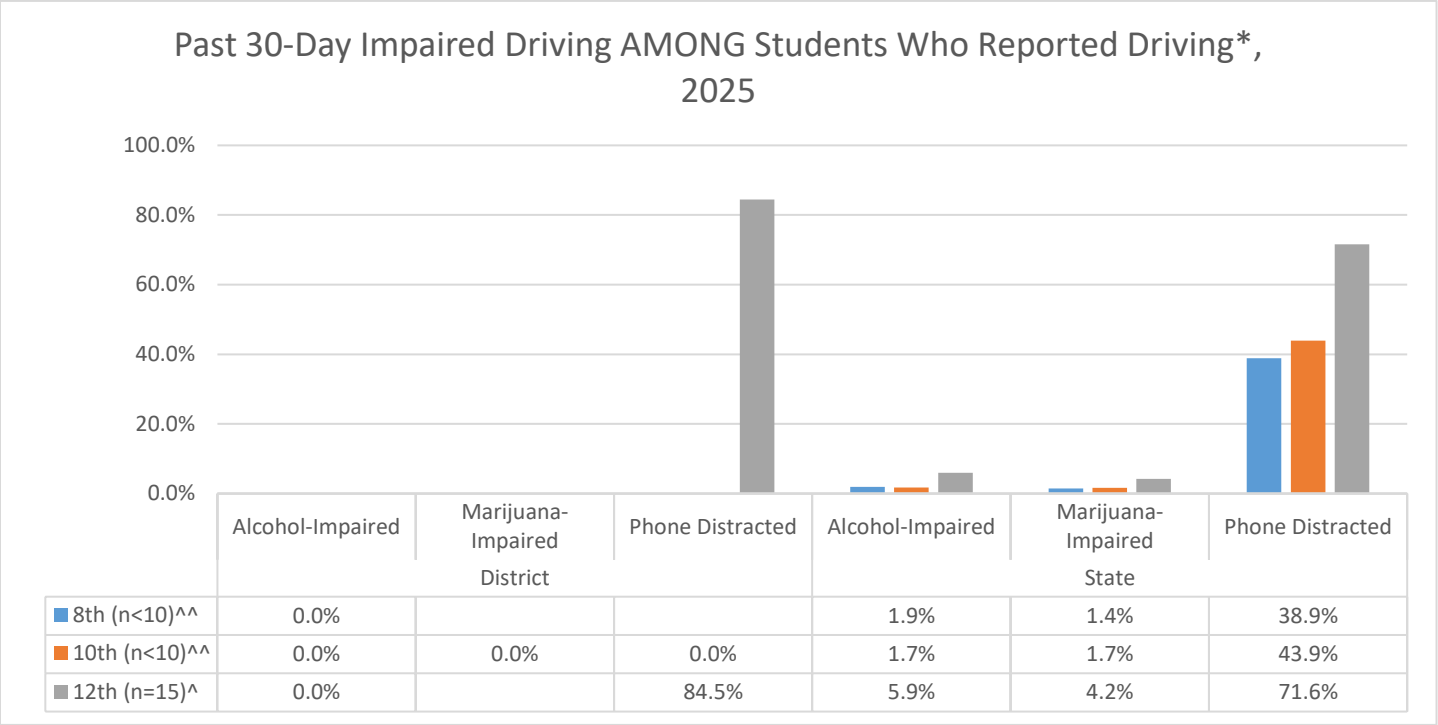
This section contains information on transportation safety relating to alcohol-impaired and distracted driving among 8th, 10th, and 12th grade students in Ravenna Public Schools.



	District	State
8th (n=22)	95.2%	84.8%
10th (n<10)^		86.1%
12th (n=15)	64.7%	85.6%

** Percentage who reported Most of the time or Always to the question " How often do you wear a seat belt when riding in a car driven by someone else?" based on the scales of Never, Rarely, Sometimes, Most of the time, and Always. Result is not available due to the response number is less than 10.*

Trend data are not available for the question about wearing seat belts.



** Percentage who reported one or more occurrences to the questions "During the past 30 days, how many times did you drive a car or other vehicle when you had been drinking alcohol?", "During the past 30 days, how many times did you drive a car or other vehicle when you had been using marijuana?" and "During the PAST 30 DAYS, on how many days did you TEXT OR USE AN APP while driving a car or other vehicle?" among students who reported driving.*

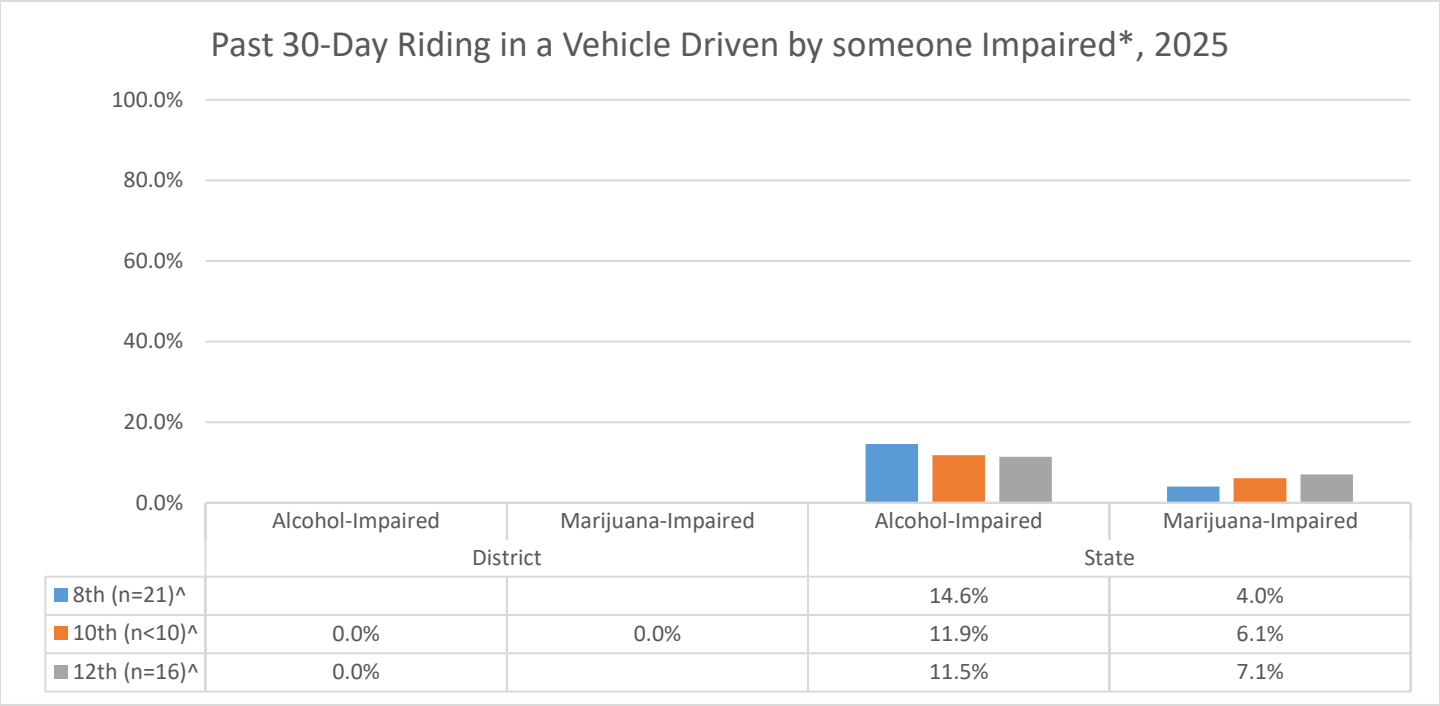
^ The district n-size displayed is the largest n-size across these questions. Because each question is asked individually, the n-size may vary. Result is not available due to the response number is less than 10.

Trends of Impaired Driving AMONG Students Who Reported Driving*, 2016-2025

	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
Any 30-day instance of drinking and driving										
8th	0.0%	0.0%	0.0%	0.0%	0.0%	0.9%	0.8%	1.0%	1.0%	1.9%
10th	N/A	N/A		N/A	0.0%	1.7%	3.1%	1.7%	2.4%	1.7%
12th	0.0%	N/A		N/A	0.0%	5.7%	6.3%	5.3%	5.4%	5.9%
Any 30-day instance of using marijuana and driving (Question *was not available before 2021.)*										
8th			0.0%	0.0%	N/A			0.9%	0.8%	1.4%
10th				0.0%	0.0%			3.1%	2.3%	1.7%
12th				0.0%	N/A			7.4%	6.3%	4.2%
Texted or used app on cell phone while driving, past 30 days *(Question was not available before 2018.)*										
8th		0.0%	N/A	N/A	N/A		91.6%	37.2%	41.4%	38.9%
10th		41.4%		73.7%	0.0%		83.6%	49.3%	52.6%	43.9%
12th		67.7%		85.4%	84.5%		84.0%	72.9%	74.6%	71.6%

N/A: Result is not available due to the response number is less than 10.

2021: 10th and 12th grades did not participate in the survey.



** Percentage who reported one or more occurrences to the questions "During the PAST 30 DAYS, how many times did you ride in a car or other vehicle driven by someone who had been drinking alcohol?" and "During the PAST 30 DAYS, how many times did you ride in a car or other vehicle driven by someone who had been using marijuana?"*

^ The district n-size displayed is the largest n-size across these questions. Because each question is asked individually, the n-size may vary. Result is not available due to the response number is less than 10.

Trends of Riding in a Vehicle Driven by someone Impaired, 2016-2025

	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
Any 30-day instance of R riding in a vehicle driven by someone who had been drinking alcohol										
8th	N/A	N/A	N/A	N/A	N/A	13.6%	15.6%	17.1%	16.5%	14.6%
10th	N/A	N/A		N/A	0.0%	11.3%	16.3%	13.5%	14.8%	11.9%
12th	N/A	31.5%		N/A	0.0%	12.0%	14.7%	12.0%	13.4%	11.5%
Any 30-day instance of R riding in a vehicle driven by someone who had been using marijuana *(Question was not available before 2021.)*										
8th			0.0%	0.0%	N/A			5.0%	4.2%	4.0%
10th				0.0%	0.0%			9.5%	7.5%	6.1%
12th				N/A	N/A			10.6%	10.6%	7.1%

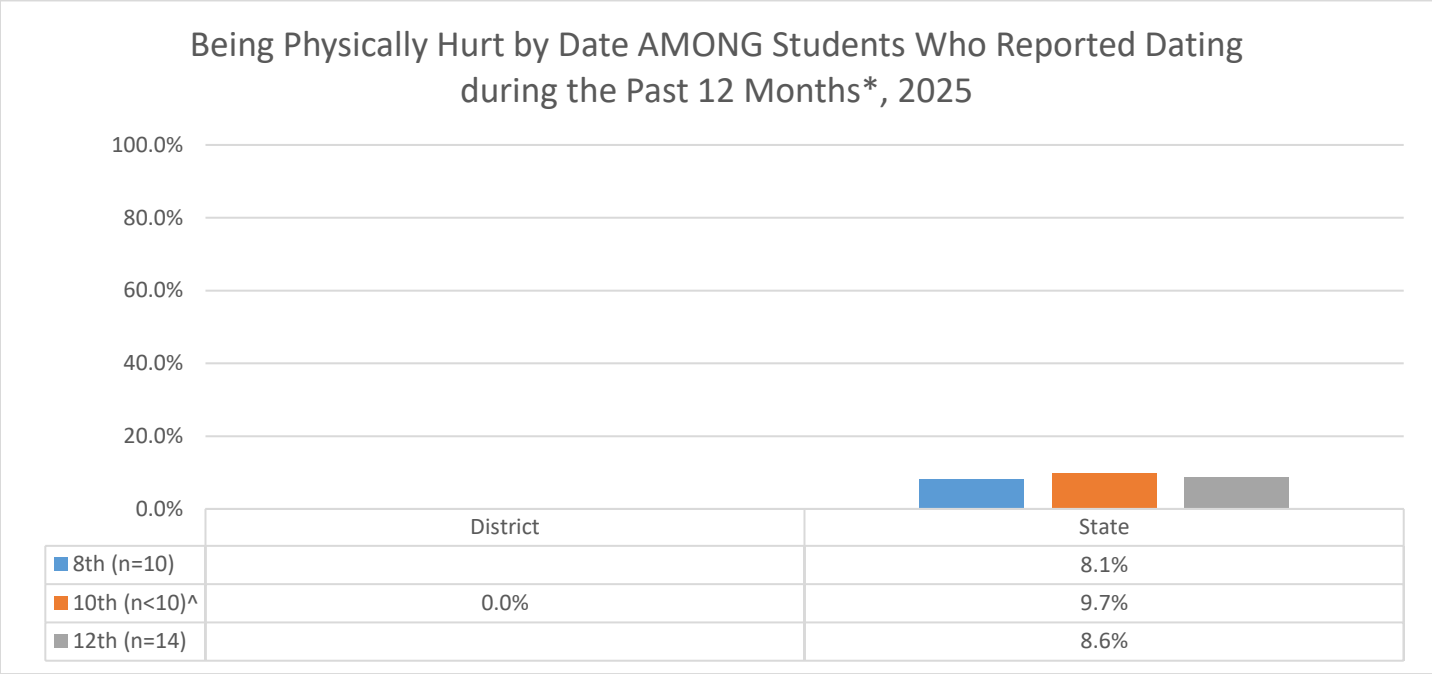
N/A: Result is not available due to the response number is less than 10.

2021: 10th and 12th grades did not participate in the survey.

Violence, Bullying, and Mental Health

This section contains information on dating violence, bullying, anxiety, depression, suicide, and attitudes toward the future among 8th, 10th, and 12th grade students in Ravenna Public Schools.

Violence and Bullying



** Percentage who reported being physically hurt on purpose one or more times by someone they were dating or going out with during the past 12 months AMONG students who reported dating.*

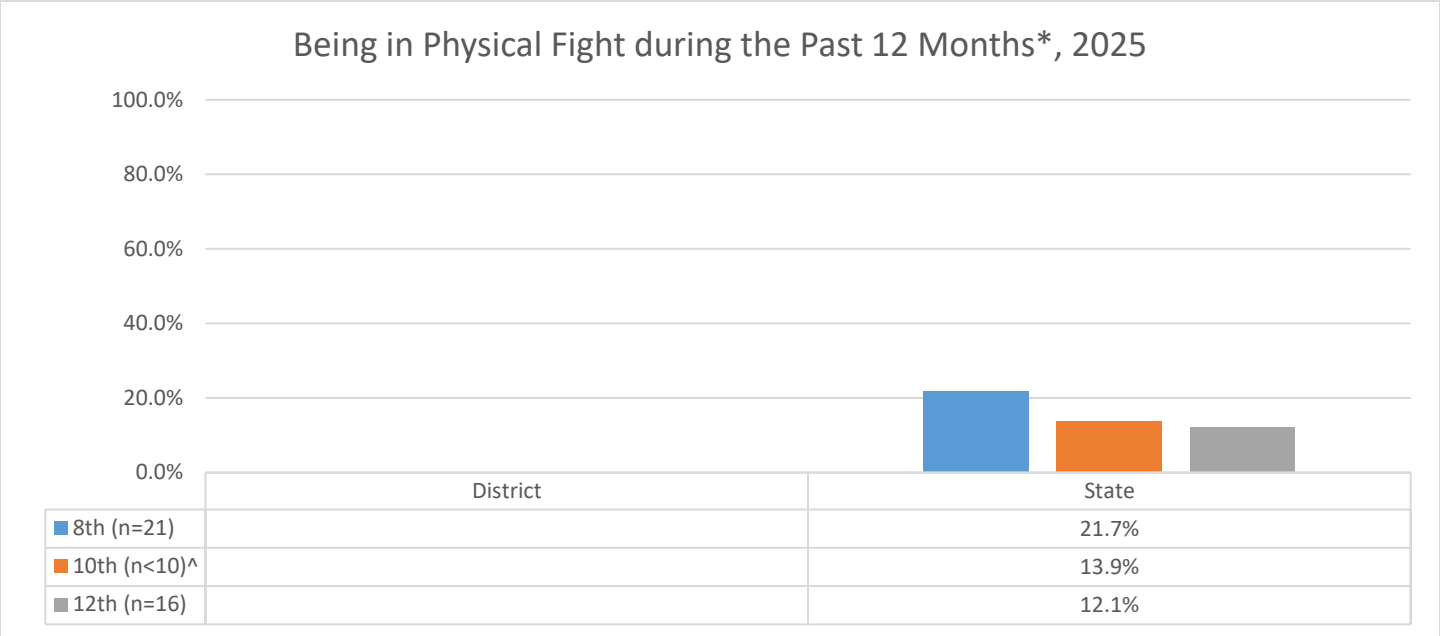
^ Result is not available due to the response number is less than 10.

Trend of Being Physically Hurt by Date AMONG Students Who Reported Dating, 2016-2025

	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
8th	N/A	0.0%	N/A	0.0%	N/A	3.9%	10.8%	11.7%	14.2%	8.1%
10th	N/A	N/A		N/A	0.0%	7.3%	12.4%	13.6%	10.8%	9.7%
12th	0.0%	N/A		N/A	N/A	6.2%	11.1%	12.6%	12.0%	8.6%

N/A: Result is not available due to the response number is less than 10.

2021: 10th and 12th grades did not participate in the survey.

