Board of Education Regular Meeting
Monday, July 13, 2020 6:00 PM

Ralston High School Media Center
8545 Park Drive
Ralston, NE 68127-3621

Agenda

1. Call To Order and Announcement of Board of Education Meeting COVID-19 Guidelines
   Speaker(s): Board President
2. Pledge of Allegiance
   Speaker(s): Board President
   2.1. Roll Call - Excuse Board Members not in attendance
      Speaker(s): Board President
3. Public Comment Sign In Procedure
   3.1. Public Comment
4. Consent Agenda (Action)
   Speaker(s): Board President
5. Board Development and Communication
   5.1. Board Members' Update
6. Superintendent's Report
   Speaker(s): Superintendent
   6.1. Remote Learning Survey Results
      Speaker(s): Mr. Jim Frederick
   6.2. Government Relations Update
      Speaker(s): Dr. Mark Adler
   6.3. NASB Updates and Information
      Speaker(s): Dr. Jay Irwin
   6.4. Enrollment Update
      Speaker(s): Dr. Mark Adler
7. Standards Based School Improvement
   7.1. RPS Return to Learn Protocol (Action)
      Speaker(s): Dr. Mark Adler
   7.2. Local Union 226 Negotiated Agreements for Food Service Workers and Operations and Maintenance Workers (Action)

      Speaker(s): Mr. Jason Buckingham
   7.3. 2020-2021 RPS District Calendar due to COVID-19 (Action)
      Speaker(s): Dr. Cecilia Wilken
   7.4. Ralston Public Schools 2020/2021 School Lunch Prices (Action)
      Speaker(s): Mr. Jason Buckingham
   7.5. 2020-2021 Student Fee's (Action)
      Speaker(s): Mr. Jason Buckingham
8. Policy Review
   8.1. 2020-2021 Student Handbook Review

Speaker(s): Dr. Cecilia Wilken

8.2. Policy Review--2020-2021 Board Policy Update (Action)

Speaker(s): Dr. Mark Adler

9. Executive Session Disclosure
10. Pre-Adjournment Information and Activities
    10.1. Announcements
    10.2. Board of Education Supplemental Meeting Information
    10.3. Future Board Calendar
11. Adjourn

The Ralston Schools Public Schools will be conducting Board of Education Meetings in person beginning July 1, 2020. To create a safe and healthy environment for everyone wishing to attend a Board of Education Meeting, the following guidelines will be expected of everyone involved. The Board of Education and Administration want to thank you in advance in partnering with us to respectfully and appropriately respond to the COVID-19 pandemic.

Board of Education Meeting COVID-19 Guidelines (Beginning July 1, 2020)

- Social distancing is expected of all Board members, visitors, and staff (stay at least 6 ft away from others at all times)
- All board members, visitors, and staff must review screening questions prior to all board of education meetings
- Anyone answering yes to any of the screening questions should stay home and consult a physician
- Anyone attending the board meeting will be asked to wear a mask at all times. Disposable masks will be provided when needed.
- Hand sanitizer will be readily available in the board room and should be generously used by all attendees
- Each Board Member will be assigned to their own table during meetings
- The Superintendent and other administrators will also be assigned individual tables during board meetings
- Although public comment will be allowed, public comments will also be accepted via electronic submission by visiting the District Webpage at www.ralstonschools.org
- The Board Room will be thoroughly cleaned prior to every meeting
- All regulatory DHHS policies and procedures will be followed

Screening Questions

Prior to entering any Ralston Public Schools facility, visitors and staff are asked to review the following screening questions. If anyone answers yes to any of these questions they will not be allowed into any Ralston Public Schools facility.

- In the last 14 days have you been exposed to anyone with COVID-19?
- Do you currently exhibit any symptoms: Cough, Shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, fatigue, new loss of taste or smell?
- Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea?
- Have you traveled outside of the country in the last 14 days?

2009
Public Participation at Board Meetings

The board of education shall conduct its meetings in accordance with the Nebraska Open Meetings Act.

The board shall make reasonable efforts to accommodate the public's right to hear the discussions and testimony presented at its meetings. The board shall make available at the meeting, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed in open session of the meeting.

The board is not required to allow citizens to speak at each meeting, but it will provide the opportunity for public participation at least four times per year. The board may make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, photographing, or recording its meetings.

The board shall not require members of the public to identify themselves as a condition for admission to the meeting, nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. However, the board may require members of the public desiring to address the board to identify themselves.

Adopted on: March 25, 2019
Revised on:
Reviewed on: March 25, 2019

Procedure: 2009

Ralston Board of Education
Public Comment Procedures

The Ralston Board of Education appreciates the public's right to provide public comment. It is the practice of the Ralston Board to listen to the public comment, without discussion between the public and the Board. Should you have a question or ask for follow-up from the Board, the Board President or Chair of the meeting will direct the Superintendent to address the requests and provide additional information to you as appropriate. We ask that you refrain from personal comments about individuals and the use of vulgar or inappropriate language in addressing the Board.

The following will help guide the Public Comment agenda item at Board Meetings and Public Hearings:

1. Persons speaking during Public Comment will be called forward individually by the Board President or Chair to the location identified for such purpose.
2. The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may only speak one time per topic and must limit comments to around three (3) minutes. In the event more than 10 individuals wish to address the board, the 30 minutes will be divided equally between the number of speakers. At the discretion of the Board President or Chair, speakers may be allotted additional time.
3. Each individual speaking to the Board will be required to identify himself or herself prior to giving public comment or when related business is on the agenda. A “Record of Appearance” card is provided for this purpose.
4. Persons wishing to appear will be heard in the order in which the Board President or Chair of the meeting determines appropriate.
5. In cases where more than one person wishes to speak on the same topic, their presentations to the Board may, at the discretion of the Board President or Chair, be grouped together by topic.
6. Persons speaking to the Board during public comment may make printed materials available to the Board but may not use any other form of media.

Procedure: 2009

Public Participation at Board Meetings Form

Ralston Board of Education
PUBLIC COMMENTS

The purpose of "Public Participation" is for the Board of Education to hear comments from the public. Since comments are not on the published agenda the Board will not discuss and/or answer questions during "Public Comments."

The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may only speak one time per topic and must limit comments to around three (3) minutes. In the event more than 10 individuals wish to address the board, the 30 minutes will be divided equally between the number of speakers. At the discretion of the Board President or Chair, speakers may be allotted additional time.

PLEASE PRINT

Name _____ Date_____

Address _____

City _____ State _____ Zip Code _____

Subject of Public Comment: _____

_____

_____

Ralston
PUBLIC SCHOOLS

Accounts Payable Spending Report BOE ~ July 13, 2020

***Depreciation Fund: $7,630.00**

***Special Building Fund: $268,569.33**

***QCPUF Fund: $00,000.00**

****Total Report: $995,047.25**

SELECTION CRITERIA: transact.ck_date='20200713 00:00:00.000'
ACCOUNTING PERIOD: 11/20

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	123222	07/13/20	3556	ABANTE MARKETING	0180020262000	20610	RPS MAINTENANCE VMA	0.00	371.00
9001	123223	07/13/20	43	ACTION BATTERIES UN	0136020262000	20430	RPS MAINTENANCE RHS	0.00	29.91
9001	123224	07/13/20	170	APPLE INC.	0180020249000	20610	RPS TECH/SSPO200002	0.00	279.00
9001	123225	07/13/20	6515	TERI M BADER	0180020350001	20330	RPS/RHS KF/CONFREGI	0.00	50.00
9001	123226	07/13/20	6650	BISHOP BUSINESS	0180020253000	20442	RPS BLUMFIELD	0.00	68.12
9001	123226	07/13/20	6650	BISHOP BUSINESS	0180020253000	20442	RPS HIGH SCHOOL	0.00	110.82
9001	123226	07/13/20	6650	BISHOP BUSINESS	0180020253000	20442	RPS MIDDLE SCHOOL	0.00	142.63
9001	123226	07/13/20	6650	BISHOP BUSINESS	0180020253000	20442	RPS WILDEWOOD	0.00	33.26
9001	123226	07/13/20	6650	BISHOP BUSINESS	0180020253000	20442	RPS SEYMOUR	0.00	36.64
9001	123226	07/13/20	6650	BISHOP BUSINESS	0180020253000	20442	RPS KAREN WESTERN	0.00	39.22
9001	123226	07/13/20	6650	BISHOP BUSINESS	0180020253000	20442	RPS MEADOWS	0.00	41.03
9001	123226	07/13/20	6650	BISHOP BUSINESS	0180020253000	20442	RPS MOCKINGBIRD	0.00	45.74
9001	123226	07/13/20	6650	BISHOP BUSINESS	0180020253000	20442	RPS ADMIN/VMAC/CO	0.00	1,006.52
9001	123226	07/13/20	6650	BISHOP BUSINESS	0180020253000	20442	RPS ADMIN/VMAC/CO	0.00	187.54
TOTAL CHECK								0.00	1,711.52
9001	123227	07/13/20	5801	BOBCAT OF OMAHA	0180020262000	20610	RPS MAINTENANCE VMA	0.00	108.30
9001	123228	07/13/20	6660	BOUND TO STAY BOUND	0126020222000	20640	RALSTONMIDDLEMS2022	0.00	107.76
9001	123228	07/13/20	6660	BOUND TO STAY BOUND	0116920222000	20640	WILDEWOOD WW202030	0.00	136.89
9001	123228	07/13/20	6660	BOUND TO STAY BOUND	0126020222000	20640	RALSTONMIDDLEMS2022	0.00	228.61
TOTAL CHECK								0.00	473.26
9001	123229	07/13/20	325	BOYS TOWN	0116320120000	20569	RPS STUDENT SERVICE	0.00	2,145.39
9001	123229	07/13/20	325	BOYS TOWN	0136020120000	20569	RPS STUDENT SERVICE	0.00	2,145.39
9001	123229	07/13/20	325	BOYS TOWN	0136020120000	20569	RPS STUDENT SERVICE	0.00	2,145.39
9001	123229	07/13/20	325	BOYS TOWN	0116720120000	20569	RPS STUDENT SERVICE	0.00	2,145.39
TOTAL CHECK								0.00	8,581.56
9001	123230	07/13/20	1584	BRIGGS INC	0116320262000	20430	RPS MAINTENANCE BLU	0.00	199.14
9001	123232	07/13/20	4062	CENGAGE LEARNING	0136020670000	20610	RPS CUR/RHS CU20203	0.00	444.60
9001	123232	07/13/20	4062	CENGAGE LEARNING	0136020670000	20610	RPS CUR/RHS CU20203	0.00	2,925.00
9001	123232	07/13/20	4062	CENGAGE LEARNING	0116620115000	20640	RPS ELL DEPT SS2020	0.00	879.45
9001	123232	07/13/20	4062	CENGAGE LEARNING	0116920115000	20640	RPS ELL DEPT SS2020	0.00	811.80
9001	123232	07/13/20	4062	CENGAGE LEARNING	0116820115000	20640	RPS ELL DEPT SS2020	0.00	538.13
9001	123232	07/13/20	4062	CENGAGE LEARNING	0116720115000	20640	RPS ELL DEPT SS2020	0.00	1,571.33
9001	123232	07/13/20	4062	CENGAGE LEARNING	0116420115000	20640	RPS ELL DEPT SS2020	0.00	817.95
9001	123232	07/13/20	4062	CENGAGE LEARNING	0126020115000	20640	RPS ELL DEPT SS2020	0.00	4,258.54
9001	123232	07/13/20	4062	CENGAGE LEARNING	0116320115000	20640	RPS ELL DEPT SS2020	0.00	839.48
9001	123232	07/13/20	4062	CENGAGE LEARNING	0116420115000	20640	RPS ELL DEPT SS2020	0.00	296.79
9001	123232	07/13/20	4062	CENGAGE LEARNING	0116820115000	20640	RPS ELL DEPT SS2020	0.00	325.94
9001	123232	07/13/20	4062	CENGAGE LEARNING	0116920115000	20640	RPS ELL DEPT SS2020	0.00	447.84
9001	123232	07/13/20	4062	CENGAGE LEARNING	0116620115000	20640	RPS ELL DEPT SS2020	0.00	474.34
9001	123232	07/13/20	4062	CENGAGE LEARNING	0116720115000	20640	RPS ELL DEPT SS2020	0.00	537.93
9001	123232	07/13/20	4062	CENGAGE LEARNING	0116320115000	20640	RPS ELL DEPT SS2020	0.00	567.08
9001	123232	07/13/20	4062	CENGAGE LEARNING	0116420692500	20640	RPS ELL DEPT SS2020	0.00	1,883.75
9001	123232	07/13/20	4062	CENGAGE LEARNING	0116820692500	20640	RPS ELL DEPT SS2020	0.00	2,068.76