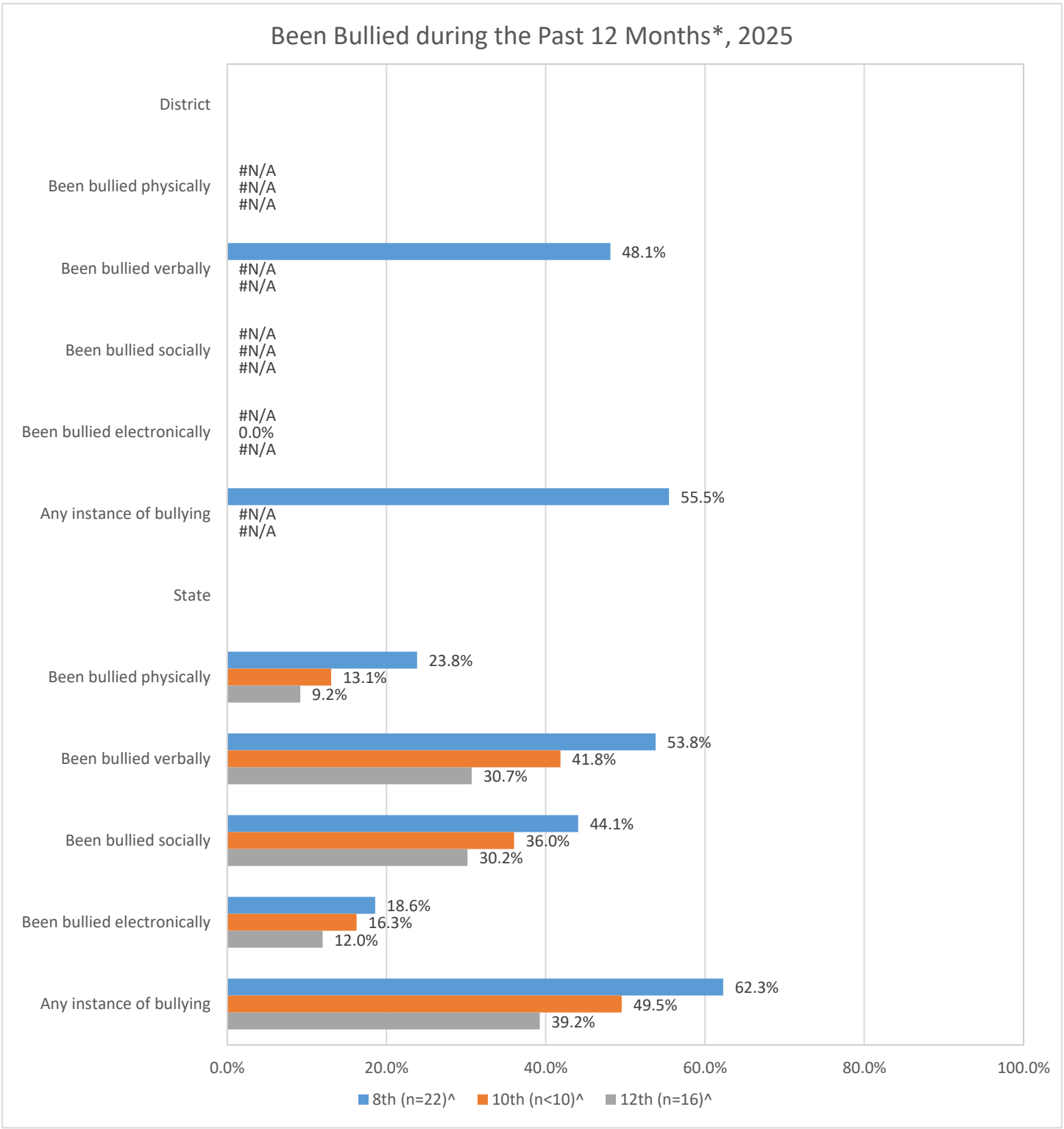


	District	State
8th (n=21)		21.7%
10th (n<10)^		13.9%
12th (n=16)		12.1%

** Percentage who reported being in a physical fight one or more times during the past 12 months.*

^ Result is not available due to the response number is less than 10.

Trend data are not available for the question about being in a physical fight.



** Percentage who reported one or more occurrences of each type of bullying. Examples of being bullied socially can be being excluded from a group or having gossip or rumors spread about the student; examples of being bullied electronically can be being threatened or embarrassed through e-mail, text messages, or social media.*

^ The district n-size displayed is the largest n-size across these questions. Because each question is asked individually, the n-size may vary. Result is not available due to the response number is less than 10.

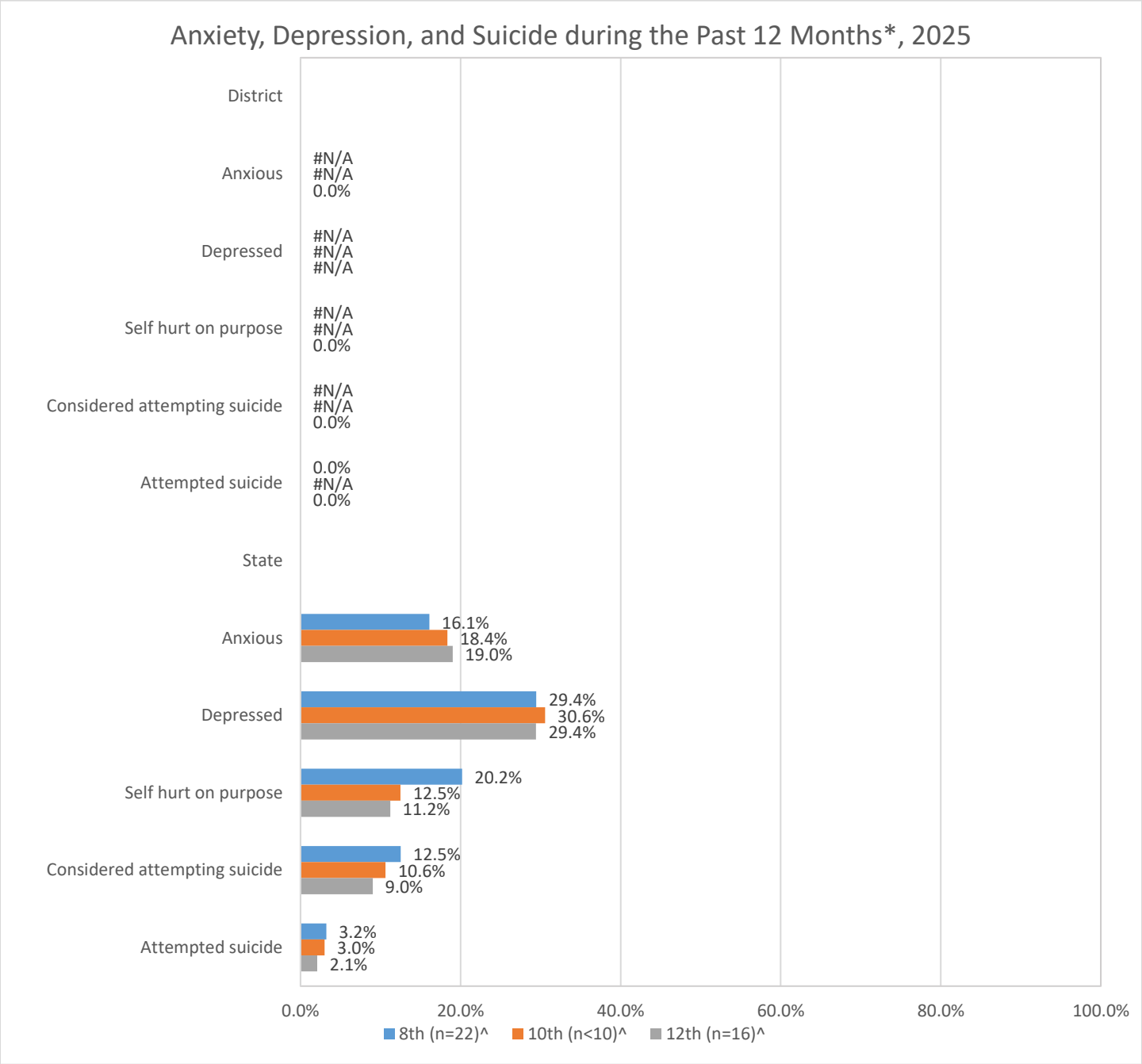
Trend of Been Bullied, 2016-2025

	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
Been bullied physically										
8th	28.3%	45.7%	N/A	N/A	N/A	27.8%	25.9%	26.6%	25.6%	23.8%
10th	N/A	N/A		N/A	N/A	19.7%	16.2%	15.1%	15.0%	13.1%
12th	N/A	N/A		N/A	N/A	11.0%	10.6%	10.0%	10.5%	9.2%
Been bullied verbally										
8th	52.9%	69.7%	53.3%	52.6%	48.1%	55.1%	52.3%	50.2%	53.6%	53.8%
10th	56.3%	32.6%		43.0%	N/A	49.6%	43.7%	41.1%	41.6%	41.8%
12th	N/A	54.1%		N/A	N/A	41.3%	34.8%	35.6%	35.4%	30.7%
Been bullied socially										
8th	39.1%	64.3%	60.9%	N/A	N/A	46.0%	44.0%	42.4%	43.4%	44.1%
10th	50.1%	23.2%		N/A	N/A	44.0%	41.1%	37.7%	38.0%	36.0%
12th	N/A	52.4%		N/A	N/A	38.0%	36.0%	35.0%	36.4%	30.2%
Been bullied electronically										
8th	N/A	N/A	N/A	N/A	N/A	21.8%	19.4%	22.2%	20.9%	18.6%
10th	N/A	N/A		N/A	0.0%	23.7%	21.0%	21.0%	19.5%	16.3%
12th	N/A	29.0%		N/A	N/A	19.1%	18.0%	18.2%	16.7%	12.0%
Any instance of bullying										
8th	66.1%	81.9%	76.5%	60.5%	55.5%	64.5%	62.1%	60.2%	62.4%	62.3%
10th	62.6%	39.8%		52.2%	N/A	58.3%	52.5%	51.5%	49.9%	49.5%
12th	N/A	67.4%		54.1%	N/A	49.6%	44.8%	45.7%	45.5%	39.2%

N/A: Result is not available due to the response number is less than 10.

2021: 10th and 12th grades did not participate in the survey.

Mental Health



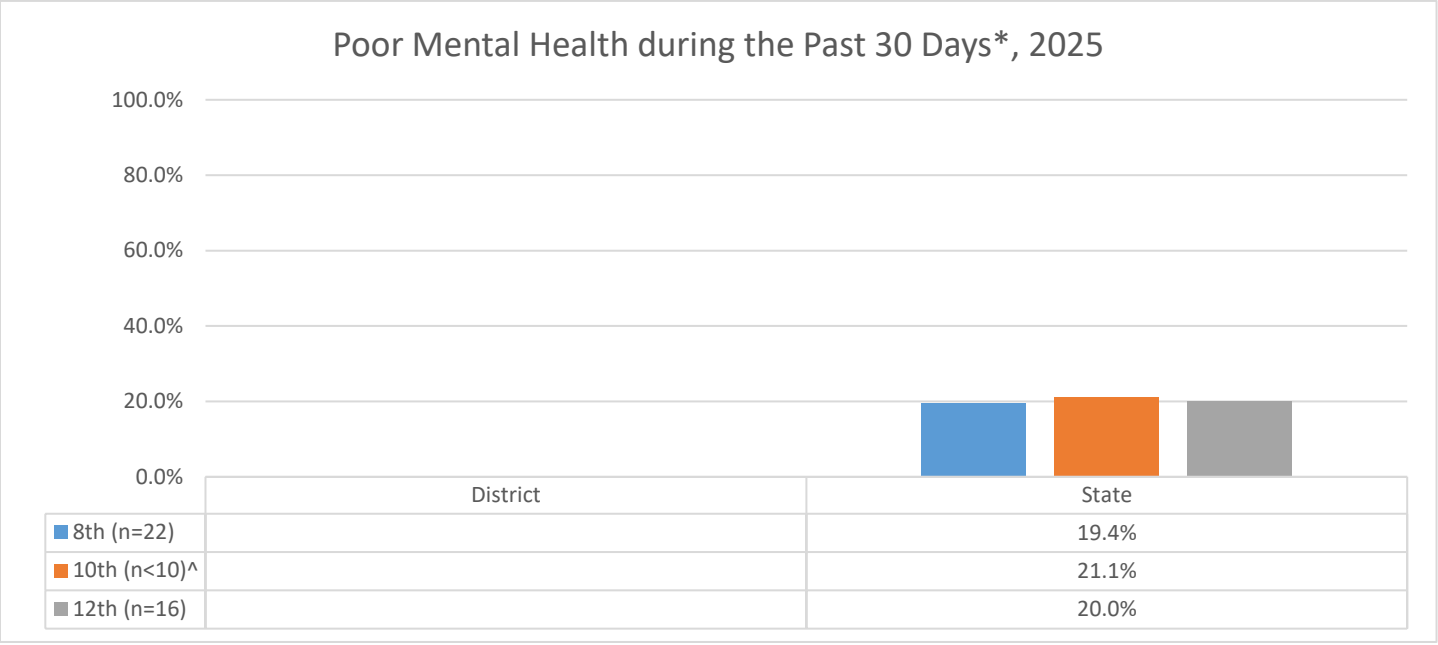
** Anxious is the percentage who reported during the past 12 months being so worried about something they could not sleep well at night most of the time or always based on the following scale: Never, Rarely, Sometimes, Most of the time, Always. The other percentages were students who reported "Yes" to the question "During the past 12 months, did you ever feel so sad or hopeless almost every day for two weeks or more in a row that you stopped doing some usual activities?", the question "During the past 12 months, did you hurt or injure yourself on purpose without wanting to die?", the question "During the past 12 months, did you ever seriously consider attempting suicide?", and the question "During the past 12 months, did you actually attempt suicide?"*
^ The district n-size displayed is the largest n-size across these questions. Because each question is asked individually, the n-size may vary. Result is not available due to the response number is less than 10.

Trends of Anxiety, Depression, and Suicide, 2016-2025

	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
Anxious										
8th	N/A	N/A	N/A	N/A	N/A	16.1%	17.4%	20.4%	19.8%	16.1%
10th	N/A	N/A		N/A	N/A	19.4%	21.1%	23.6%	19.8%	18.4%
12th	N/A	29.3%		N/A	0.0%	18.0%	21.9%	23.6%	22.0%	19.0%
Depressed										
8th	25.3%	N/A	35.8%	N/A	N/A	28.3%	30.4%	34.8%	32.3%	29.4%
10th	47.3%	26.9%		N/A	N/A	35.2%	34.9%	42.4%	36.3%	30.6%
12th	N/A	37.5%		N/A	N/A	34.2%	34.9%	43.3%	40.2%	29.4%
Self-hurt on purpose										
8th	N/A	N/A	N/A	N/A	N/A	12.2%	12.8%	16.5%	14.6%	20.2%
10th	N/A	N/A		N/A	N/A	14.5%	12.9%	17.4%	14.3%	12.5%
12th	N/A	N/A		0.0%	0.0%	11.7%	11.0%	13.5%	11.9%	11.2%
Considered attempting suicide										
8th	N/A	N/A	N/A	N/A	N/A	13.6%	15.3%	15.4%	14.1%	12.5%
10th	31.5%	N/A		N/A	N/A	17.5%	17.1%	20.2%	14.2%	10.6%
12th	N/A	N/A		N/A	0.0%	15.1%	16.2%	17.3%	14.9%	9.0%
Attempted suicide										
8th	0.0%	0.0%	N/A	0.0%	0.0%	3.5%	3.6%	4.1%	3.9%	3.2%
10th	N/A	N/A		N/A	N/A	4.7%	4.4%	5.4%	3.9%	3.0%
12th	0.0%	0.0%		0.0%	0.0%	3.9%	5.1%	3.9%	3.2%	2.1%

N/A: Result is not available due to the response number is less than 10.

2021: 10th and 12th grades did not participate in the survey.



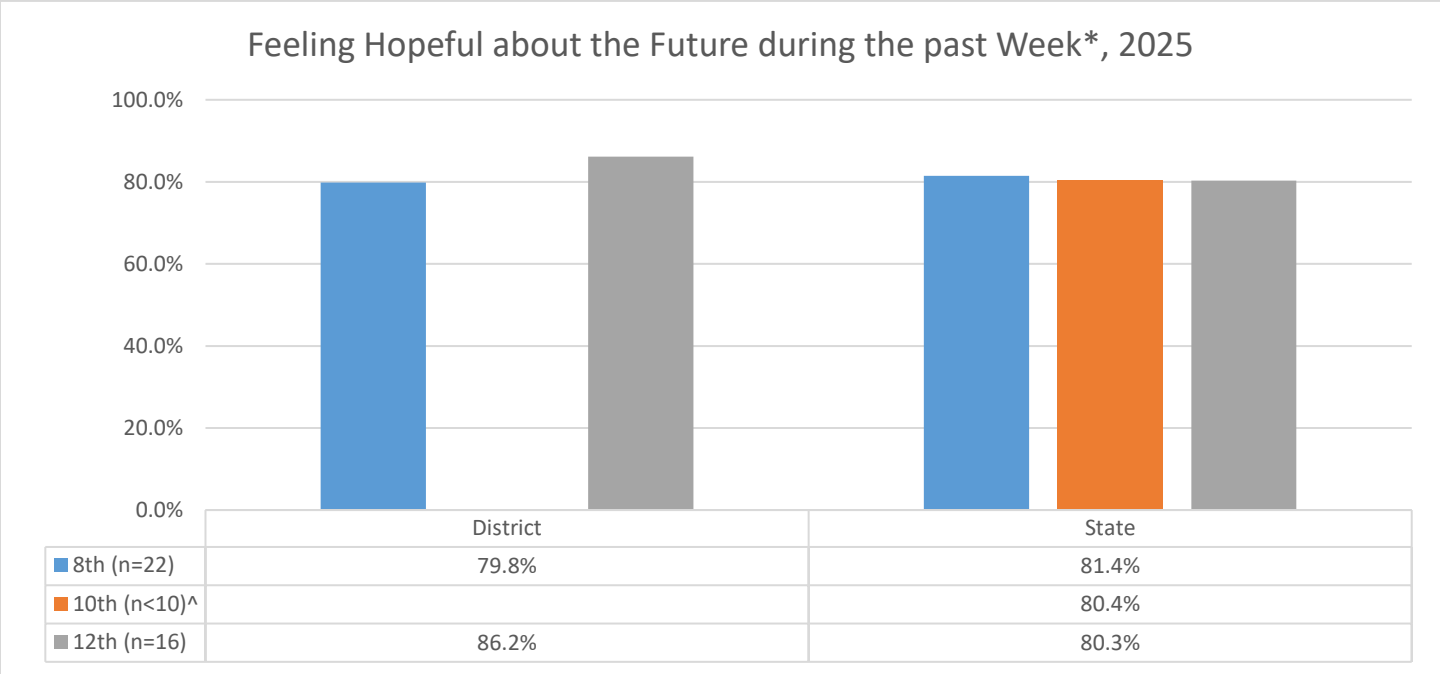
** Percentage who reported "Most of the time" or "Always" to the question "During the PAST 30 DAYS, how often was your mental health not good? (Poor mental health include stress, anxiety, and depression.)" Result is not available due to the response number is less than 10.*

Trend of Poor Mental Health, 2023-2025*

	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
8th				N/A	N/A				19.1%	19.4%
10th				N/A	N/A				25.3%	21.1%
12th				N/A	N/A				27.5%	20.0%

* *Question was not available before 2023.*

N/A: Result is not available due to the response number is less than 10.



** Percentage who reported they "Agree" or "Strongly agree" to the question "In the past week, I have felt hopeful about the future." Based on the following scale: Strongly disagree, Disagree, Agree, Strongly agree. Result is not available due to the response number is less than 10.*

Trend of Feeling Hopeful, 2016-2025

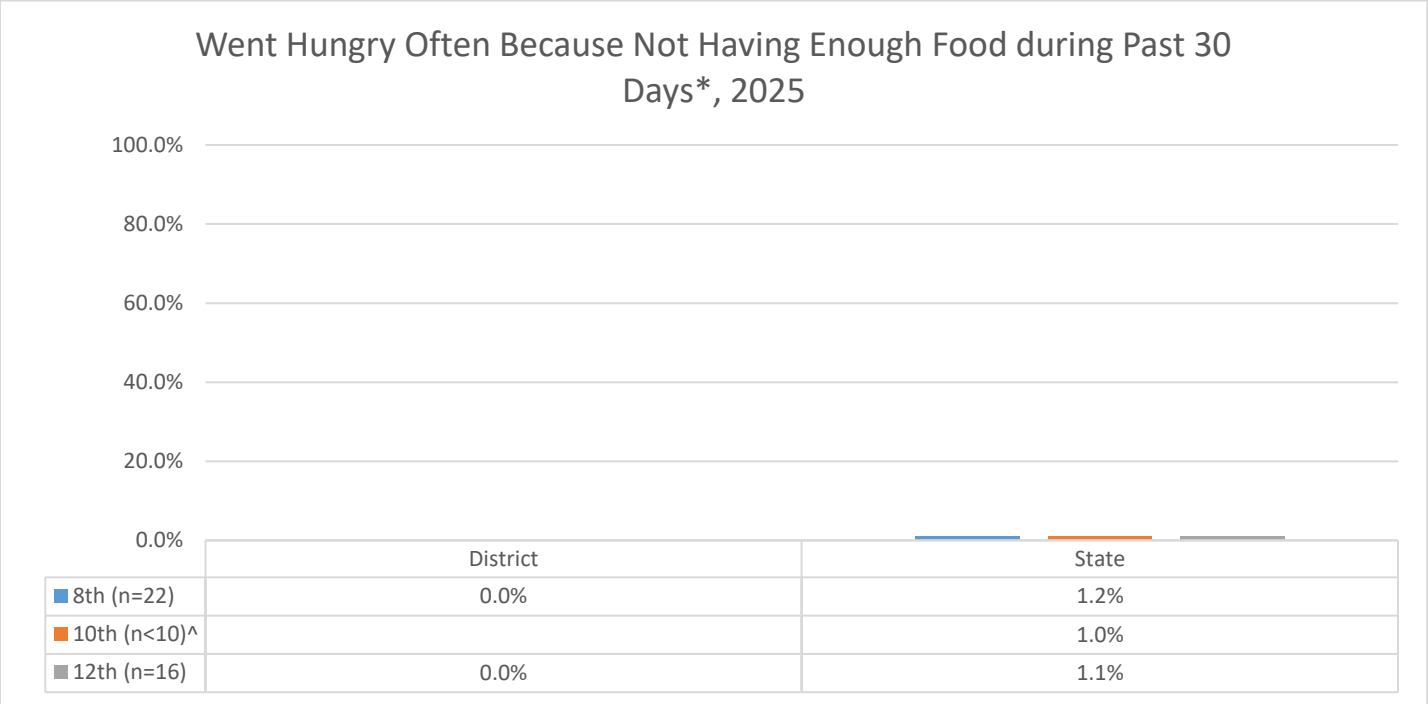
	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
8th	84.0%	79.5%	58.5%	80.5%	79.8%	80.9%	78.7%	73.5%	76.1%	81.4%
10th	76.6%	83.1%		85.0%	N/A	76.4%	75.8%	69.7%	74.0%	80.4%
12th	100.0%	85.0%		64.1%	86.2%	78.5%	79.1%	74.9%	76.1%	80.3%

N/A: Result is not available due to the response number is less than 10.

2021: 10th and 12th grades did not participate in the survey.

Nutrition and Physical Activity

This section contains information on food security, eating habits, physical activity, and sleep habits among 8th, 10th, and 12th grade students in Ravenna Public Schools.



** Percentage who reported "Most of the time" or "Always" to the question "During the PAST 30 DAYS, how often did you go hungry because there was not enough food in your home?" Result is not available due to the response number is less than 10.*

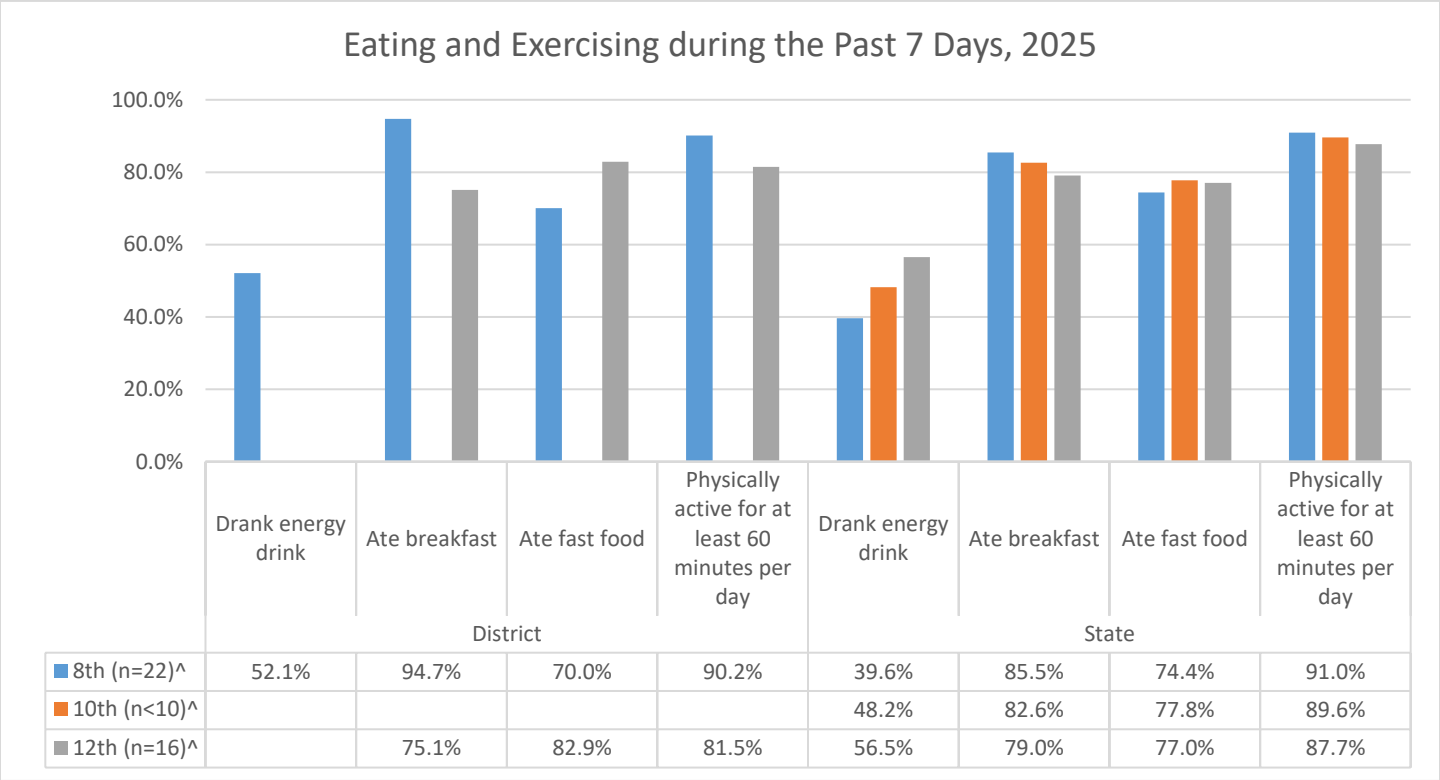
Trend of Going Hungry Often Because Not Having Enough Food*, 2016-2025

	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
8th	N/A		0.0%	N/A	0.0%	1.6%		1.8%	2.7%	1.2%
10th	0.0%			0.0%	N/A	1.6%		1.7%	2.1%	1.0%
12th	N/A			0.0%	0.0%	1.8%		2.2%	2.2%	1.1%

** Question was not available in 2018.*

N/A: Result is not available due to the response number is less than 10.

2021: 10th and 12th grades did not participate in the survey.



	District				State			
8th (n=22)^	52.1%	94.7%	70.0%	90.2%	39.6%	85.5%	74.4%	91.0%
10th (n<10)^					48.2%	82.6%	77.8%	89.6%
12th (n=16)^		75.1%	82.9%	81.5%	56.5%	79.0%	77.0%	87.7%

** Percentage who reported consuming the named drink or food one or more times during the past 7 days, and percentage who reported being physically active for a total of at least 60 minutes on one or more days during the past 7 days.*

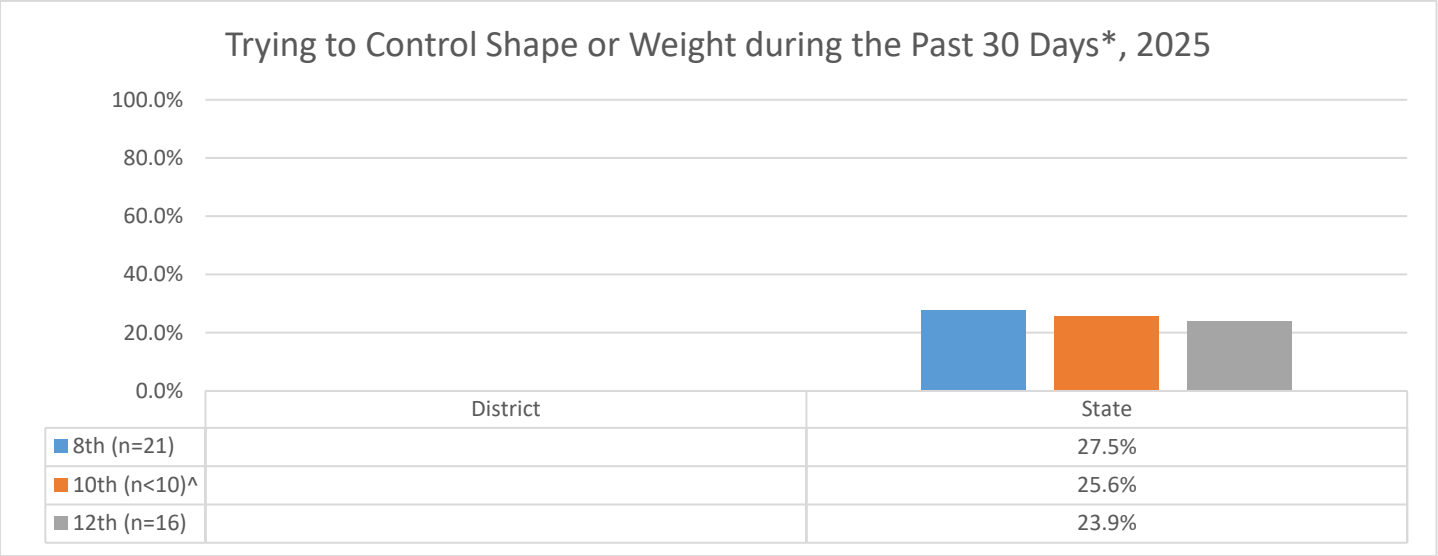
^ The district n-size displayed is the largest n-size across these questions. Because each question is asked individually, the n-size may vary. Result is not available due to the response number is less than 10.

Trends about Eating and Exercising, 2018-2025

	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
Drank energy drink *(Question was not available before 2023.)*										
8th				N/A	52.1%				29.7%	39.6%
10th				N/A	N/A				42.2%	48.2%
12th				N/A	N/A				44.9%	56.5%
Ate breakfast *(Question was not available before 2023.)*										
8th				79.1%	94.7%				79.8%	85.5%
10th				70.1%	N/A				74.1%	82.6%
12th				79.9%	75.1%				72.9%	79.0%
Ate fast food *(Trend data are not available.)*										
Physically active for at least 60 minutes per day *(Question was not available before 2018.)*										
8th		91.6%	96.0%	91.9%	90.2%		92.6%	91.1%	90.0%	91.0%
10th		90.3%		86.7%	N/A		86.4%	87.7%	87.2%	89.6%
12th		96.9%		74.2%	81.5%		82.8%	85.8%	86.5%	87.7%

N/A: Result is not available due to the response number is less than 10.

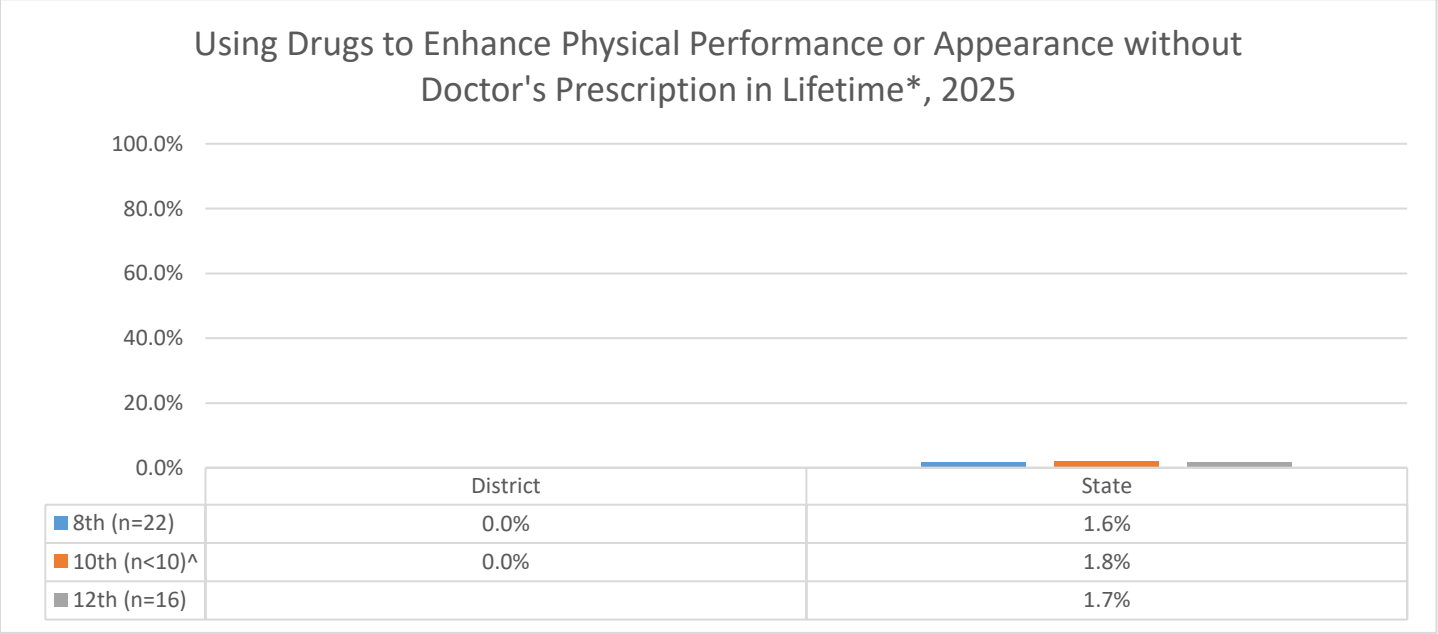
2021: 10th and 12th grades did not participate in the survey.