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	123232	07/13/20	4062	CENGAGE LEARNING	0116920692500	20640	RPS ELL DEPT SS2020	0.00	2,842.44
9001	123232	07/13/20	4062	CENGAGE LEARNING	0116620692500	20640	RPS ELL DEPT SS2020	0.00	3,010.63
9001	123232	07/13/20	4062	CENGAGE LEARNING	0116720692500	20640	RPS ELL DEPT SS2020	0.00	3,414.29
9001	123232	07/13/20	4062	CENGAGE LEARNING	0116320692500	20640	RPS ELL DEPT SS2020	0.00	3,599.31
9001	123232	07/13/20	4062	CENGAGE LEARNING	0116320115000	20640	RPS ELL/BLUM SS2020	0.00	45.90
9001	123232	07/13/20	4062	CENGAGE LEARNING	0116320115000	20640	RPS ELL/BLUM SS2020	0.00	35.10
9001	123232	07/13/20	4062	CENGAGE LEARNING	0116320115000	20640	RPS ELL/BLUM SS2020	0.00	-109.56
TOTAL CHECK								0.00	32,526.82
9001	123233	07/13/20	3132	CITY OF RALSTON	0116420266000	20340	RPS KAREN WESTERN	0.00	524.13
9001	123233	07/13/20	3132	CITY OF RALSTON	0116820266000	20340	RPS SEYMOUR	0.00	576.55
9001	123233	07/13/20	3132	CITY OF RALSTON	0116920266000	20340	RPS WILDEWOOD	0.00	794.94
9001	123233	07/13/20	3132	CITY OF RALSTON	0116620266000	20340	RPS MEADOWS	0.00	838.61
9001	123233	07/13/20	3132	CITY OF RALSTON	0116720266000	20340	RPS MOCKINGBIRD	0.00	952.17
9001	123233	07/13/20	3132	CITY OF RALSTON	0116320266000	20340	RPS BLUMFIELD	0.00	1,004.59
9001	123233	07/13/20	3132	CITY OF RALSTON	0136020266000	20340	RPS HIGH SCHOOL	0.00	2,812.85
9001	123233	07/13/20	3132	CITY OF RALSTON	0126020266000	20340	RPS MIDDLE SCHOOL	0.00	1,231.71
TOTAL CHECK								0.00	8,735.55
9001	123234	07/13/20	7254	CLARKSON COLLEGE	0136020110079	20610	RALSTON HIGH HS2034	0.00	240.00
9001	123234	07/13/20	7254	CLARKSON COLLEGE	0136020110079	20610	RALSTON HIGH HS2034	0.00	300.00
9001	123234	07/13/20	7254	CLARKSON COLLEGE	0136020110079	20610	RALSTON HIGH HS2034	0.00	120.00
TOTAL CHECK								0.00	660.00
9001	123235	07/13/20	583	COMMERCIAL CLEANING	01800206996	20420	RPS CUSTODPO2000027	0.00	126.00
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0180020261000	20610	RPS CUSTODIAL SUPPL	0.00	89.85
9001	123235	07/13/20	583	COMMERCIAL CLEANING	01800206996	20420	RPS CUSTODIAL SUPPL	0.00	59.95
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0180020261000	20610	RPS CUSTODPO2000027	0.00	242.00
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0180020261000	20610	PARTS/REPAIRS 5GAL	0.00	467.00
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0136020261000	20610	PARTS/REPAIRS WINDS	0.00	196.00
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0136020261000	20610	#4427840 Spring Gro	0.00	264.84
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0136020261000	20610	#2206264 Brown Roll	0.00	210.08
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0136020261000	20610	#MR43483MC 43x48 Li	0.00	183.82
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0136020261000	20610	#11895715 WINDOW SH	0.00	38.76
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0136020261000	20610	#11894515 POWER TIM	0.00	43.82
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0136020261000	20610	#74 Green Sponges	0.00	43.62
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0136020261000	20610	#96 Green Pads	0.00	19.93
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0116420261000	20610	#11895715 WINDOW SH	0.00	40.26
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0116420261000	20610	PRO GUARD NITRILE P	0.00	30.92
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0116420261000	20610	20" White Pads	0.00	25.36
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0116420261000	20610	#74 Green Sponges	0.00	22.66
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0126020261000	20610	#I694 MARS DEGREASE	0.00	192.00
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0126020261000	20610	PRO GUARD NITRILE P	0.00	35.70
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0116920261000	20610	PARTS/REPAIRS REPAI	0.00	125.00
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0126020261000	20610	#I694 MARS DEGREAS	0.00	104.00
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0116620261000	20610	#4427840 Spring Gro	0.00	52.95
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0116620261000	20610	#2206264 Brown Roll	0.00	84.00
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0116620261000	20610	PRO GUARD NITRILE P	0.00	11.90
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0116620261000	20610	PRO GUARD NITRILE P	0.00	11.90
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0116620261000	20610	#10243015 TOUGH DUT	0.00	39.70
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0116820261000	20610	#4427840 Spring Gro	0.00	53.72
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0116820261000	20610	#2206264 Brown Roll	0.00	42.61

SELECTION CRITERIA: transact.ck_date='20200713 00:00:00.000'
ACCOUNTING PERIOD: 11/20

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0116820261000	20610	#MR43483MC 43x48 Li	0.00	37.28
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0116820261000	20610	#MR24330MC 24x33 Li	0.00	37.84
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0116820261000	20610	#MR43483MC 43X48 LI	0.00	37.28
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0116820261000	20610	#895 MICRO SOFT CRE	0.00	48.09
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0116820261000	20610	#11894515 SPAR CLEA	0.00	44.44
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0116820261000	20610	#OC12 Wet Mop Handl	0.00	14.71
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0116820261000	20610	20" white Pads	0.00	24.75
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0116820261000	20610	Mop Bucket Combo	0.00	67.97
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0116820261000	20610	#3110 Dust Wands	0.00	26.28
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0116820261000	20610	#74 Green Sponges	0.00	22.12
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0116820261000	20610	PRO GUARD NITRILE P	0.00	18.11
9001	123235	07/13/20	583	COMMERCIAL CLEANING	0116820261000	20610	#PT21 Pro Team Vac	0.00	42.20
9001	123235	07/13/20	583	COMMERCIAL CLEANING	01800206996	20420	RPS CUSTIOD PO20002	0.00	1,185.00
TOTAL CHECK								0.00	4,464.42
9001	123236	07/13/20	6154	CENTERPOINT ENERGY	0136020261000	20621	RPS HIGH SCHOOL	0.00	7,119.36
9001	123236	07/13/20	6154	CENTERPOINT ENERGY	0116920261000	20621	RPS WILDEWOOD	0.00	1,167.76
9001	123236	07/13/20	6154	CENTERPOINT ENERGY	0116820261000	20621	RPS SEYMOUR	0.00	1,641.96
9001	123236	07/13/20	6154	CENTERPOINT ENERGY	0126020261000	20621	RPS MIDDLE SCHOOL	0.00	1,846.35
TOTAL CHECK								0.00	11,775.43
9001	123237	07/13/20	636	CONTROL MASTERS INC	0136020262000	20430	RPS MAINTENANCE RHS	0.00	72.50
9001	123238	07/13/20	4037	COX BUSINESS SERVIC	0180020258000	20382	RPS DW JULY 1, 2020	0.00	6,014.53
9001	123238	07/13/20	4037	COX BUSINESS SERVIC	0180020258000	20382	RPS JUNE 1, 2020	0.00	8,170.44
9001	123238	07/13/20	4037	COX BUSINESS SERVIC	0180020258000	20382	RPS DW JULY 1, 2020	0.00	8,245.28
TOTAL CHECK								0.00	22,430.25
9001	123240	07/13/20	7189	DATA DOCUMENTS, LLC	0180020256000	20531	RPS PUBLIC RELATION	0.00	104.39
9001	123240	07/13/20	7189	DATA DOCUMENTS, LLC	0180020256000	20550	RPS PUBLIC RELATION	0.00	176.50
TOTAL CHECK								0.00	280.89
9001	123241	07/13/20	34	DEMCO, INC.	0126020222000	20640	RALSTONMIDDLEMS2022	0.00	86.20
9001	123241	07/13/20	34	DEMCO, INC.	0116420222000	20640	KARENWESTERN KW2021	0.00	126.94
9001	123241	07/13/20	34	DEMCO, INC.	0116720222000	20642	MOCKINGBIRD MB20205	0.00	341.86
9001	123241	07/13/20	34	DEMCO, INC.	0116920222000	20642	WILDEWOOD WW202033	0.00	299.98
9001	123241	07/13/20	34	DEMCO, INC.	0116920222000	20640	WILDEWOOD WW202034	0.00	299.98
TOTAL CHECK								0.00	1,154.96
9001	123242	07/13/20	5323	DXP ENTERPRISES INC	0116820262000	20430	RPS MAINTENANCE SEY	0.00	92.35
9001	123242	07/13/20	5323	DXP ENTERPRISES INC	0116920262000	20430	RPS MAINTENANCE WW	0.00	95.82
9001	123242	07/13/20	5323	DXP ENTERPRISES INC	0126020262000	20430	RPS MAINTENANCE RMS	0.00	72.77
9001	123242	07/13/20	5323	DXP ENTERPRISES INC	0116920262000	20430	RPS MAINTENANCE WW	0.00	69.72
9001	123242	07/13/20	5323	DXP ENTERPRISES INC	0116920262000	20430	RPS MAINTENANCE WW	0.00	60.88
9001	123242	07/13/20	5323	DXP ENTERPRISES INC	0116320262000	20430	RPS MAINTENANCE BLU	0.00	52.49
9001	123242	07/13/20	5323	DXP ENTERPRISES INC	0116620262000	20430	RPS MAINTENANCE MEA	0.00	54.43
9001	123242	07/13/20	5323	DXP ENTERPRISES INC	0116320262000	20430	RPS MAINTENANCE BLU	0.00	186.29
9001	123242	07/13/20	5323	DXP ENTERPRISES INC	0126020262000	20430	RPS MAINTENANCE RMS	0.00	14.55
9001	123242	07/13/20	5323	DXP ENTERPRISES INC	0116920262000	20430	RPS MAINTENANCE WW	0.00	4.84
9001	123242	07/13/20	5323	DXP ENTERPRISES INC	0116320262000	20430	RPS MAINTENANCE BLU	0.00	37.98
9001	123242	07/13/20	5323	DXP ENTERPRISES INC	0116620262000	20430	RPS MAINTENANCE MEA	0.00	47.10
9001	123242	07/13/20	5323	DXP ENTERPRISES INC	0116820262000	20430	RPS MAINTENANCE SEY	0.00	42.93