	District	State
8th (n=21)		27.5%
10th (n<10)^		25.6%
12th (n=16)		23.9%

** Percentage who reported one or more days to the question "During the PAST 30 DAYS, on how many days did you try to control your shape or weight by fasting or skipping meals, taking diet pills or supplements not prescribed by a doctor, or vomiting or taking laxatives?" Result is not available due to the response number is less than 10.*

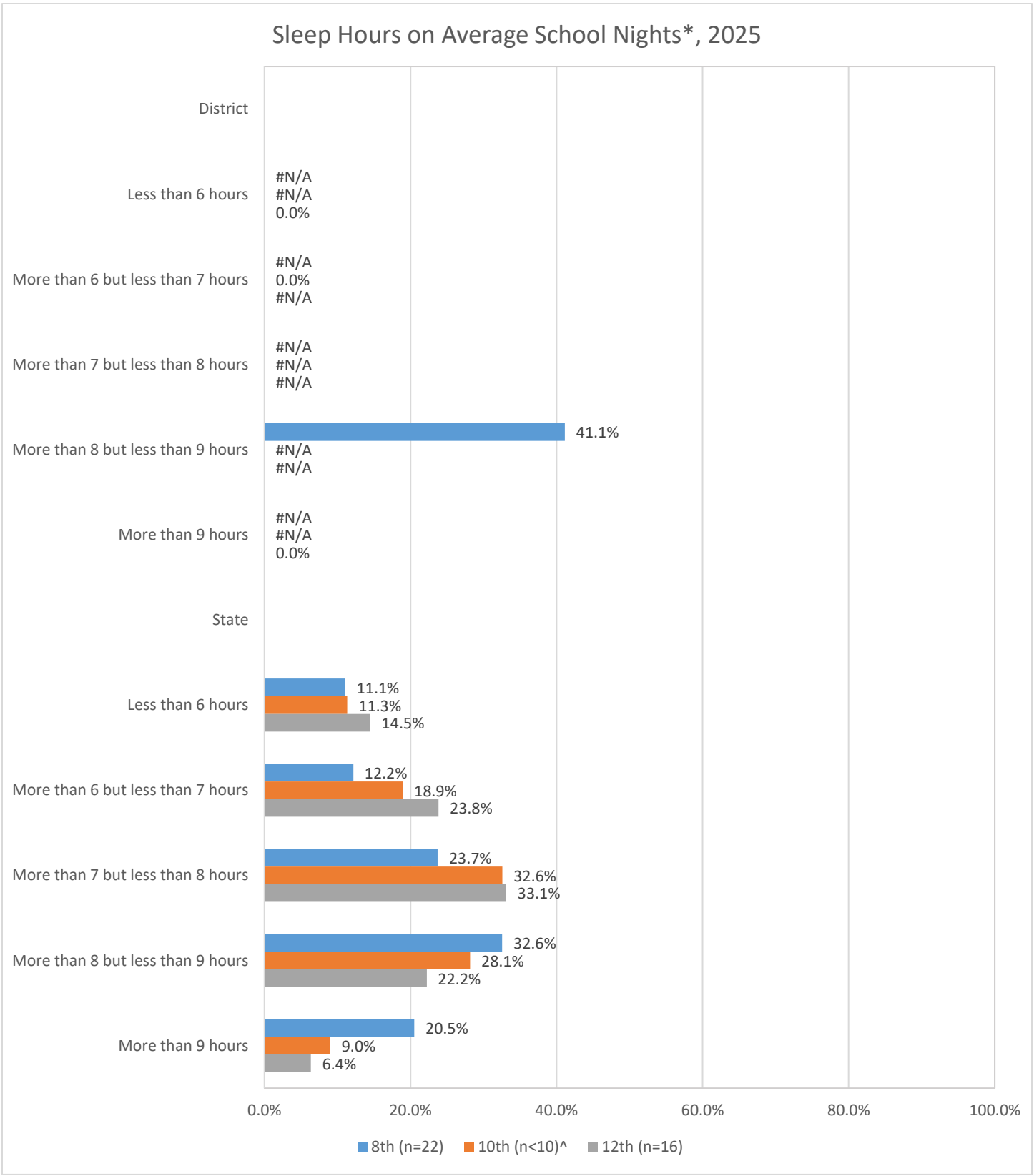
Trend data are not available for this question.



	District	State
8th (n=22)	0.0%	1.6%
10th (n<10)^	0.0%	1.8%
12th (n=16)		1.7%

** Percentage who reported one or more times to the question "During your life, how many times have you taken steroid pills or shots, testosterone boosters, or other substances such as Selective Androgen Receptor Modulators (SARMs) or other synthetic human growth hormone (hGH), to enhance your physical performance or appearance without a doctor's prescription?" Result is not available due to the response number is less than 10.*

Trend data are not available for this question.



** Percentage who reported the sleeping hours on an average school night. Result is not available due to the response number is less than 10.*

Trend of Sleep Hours on Average School Nights*, 2023-2025

		District					State				
		2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
8th	Less than 6 hours				N/A	N/A				12.8%	11.1%
	More than 6 but less than 7 hours				N/A	N/A				13.5%	12.2%
	More than 7 but less than 8 hours				N/A	N/A				25.0%	23.7%
	More than 8 but less than 9 hours				N/A	41.1%				31.0%	32.6%
	More than 9 hours				N/A	N/A				17.7%	20.5%
10th	Less than 6 hours				N/A	N/A				16.2%	11.3%
	More than 6 but less than 7 hours				N/A	0.0%				19.5%	18.9%
	More than 7 but less than 8 hours				47.2%	N/A				32.3%	32.6%
	More than 8 but less than 9 hours				N/A	N/A				24.6%	28.1%
	More than 9 hours				0.0%	N/A				7.4%	9.0%
12th	Less than 6 hours				N/A	0.0%				18.0%	14.5%
	More than 6 but less than 7 hours				N/A	N/A				25.8%	23.8%
	More than 7 but less than 8 hours				N/A	N/A				32.9%	33.1%
	More than 8 but less than 9 hours				N/A	N/A				18.6%	22.2%
	More than 9 hours				N/A	0.0%				4.7%	6.4%

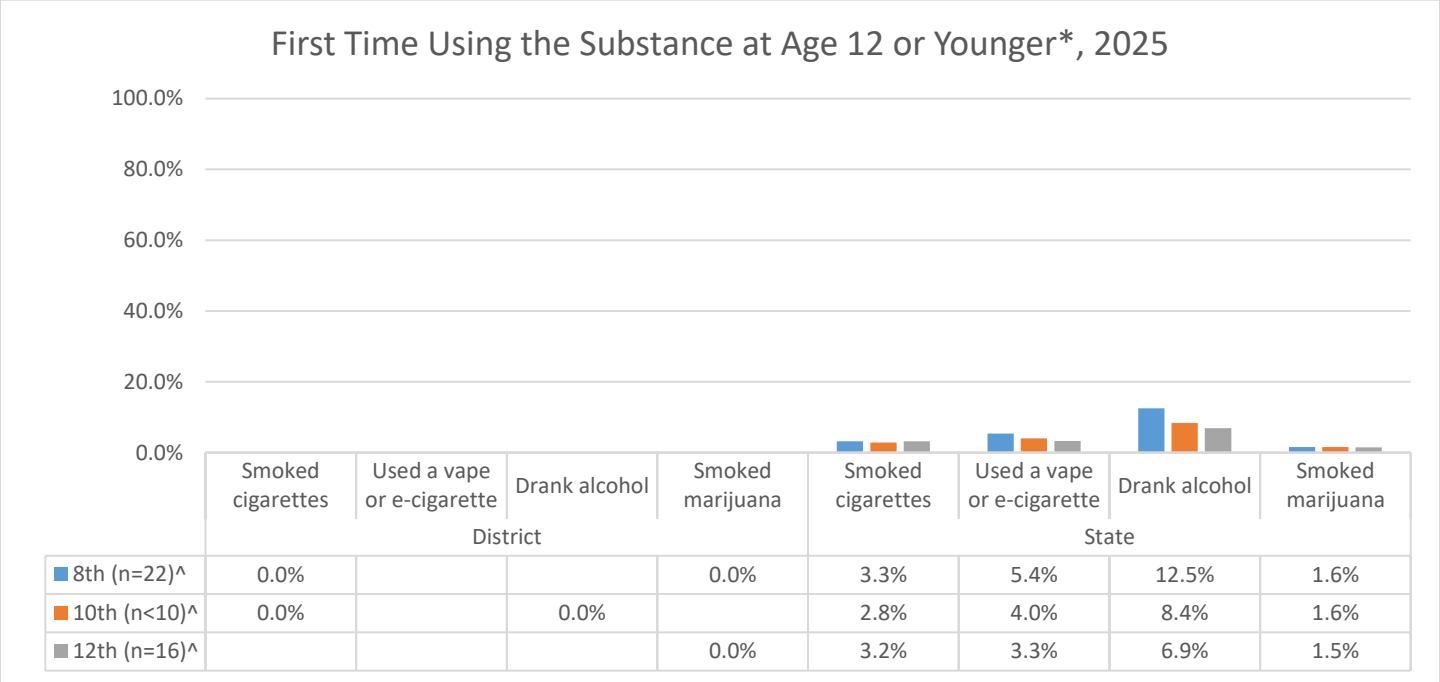
** Question was not available before 2023.*

N/A: Result is not available due to the response number is less than 10.

Feelings and Experiences at Home and at School

This section contains information on feelings and experiences with family, and at school for 8th, 10th, and 12th grade students in Ravenna Public Schools.

First Time Using Substances



	District				State			
	Smoked cigarettes	Used a vape or e-cigarette	Drank alcohol	Smoked marijuana	Smoked cigarettes	Used a vape or e-cigarette	Drank alcohol	Smoked marijuana
8th (n=22)^	0.0%			0.0%	3.3%	5.4%	12.5%	1.6%
10th (n<10)^	0.0%		0.0%		2.8%	4.0%	8.4%	1.6%
12th (n=16)^				0.0%	3.2%	3.3%	6.9%	1.5%

** Percentage reported first time using the substance at age 12 or younger.*

^ The district n-size displayed is the largest n-size across these questions. Because each question is asked individually, the n-size may vary. Result is not available due to the response number is less than 10.

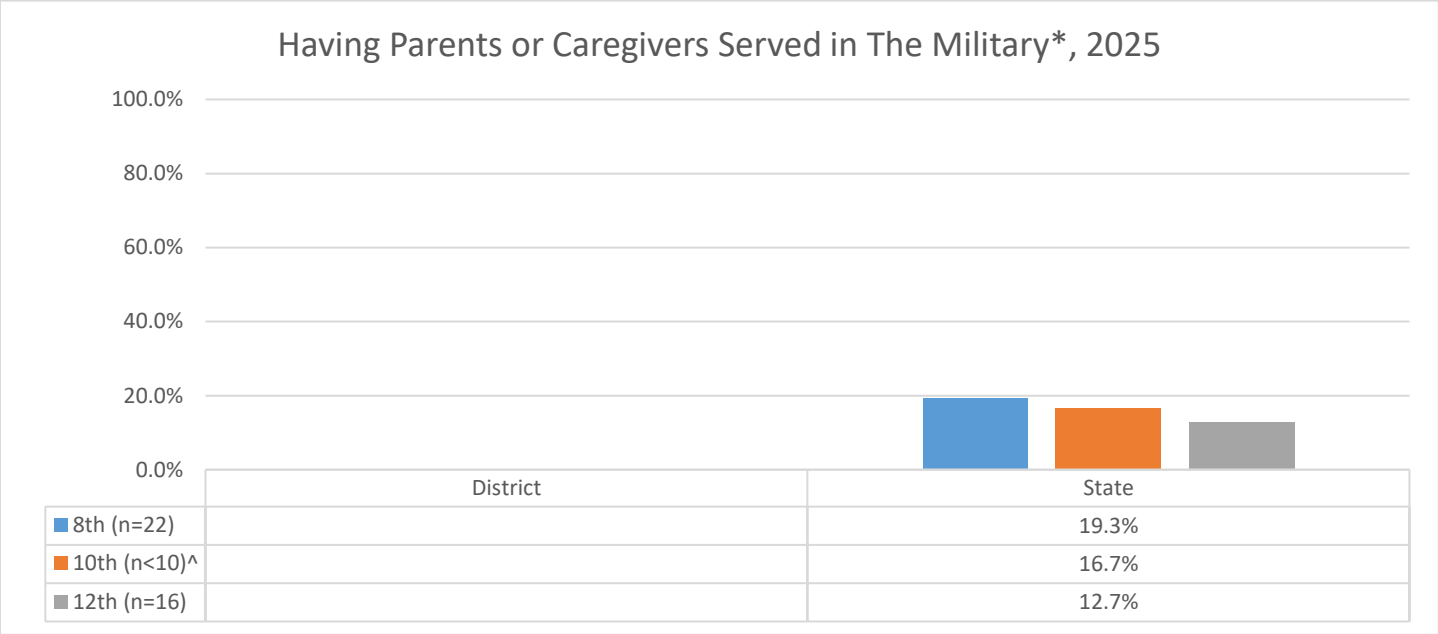
Trends of First Time Using the Substance at Age 12 or Younger, 2016-2025

	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
First time smoked cigarettes at age 12 or younger										
8th	N/A	N/A	N/A	0.0%	0.0%	5.3%	4.5%	5.5%	4.0%	3.3%
10th	N/A	N/A		N/A	0.0%	6.5%	5.8%	5.1%	3.2%	2.8%
12th	N/A	N/A		0.0%	N/A	6.1%	5.0%	4.5%	4.0%	3.2%
First time used a vape or e-cigarette at age 12 or younger *(Trend data are not available.)*										
First time drank alcohol at age 12 or younger										
8th	N/A	N/A	N/A	N/A	N/A	15.0%	17.1%	18.0%	14.8%	12.5%
10th	N/A	N/A		N/A	0.0%	9.5%	9.8%	11.3%	9.2%	8.4%
12th	N/A	N/A		N/A	N/A	7.6%	7.4%	7.8%	6.4%	6.9%
First time smoked marijuana at age 12 or younger										
8th	0.0%	0.0%	0.0%	0.0%	0.0%	2.3%	2.0%	1.9%	2.0%	1.6%
10th	0.0%	N/A		N/A	N/A	2.9%	2.7%	2.4%	1.8%	1.6%
12th	N/A	N/A		0.0%	0.0%	2.6%	2.1%	1.7%	1.8%	1.5%

N/A: Result is not available due to the response number is less than 10.

2021: 10th and 12th grades did not participate in the survey.

Feelings and Experiences with Family



** Percentage who reported "Yes" to the question "During any time in your life, have any of your parents or caregivers served in the military?" Result is not available due to the response number is less than 10.*

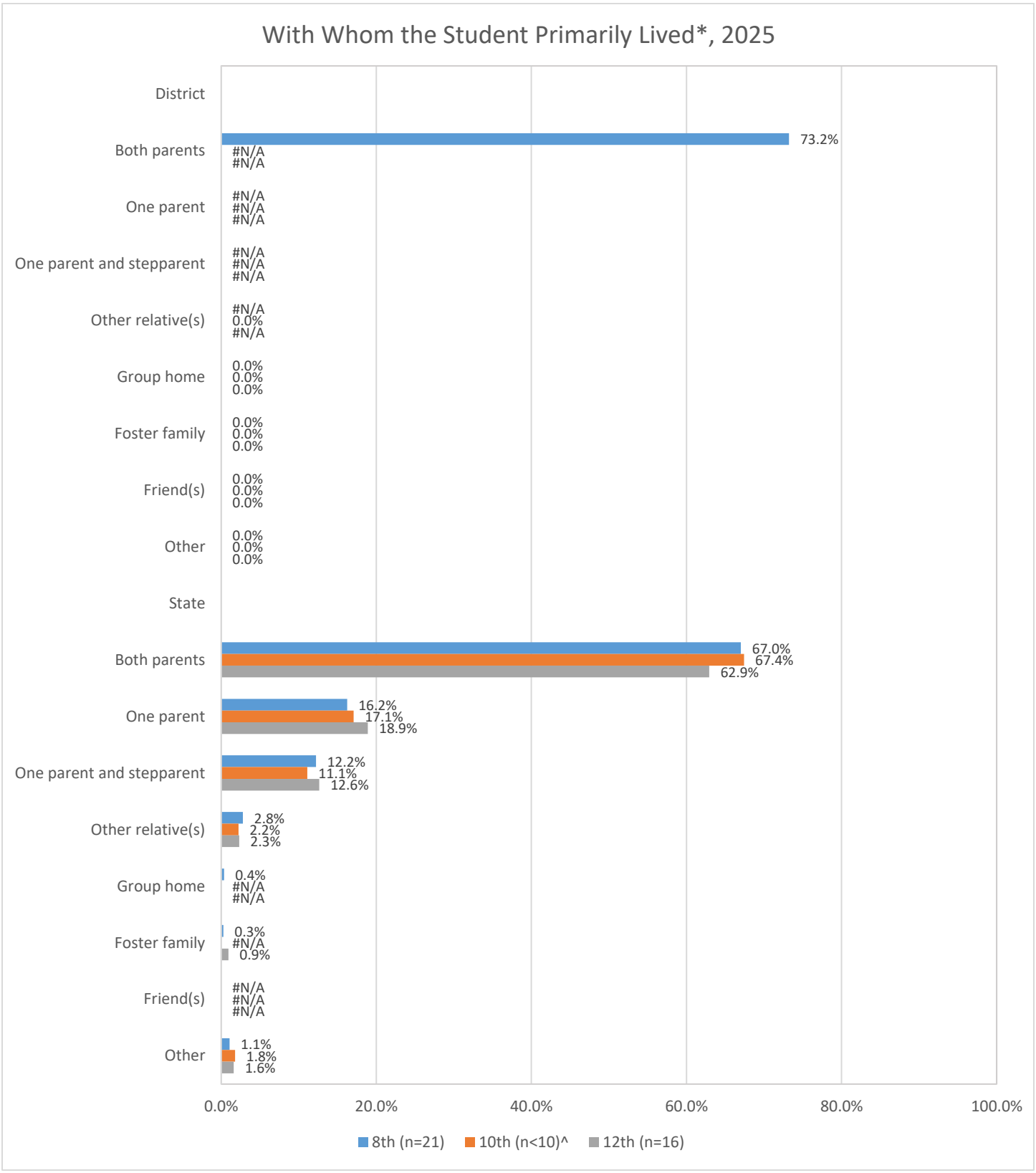
Trend of Having Parents or Caregivers Served in The Military*, 2018-2025

	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
8th		N/A	N/A	N/A	N/A		24.4%	24.0%	21.6%	19.3%
10th		N/A		N/A	N/A		19.6%	20.5%	19.1%	16.7%
12th		N/A		N/A	N/A		19.5%	18.2%	15.9%	12.7%

** Question was not available before 2018.*

N/A: Result is not available due to the response number is less than 10.

2021: 10th and 12th grades did not participate in the survey.



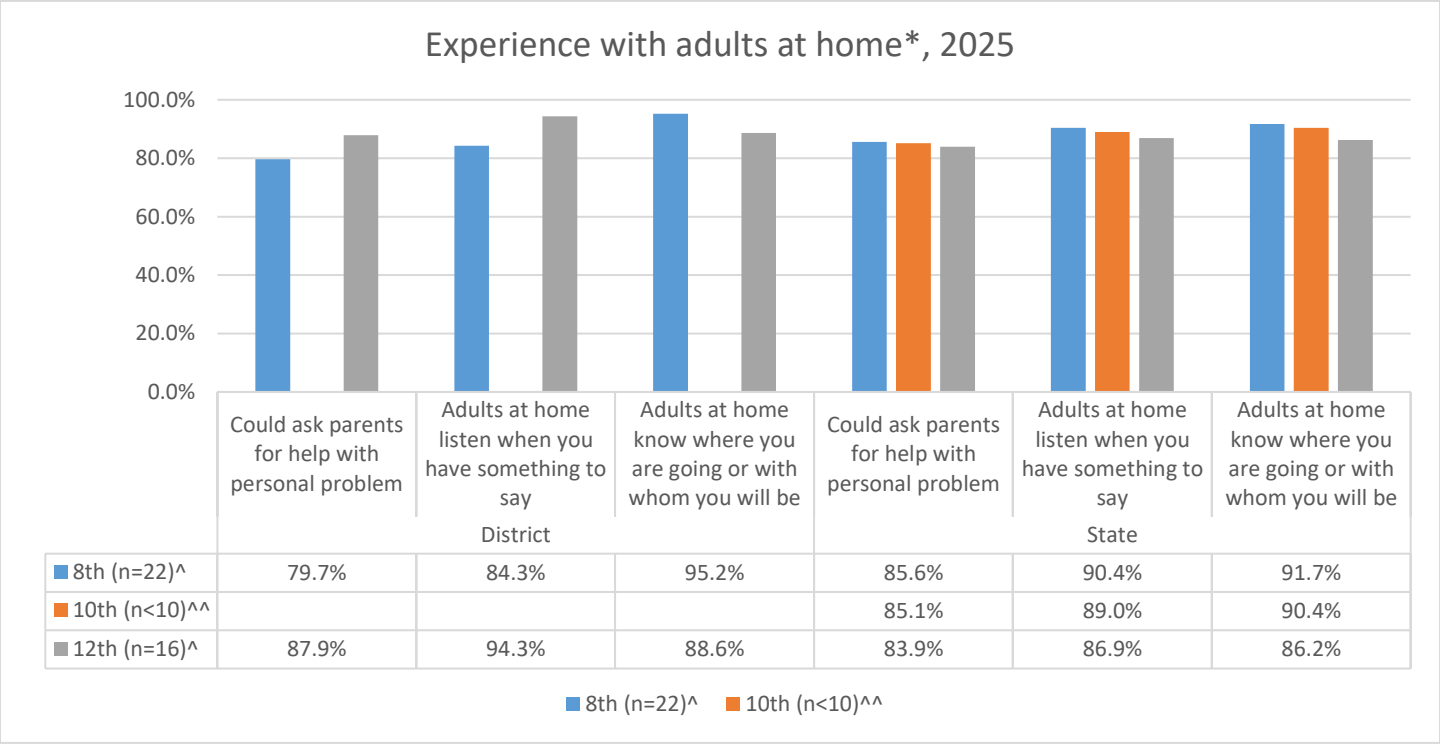
** Based on the question "Do you live with: ". Result is not available due to the response number is less than 10.*

Trend of with Who the Student Primarily Lived, 2016-2025

		District					State				
		2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
8th	Both parents	53.2%	59.2%	59.5%	71.0%	73.2%	65.1%	67.6%	66.9%	66.7%	67.0%
	One parent	N/A	N/A	N/A	N/A	N/A	15.4%	15.3%	16.1%	15.4%	16.2%
	One parent and stepparent	N/A	N/A	N/A	N/A	N/A	15.2%	12.4%	12.1%	12.8%	12.2%
	Other relative(s)	N/A	0.0%	0.0%	0.0%	N/A	1.9%	1.5%	2.1%	1.9%	2.8%
	Group home	0.0%	0.0%	0.0%	0.0%	0.0%	0.3%	0.2%	0.4%	N/A	0.4%
	Foster family	0.0%	0.0%	N/A	N/A	0.0%	0.5%	0.5%	0.8%	0.4%	0.3%
	Friend(s)	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A
	Other	N/A	0.0%	N/A	0.0%	0.0%	1.7%	2.3%	1.6%	2.5%	1.1%
10th	Both parents	60.8%	40.9%		53.1%	N/A	64.2%	64.0%	64.0%	65.2%	67.4%
	One parent	N/A	32.7%		N/A	N/A	17.4%	17.9%	18.4%	18.3%	17.1%
	One parent and stepparent	N/A	N/A		N/A	N/A	14.2%	13.4%	13.0%	11.2%	11.1%
	Other relative(s)	N/A	N/A		0.0%	0.0%	2.2%	1.7%	2.1%	2.3%	2.2%
	Group home	0.0%	0.0%		0.0%	0.0%	0.1%	0.2%	N/A	N/A	N/A
	Foster family	0.0%	0.0%		0.0%	0.0%	0.5%	0.5%	0.4%	0.6%	N/A
	Friend(s)	0.0%	0.0%		0.0%	0.0%	N/A	0.2%	N/A	N/A	N/A
	Other	N/A	N/A		N/A	0.0%	1.3%	2.1%	1.7%	2.1%	1.8%
12th	Both parents	61.8%	68.8%		70.3%	N/A	62.9%	63.6%	63.5%	64.0%	62.9%
	One parent	N/A	N/A		N/A	N/A	18.8%	18.7%	19.8%	19.4%	18.9%
	One parent and stepparent	N/A	N/A		N/A	N/A	12.9%	11.0%	10.7%	11.2%	12.6%
	Other relative(s)	N/A	N/A		N/A	N/A	2.8%	3.7%	2.6%	2.6%	2.3%
	Group home	0.0%	0.0%		0.0%	0.0%	0.1%	0.2%	N/A	N/A	N/A
	Foster family	0.0%	0.0%		0.0%	0.0%	0.4%	0.6%	0.7%	0.6%	0.9%
	Friend(s)	0.0%	0.0%		0.0%	0.0%	0.3%	0.3%	0.4%	N/A	N/A
	Other	0.0%	0.0%		0.0%	0.0%	1.8%	1.9%	2.2%	2.0%	1.6%

N/A: Result is not available due to the response number is less than 10.

2021: 10th and 12th grades did not participate in the survey.



** Percentages who reported they "Agree" or "Strongly agree" to the statement "If I had a personal problem, I could ask my parents or caregivers for help." And "In my home, there is an adult who listens to me when I have something to say." based on the following scale: Strongly disagree, Disagree, Agree, Strongly agree. And percentage who reported "Always" or "Most of the time" to the question "How often do your parents or other adults in your family know where you are going or with whom you will be?" based on the following scale: Never, Rarely, Sometimes, Most of the time, Always.*

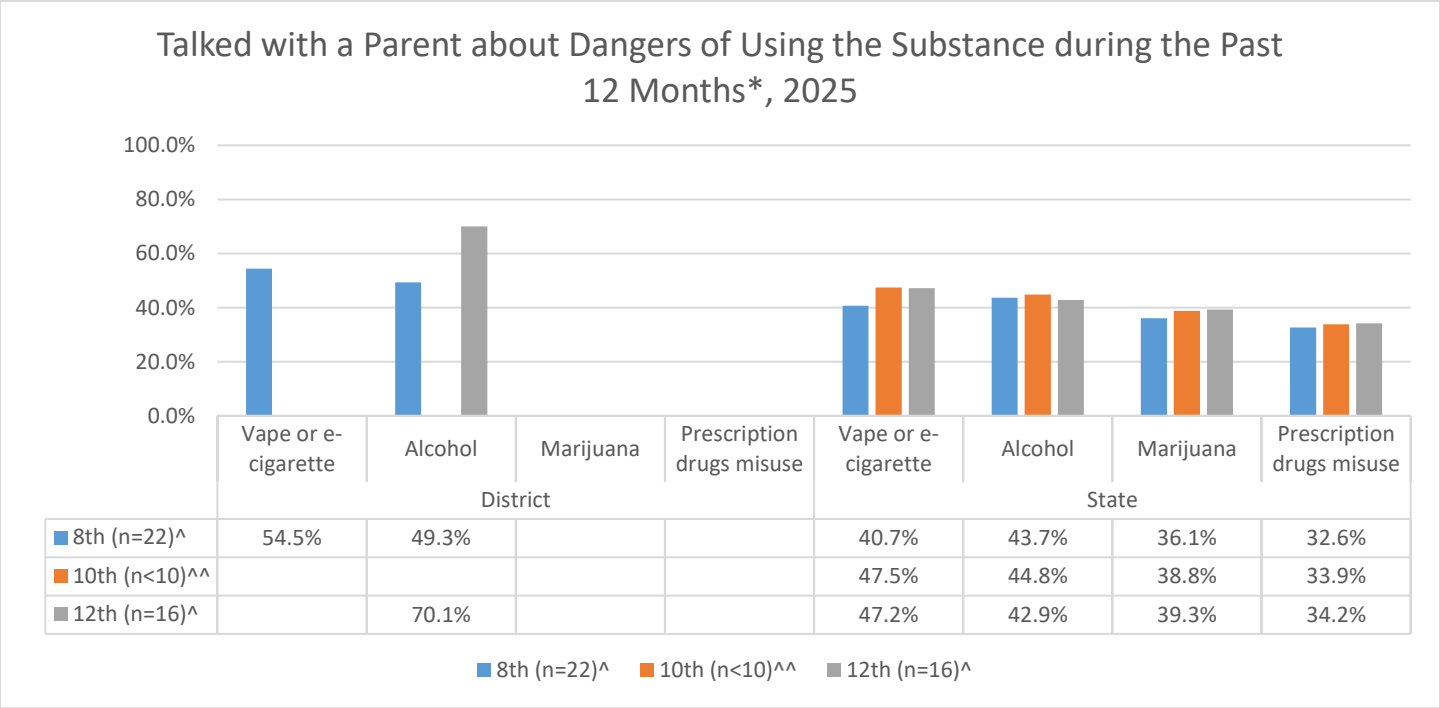
^ The district n-size displayed is the largest n-size across these questions. Because each question is asked individually, the n-size may vary. Result is not available due to the response number is less than 10.

Trends of Experience with Adults at Home, 2016-2025

	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
Could ask parents for help with personal problem										
8th	85.5%	91.9%	88.5%	84.2%	79.7%	86.2%	84.1%	84.9%	80.7%	85.6%
10th	87.2%	88.2%	0.0%	87.8%	N/A	81.5%	81.9%	82.7%	80.0%	85.1%
12th	81.2%	79.2%	0.0%	95.0%	87.9%	81.3%	85.1%	81.7%	80.7%	83.9%
Adults at home listen when you have something to say										
8th	83.3%	86.3%	88.5%	84.2%	84.3%	86.6%	87.6%	84.9%	86.0%	90.4%
10th	87.2%	88.0%	0.0%	87.8%	N/A	83.6%	84.7%	82.7%	84.2%	89.0%
12th	78.9%	81.9%	0.0%	95.0%	94.3%	83.7%	85.2%	81.7%	84.4%	86.9%
Adults at home know where you are going or with whom you will be *(Question was not available in 2018 and 2021.)*										
8th	93.3%			88.0%	95.2%	92.4%			89.4%	91.7%
10th	100.0%			95.4%	N/A	90.8%			87.4%	90.4%
12th	81.2%			100.0%	88.6%	87.9%			84.3%	86.2%

N/A: Result is not available due to the response number is less than 10.

2021: 10th and 12th grades did not participate in the survey.



** Percentages who reported yes to the question "During the PAST 12 MONTHS, have you talked with at least one of your parents or caregivers about the dangers of ?"*

^ The district n-size displayed is the largest n-size across these questions. Result is not available due to the response number is less than 10.

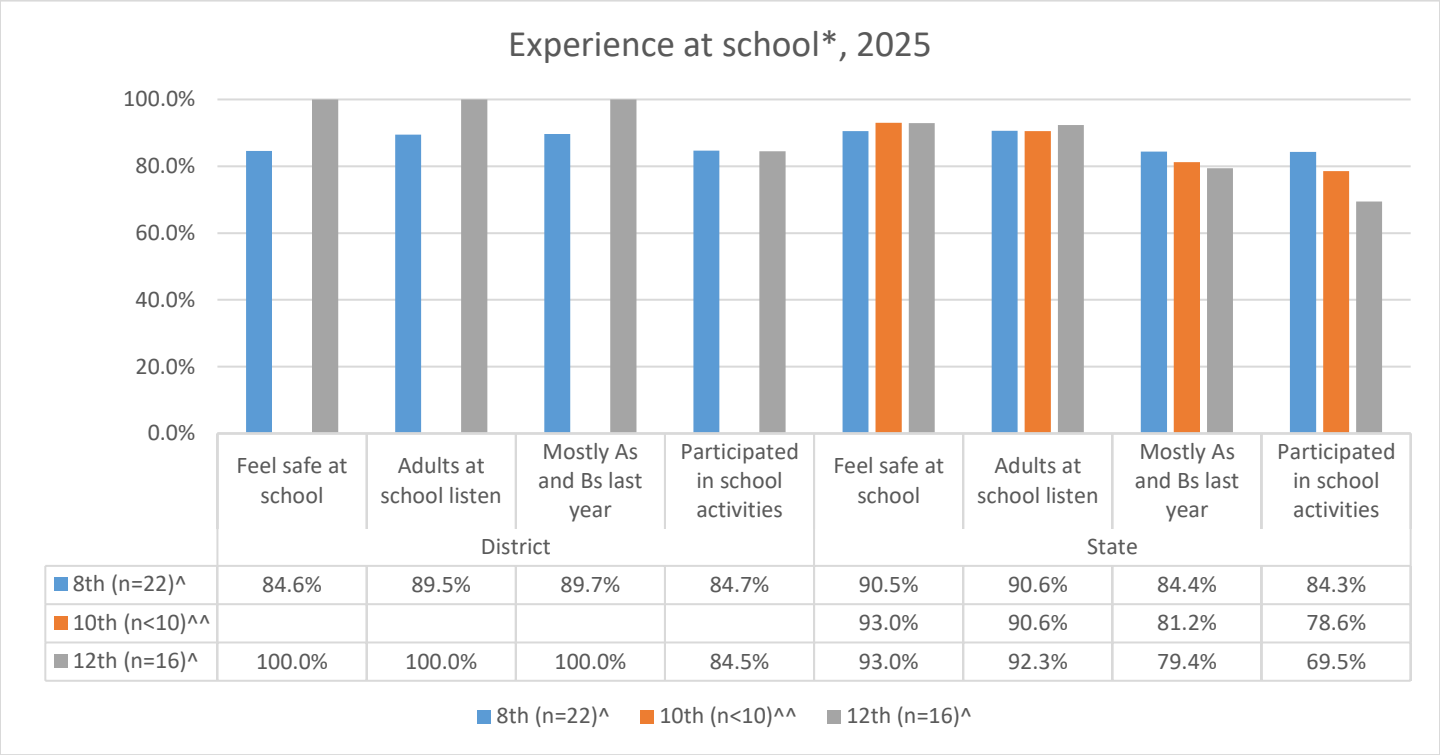
Trends of Talked with a Parent about Dangers of Using the Substance, 2016-2025

	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
Vape or e-cigarette *(Question was not available before 2023.)*										
8th				48.2%	54.5%				40.2%	40.7%
10th				47.7%	N/A				44.0%	47.5%
12th				60.5%	N/A				41.4%	47.2%
Alcohol										
8th	29.8%	62.9%	53.6%	52.3%	49.3%	44.9%	47.5%	41.3%	37.6%	43.7%
10th	43.4%	26.5%		N/A	N/A	40.9%	45.0%	41.8%	44.3%	44.8%
12th	N/A	40.6%		60.5%	70.1%	36.0%	44.3%	40.0%	45.5%	42.9%
Marijuana *(Trend data are not available.)*										
Prescription drugs misuse *(Trend data are not available.)*										

N/A: Result is not available due to the response number is less than 10.

2021: 10th and 12th grades did not participate in the survey.