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG, KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	832.20
9001	123246	07/13/20	113	THE DURHAM MUSEUM	0180020271000	20340	SEYMOUR FT 10734168	0.00	128.00
9001	123247	07/13/20	127	EASTERN NEBRASKA HU	0136020120000	20569	RPS STUDENT SERVICE	0.00	2,752.00
9001	123248	07/13/20	131	EBSCO INFORMATION S	0116420110000	20640	KARENWESTERN KW2020	0.00	9.69
9001	123248	07/13/20	131	EBSCO INFORMATION S	0116820222000	20640	SEYMOUR SE202030	0.00	216.98
TOTAL CHECK								0.00	226.67
9001	123249	07/13/20	6671	MARY L ELEDGE	0180020257000	20210	REIMBURSEMENT4/8/20	0.00	250.00
9001	123250	07/13/20	5993	ESU #3/METRO REGION	0126020120000	20569	RPS STUDENT SERVICE	0.00	2,976.00
9001	123250	07/13/20	5993	ESU #3/METRO REGION	0116720120000	20569	RPS STUDENT SERVICE	0.00	3,408.00
9001	123250	07/13/20	5993	ESU #3/METRO REGION	0116320120000	20569	RPS STUDENT SERVICE	0.00	7,136.00
9001	123250	07/13/20	5993	ESU #3/METRO REGION	0116420120000	20569	RPS STUDENT SERVICE	0.00	7,456.00
9001	123250	07/13/20	5993	ESU #3/METRO REGION	0116820120000	20569	RPS STUDENT SERVICE	0.00	7,456.00
9001	123250	07/13/20	5993	ESU #3/METRO REGION	0136020120000	20569	RPS STUDENT SERVICE	0.00	7,920.00
9001	123250	07/13/20	5993	ESU #3/METRO REGION	0126020110000	20330	RPS STUDENT SERVICE	0.00	656.00
9001	123250	07/13/20	5993	ESU #3/METRO REGION	0180020350002	20330	RPS STUDENT SERVICE	0.00	571.38
TOTAL CHECK								0.00	37,579.38
9001	123251	07/13/20	5491	ESU COORDINATING CO	0116420110000	20810	RPS KAREN WESTERN	0.00	330.00
9001	123251	07/13/20	5491	ESU COORDINATING CO	0116820110000	20810	RPS SEYMOUR	0.00	330.00
9001	123251	07/13/20	5491	ESU COORDINATING CO	0116920110000	20810	RPS WILDEWOOD	0.00	330.00
9001	123251	07/13/20	5491	ESU COORDINATING CO	0116620110000	20810	RPS MEADOWS	0.00	351.00
9001	123251	07/13/20	5491	ESU COORDINATING CO	0116720110000	20810	RPS MOCKINGBIRD	0.00	351.00
9001	123251	07/13/20	5491	ESU COORDINATING CO	0116320110000	20810	RPS BLUMFIELD	0.00	351.00
TOTAL CHECK								0.00	2,043.00
9001	123253	07/13/20	7243	FIREPLACE, INC. (SM	0180020256000	20320	RPS BUSINESS BO2020	0.00	1,350.00
9001	123254	07/13/20	4272	FIRST STUDENT	0180020271000	20510	RPS TRANSPORTATION	0.00	28,132.10
9001	123255	07/13/20	272	FOLLETT SCHOOL SOLU	0116820222000	20640	SEYMOUR SE202032	0.00	380.05
9001	123255	07/13/20	272	FOLLETT SCHOOL SOLU	0116720222000	20640	MOCKINGBIRD MB20206	0.00	444.26
9001	123255	07/13/20	272	FOLLETT SCHOOL SOLU	0116720222000	20640	MOCKINGBIRD MB20205	0.00	471.80
9001	123255	07/13/20	272	FOLLETT SCHOOL SOLU	0116320222000	20640	BLUMFIELD BL202092	0.00	275.76
9001	123255	07/13/20	272	FOLLETT SCHOOL SOLU	0116620222000	20640	MEADOWS MW0608210	0.00	275.81
9001	123255	07/13/20	272	FOLLETT SCHOOL SOLU	0116320222000	20640	BLUMFIELD BL202093	0.00	291.48
9001	123255	07/13/20	272	FOLLETT SCHOOL SOLU	0116720222000	20640	MOCKINGBIRD MB20206	0.00	297.96
9001	123255	07/13/20	272	FOLLETT SCHOOL SOLU	0126020222000	20640	RALSTONMIDDLEMS2022	0.00	311.49
9001	123255	07/13/20	272	FOLLETT SCHOOL SOLU	0116820222000	20640	SEYMOUR SE202034	0.00	250.85
9001	123255	07/13/20	272	FOLLETT SCHOOL SOLU	0116820222000	20640	SEYMOUR SE202033	0.00	226.47
9001	123255	07/13/20	272	FOLLETT SCHOOL SOLU	0116420222000	20640	KARENWESTERN KW2021	0.00	228.98
9001	123255	07/13/20	272	FOLLETT SCHOOL SOLU	0116320222000	20640	BLUMFIELD BL202094	0.00	243.36
9001	123255	07/13/20	272	FOLLETT SCHOOL SOLU	0116720222000	20640	MOCKINGBIRD MB20205	0.00	244.79
9001	123255	07/13/20	272	FOLLETT SCHOOL SOLU	0116420222000	20640	KARENWESTERN KW2021	0.00	14.10
9001	123255	07/13/20	272	FOLLETT SCHOOL SOLU	0116720222000	20640	MOCKINGBIRD MB20205	0.00	14.66
9001	123255	07/13/20	272	FOLLETT SCHOOL SOLU	0116420222000	20640	KARENWESTERN KW2021	0.00	15.50
9001	123255	07/13/20	272	FOLLETT SCHOOL SOLU	0116420222000	20640	KARENWESTERN KW2021	0.00	192.10
9001	123255	07/13/20	272	FOLLETT SCHOOL SOLU	0116420222000	20640	KARENWESTERN KW2021	0.00	204.49

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9001	123255	07/13/20	272	FOLLETT SCHOOL SOLU	0116620222000	20640	MEADOWS MW060820	0.00	9.48
9001	123255	07/13/20	272	FOLLETT SCHOOL SOLU	0116720222000	20640	MOCKINGBIRD MB20205	0.00	163.10
TOTAL CHECK								0.00	4,556.49
9001	123256	07/13/20	344	GOODWIN TUCKER GROU	0136020262000	20430	RPS MAINTENANCE RHS	0.00	141.28
9001	123256	07/13/20	344	GOODWIN TUCKER GROU	0116420262000	20430	RPS MAINTENANCE KW	0.00	251.04
TOTAL CHECK								0.00	392.32
9001	123257	07/13/20	367	GRAYBAR	0180020262000	20430	RPS MAINTENANCE VMA	0.00	17.68
9001	123257	07/13/20	367	GRAYBAR	0126020262000	20430	RPS MAINTENANCE RMS	0.00	28.50
9001	123257	07/13/20	367	GRAYBAR	0126020262000	20430	RPS MAINTENANCE RMS	0.00	35.00
TOTAL CHECK								0.00	81.18
9001	123258	07/13/20	4528	HEARTLAND ROOFING C	0116420262000	20430	RPS MAINTENANCE KW	0.00	483.12
9001	123258	07/13/20	4528	HEARTLAND ROOFING C	0116620262000	20430	RPS MAINTENANCE MEA	0.00	483.12
9001	123258	07/13/20	4528	HEARTLAND ROOFING C	0116820262000	20430	RPS MAINTENANCE SEY	0.00	483.12
9001	123258	07/13/20	4528	HEARTLAND ROOFING C	0116920262000	20430	RPS MAINTENANCE WW	0.00	483.12
9001	123258	07/13/20	4528	HEARTLAND ROOFING C	0126020262000	20430	RPS MAINTENANCE RMS	0.00	483.13
9001	123258	07/13/20	4528	HEARTLAND ROOFING C	0136020262000	20430	RPS MAINTENANCE RHS	0.00	483.13
9001	123258	07/13/20	4528	HEARTLAND ROOFING C	0116720262000	20430	RPS MAINTENANCE MOC	0.00	483.13
9001	123258	07/13/20	4528	HEARTLAND ROOFING C	0116320262000	20430	RPS MAINTENANCE BLU	0.00	483.13
9001	123258	07/13/20	4528	HEARTLAND ROOFING C	0136020262000	20430	RPS MAINTENANCE RHS	0.00	810.00
TOTAL CHECK								0.00	4,675.00
9001	123260	07/13/20	3412	HEINEMANN	0136020692500	20610	RPS STUD/SER SS2020	0.00	3,723.44
9001	123261	07/13/20	6960	THE HOME DEPOT PRO/	01800206996	20420	RPS CUSTODIAL COVID	0.00	1,409.04
9001	123261	07/13/20	6960	THE HOME DEPOT PRO/	0136020261000	20610	NEW EQUIPMENT MMM 2	0.00	217.50
9001	123261	07/13/20	6960	THE HOME DEPOT PRO/	01800206996	20420	RPS CUSTODIAL SUPPL	0.00	517.20
9001	123261	07/13/20	6960	THE HOME DEPOT PRO/	01800206996	20420	RPS CUSTODIAL SUPPL	0.00	258.60
TOTAL CHECK								0.00	2,402.34
9001	123262	07/13/20	459	HONEYMAN RENT-ALL	0126020262000	20430	RPS MAINTENANCE RMS	0.00	32.16
9001	123263	07/13/20	2781	HOPE MEDICAL OUTREA	0116820129200	20320	RPS STUDENT SERVICE	0.00	60.00
9001	123263	07/13/20	2781	HOPE MEDICAL OUTREA	0116820129200	20320	RPS STUDENT SERVICE	0.00	92.50
TOTAL CHECK								0.00	152.50
9001	123264	07/13/20	2715	HY-VEE GAS	0136020110000	20610	RPS HIGH SCHOOL	0.00	57.00
9001	123264	07/13/20	2715	HY-VEE GAS	0180020262000	20626	RPS MAINTENANCE DW	0.00	1,032.18
TOTAL CHECK								0.00	1,089.18
9001	123268	07/13/20	2352	ACADEMIC SUPERSTORE	0180020258000	20735	SOPHOS ANTI-VIRUS F	0.00	8,625.00
9001	123268 V	07/13/20	2352	ACADEMIC SUPERSTORE	0180020258000	20735	SOPHOS ANTI-VIRUS F	0.00	-8,625.00
TOTAL CHECK								0.00	0.00
9001	123269	07/13/20	2286	INFOSAFE SHREDDING	0136020110000	20330	RALSTON HIGH HS2033	0.00	78.00
9001	123269	07/13/20	2286	INFOSAFE SHREDDING	0180020232000	20320	RPS ADMIN/VMAC/CO	0.00	117.00
TOTAL CHECK								0.00	195.00
9001	123270	07/13/20	565	JOHNSTONE SUPPLY CO	0116320262000	20430	RPS MAINTENANCE BLU	0.00	71.57
9001	123270	07/13/20	565	JOHNSTONE SUPPLY CO	0116620262000	20430	RPS MAINTENANCE MEA	0.00	46.91

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9001	123270	07/13/20	565	JOHNSTONE SUPPLY CO	0116620262000	20430	RPS MAINTENANCE MEA	0.00	50.76
9001	123270	07/13/20	565	JOHNSTONE SUPPLY CO	0136020262000	20430	RPS MAINTENANCE RHS	0.00	7.29
TOTAL CHECK								0.00	176.53
9001	123271	07/13/20	5037	JUNIOR LIBRARY GUIL	0126020222000	20640	RALSTONMIDDLEMS2022	0.00	1,378.30
9001	123272	07/13/20	7131	JUST FOR KIDS, INC.	0116920129200	20320	RPS STUDENT SERVICE	0.00	304.00
9001	123272	07/13/20	7131	JUST FOR KIDS, INC.	0116820129100	20320	RPS STUDENT SERVICE	0.00	336.00
9001	123272	07/13/20	7131	JUST FOR KIDS, INC.	0116620120000	20320	RPS STUDENT SERVICE	0.00	416.00
9001	123272	07/13/20	7131	JUST FOR KIDS, INC.	0116320129100	20320	RPS STUDENT SERVICE	0.00	528.00
9001	123272	07/13/20	7131	JUST FOR KIDS, INC.	0116920120000	20320	RPS STUDENT SERVICE	0.00	64.00
9001	123272	07/13/20	7131	JUST FOR KIDS, INC.	0116620129200	20320	RPS STUDENT SERVICE	0.00	207.00
9001	123272	07/13/20	7131	JUST FOR KIDS, INC.	0116720129100	20320	RPS STUDENT SERVICE	0.00	224.00
9001	123272	07/13/20	7131	JUST FOR KIDS, INC.	0116920129100	20320	RPS STUDENT SERVICE	0.00	128.00
9001	123272	07/13/20	7131	JUST FOR KIDS, INC.	0116320129200	20320	RPS STUDENT SERVICE	0.00	143.00
9001	123272	07/13/20	7131	JUST FOR KIDS, INC.	0116820129200	20320	RPS STUDENT SERVICE	0.00	146.00
9001	123272	07/13/20	7131	JUST FOR KIDS, INC.	0116420129200	20320	RPS STUDENT SERVICE	0.00	159.00
9001	123272	07/13/20	7131	JUST FOR KIDS, INC.	0116420129100	20320	RPS STUDENT SERVICE	0.00	160.00
9001	123272	07/13/20	7131	JUST FOR KIDS, INC.	0116420120000	20320	RPS STUDENT SERVICE	0.00	30.00
9001	123272	07/13/20	7131	JUST FOR KIDS, INC.	0116620129100	20320	RPS STUDENT SERVICE	0.00	96.00
9001	123272	07/13/20	7131	JUST FOR KIDS, INC.	0126020120000	20320	RPS STUDENT SERVICE	0.00	96.00
9001	123272	07/13/20	7131	JUST FOR KIDS, INC.	0136020120000	20320	RPS STUDENT SERVICE	0.00	97.00
9001	123272	07/13/20	7131	JUST FOR KIDS, INC.	0116720129200	20320	RPS STUDENT SERVICE	0.00	112.00
TOTAL CHECK								0.00	3,296.00
9001	123273	07/13/20	4452	KISSEL,KOHOUT,ES AS	0180020231000	20810	RPS LEGISLATIVE SER	0.00	3,458.33
9001	123274	07/13/20	6278	KOLEY JESSEN PC LLO	0180020231000	20810	RPS STUDENT MATTERS	0.00	1,658.00
9001	123274	07/13/20	6278	KOLEY JESSEN PC LLO	0180020231000	20810	RPS GENERAL MATTERS	0.00	1,240.00
TOTAL CHECK								0.00	2,898.00
9001	123275	07/13/20	6993	LANGUAGE LINE SERVI	0136020120000	20320	RPS STUDENT SERVICE	0.00	1,310.50
9001	123275	07/13/20	6993	LANGUAGE LINE SERVI	0116620129200	20320	RPS STUDENT SERVICE	0.00	555.70
9001	123275	07/13/20	6993	LANGUAGE LINE SERVI	0116620129100	20320	RPS STUDENT SERVICE	0.00	716.58
9001	123275	07/13/20	6993	LANGUAGE LINE SERVI	0116820120000	20320	RPS STUDENT SERVICE	0.00	206.02
9001	123275	07/13/20	6993	LANGUAGE LINE SERVI	0116620120000	20320	RPS STUDENT SERVICE	0.00	302.00
9001	123275	07/13/20	6993	LANGUAGE LINE SERVI	0116820115000	20320	RPS ELL DEPT. SEY	0.00	26.66
9001	123275	07/13/20	6993	LANGUAGE LINE SERVI	0116320115000	20320	RPS ELL DEPT. BLUM	0.00	28.71
9001	123275	07/13/20	6993	LANGUAGE LINE SERVI	0136020115000	20320	RPS ELL DEPT. RHS	0.00	44.02
9001	123275	07/13/20	6993	LANGUAGE LINE SERVI	0116420115000	20320	RPS ELL DEPT. KW	0.00	4.96
9001	123275	07/13/20	6993	LANGUAGE LINE SERVI	0116420120000	20320	RPS STUDENT SERVICE	0.00	1,884.21
9001	123275	07/13/20	6993	LANGUAGE LINE SERVI	0116420120000	20320	RPS STUDENT SERVICE	0.00	2,086.00
9001	123275	07/13/20	6993	LANGUAGE LINE SERVI	0116720120000	20320	RPS STUDENT SERVICE	0.00	2,170.92
9001	123275	07/13/20	6993	LANGUAGE LINE SERVI	0136020120000	20320	RPS STUDENT SERVICE	0.00	3,319.02
9001	123275	07/13/20	6993	LANGUAGE LINE SERVI	0116320120000	20320	RPS STUDENT SERVICE	0.00	3,816.92
TOTAL CHECK								0.00	16,472.22
9001	123276	07/13/20	6111	LARSON SPEECH & LAN	0180020631000	20320	RPS CURRICULUM/WILK	0.00	5,040.00
9001	123276	07/13/20	6111	LARSON SPEECH & LAN	0116720641200	20320	RPS STUDENT SERVICE	0.00	45.89
9001	123276	07/13/20	6111	LARSON SPEECH & LAN	0116920641200	20320	RPS STUDENT SERVICE	0.00	38.19
9001	123276	07/13/20	6111	LARSON SPEECH & LAN	0116620641200	20320	RPS STUDENT SERVICE	0.00	40.47
9001	123276	07/13/20	6111	LARSON SPEECH & LAN	0116820641200	20320	RPS STUDENT SERVICE	0.00	27.65

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9001	123276	07/13/20	6111	LARSON SPEECH & LAN	0116420641200	20320	RPS STUDENT SERVICE	0.00	25.08
9001	123276	07/13/20	6111	LARSON SPEECH & LAN	0126020641200	20320	RPS STUDENT SERVICE	0.00	59.27
9001	123276	07/13/20	6111	LARSON SPEECH & LAN	0116320641200	20320	RPS STUDENT SERVICE	0.00	48.45
TOTAL CHECK								0.00	5,325.00
9001	123277	07/13/20	6007	LEARNING FORWARD NE	0180020221200	20810	RPS DR.CECILIA WILK	0.00	25.00
9001	123278	07/13/20	4511	LINCOLN PUBLIC SCHO	0136020120000	20569	RPS STUDENT SERVICE	0.00	3,577.48
9001	123281	07/13/20	5314	MADISON NATIONAL LI	01	9409	RPS JULY 2020 PREMI	0.00	9,695.09
9001	123282	07/13/20	754	AMY L MAGNUSON	0116620110000	20333	REIMBURS1/7-3/12/20	0.00	16.10
9001	123282	07/13/20	754	AMY L MAGNUSON	0116920110000	20333	REIMBURS1/7-3/12/20	0.00	16.10
TOTAL CHECK								0.00	32.20
9001	123283	07/13/20	5069	MALLOY ELECTRIC	0116320262000	20430	RPS MAINTENANCE BLU	0.00	99.11
9001	123283	07/13/20	5069	MALLOY ELECTRIC	0136020262000	20430	RPS MAINTENANCE RHS	0.00	613.61
TOTAL CHECK								0.00	712.72
9001	123284	07/13/20	4884	MATHESON TRI-GAS, I	0180020262000	20610	RPS MAINTENANCE VMA	0.00	54.29
9001	123284	07/13/20	4884	MATHESON TRI-GAS, I	0180020262000	20610	RPS MAINTENANCE VMA	0.00	55.70
TOTAL CHECK								0.00	109.99
9001	123285	07/13/20	813	MECHANICAL SALES PA	0116720262000	20430	RPS MAINTENANCE MOC	0.00	290.00
9001	123286	07/13/20	5926	MENARDS	0136020262000	20430	RPS MAINTENANCE RHS	0.00	26.49
9001	123286	07/13/20	5926	MENARDS	0126020261000	20610	RPS MAINTENANCE RMS	0.00	30.44
9001	123286	07/13/20	5926	MENARDS	0180020262000	20610	RPS MAINTENANCE VMA	0.00	31.73
9001	123286	07/13/20	5926	MENARDS	0136020262000	20430	RPS MAINTENANCE RHS	0.00	59.98
9001	123286	07/13/20	5926	MENARDS	0180020262000	20610	RPS MAINTENANCE VMA	0.00	114.39
9001	123286	07/13/20	5926	MENARDS	0180020262000	20610	RPS MAINTENANCE VMA	0.00	14.49
9001	123286	07/13/20	5926	MENARDS	0180020262000	20610	RPS MAINTENANCE VMA	0.00	35.92
9001	123286	07/13/20	5926	MENARDS	0180020262000	20610	RPS MAINTENANCE VMA	0.00	49.97
9001	123286	07/13/20	5926	MENARDS	0116620262000	20430	RPS MAINTENANCE MEA	0.00	52.35
9001	123286	07/13/20	5926	MENARDS	0126020262000	20430	RPS MAINTENANCE RMS	0.00	2.34
9001	123286	07/13/20	5926	MENARDS	0136020262000	20430	RPS MAINTENANCE RHS	0.00	7.86
9001	123286	07/13/20	5926	MENARDS	0136020262000	20430	RPS MAINTENANCE RHS	0.00	3.48
9001	123286	07/13/20	5926	MENARDS	0180020262000	20430	RPS MAINTENANCE VMA	0.00	3.54
9001	123286	07/13/20	5926	MENARDS	0126020262000	20430	RPS MAINTENANCE RMS	0.00	4.38
9001	123286	07/13/20	5926	MENARDS	0136020262000	20430	RPS MAINTENANCE RHS	0.00	6.84
9001	123286	07/13/20	5926	MENARDS	0136020262000	20430	RPS MAINTENANCE RHS	0.00	8.97
9001	123286	07/13/20	5926	MENARDS	0180020261000	20610	RPS MAINTENANCE VMA	0.00	9.98
9001	123286	07/13/20	5926	MENARDS	0136020262000	20430	RPS MAINTENANCE RHS	0.00	12.04
9001	123286	07/13/20	5926	MENARDS	0180020262000	20610	RPS MAINTENANCE VMA	0.00	12.56
9001	123286	07/13/20	5926	MENARDS	0180020262000	20610	RPS MAINTENANCE VMA	0.00	13.96
9001	123286	07/13/20	5926	MENARDS	0180020262000	20430	RPS MAINTENANCE VMA	0.00	13.99
TOTAL CHECK								0.00	315.72
9001	123287	07/13/20	827	METAL DOORS & HARDW	0116320262000	20430	RPS MAINTENANCE BLU	0.00	19.50
9001	123289	07/13/20	834	METRO UTILITIES DIS	0136020261000	20621	RPS 8969 PARK DRIVE	0.00	9.60
9001	123289	07/13/20	834	METRO UTILITIES DIS	0180020261000	20621	RPS 8545 PARK DRIVE	0.00	33.92