Feelings and Experiences at School



	District				State			
	Feel safe at school	Adults at school listen	Mostly As and Bs last year	Participated in school activities	Feel safe at school	Adults at school listen	Mostly As and Bs last year	Participated in school activities
8th (n=22)^	84.6%	89.5%	89.7%	84.7%	90.5%	90.6%	84.4%	84.3%
10th (n<10)^^					93.0%	90.6%	81.2%	78.6%
12th (n=16)^	100.0%	100.0%	100.0%	84.5%	93.0%	92.3%	79.4%	69.5%

** Percentages who reported they "Agree" or "Strongly agree" to the statements "I feel safe at my school." and "In my school, there is an adult (such as a counselor, teacher, or coach) who listens to me when I have something to say." based on the following scale: Strongly disagree, Disagree, Agree, Strongly agree; percentage of reporting mostly A's or mostly B's to the question "Putting them together, what were your grades like LAST YEAR?'; and percentage of reporting one or more hours to the question "During an average week when you are in school, how many total hours do you participate in school activities such as sports, band, drama, or clubs?"*

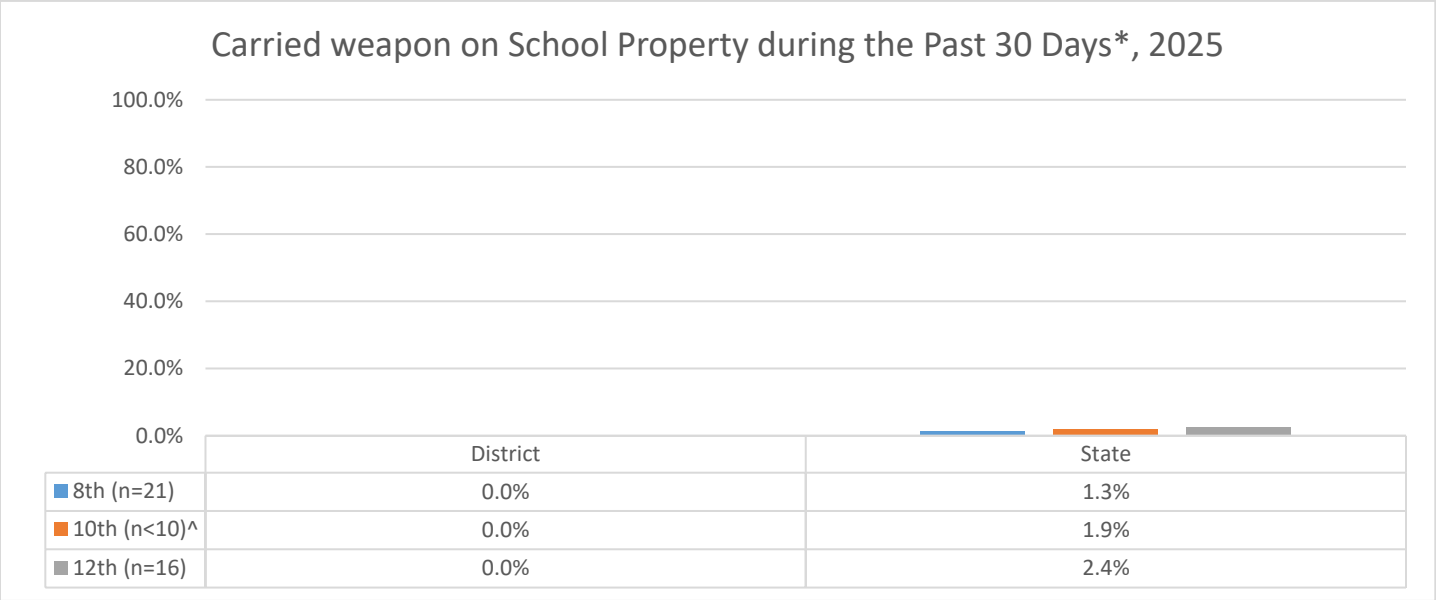
^ The district n-size displayed is the largest n-size across these questions. Result is not available due to the response number is less than 10.

Trend of Experience at school, 2016-2025

	District					State				
	2016	2018	2021	2023	2025	2016	2018	2021	2023	2025
Feel safe at school										
8th	90.9%	100.0%	100.0%	91.9%	84.6%	89.0%	89.0%	88.5%	86.5%	90.5%
10th	84.6%	93.1%		92.6%	N/A	86.3%	86.2%	85.0%	85.8%	93.0%
12th	95.9%	91.1%		95.2%	100.0%	88.5%	89.5%	87.8%	89.4%	93.0%
Adults at school listen										
8th	90.8%	91.8%	84.5%	100.0%	89.5%	88.5%	85.0%	85.7%	86.4%	90.6%
10th	84.4%	90.4%		87.9%	N/A	84.9%	84.4%	82.6%	86.1%	90.6%
12th	87.7%	76.3%		95.2%	100.0%	86.9%	89.1%	87.5%	90.0%	92.3%
Mostly As and Bs last year										
8th	87.0%	83.2%	87.2%	78.9%	89.7%	83.8%	83.7%	82.0%	81.7%	84.4%
10th	100.0%	88.0%		93.7%	N/A	80.1%	80.5%	77.1%	77.3%	81.2%
12th	84.3%	91.1%		90.0%	100.0%	79.0%	78.3%	81.6%	78.2%	79.4%
Participated in school activities *(Trend data are not available.)*										

N/A: Result is not available due to the response number is less than 10.

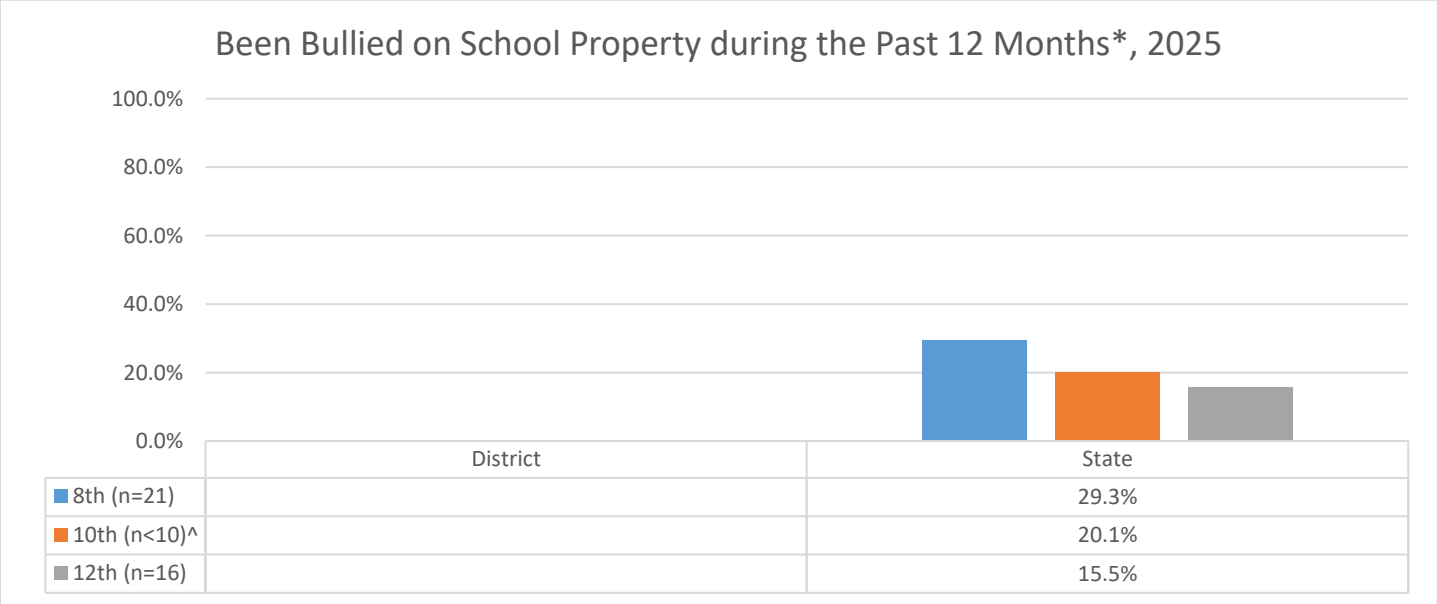
2021: 10th and 12th grades did not participate in the survey.



	District	State
8th (n=21)	0.0%	1.3%
10th (n<10)^	0.0%	1.9%
12th (n=16)	0.0%	2.4%

** Percentages reporting one or more days to the question "During the PAST 30 DAYS, on how many days did you carry a weapon such as a gun, knife, or club on school property?" Result is not available due to the response number is less than 10.*

Trend date are not available.



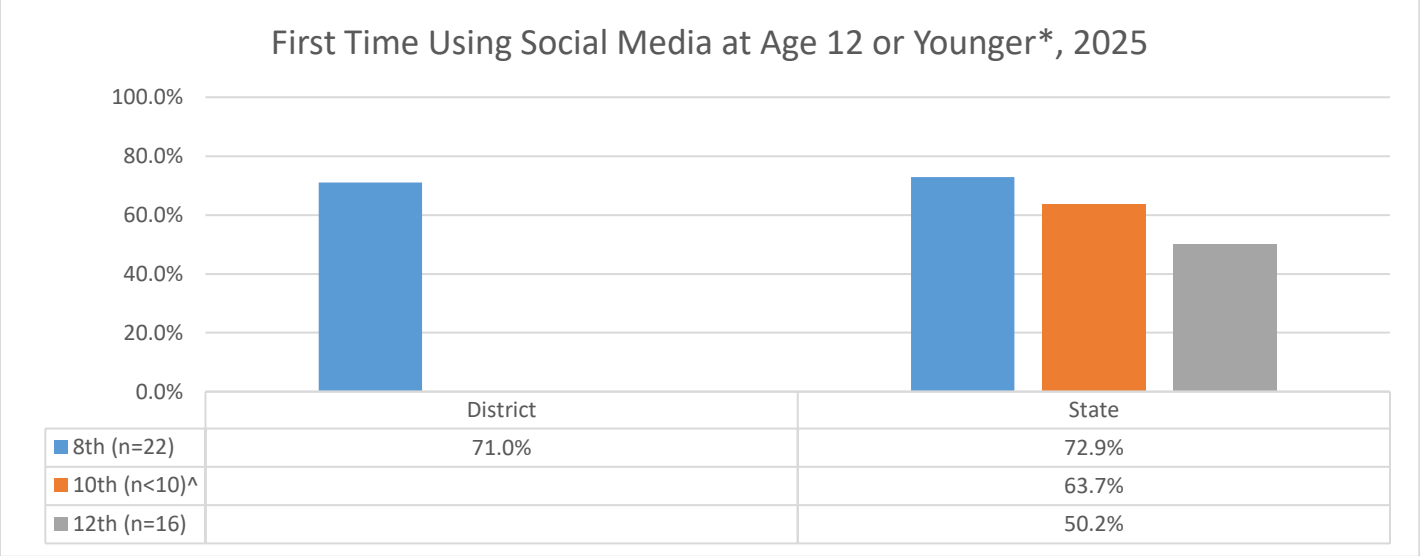
	District	State
8th (n=21)		29.3%
10th (n<10)^		20.1%
12th (n=16)		15.5%

** Percentages reporting one or more days to the question "During the PAST 30 DAYS, on how many days did you carry a weapon such as a gun, knife, or club on school property?" Result is not available due to the response number is less than 10.*

Trend date are not available.

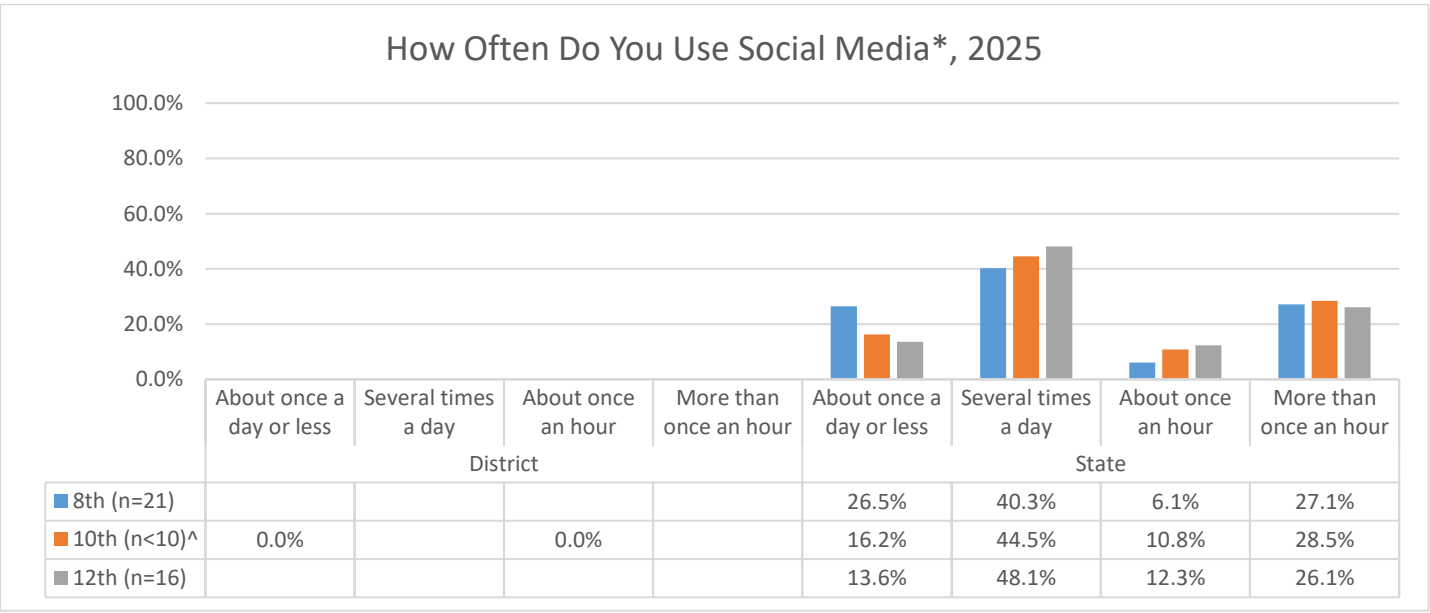
Social Media Use

This section contains information on experiences using social media for 8th, 10th, and 12th grade students in Ravenna Public Schools. These questions were added to the 2025 NRPFSS in September 2025. Trend data are not available. The schools who took the survey during August 2025 or took the paper survey did not have access to these questions.



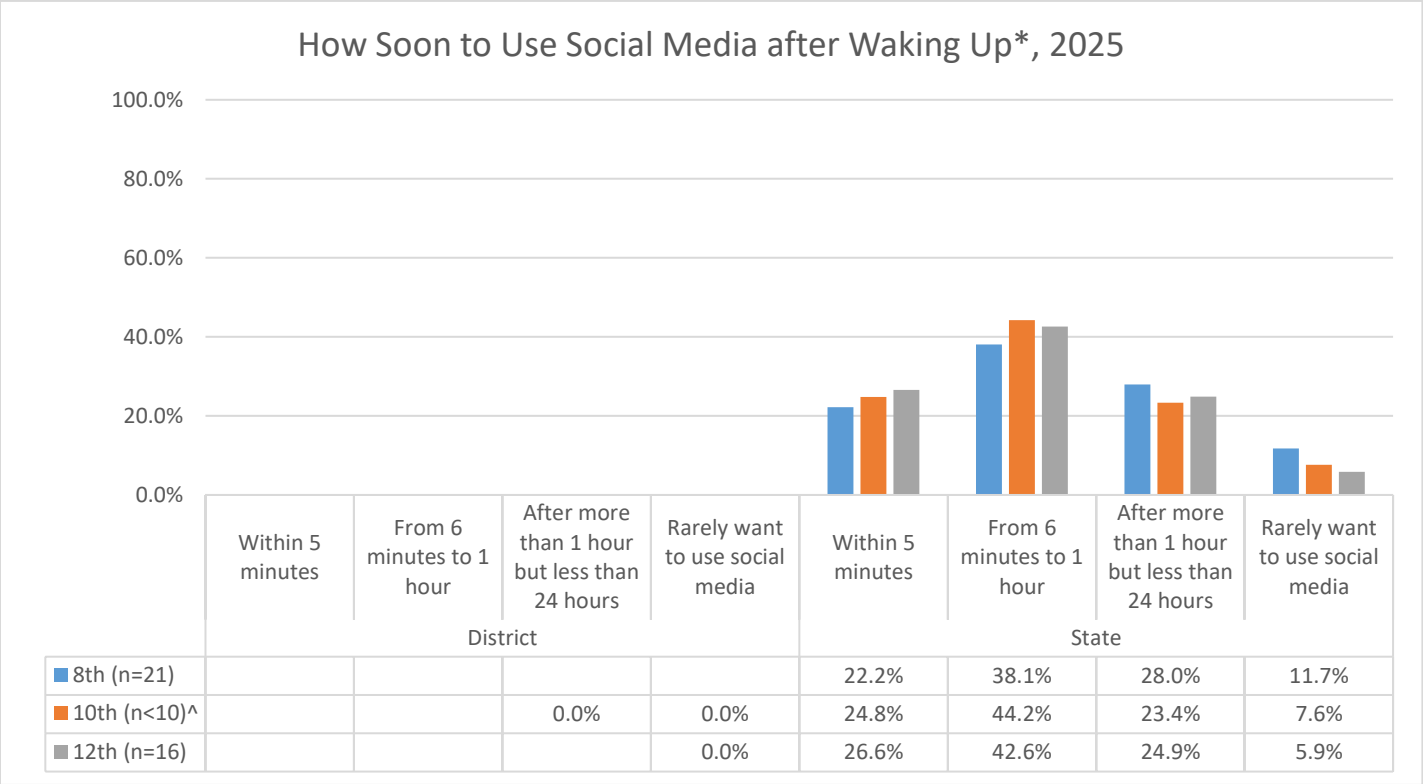
	District	State
8th (n=22)	71.0%	72.9%
10th (n<10)^		63.7%
12th (n=16)		50.2%

** Percentages reporting 10 or younger, 11, or 12 to the question "How old were you when you first: - began using social media?" AMONG students who reported using social media. Result is not available due to the response number is less than 10.*



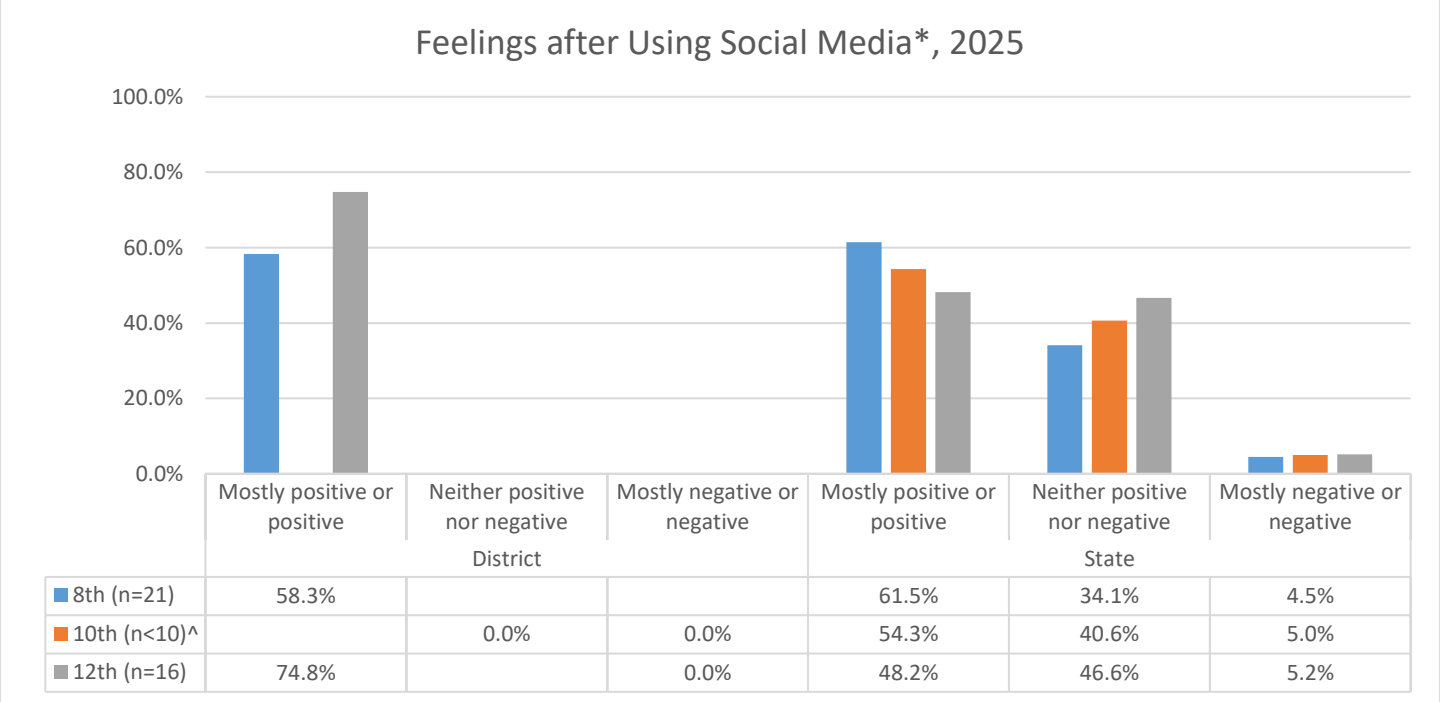
	District				State			
	About once a day or less	Several times a day	About once an hour	More than once an hour	About once a day or less	Several times a day	About once an hour	More than once an hour
8th (n=21)					26.5%	40.3%	6.1%	27.1%
10th (n<10)^	0.0%		0.0%		16.2%	44.5%	10.8%	28.5%
12th (n=16)					13.6%	48.1%	12.3%	26.1%

** Percentage AMONG students who reported using social media. Result is not available due to the response number is less than 10.*



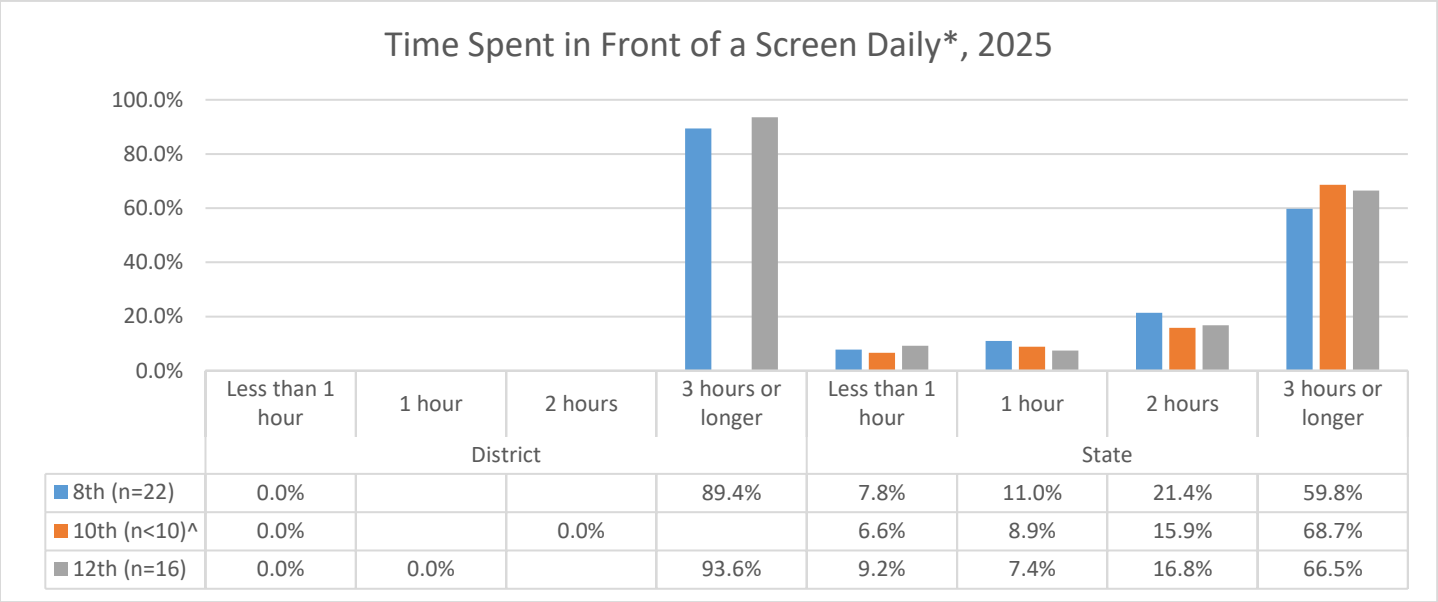
	District				State			
	Within 5 minutes	From 6 minutes to 1 hour	After more than 1 hour but less than 24 hours	Rarely want to use social media	Within 5 minutes	From 6 minutes to 1 hour	After more than 1 hour but less than 24 hours	Rarely want to use social media
8th (n=21)					22.2%	38.1%	28.0%	11.7%
10th (n<10)^			0.0%	0.0%	24.8%	44.2%	23.4%	7.6%
12th (n=16)				0.0%	26.6%	42.6%	24.9%	5.9%

** Percentage AMONG students who reported using social media. Result is not available due to the response number is less than 10.*



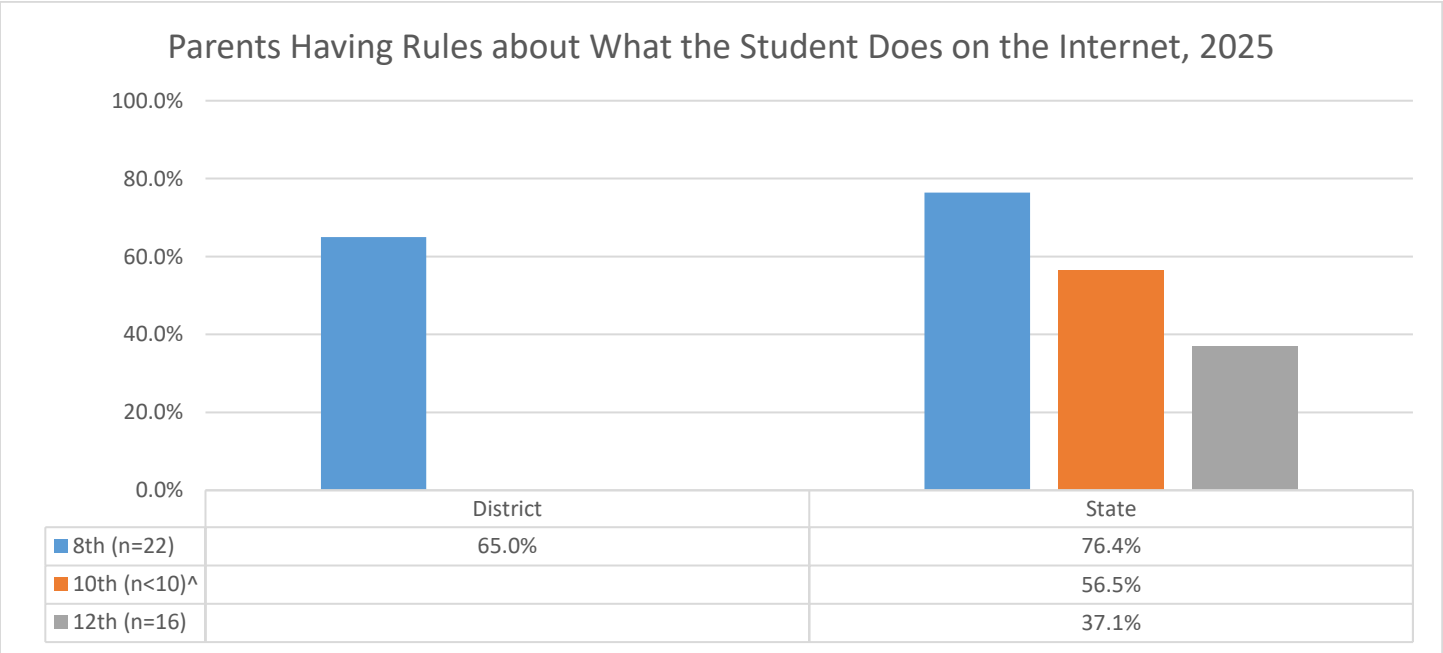
	District			State		
	Mostly positive or positive	Neither positive nor negative	Mostly negative or negative	Mostly positive or positive	Neither positive nor negative	Mostly negative or negative
8th (n=21)	58.3%			61.5%	34.1%	4.5%
10th (n<10)^		0.0%	0.0%	54.3%	40.6%	5.0%
12th (n=16)	74.8%		0.0%	48.2%	46.6%	5.2%

** Percentage AMONG students who reported using social media. Result is not available due to the response number is less than 10.*



	District				State			
	Less than 1 hour	1 hour	2 hours	3 hours or longer	Less than 1 hour	1 hour	2 hours	3 hours or longer
8th (n=22)	0.0%			89.4%	7.8%	11.0%	21.4%	59.8%
10th (n<10)^	0.0%		0.0%		6.6%	8.9%	15.9%	68.7%
12th (n=16)	0.0%	0.0%		93.6%	9.2%	7.4%	16.8%	66.5%

** Percentage AMONG students who reported using social media. Result is not available due to the response number is less than 10.*



	District	State
8th (n=22)	65.0%	76.4%
10th (n<10)^		56.5%
12th (n=16)		37.1%

Appendix

APPENDIX A: About the NRPFSS

This report summarizes the findings from the 2025 Nebraska Risk and Protective Factor Student Survey (NRPFSS). The 2025 survey represents the 11th implementation of the NRPFSS and the 8th implementation of the survey under the Nebraska Student Health and Risk Prevention (SHARP) Surveillance System. SHARP consists of the coordinated administration of three school-based student health surveys in Nebraska, including the NRPFSS, the Youth Risk Behavior Survey (YRBS), and the Youth Tobacco Survey (YTS). The Nebraska SHARP Surveillance System is administered by the Nebraska Department of Health and Human Services and the Nebraska Department of Education through a contract with the Bureau of Sociological Research (BOSR) at the University of Nebraska-Lincoln. For more information on the Nebraska SHARP Surveillance System please visit https://bosr.unl.edu/sharp/.

As a result of the creation of SHARP and its inclusion of the NRPFSS, the administration schedule shifted from the fall of odd calendar years to the fall of even calendar years. The first three administrations of the NRPFSS occurred during the fall of 2003, 2005, and 2007, while the fourth administration occurred during the fall of 2010, leaving a three-year gap (rather than the usual two-year gap) between the most recent administrations. The 2012, 2014, 2016, and 2018 administrations also occurred during the fall. Due to the COVID-19 pandemic, the 2020 administration was postponed to 2021, again leaving a three-year gap. The 2023 and 2025 administration occurred during the fall. All future administrations take place during the fall of odd calendar years as well (i.e., every two years).

The NRPFSS targets Nebraska students in grades 8, 10, and 12 with a goal of providing schools and communities with local-level data. As a result, the NRPFSS is implemented as a census survey, meaning that every public and non-public school with an eligible grade can choose to participate. The survey is designed to assess adolescent substance use, delinquent behavior, and many of the risk and protective measures that predict adolescent problem behaviors. The NRPFSS is adapted from national, scientifically-validated surveys and contains information on risk and protective measures that are locally actionable. These risk and protective measures are also highly correlated with substance misuse as well as delinquency, teen pregnancy, school dropout, and violence. Along with other locally attainable sources of information, the information from the NRPFSS can aid schools and community groups in planning and implementing local prevention initiatives to improve the health and academic performance of their youth.

The 2025 NRPFSS is sponsored by the 2023 Strategic Prevention Framework - Partnership for Success grant and the 2024 Substance Use Prevention Treatment Recovery Services Block Grant for the Substance Abuse and Mental Health Services Administration Center for Substance Abuse Prevention through the Nebraska Department of Health and Human Services Division of Behavioral Health. The Bureau of Sociological Research (BOSR) at the University of Nebraska – Lincoln (UNL) collected the NRPFSS data for this administration as well as the 2010, 2012, 2014, 2016, 2018, 2021, and 2023 administrations. As part of BOSR's commitment to high quality data, BOSR is a member of the American Association for

Public Opinion Research (AAPOR) Transparency Initiative. As part of this initiative, BOSR pledges to provide certain methodological information whenever data are collected. To view the NRPFSS methods, please visit https://bosr.unl.edu/sharp/nrpfss/.

Table 1.1 provides information on the student participation rate for Ravenna Public Schools compared to the State of Nebraska. The participation rate represents the percentage of all eligible students who took the survey. If 60 percent or more of the students participated, the report is generally a good indicator of the levels of substance use, risk, protection, and delinquent behavior in district. If fewer than 60.0 percent participated, a review of who participated should be completed prior to generalizing the results to the entire student population.

Table 1.1. Survey Participation Rates 2025

	District			State of Nebraska		
Grade	Number Participated	Number Enrolled	Percent Participated	Number Participated	Number Enrolled	Percent Participated
8th	22	23	95.7%	3377	26511	12.7%
10th	4	28	14.3%	2880	27197	10.6%
12th	16	35	45.7%	2194	28249	7.8%
Total	42	86	48.8%	8451	81957	10.3%

Note: The grade-specific participation rates presented within this table consist of the number of students who completed the NRPFSS divided by the total number of students enrolled in the district/state.

Statewide data is "weighted," meaning it has been adjusted to represent all students across the state. This allows you to compare your school district's results to the state average to see how your students are similar to or different from students statewide. Local school district-level data is not weighted and reflects only the students who completed the survey. When reviewing local results, consider the number and characteristics of students who participated, as the data may not fully represent the entire student population.

Again, the goal of the NRPFSS is to collect school district and community-level data and not to collect representative state data. However, state data provide insight into the levels of substance use, risk, protection, and delinquent behavior among Nebraskan students, especially students in rural areas other than in Douglas, Lancaster, or Sarpy counties. In 2025, 10.3 percent of the eligible Nebraska students in grades 8, 10, and 12 participated in the NRPFSS; 77.9 percent of these participations came from the areas outside of Douglas, Lancaster, and Sarpy counties.

The 2025 participation rate for the state remains lower than the 60.0 percent level recommended for representing students statewide, so the state-level results should be interpreted with some caution. Failure to obtain a high participation rate statewide is, in part, due to low levels of participation within Douglas, Lancaster, and Sarpy Counties, which combined had a 4.0% participation rate in 2025 compared to 19.0% for the remainder of the state.

Table 1.2 provides an overview of the characteristics of the students who completed the 2025 survey within the district and the State of Nebraska.

Table 1.2. Participant Characteristics 2025

	District		State of Nebraska	
	n	%	n	%
Total students	42		8469	
Grade				
8th	22	52.4%	3377	39.9%
10th	4	9.5%	2880	34.0%
12th	16	38.1%	2194	25.9%
Unknown	0	0.0%	18	0.2%
Gender				
Male	24	57.1%	4282	50.6%
Female	18	42.9%	4147	49.0%
Unknown	0	0.0%	40	0.5%
Race/Ethnicity				
Hispanic or Latino	4	9.5%	1648	19.5%
Black or African American	2	4.8%	342	4.0%
Asian	0	0.0%	176	2.1%
American Indian or Alaska Native	2	4.8%	358	4.2%
Native Hawaiian or Pacific Islander	0	0.0%	27	0.3%
Middle Eastern or North African	0	0.0%	17	0.2%
White	33	78.6%	5694	67.2%
Other race	0	0.0%	142	1.7%
Unknown	1	2.4%	65	0.8%

Notes. In columns, n=number or frequency, and %=percentage of distribution.

The reporting rules for the NRPFSS are:

1) When there are less than 10 survey respondents for a particular grade, their responses are not presented in order to protect the confidentiality of individual student participants.
2) if a grade level has 10 or more respondents but an individual question or sub-group presented in this report has less than 10 respondents then results for the individual item or sub-group are not reported.

A number of honesty measures were also created to remove students who may not have given the most honest answers. These measures included reporting use of a fictitious drug, using a substance during the past 30 days more than in one's lifetime, answering that the student was not at all honest when filling out the survey, and providing an age and grade combination that are highly unlikely. Students whose answers were in question for any one of these reasons were

excluded from reporting. For the State of Nebraska, 330 students met these criteria. Among these students, two students were in Ravenna Public Schools.

APPENDIX B: Tips for Using the NRPFSS Results

As an educator in your community, you play an important role in prevention by teaching skills, imparting knowledge, and helping to establish a strong foundation of character and values based on wellness, including prevention of substance use, suicide, and other risky behaviors. Preventing mental and/or substance use disorders in children, adolescents, & young adults is critical to promoting physical health and overall wellness.

There are a variety of strategies (or interventions) that can be used to increase protective factors and reduce the impact of risk factors. Prevention in schools is often completed through educational programs and school policies & procedures that contribute to the achievement of broader health goals & prevent problem behavior.

Six Prevention Strategy Categories

Alternative

Provides for participation in activities that exclude alcohol and drug use through the provision of constructive and healthy activities.