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	123289	07/13/20	834	METRO UTILITIES DIS	0136020261000	20629	RPS 3801 PARK DRIVE	0.00	41.60
9001	123289	07/13/20	834	METRO UTILITIES DIS	0180020261000	20629	RPS 8545 PARK DRIVE	0.00	37.80
9001	123289	07/13/20	834	METRO UTILITIES DIS	0136020261000	20629	RPS 8969 PARK DRIVE	0.00	126.60
9001	123289	07/13/20	834	METRO UTILITIES DIS	0136020261000	20629	RPS 8901 PARK DRIVE	0.00	99.20
9001	123289	07/13/20	834	METRO UTILITIES DIS	0126020261000	20621	RPS 8202 LAKEVIEW S	0.00	128.00
9001	123289	07/13/20	834	METRO UTILITIES DIS	0180020261000	20621	RPS 8545 PARK DRIVE	0.00	151.20
9001	123289	07/13/20	834	METRO UTILITIES DIS	0116820261000	20629	RPS 7900 SEYMOUR ST	0.00	80.00
9001	123289	07/13/20	834	METRO UTILITIES DIS	0116920261000	20629	RPS 8023 RALSTON AV	0.00	87.20
9001	123289	07/13/20	834	METRO UTILITIES DIS	0180020261000	20629	RPS 8545 PARK DRIVE	0.00	8.48
9001	123289	07/13/20	834	METRO UTILITIES DIS	0136020261000	20629	RPS 8969 PARK DRIVE	0.00	2.40
9001	123289	07/13/20	834	METRO UTILITIES DIS	0126020261000	20629	RPS 8202 LAKEVIEW S	0.00	32.00
9001	123289	07/13/20	834	METRO UTILITIES DIS	0116820261000	20621	RPS 7900 SEYMOUR ST	0.00	320.00
9001	123289	07/13/20	834	METRO UTILITIES DIS	0126020261000	20629	RPS 8202 LAKEVIEW S	0.00	322.40
9001	123289	07/13/20	834	METRO UTILITIES DIS	0116720261000	20629	RPS 5100 SOUTH 93RD	0.00	254.40
9001	123289	07/13/20	834	METRO UTILITIES DIS	0136020261000	20621	RPS 3801 PARK DRIVE	0.00	166.40
9001	123289	07/13/20	834	METRO UTILITIES DIS	0116920261000	20621	RPS 8023 RALSTON AV	0.00	348.80
9001	123289	07/13/20	834	METRO UTILITIES DIS	0136020261000	20629	RPS 8901 PARK DRIVE	0.00	366.60
9001	123289	07/13/20	834	METRO UTILITIES DIS	0116620261000	20629	RPS 9205 BERRY STRE	0.00	372.20
9001	123289	07/13/20	834	METRO UTILITIES DIS	0136020261000	20621	RPS 8901 PARK DRIVE	0.00	396.80
9001	123289	07/13/20	834	METRO UTILITIES DIS	0116320261000	20629	RPS 10310 MOCKINGBI	0.00	498.00
9001	123289	07/13/20	834	METRO UTILITIES DIS	0136020261000	20621	RPS 8969 PARK DRIVE	0.00	502.40
9001	123289	07/13/20	834	METRO UTILITIES DIS	0116720261000	20621	RPS 5100 SOUTH 93RD	0.00	1,017.60
9001	123289	07/13/20	834	METRO UTILITIES DIS	0126020261000	20621	RPS 8202 LAKEVIEW S	0.00	1,289.60
9001	123289	07/13/20	834	METRO UTILITIES DIS	0136020261000	20621	RPS 8901 PARK DRIVE	0.00	1,466.40
9001	123289	07/13/20	834	METRO UTILITIES DIS	0116620261000	20621	RPS 9205 BERRY STRE	0.00	1,488.80
9001	123289	07/13/20	834	METRO UTILITIES DIS	0116320261000	20621	RPS 10310 MOCKINGBI	0.00	1,992.00
TOTAL CHECK								0.00	11,639.40
9001	123290	07/13/20	862	MIDWEST PLASTICS	01800206996	20420	RPS MAINTENANCE DW	0.00	699.96
9001	123291	07/13/20	870	MIDWEST TURF & IRRI	0136020262000	20430	RPS MAINTENANCE RHS	0.00	81.78
9001	123292	07/13/20	6499	MILLARD SPRINKLER	0136020262000	20430	RPS MAINTENANCE RHS	0.00	1,066.95
9001	123292	07/13/20	6499	MILLARD SPRINKLER	0136020262000	20430	RPS MAINTENANCE RHS	0.00	1,866.20
9001	123292	07/13/20	6499	MILLARD SPRINKLER	0136020262000	20430	RPS MAINTENANCE RHS	0.00	499.20
TOTAL CHECK								0.00	3,432.35
9001	123293	07/13/20	5531	NACIA	0180020221200	20810	RPS DR.CECILIA WILK	0.00	15.00
9001	123294	07/13/20	2634	NASB	0180020256000	20810	RPS PUBLIC RELATION	0.00	400.00
9001	123295	07/13/20	2877	NASPA	0180020257000	20330	RPS DR.MIKE RUPPREC	0.00	25.00
9001	123296	07/13/20	830	NEBRASKA AIR FILTER	0180020262000	20430	RPS MAINTENANCE VMA	0.00	89.68
9001	123296	07/13/20	830	NEBRASKA AIR FILTER	0116820262000	20430	RPS MAINTENANCE SEY	0.00	151.24
9001	123296	07/13/20	830	NEBRASKA AIR FILTER	0116720262000	20430	RPS MAINTENANCE MOC	0.00	366.00
9001	123296	07/13/20	830	NEBRASKA AIR FILTER	0116920262000	20430	RPS MAINTENANCE WIL	0.00	281.52
9001	123296	07/13/20	830	NEBRASKA AIR FILTER	0116320262000	20430	RPS MAINTENANCE BLU	0.00	282.92
9001	123296	07/13/20	830	NEBRASKA AIR FILTER	0116620262000	20610	RPS MAINTENANCE MEA	0.00	176.26
9001	123296	07/13/20	830	NEBRASKA AIR FILTER	0116420262000	20430	RPS MAINTENANCE KW	0.00	342.85
9001	123296	07/13/20	830	NEBRASKA AIR FILTER	0126020262000	20430	RPS MAINTENANCE RMS	0.00	601.25
9001	123296	07/13/20	830	NEBRASKA AIR FILTER	0136020262000	20430	RPS MAINTENANCE RHS	0.00	2,333.84

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	4,625.56
9001	123297	07/13/20	7253	NEBRASKA SAFETY CEN	0180020271200	20810	RPS TRANSPORTATION	0.00	125.00
9001	123298	07/13/20	896	NSPRA (NATIONAL)	0180020256000	20810	RPS KATY CORE	0.00	285.00
9001	123299	07/13/20	6412	OCCUPATIONAL HEALTH	0180020271000	20340	RPS TRANSPORTATION	0.00	179.00
9001	123303	07/13/20	921	OFFICE DEPOT	0116920110000	20610	WILDEWOOD WW202028	0.00	190.23
9001	123303	07/13/20	921	OFFICE DEPOT	0116320110000	20610	BLUMFIELD BL202076	0.00	202.18
9001	123303	07/13/20	921	OFFICE DEPOT	0116320110000	20610	BLUMFIELD BL202096	0.00	278.53
9001	123303	07/13/20	921	OFFICE DEPOT	0180020232000	20610	RPS ADMIN/CO CO2020	0.00	243.75
9001	123303	07/13/20	921	OFFICE DEPOT	0136020110000	20610	RALSTON HIGH HS2033	0.00	246.99
9001	123303	07/13/20	921	OFFICE DEPOT	0136020110060	20610	RALSTON HIGH HS2033	0.00	428.13
9001	123303	07/13/20	921	OFFICE DEPOT	0116320110000	20610	BLUMFIELD BL202077	0.00	442.04
9001	123303	07/13/20	921	OFFICE DEPOT	0180020249000	20610	RPS STU/SER SS20206	0.00	470.97
9001	123303	07/13/20	921	OFFICE DEPOT	0116320110000	20610	BLUMFIELD BL202075	0.00	490.11
9001	123303	07/13/20	921	OFFICE DEPOT	0116320110000	20610	BLUMFIELD BL202076	0.00	493.65
9001	123303	07/13/20	921	OFFICE DEPOT	0116620110000	20610	MEADOWS MW202095	0.00	2,106.89
9001	123303	07/13/20	921	OFFICE DEPOT	0116320120000	20320	RPS STUD/SER SS2020	0.00	1,273.91
9001	123303	07/13/20	921	OFFICE DEPOT	0136020110085	20640	RALSTON HIGH HS2033	0.00	26.78
9001	123303	07/13/20	921	OFFICE DEPOT	0116820110000	20610	SEYMOUR SE202044	0.00	127.44
9001	123303	07/13/20	921	OFFICE DEPOT	0136020110085	20640	RALSTON HIGH HS2033	0.00	104.26
9001	123303	07/13/20	921	OFFICE DEPOT	0116320120000	20320	RPS STUD/SER SS2020	0.00	108.26
9001	123303	07/13/20	921	OFFICE DEPOT	0126020120000	20610	RPS STUD/SER SS2020	0.00	151.37
9001	123303	07/13/20	921	OFFICE DEPOT	0116820110000	20610	SEYMOUR SE202038	0.00	152.66
9001	123303	07/13/20	921	OFFICE DEPOT	0116620110000	20610	MEADOWS MW202095	0.00	138.75
9001	123303	07/13/20	921	OFFICE DEPOT	0116320120000	20320	RPS STUD/SER SS2020	0.00	139.39
9001	123303	07/13/20	921	OFFICE DEPOT	0136020110083	20610	RALSTON HIGH HS2033	0.00	150.69
9001	123303	07/13/20	921	OFFICE DEPOT	0136020110080	20610	RALSTON HIGH HS2033	0.00	83.77
9001	123303	07/13/20	921	OFFICE DEPOT	0136020110030	20610	RALSTON HIGH HS2033	0.00	64.95
9001	123303	07/13/20	921	OFFICE DEPOT	0116320120000	20320	RPS STUD/SER SS2020	0.00	69.06
9001	123303	07/13/20	921	OFFICE DEPOT	0116320120000	20320	RPS STUD/SER SS2020	0.00	75.98
9001	123303	07/13/20	921	OFFICE DEPOT	0126020120000	20610	RPS STUD/SER SS2020	0.00	78.25
9001	123303	07/13/20	921	OFFICE DEPOT	0116920110000	20610	WILDEWOOD WW202025	0.00	78.40
9001	123303	07/13/20	921	OFFICE DEPOT	0116620110068	20610	MEADOWS 11	0.00	79.36
9001	123303	07/13/20	921	OFFICE DEPOT	0136020110000	20610	RALSTON HIGH HS2033	0.00	57.37
9001	123303	07/13/20	921	OFFICE DEPOT	0126020110000	20610	RALSTONMIDDLEMS2022	0.00	59.94
9001	123303	07/13/20	921	OFFICE DEPOT	0136020212000	20610	RALSTON HIGH HS2033	0.00	54.99
9001	123303	07/13/20	921	OFFICE DEPOT	0116820110000	20610	SEYMOUR SE202038	0.00	25.02
9001	123303	07/13/20	921	OFFICE DEPOT	0136020110060	20610	RALSTON HIGH HS2033	0.00	25.14
9001	123303	07/13/20	921	OFFICE DEPOT	0116620110068	20610	MEADOWS 11	0.00	19.10
9001	123303	07/13/20	921	OFFICE DEPOT	0116920110000	20610	WILDEWOOD WW202025	0.00	19.80
9001	123303	07/13/20	921	OFFICE DEPOT	0136020110083	20610	RALSTON HIGH HS2033	0.00	20.50
9001	123303	07/13/20	921	OFFICE DEPOT	0126020110040	20610	RALSTONMIDDLEMS2022	0.00	20.98
9001	123303	07/13/20	921	OFFICE DEPOT	0116620110000	20610	MEADOWS MW202095	0.00	21.31
9001	123303	07/13/20	921	OFFICE DEPOT	0136020110060	20610	RALSTON HIGH HS2033	0.00	24.60
9001	123303	07/13/20	921	OFFICE DEPOT	0136020110030	20610	RALSTON HIGH HS2033	0.00	24.60
9001	123303	07/13/20	921	OFFICE DEPOT	0136020110030	20610	RALSTON HIGH HS2033	0.00	15.87
9001	123303	07/13/20	921	OFFICE DEPOT	0116320120000	20610	RPS STUD/SER SS2020	0.00	14.98
9001	123303	07/13/20	921	OFFICE DEPOT	0136020110085	20640	RALSTON HIGH HS2033	0.00	16.76
9001	123303	07/13/20	921	OFFICE DEPOT	0136020110083	20610	RALSTON HIGH HS2033	0.00	17.22

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	123303	07/13/20	921	OFFICE DEPOT	0126020120000	20610	RPS STUD/SER SS2020	0.00	17.82
9001	123303	07/13/20	921	OFFICE DEPOT	0116620110068	20610	MEADOWS 11	0.00	38.85
9001	123303	07/13/20	921	OFFICE DEPOT	0136020110060	20610	RALSTON HIGH HS2033	0.00	40.17
9001	123303	07/13/20	921	OFFICE DEPOT	0126020120000	20610	RPS STUD/SER SS2020	0.00	35.98
9001	123303	07/13/20	921	OFFICE DEPOT	0136020110060	20610	RALSTON HIGH HS2033	0.00	36.99
9001	123303	07/13/20	921	OFFICE DEPOT	0116820110000	20610	SEYMOUR SE202031	0.00	37.31
9001	123303	07/13/20	921	OFFICE DEPOT	0180020249000	20610	RPS STUD/SER SS2020	0.00	42.51
9001	123303	07/13/20	921	OFFICE DEPOT	0116420120000	20610	RPS STUD/SER SS2020	0.00	43.00
9001	123303	07/13/20	921	OFFICE DEPOT	0116320120000	20320	RPS STUD/SER SS2020	0.00	44.96
9001	123303	07/13/20	921	OFFICE DEPOT	0116620110000	20610	MEADOWS MW202095	0.00	48.40
9001	123303	07/13/20	921	OFFICE DEPOT	0116620110068	20610	MEADOWS 11	0.00	48.95
9001	123303	07/13/20	921	OFFICE DEPOT	0180020232000	20610	RPS ADMIN/CO CO2020	0.00	51.73
9001	123303	07/13/20	921	OFFICE DEPOT	0116320110000	20610	BLUMFIELD BL202078	0.00	8.02
9001	123303	07/13/20	921	OFFICE DEPOT	0136020110083	20610	RALSTON HIGH HS2033	0.00	8.38
9001	123303	07/13/20	921	OFFICE DEPOT	0116820110000	20610	SEYMOUR SE202038	0.00	-150.58
9001	123303	07/13/20	921	OFFICE DEPOT	0116620110000	20610	MEADOWS MW202095	0.00	-37.45
9001	123303	07/13/20	921	OFFICE DEPOT	0116820110000	20610	SEYMOUR SE202038	0.00	-25.02
9001	123303	07/13/20	921	OFFICE DEPOT	0116820110000	20610	SEYMOUR SE202038	0.00	-2.08
9001	123303	07/13/20	921	OFFICE DEPOT	0136020110029	20610	RALSTON HIGH HS2033	0.00	6.95
9001	123303	07/13/20	921	OFFICE DEPOT	0136020110030	20610	RALSTON HIGH HS2033	0.00	7.08
9001	123303	07/13/20	921	OFFICE DEPOT	0136020110080	20610	RALSTON HIGH HS2033	0.00	7.84
9001	123303	07/13/20	921	OFFICE DEPOT	0116420120000	20610	RPS STUD/SER SS2020	0.00	7.84
9001	123303	07/13/20	921	OFFICE DEPOT	0116820120000	20610	RPS STUD/SER SS2020	0.00	8.61
9001	123303	07/13/20	921	OFFICE DEPOT	0136020110085	20640	RALSTON HIGH HS2033	0.00	8.98
9001	123303	07/13/20	921	OFFICE DEPOT	0116420120000	20610	RPS STUD/SER SS2020	0.00	9.99
9001	123303	07/13/20	921	OFFICE DEPOT	0136020110029	20610	RALSTON HIGH HS2033	0.00	11.69
9001	123303	07/13/20	921	OFFICE DEPOT	0116920120000	20610	RPS STUD/SER SS2020	0.00	11.83
9001	123303	07/13/20	921	OFFICE DEPOT	0116720120000	20610	RPS STUD/SER SS2020	0.00	14.21
9001	123303	07/13/20	921	OFFICE DEPOT	0136020110040	20610	RALSTON HIGH HS2033	0.00	14.30
9001	123303	07/13/20	921	OFFICE DEPOT	0116920110000	20610	WILDEWOOD WW202028	0.00	12.74
9001	123303	07/13/20	921	OFFICE DEPOT	0116620120000	20610	RPS STUD/SER SS2020	0.00	12.53
TOTAL CHECK								0.00	9,357.46
9001	123304	07/13/20	7053	O'FLAHERTY SERVICES	0136020262000	20430	RPS MAINTENANCE RHS	0.00	506.38
9001	123305	07/13/20	910	O'KEEFE ELEVATOR CO	0116720262000	20430	RPS MAINTENANCE MOC	0.00	210.82
9001	123305	07/13/20	910	O'KEEFE ELEVATOR CO	0126020262000	20430	RPS MAINTENANCE RMS	0.00	214.98
9001	123305	07/13/20	910	O'KEEFE ELEVATOR CO	0136020262000	20430	RPS MAINTENANCE RHS	0.00	818.98
TOTAL CHECK								0.00	1,244.78
9001	123306	07/13/20	936	OMAHA PUBLIC POWER	0180020261000	20622	RPS ADMIN CO/VMAC	0.00	2,478.17
9001	123306	07/13/20	936	OMAHA PUBLIC POWER	0116820261000	20622	RPS SEYMOUR	0.00	2,805.53
9001	123306	07/13/20	936	OMAHA PUBLIC POWER	0116620261000	20622	RPS MEADOWS	0.00	2,847.54
9001	123306	07/13/20	936	OMAHA PUBLIC POWER	0116920261000	20622	RPS WILDEWOOD	0.00	3,517.32
9001	123306	07/13/20	936	OMAHA PUBLIC POWER	0116720261000	20622	RPS MOCKINGBIRD	0.00	3,528.08
9001	123306	07/13/20	936	OMAHA PUBLIC POWER	0116420261000	20622	RPS KAREN WESTERN	0.00	3,776.00
9001	123306	07/13/20	936	OMAHA PUBLIC POWER	0116320261000	20622	RPS BLUMFIELD	0.00	5,069.69
9001	123306	07/13/20	936	OMAHA PUBLIC POWER	0126020261000	20622	RPS MIDDLE SCHOOL	0.00	12,734.08
9001	123306	07/13/20	936	OMAHA PUBLIC POWER	0136020261000	20622	RPS HIGH SCHOOL	0.00	22,707.30
TOTAL CHECK								0.00	59,463.71
9001	123307	07/13/20	940	OMAHA WINNELSON	0116320262000	20430	RPS MAINTENANCE BLU	0.00	189.25

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO		ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	123307		07/13/20	940	OMAHA WINNELSON	0116320262000	20430	RPS MAINTENANCE BLU	0.00	172.35
TOTAL CHECK									0.00	361.60
9001	123308		07/13/20	2808	ONE SOURCE	0180020257000	20340	RPS HUMAN RESOURCES	0.00	338.00
9001	123309		07/13/20	1915	O'REILLY AUTOMOTIVE	0180020262000	20430	RPS MAINTENANCE VMA	0.00	38.70
9001	123309		07/13/20	1915	O'REILLY AUTOMOTIVE	0180020262000	20610	RPS MAINTENANCE VMA	0.00	17.99
9001	123309		07/13/20	1915	O'REILLY AUTOMOTIVE	0180020262000	20430	RPS MAINTENANCE VMA	0.00	56.67
TOTAL CHECK									0.00	113.36
9001	123310		07/13/20	954	P & A MANAGEMENT CO	0136020110000	20441	RPS LEASE 7547&7547	0.00	1,200.00
9001	123311		07/13/20	2118	PLANK ROAD PUBLISHI	0116820110093	20610	SEYMOUR SE202036	0.00	103.24
9001	123312		07/13/20	3299	POCKET NURSE	0136020110060	20610	RALSTONHIGH HS20339	0.00	63.03
9001	123313		07/13/20	3989	PRIME COMMUNICATION	0136020110000	20734	DOOR 17 SECURITY CA	0.00	1,974.54
9001	123314		07/13/20	6682	PRINTING INK	0180020232000	20610	RPS ADMIN/VMAC/CO	0.00	635.00
9001	123315		07/13/20	2595	SHAWNA MAYER	0136020110000	20333	REIMBURSE7/9-12/20/	0.00	726.61
9001	123315		07/13/20	2595	SHAWNA MAYER	0136020110000	20333	REIMBURS1/6-3/13/20	0.00	223.66
TOTAL CHECK									0.00	950.27
9001	123316		07/13/20	6379	THE OMAHA WORLD-HER	0180020257000	20540	RPS HUMAN RESOURCES	0.00	408.60
9001	123318		07/13/20	3366	RALSTON PUBLIC SCHO	0126020215100	20320	RPS SUBURBAN STUD/S	0.00	20,245.54
9001	123318		07/13/20	3366	RALSTON PUBLIC SCHO	0116420215100	20320	RPS SUBURBAN STUD/S	0.00	80,982.16
9001	123318		07/13/20	3366	RALSTON PUBLIC SCHO	0136020215100	20320	RPS SUBURBAN STUD/S	0.00	101,277.79
9001	123318		07/13/20	3366	RALSTON PUBLIC SCHO	0116420215300	20320	RPS SUBURBAN STUD/S	0.00	4,485.22
9001	123318		07/13/20	3366	RALSTON PUBLIC SCHO	0116420215200	20320	RPS SUBURBAN STUD/S	0.00	4,900.73
9001	123318	V	07/13/20	3366	RALSTON PUBLIC SCHO	0116420215300	20320	RPS SUBURBAN STUD/S	0.00	-4,485.22
9001	123318	V	07/13/20	3366	RALSTON PUBLIC SCHO	0116420215200	20320	RPS SUBURBAN STUD/S	0.00	-4,900.73
9001	123318	V	07/13/20	3366	RALSTON PUBLIC SCHO	0126020215100	20320	RPS SUBURBAN STUD/S	0.00	-20,245.54
9001	123318	V	07/13/20	3366	RALSTON PUBLIC SCHO	0116420215100	20320	RPS SUBURBAN STUD/S	0.00	-80,982.16
9001	123318	V	07/13/20	3366	RALSTON PUBLIC SCHO	0136020215100	20320	RPS SUBURBAN STUD/S	0.00	-101,277.79
TOTAL CHECK									0.00	0.00
9001	123319		07/13/20	3545	ROCHESTER MIDLAND C	0116420261000	20340	RPS MAINTENANCE KW	0.00	125.00
9001	123319		07/13/20	3545	ROCHESTER MIDLAND C	0116720261000	20340	RPS MAINTENANCE MOC	0.00	125.00
9001	123319		07/13/20	3545	ROCHESTER MIDLAND C	0116820261000	20340	RPS MAINTENANCE SEY	0.00	125.00
9001	123319		07/13/20	3545	ROCHESTER MIDLAND C	0126020261000	20340	RPS MAINTENANCE RMS	0.00	125.00
9001	123319		07/13/20	3545	ROCHESTER MIDLAND C	0136020261000	20340	RPS MAINTENANCE RHS	0.00	125.00
TOTAL CHECK									0.00	625.00
9001	123320		07/13/20	1635	MICHAEL J RUPPRECHT	0180020257000	20210	HR/MEDICAL 10/19-2/	0.00	250.00
9001	123321		07/13/20	4913	SCHMITT MUSIC	0136020110094	20340	RALSTON HIGH HS2033	0.00	110.80
9001	123321		07/13/20	4913	SCHMITT MUSIC	0136020110094	20340	RALSTON HIGH HS2033	0.00	375.00
9001	123321		07/13/20	4913	SCHMITT MUSIC	0136020110094	20610	RALSTON HIGH HS2033	0.00	126.04
9001	123321		07/13/20	4913	SCHMITT MUSIC	0136020110094	20340	RALSTON HIGH HS2033	0.00	139.58
9001	123321		07/13/20	4913	SCHMITT MUSIC	0136020110094	20340	RALSTON HIGH HS2033	0.00	60.00