Examples:

- Drug-free social and recreational activities (e.g., dances or parties)
- Youth and adult leadership activities
- Community drop-in centers
- Community service activities
- Mentoring programs

Community-Based

Aims to enhance the ability of the community to more effectively provide substance abuse prevention services through organizing, planning, coalition-building, and networking.

Examples:

- Community and volunteer training
- Systematic planning
- Multi-agency coordination and collaboration
- Accessing services and funding
- Community team-building

Education

Provides information and activities aimed at critical life and social skills, including decision-making, refusal skills, and critical analysis through two-way communication.

Examples:

- Classroom and small group sessions
- Parenting and family management classes
- Peer leader and peer helper programs
- Education programs for youth groups
- Groups for children of substance abusers

Environmental

Seeks to establish or change community standards, codes, and attitudes to influence the incidence and prevalence of drug misuse in the general population.

Examples:

- Establishment and review of drug policies in schools
- Technical assistance to maximize local enforcement procedures
- Review and modification of alcohol and tobacco advertising practices
- Product pricing strategies

Information Dissemination

Provides information about the nature of drug use, misuse, and addiction through one-way communication from source to audience, with limited contact between the two.

Examples:

- Clearinghouses and information resource centers
- Resource directories
- Media campaigns and brochures
- Radio and television public service announcements
- Speaking engagements and health fairs

Problem Identification & Referral

Aims to identify those who have misused substances to assess if their behavior can be reversed through education. Does not include activities to determine if treatment is needed.

Examples:

- Brief screening/intervention
- Driving-while-intoxicated education programs
- Employee assistance programs
- Student assistance programs
- Teen courts

Evidence-Based Practice Registries

You may also wish to do your own research. The following websites provide listings of evidence-based practices:

SAMHSA Evidence-Based Practices Resource Center

A searchable online evidence-based repository and review system designed to provide the public with reliable information on mental health and substance use interventions available for implementation.
https://www.samhsa.gov/ebp-resource-center

Blueprints for Healthy Youth Development

A searchable registry providing information about evidence-based programs that prevent or reduce the likelihood of antisocial behavior and promote a healthy course of youth development and adult maturity.
https://www.blueprintsprograms.org

Suicide Prevention Resource Center

Provides a variety of suicide prevention resources, tools, and training for schools and communities.
https://sprc.org

Nebraska Requirements & Crisis Resources

LB923 Requirement:

In accordance with LB923, public school staff in Nebraska are required to complete at least 1 hour of suicide awareness and prevention training each year. Resources on Bullying Prevention and Suicide Prevention are listed on the Nebraska Department of Education website.
education.ne.gov/Safety

SAMHSA Print Materials:

Toolkits for school personnel, educational fact sheets for parents and caregivers, wallet cards and magnets with the National Suicide Prevention Lifeline. Topics include depression, trauma, anxiety, and suicide.

store.samhsa.gov

Boys Town — Your Life Your Voice:

Wallet cards & other promotional materials available at no cost for distribution to students, school staff, and parents.
Remember: talking about suicide with a student does not put the idea of attempting suicide in a student's mind
yourlifeyourvoice.org

Behavioral Health Resources for Schools:

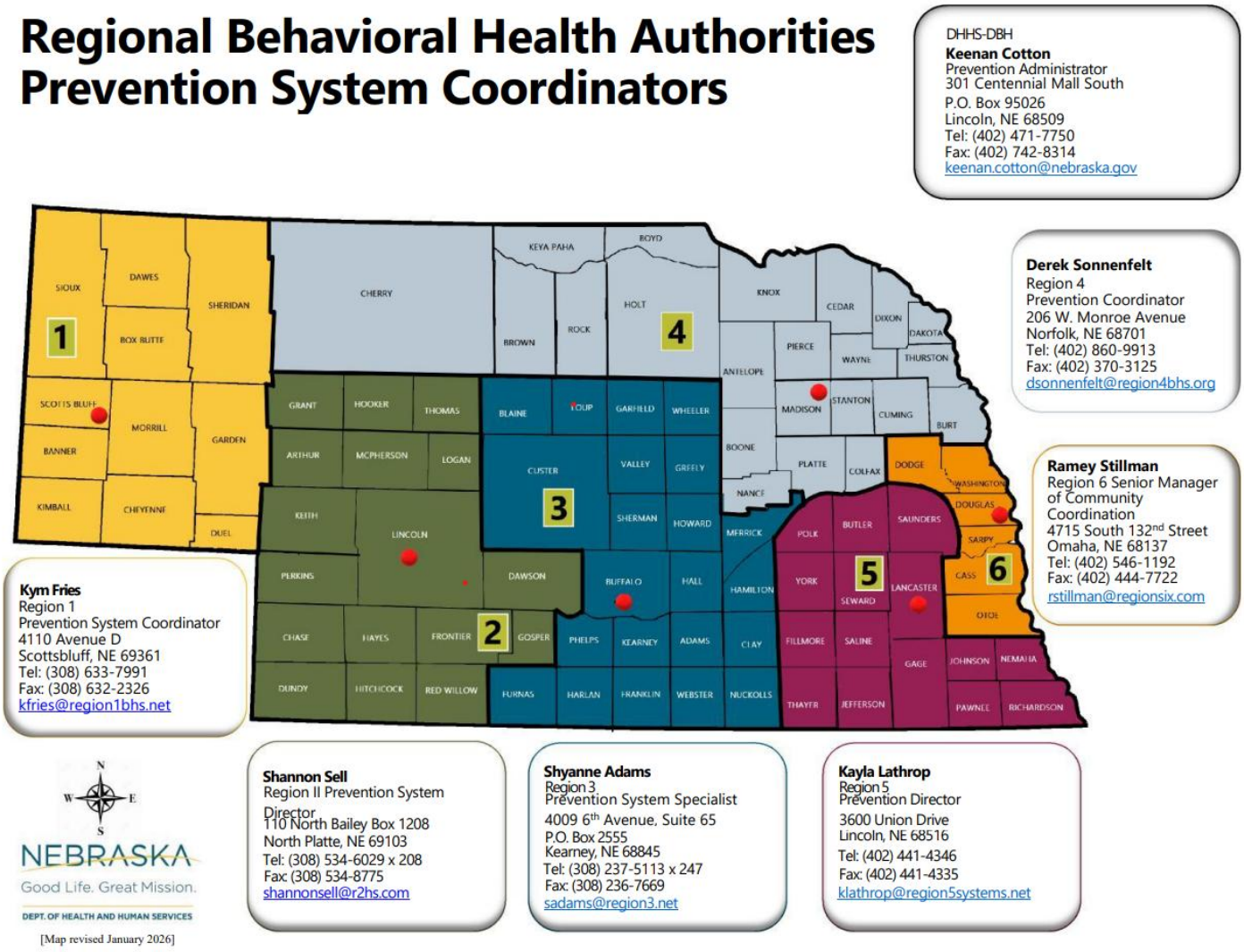
Available through Nebraska DHHS.
dhhs.ne.gov — Behavioral Health Resources for Schools (PDF)

Nebraska 988 Suicide & Crisis Lifeline:

Information about Nebraska's implementation of the 988 Suicide and Crisis Lifeline and other helpful resources
dhhs.ne.gov — 988 Suicide and Crisis Lifeline

APPENDIX C: Contacts for Prevention

If you would like to implement strategies in your school or community, please contact your regional representative as shown on the map and the directory below.



Division of Behavioral Health Prevention Directory

Name	Email	Agency
Region 1		
Kym Fries	kfries@region1bhs.net	Regional Prevention Coordinator
Nicole Berosek	nberosek@pphd.ne.gov	Panhandle Public Health District
Lanette Richards	monumentprevention@wncc.edu	Monument Prevention Coalition
Region 2		
Shannon Sell	shannonsell@r2hs.com	Regional Prevention Coordinator
Erin Bone	saps@communityconnectionslc.org	Community Connections
Region 3		
Shyanne Adams	sadams@region3.net	Regional Prevention Coordinator
Sally Peters	sally.peters@glwcc.org	Garfield-Loup-Wheeler (GLW) Children's Council Inc.
Connie Holmes	connie@cncaa.net	Central NE Council Alcoholism Addiction
Wanda Fedorchik	positivepressure@bcchp.org	Buffalo County Community Partners (BCCP)
Sally Wiarda	wiardas@unk.edu	UNK
Brooke Wolfe	brooke.wolfe@shdhd.ne.gov	South Heartland District Health Department (SHDHD)
Region 4		
Derek Sonnenfelt	dsonnenfelt@region4bhs.org	Regional Prevention Coordinator
Allison Haun	allison@ncdhd.ne.gov	Area Substance Abuse Prevention Coalition (ASAP) Program
Paul Einero	peinero@ecdhd.ne.gov	East Central District Health Department
Melissa Nemec	melissa@elvphd.ne.gov	Healthy Communities Initiative (HCI)
Peggy Triggs	peggy@nnphd.ne.gov	Northeast Nebraska Public Health Department
Kimberly Powell	director@thezoneafterschool.com	The Zone
Emily Laffin	emily@heartlandcounselingservices.com	Heartland Counseling

Division of Behavioral Health Prevention Directory (continued)

Name	Email	Agency
Region 5		
Kayla Lathrop	klathrop@region5systems.net	Regional Prevention Coordinator
Laura Osborne	FourCountyCollaborative@gmail.com	Four County Collaborative Nemaha, Johnson, Pawnee, Richardson
Megan Garcia	mgarcia@phsneb.org	Public Health Solutions/Gage County MAPS Coalition
		Jefferson County Prevention Coalition
		Fillmore County Coalition
		Thayer County Healthy Community Coalition
		Saline County (CURB) Prevention Coalition
Evette Watts	ewatts.pchd@gmail.com	Polk Substance Abuse Action Coalition (PSAC) (3)
Amber Pelan	APelan@saunderscounty.ne.gov	Saunders County ACT Prevention Coalition (3)
Sara Kettlehake	Four Corners Health Department	Seward County Prevention Coalition (3)
Barb Ivey	iveybarbra@gmail.com	York County Prevention Network (3)
Kelly Madcharo	kmadcharo@lmep.com	Lincoln Medical Education Partnership (3)
Brooke Fullerton	Bfullerton93@gmail.com	Lancaster County Coalition
Region 6		
Ramey Stillman	rstillman@regionsix.com	Regional Prevention Coordinator
Chris Wagner	chris@projectextramile.org	Project Extra Mile
Misty Mealey	mmealeycrx@gmail.com	Coalition Rx

APPENDIX D: Contacts for the NRPFSS Project

Division of Behavioral Health
Nebraska Department of Health and Human Services
Keenan Cotton
Prevention System Administrator
Keenan.Cotton@nebraska.gov
301 Centennial Mall South
P.O. Box 95026
Lincoln, NE 68509-5026
Tel: (402) 471-7750
http://dhhs.ne.gov/Pages/Behavioral-Health.aspx

This report was prepared for the State of Nebraska by the Bureau of Sociological Research (BOSR) at the University of Nebraska-Lincoln.
bosr@unl.edu
907 Oldfather Hall
P.O. Box 880325
Lincoln, NE 68588-0325
Tel: (402) 472-3672
http://bosr.unl.edu

Tobacco Free Nebraska
Nebraska Department of Health and Human Services
Amanda Mortensen
Tobacco Free Nebraska Program Manager
amanda.mortensen@nebraska.gov
301 Centennial Mall South
P.O. Box 95026
Lincoln, NE 68509-5026
Tel: (402) 471-9270
https://dhhs.ne.gov/Pages/Tobacco-Free-Nebraska.aspx

For information about SHARP and/or the NRPFSS
Kim Meiergerd, Assistant Director for Operations
Bureau of Sociological Research
University of Nebraska-Lincoln
kmeiergerd2@unl.edu
Tel: (402) 472-3692
https://bosr.unl.edu/projects/sharp/

Nebraska Department of Education
Jessie Coffey
Whole Child Project Coordinator
jessie.coffey@nebraska.gov
500 S. 84th St., 2nd Floor
Lincoln, NE 68510-2611
Tel: (402) 617-5796
https://www.education.ne.gov/

Jobert Tiendrebeogo
Behavioral Health Epidemiologist
Division of Behavioral Health
Nebraska Department of Health and Human Services
jobert.tiendrebeogo@nebraska.gov
Tel: (402) 471-7613
http://dhhs.ne.gov/Pages/Behavioral-Health.aspx

BUFFALO COUNTY FREEHOLDERS BOARD
NOTICE OF DECISION

Notice is hereby given that the Buffalo County Freeholders Board met on May 18, 2026, at 3:00 P.M. in the Buffalo County Board Room, Kearney, Nebraska, to consider the Freeholders Petition filed by Gary Jones and Jolene Jones pursuant to Neb. Rev. Stat. § 79-458.

The petition requested that the following described properties be set off from their current school districts and attached to the Ravenna Public School District:

The East Half of the Southeast Quarter (E1/2 SE1/4) in Section 30, Township 11 North, Range 13 West of the Sixth Principal Meridian, Buffalo County, Nebraska, Parcel Number 300204000, currently situated and attached to the Shelton Public School District.

The West Half of the Southeast Quarter (W1/2 SE1/4) in Section 30, Township 11 North, Range 13 West of the Sixth Principal Meridian, Buffalo County, Nebraska, Parcel Number 300118500, currently situated and attached to the Gibbon Public School District.

A preliminary hearing was held during which testimony and comments were received from interested parties, including petitioners Gary and Jolene Jones and Gibbon Public Schools Superintendent Vern Fisher. Ravenna Public Schools Superintendent Ken Schroeder was also present.

Following discussion and review of the petition, the Buffalo County Freeholders Board determined that the petition failed to meet the statutory minimum requirements necessary to proceed to a formal hearing.

Accordingly, upon motion by Assessor Roy Meusch, seconded by Treasurer Brenda Rohrich, and by unanimous roll call vote of the Board members present, the Board voted to deny moving the petition forward to a formal hearing.

Dated this 20 day of May, 2026.

BUFFALO COUNTY FREEHOLDERS BOARD

Heather Christensen, Pro tempore Chairperson

Roy Meusch, Member

Brenda R Rohrich

Brenda Rohrich, Member

Attest:

Rachelle Warner

Rachelle Warner, Deputy County Clerk

BUFFALO COUNTY COUNTY CLERK HEATHER A. CHRISTENSEN SEAL KEARNEY, NEBRASKA

Building Activity Report - Ravenna Elementary 2025-26

Building	Teacher	TenureDat	Obs	UOI	PDP	Evaluator
Ravenna E	Ellis Barbara		2	0	0	Maulsby Noah
Ravenna E	Abels Michelle		3	0	0	Anderson Paul
Ravenna E	Bolling Dan		2	0	0	Anderson Paul
Ravenna E	Brodersen Brandy		3	0	0	Anderson Paul
Ravenna E	Bult Brook		3	0	0	Anderson Paul
Ravenna E	Drabek Tiffani		3	0	0	Anderson Paul
Ravenna E	Gadeken Haley		3	0	0	Anderson Paul
Ravenna E	Habe James		3	0	0	Anderson Paul
Ravenna E	Heath Kirby		3	0	0	Anderson Paul
Ravenna E	Jarvi Erin		2	0	0	Anderson Paul
Ravenna E	Lewandowski Katherin		3	0	0	Anderson Paul
Ravenna E	Maulsby Julie		1	0	0	Anderson Paul
Ravenna E	Mingus Caley		3	0	0	Anderson Paul
Ravenna E	Musil Kinsley		1	0	0	Anderson Paul
Ravenna E	Nelson Sherry		3	0	0	Anderson Paul
Ravenna E	Nozicka Melodie		2	0	0	Anderson Paul
Ravenna E	Pritchard Jenna		3	0	0	Anderson Paul
Ravenna E	Rasmussen Sonya		1	0	0	Anderson Paul
Ravenna E	Riens Michelle		3	0	0	Anderson Paul
Ravenna E	Steele Abby		3	0	0	Anderson Paul
Ravenna E	Wiarda Kayla		2	0	0	Anderson Paul
Ravenna E	Wick Korina		1	0	0	Anderson Paul
Ravenna E	Wilke Cindy		2	0	0	Anderson Paul
Ravenna E	Zinnell Shelbi		1	0	0	Anderson Paul

Building Activity Report - Ravenna High School 2025-26

Building	Teacher	TenureDat	Obs	UOI	PDP	Evaluator
Ravenna H	Christensen Kaleb		3	0	0	Maulsby Noah
Ravenna H	Clark Elizabeth		1	0	0	Maulsby Noah
Ravenna H	Ellis Barbara		1	0	0	Maulsby Noah
Ravenna H	Ellis Tanner		2	0	0	Maulsby Noah
Ravenna H	Gross Madison		3	0	0	Maulsby Noah
Ravenna H	Hansen Sadie		3	0	0	Maulsby Noah
Ravenna H	Havranek Paige		2	0	0	Maulsby Noah
Ravenna H	Huryta Karrie		3	0	0	Maulsby Noah
Ravenna H	Jarzynka Kelley		2	0	0	Maulsby Noah
Ravenna H	Lammers Justin		2	0	0	Maulsby Noah
Ravenna H	Lewandowksi Grant		2	0	0	Maulsby Noah
Ravenna H	Loeffelholz Stacie		2	0	0	Maulsby Noah
Ravenna H	May Alec		3	0	0	Maulsby Noah
Ravenna H	Miller Eric		3	0	0	Maulsby Noah
Ravenna H	Mingus Adam		3	0	0	Maulsby Noah
Ravenna H	Osburn Allan		1	0	0	Maulsby Noah
Ravenna H	Rossman Trey		3	0	0	Maulsby Noah
Ravenna H	Schirmer Tony		2	0	0	Maulsby Noah
Ravenna H	Yendra Alison		3	0	0	Maulsby Noah
Ravenna H	Zinnel Teresa		1	0	0	Maulsby Noah