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	811.42
9001	123322	07/13/20	1111	SCHOOL SPECIALTY	0116820110000	20610	SEYMOUR SE202045	0.00	245.18
9001	123323	07/13/20	1181	SECURITY SOUND COMP	0126020262000	20430	RPS MAINTENANCE RMS	0.00	97.50
9001	123324	07/13/20	7245	SEESAW LEARNING, IN	0180020221200	20320	RPS CURRICULUM DEPT	0.00	20,846.00
9001	123326	07/13/20	4493	SOCIAL THINKING	0180020350001	20610	RPS STUD/SER SS2020	0.00	473.36
9001	123328	07/13/20	7248	SOL LEWIS ENGINEERI	0126020262000	20430	RPS MAINTENANCE RMS	0.00	6,450.00
9001	123329	07/13/20	6691	SORENSEN'S TREE & S	0180020261000	20340	RPS MAINTENANCE VMA	0.00	122.22
9001	123329	07/13/20	6691	SORENSEN'S TREE & S	0116320261000	20340	RPS MAINTENANCE BLU	0.00	122.22
9001	123329	07/13/20	6691	SORENSEN'S TREE & S	0116420261000	20340	RPS MAINTENANCE KW	0.00	122.22
9001	123329	07/13/20	6691	SORENSEN'S TREE & S	0116620261000	20340	RPS MAINTENANCE MEA	0.00	122.22
9001	123329	07/13/20	6691	SORENSEN'S TREE & S	0116720261000	20340	RPS MAINTENANCE MOC	0.00	122.22
9001	123329	07/13/20	6691	SORENSEN'S TREE & S	0116820261000	20340	RPS MAINTENANCE SEY	0.00	122.22
9001	123329	07/13/20	6691	SORENSEN'S TREE & S	0116920261000	20340	RPS MAINTENANCE WW	0.00	122.22
9001	123329	07/13/20	6691	SORENSEN'S TREE & S	0126020261000	20340	RPS MAINTENANCE RMS	0.00	122.23
9001	123329	07/13/20	6691	SORENSEN'S TREE & S	0136020261000	20340	RPS MAINTENANCE RHS	0.00	122.23
TOTAL CHECK								0.00	1,100.00
9001	123330	07/13/20	7185	SORENSON COMMUNICAT	0116420110000	20330	RPS STUDENT SERVICE	0.00	165.00
9001	123331	07/13/20	5589	SPECTRUM PAINT	0116320262000	20430	RPS MAINTENANCE BLU	0.00	64.86
9001	123331	07/13/20	5589	SPECTRUM PAINT	0136020262000	20430	RPS MAINTENANCE RHS	0.00	69.78
9001	123331	07/13/20	5589	SPECTRUM PAINT	0136020262000	20430	RPS MAINTENANCE RHS	0.00	70.44
9001	123331	07/13/20	5589	SPECTRUM PAINT	0136020262000	20430	RPS MAINTENANCE RHS	0.00	73.91
9001	123331	07/13/20	5589	SPECTRUM PAINT	0136020262000	20430	RPS MAINTENANCE RHS	0.00	39.95
9001	123331	07/13/20	5589	SPECTRUM PAINT	0116620262000	20430	RPS MAINTENANCE MEA	0.00	39.95
9001	123331	07/13/20	5589	SPECTRUM PAINT	0136020262000	20430	RPS MAINTENANCE RHS	0.00	23.41
9001	123331	07/13/20	5589	SPECTRUM PAINT	0116320262000	20430	RPS MAINTENANCE BLU	0.00	23.97
9001	123331	07/13/20	5589	SPECTRUM PAINT	0136020262000	20430	RPS MAINTENANCE RHS	0.00	25.95
9001	123331	07/13/20	5589	SPECTRUM PAINT	0116320262000	20430	RPS MAINTENANCE BLU	0.00	110.84
9001	123331	07/13/20	5589	SPECTRUM PAINT	0116620262000	20430	RPS MAINTENANCE MEA	0.00	58.66
TOTAL CHECK								0.00	601.74
9001	123332	07/13/20	7140	SUBURBAN NEWSPAPERS	0180020232000	20540	RPS BOE LEGALS	0.00	36.75
9001	123333	07/13/20	7255	SYMMETRY ENERGY SOL	0126020261000	20621	RPS MIDDLE SCHOOL	0.00	453.36
9001	123333	07/13/20	7255	SYMMETRY ENERGY SOL	0116920261000	20621	RPS WILDEWOOD	0.00	586.42
9001	123333	07/13/20	7255	SYMMETRY ENERGY SOL	0116820261000	20621	RPS SEYMOUR	0.00	894.33
9001	123333	07/13/20	7255	SYMMETRY ENERGY SOL	0136020261000	20621	RPS HIGH SCHOOL	0.00	3,140.58
TOTAL CHECK								0.00	5,074.69
9001	123334	07/13/20	7256	TBS LAB PRODCTS LLC	01800206996	20610	RPS ADMIN/VMAC/CO D	0.00	299.79
9001	123335	07/13/20	1139	TRACTOR SUPPLY CO	0180020262000	20610	RPS MAINTENANCE VMA	0.00	56.98
9001	123336	07/13/20	2051	TRANE	0136020262000	20430	RPS MAINTENANCE RHS	0.00	1,197.72
9001	123336	07/13/20	2051	TRANE	0136020262000	20430	RPS MAINTENANCE RHS	0.00	17.98

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	1,215.70
9001	123337	07/13/20	6034	TRUCK CENTER COMPAN	0180020271200	20430	RPS TRANSPORTATION	0.00	1,249.27
9001	123337	07/13/20	6034	TRUCK CENTER COMPAN	0180020271000	20430	RPS TRANSPORATION B	0.00	1,287.94
TOTAL CHECK								0.00	2,537.21
9001	123338	07/13/20	7244	TWO WAY RADIO GEAR,	0116320110000	20610	BLUMFIELD BL202072	0.00	638.00
9001	123339	07/13/20	833	UNIVERSITY OF NEBRA	0180020232000	20320	RPS DR. MARK ADLER	0.00	4,000.00
9001	123340	07/13/20	5771	UNITE PRIVATE NETWO	0180020253000	20382	RPS TECHNOLOGY DEPT	0.00	416.04
9001	123341	07/13/20	3523	UNITED STATES TREAS	0180020251000	20610	RPS SCHOOL DISTRICT	0.00	7.35
9001	123342	07/13/20	6865	UNIVERSITY OF NEBRA	0116320120000	20330	RPS/SS CAUGHEY&POLI	0.00	430.00
9001	123343	07/13/20	1924	UNIVERSITY OF NEBRA	0116420110000	20610	KARENWESTERN KW2021	0.00	45.00
9001	123344	07/13/20	3227	VIRCO	0116720110000	20733	MOCKINGBIRD MB20205	0.00	1,299.96
9001	123344	07/13/20	3227	VIRCO	0116320110000	20733	BLUMFIELD BL202067	0.00	1,603.81
9001	123344	07/13/20	3227	VIRCO	0116820110000	20733	RPS SEYMOUR SE20203	0.00	1,772.47
9001	123344	07/13/20	3227	VIRCO	0126020110000	20733	RALSTONMIDDLEMS2022	0.00	7,023.76
TOTAL CHECK								0.00	11,700.00
9001	123345	07/13/20	6317	VISION SERVICE PLAN	01	9409	RPS JULY 2020 PREMI	0.00	3,112.46
9001	123346	07/13/20	1268	VOSS LIGHTING	0116920262000	20430	RPS MAINTENANCE WW	0.00	210.83
9001	123347	07/13/20	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS ADMIN/VMAC/CO	0.00	355.15
9001	123347	07/13/20	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS WILDEWOOD	0.00	108.78
9001	123347	07/13/20	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS MIDDLE SCHOOL	0.00	151.16
9001	123347	07/13/20	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS MEADOWS	0.00	163.18
9001	123347	07/13/20	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS MOCKINGBIRD	0.00	175.14
9001	123347	07/13/20	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS KAREN WESTERN	0.00	68.00
9001	123347	07/13/20	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS ADMIN/VMAC/CO	0.00	68.00
9001	123347	07/13/20	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS BLUMFIELD	0.00	81.59
9001	123347	07/13/20	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS SEYMOUR	0.00	81.59
9001	123347	07/13/20	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS HIGH SCHOOL	0.00	596.31
9001	123347	07/13/20	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS ADMIN/VMAC/CO	0.00	759.99
TOTAL CHECK								0.00	2,608.89
9001	123348	07/13/20	5925	WELLS FARGO FINANCI	0180020253000	20442	RPS VMAC 6/20-7/19/	0.00	749.72
9001	123348	07/13/20	5925	WELLS FARGO FINANCI	0180020253000	20442	HIGH SCHOOL6/20-7/1	0.00	752.47
9001	123348	07/13/20	5925	WELLS FARGO FINANCI	0180020253000	20442	MOCKINGBIRD6/20-7/1	0.00	60.62
9001	123348	07/13/20	5925	WELLS FARGO FINANCI	0180020253000	20442	SEYMOUR 6/20-7/19/2	0.00	60.62
9001	123348	07/13/20	5925	WELLS FARGO FINANCI	0180020253000	20442	WILDEWOOD6/20-7/19/	0.00	60.62
9001	123348	07/13/20	5925	WELLS FARGO FINANCI	0180020253000	20442	BLUMFIELD6/20-7/19/	0.00	60.62
9001	123348	07/13/20	5925	WELLS FARGO FINANCI	0180020253000	20442	KAREN WESTERN6/20-7	0.00	60.62
9001	123348	07/13/20	5925	WELLS FARGO FINANCI	0180020253000	20442	MEADOWS6/20-7/19/20	0.00	60.63
9001	123348	07/13/20	5925	WELLS FARGO FINANCI	0180020253000	20442	MIDDLESCHOOL6/20-7/	0.00	219.58
TOTAL CHECK								0.00	2,085.50

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO		ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	123349		07/13/20	6719	WESTLAKE ACE HARDWA	0136020262000	20430	RPS MAINTENANCE RHS	0.00	92.50
9001	123349		07/13/20	6719	WESTLAKE ACE HARDWA	0180020262000	20610	RPS MAINTENANCE VMA	0.00	9.99
9001	123349		07/13/20	6719	WESTLAKE ACE HARDWA	0136020262000	20430	RPS MAINTENANCE RHS	0.00	14.97
9001	123349		07/13/20	6719	WESTLAKE ACE HARDWA	0136020262000	20430	RPS MAINTENANCE RHS	0.00	14.98
9001	123349		07/13/20	6719	WESTLAKE ACE HARDWA	0126020262000	20430	RPS MAINTENANCE RMS	0.00	19.96
9001	123349		07/13/20	6719	WESTLAKE ACE HARDWA	0180020262000	20610	RPS MAINTENANCE VMA	0.00	31.33
TOTAL CHECK									0.00	183.73
9001	123350		07/13/20	6491	WHAT'S BUGGIN' YA	0116320261000	20340	RPS MAINTENANCE BLU	0.00	40.00
9001	123350		07/13/20	6491	WHAT'S BUGGIN' YA	0116420261000	20340	RPS MAINTENANCE KW	0.00	40.00
9001	123350		07/13/20	6491	WHAT'S BUGGIN' YA	0116620261000	20340	RPS MAINTENANCE MEA	0.00	40.00
9001	123350		07/13/20	6491	WHAT'S BUGGIN' YA	0116720261000	20340	RPS MAINTENANCE MOC	0.00	40.00
9001	123350		07/13/20	6491	WHAT'S BUGGIN' YA	0116820261000	20340	RPS MAINTENANCE SEY	0.00	40.00
9001	123350		07/13/20	6491	WHAT'S BUGGIN' YA	0116920261000	20340	RPS MAINTENANCE WW	0.00	40.00
9001	123350		07/13/20	6491	WHAT'S BUGGIN' YA	0126020261000	20340	RPS MAINTENANCE RMS	0.00	50.00
9001	123350		07/13/20	6491	WHAT'S BUGGIN' YA	0136020261000	20340	RPS MAINTENANCE RHS	0.00	50.00
9001	123350		07/13/20	6491	WHAT'S BUGGIN' YA	0180020261000	20340	RPS MAINTENANCE VMA	0.00	60.00
TOTAL CHECK									0.00	400.00
9001	123351		07/13/20	6229	WORK FIT INC	0180020257000	20340	RPS HUMAN RESOURCES	0.00	65.00
9001	123352		07/13/20	1302	WORLD BOOK INC	0180020258000	20735	WORLDBOOK ONLINE -	0.00	2,172.60
9001	123353		07/13/20	5026	ZIMCO SUPPLY COMPAN	0136020262000	20430	RPS MAINTENANCE RHS	0.00	907.00
9001	123354		07/13/20	6672	JOURNEYED.COM, INC.	0180020258000	20735	SOPHOS ANTI-VIRUS F	0.00	8,625.00
9001	123354	V	07/13/20	6672	JOURNEYED.COM, INC.	0180020258000	20735	SOPHOS ANTI-VIRUS F	0.00	-8,625.00
TOTAL CHECK									0.00	0.00
9001	123355	V	07/13/20	3366	RALSTON PUBLIC SCHO	0116420215300	20320	RPS SUBURBAN/STUDSE	0.00	-4,485.22
9001	123355	V	07/13/20	3366	RALSTON PUBLIC SCHO	0116420215200	20320	RPS SUBURBAN/STUDSE	0.00	-4,900.73
9001	123355	V	07/13/20	3366	RALSTON PUBLIC SCHO	0126020215100	20320	RPS SUBURBAN/STUDSE	0.00	-20,245.54
9001	123355	V	07/13/20	3366	RALSTON PUBLIC SCHO	0116420215100	20320	RPS SUBURBAN/STUDSE	0.00	-80,982.16
9001	123355	V	07/13/20	3366	RALSTON PUBLIC SCHO	0136020215100	20320	RPS SUBURBAN/STUDSE	0.00	-101,227.79
9001	123355		07/13/20	3366	RALSTON PUBLIC SCHO	0116420215300	20320	RPS SUBURBAN/STUDSE	0.00	4,485.22
9001	123355		07/13/20	3366	RALSTON PUBLIC SCHO	0116420215200	20320	RPS SUBURBAN/STUDSE	0.00	4,900.73
9001	123355		07/13/20	3366	RALSTON PUBLIC SCHO	0126020215100	20320	RPS SUBURBAN/STUDSE	0.00	20,245.54
9001	123355		07/13/20	3366	RALSTON PUBLIC SCHO	0116420215100	20320	RPS SUBURBAN/STUDSE	0.00	80,982.16
9001	123355		07/13/20	3366	RALSTON PUBLIC SCHO	0136020215100	20320	RPS SUBURBAN/STUDSE	0.00	101,227.79
TOTAL CHECK									0.00	0.00
9001	123357		07/13/20	6672	JOURNEYED.COM, INC.	0180020258000	20735	SOPHOS ANTI-VIRUS F	0.00	8,625.00
9001	123358		07/13/20	3366	RALSTON PUBLIC SCHO	0116420215300	20320	RPS STUD/SERVSUBURB	0.00	4,485.22
9001	123358		07/13/20	3366	RALSTON PUBLIC SCHO	0116420215200	20320	RPS STUD/SERVSUBURB	0.00	4,900.73
9001	123358		07/13/20	3366	RALSTON PUBLIC SCHO	0126020215100	20320	RPS STUD/SERVSUBURB	0.00	20,245.54
9001	123358		07/13/20	3366	RALSTON PUBLIC SCHO	0116420215100	20320	RPS STUD/SERVSUBURB	0.00	80,982.16
9001	123358		07/13/20	3366	RALSTON PUBLIC SCHO	0136020215100	20320	RPS STUD/SERVSUBURB	0.00	101,227.79
TOTAL CHECK									0.00	211,341.44
TOTAL CASH ACCOUNT									0.00	621,042.73

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FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
TOTAL FUND								0.00	621,042.73

SELECTION CRITERIA: transact.ck_date='20200713 00:00:00.000'
ACCOUNTING PERIOD: 11/20

FUND - 02 - DEPRECIATION

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	123221	07/13/20	170	APPLE INC.	0280020110000	20734	RPS TECH PO2000260	0.00	5,880.00
9001	123266	07/13/20	6711	JAMF SOFTWARE, LLC	0280020110000	20734	RPS TECHNOLOGY DW	0.00	1,750.00
TOTAL CASH ACCOUNT								0.00	7,630.00
TOTAL FUND								0.00	7,630.00

SELECTION CRITERIA: transact.ck_date='20200713 00:00:00.000'
ACCOUNTING PERIOD: 11/20

FUND - 06 - FOOD SERVICE

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	123239	07/13/20	6901	DANIELLE ANDERSON	0636020310000	20610	REIMBURSED BALANCE	0.00	9.45
9001	123243	07/13/20	2954	GAIL COTE	0680020310000	20333	REIMBURSED3/2-20/20	0.00	50.60
9001	123244	07/13/20	7250	KELLY COMORSKI	0616820310000	20610	REIMBURSED BALANCES	0.00	74.22
9001	123244	07/13/20	7250	KELLY COMORSKI	0626020310000	20610	REIMBURSED BALANCER	0.00	74.23
TOTAL CHECK								0.00	148.45
9001	123245	07/13/20	7249	SHERRY BOURNE	0636020310000	20610	REIMBURSED BALANCE	0.00	22.95
9001	123252	07/13/20	7252	FEDEX	0616820310000	20340	RPS FOODSERVICE SEY	0.00	172.08
9001	123259	07/13/20	6120	HEARTLAND SCHOOL SO	0616820310000	20340	RPS FOOD SERVICES S	0.00	652.25
9001	123265	07/13/20	7246	KRISTY HOLLER	0636020310000	20610	REIMBURSED BALANCE	0.00	24.05
9001	123280	07/13/20	7247	COLLEEN POOLE	0626020310000	20610	REIMBURSED BALANCE	0.00	25.85
9001	123280	07/13/20	7247	COLLEEN POOLE	0616820310000	20610	REIMBURSED BALANCE	0.00	33.30
TOTAL CHECK								0.00	59.15
9001	123325	07/13/20	6667	PEGGY SMITH	0680020310000	20333	REIMBURSED 7/8-12/1	0.00	1.39
9001	123325	07/13/20	6667	PEGGY SMITH	0680020310000	20333	REIMBURSED 7/15-19/	0.00	1.62
9001	123325	07/13/20	6667	PEGGY SMITH	0680020310000	20333	REIMBURSED7/29-8/2/	0.00	4.18
9001	123325	07/13/20	6667	PEGGY SMITH	0680020310000	20333	REIMBURSED 7/1-3/20	0.00	5.10
9001	123325	07/13/20	6667	PEGGY SMITH	0680020310000	20333	REIMBURSED 6/24-28/	0.00	7.19
9001	123325	07/13/20	6667	PEGGY SMITH	0680020310000	20333	REIMBURSED 7/22-26/	0.00	10.21
9001	123325	07/13/20	6667	PEGGY SMITH	0680020310000	20610	RPS/RHSFOODSERVID B	0.00	13.52
9001	123325	07/13/20	6667	PEGGY SMITH	0680020310000	20333	REIMBURSES2/3-28/20	0.00	14.95
9001	123325	07/13/20	6667	PEGGY SMITH	0680020310000	20333	REIMBURSED3/2-13/20	0.00	17.01
9001	123325	07/13/20	6667	PEGGY SMITH	0680020310000	20333	REIMBUR3/16-5/15/20	0.00	114.76
9001	123325	07/13/20	6667	PEGGY SMITH	0680020310000	20333	REIMBURS1/6-1/31/20	0.00	21.39
TOTAL CHECK								0.00	211.32
9001	123327	07/13/20	5077	SODEXO, INC & AFFIL	0616420310000	20340	RPS FOOD SERVICES	0.00	2,564.38
9001	123327	07/13/20	5077	SODEXO, INC & AFFIL	0616820310000	20340	RPS FOOD SERVICES	0.00	2,820.81
9001	123327	07/13/20	5077	SODEXO, INC & AFFIL	0636020310000	20340	RPS FOOD SERVICES	0.00	13,762.15
9001	123327	07/13/20	5077	SODEXO, INC & AFFIL	0616320310000	20340	RPS FOOD SERVICES	0.00	4,915.05
9001	123327	07/13/20	5077	SODEXO, INC & AFFIL	0626020310000	20340	RPS FOOD SERVICES	0.00	6,026.28
9001	123327	07/13/20	5077	SODEXO, INC & AFFIL	0616720310000	20340	RPS FOOD SERVICES	0.00	4,658.62
9001	123327	07/13/20	5077	SODEXO, INC & AFFIL	0616920310000	20340	RPS FOOD SERVICES	0.00	3,889.30
9001	123327	07/13/20	5077	SODEXO, INC & AFFIL	0616620310000	20340	RPS FOOD SERVICES	0.00	4,103.00
TOTAL CHECK								0.00	42,739.59
9001	123356	07/13/20	5077	SODEXO, INC & AFFIL	0616620310000	20340	RPS FOOD SERVICE ME	0.00	5,153.60
9001	123356	07/13/20	5077	SODEXO, INC & AFFIL	0616720310000	20340	RPS FOOD SERVICE MO	0.00	5,851.48
9001	123356	07/13/20	5077	SODEXO, INC & AFFIL	0616320310000	20340	RPS FOOD SERVICE BL	0.00	6,173.58
9001	123356	07/13/20	5077	SODEXO, INC & AFFIL	0626020310000	20340	RPS FOOD SERVICE RM	0.00	7,569.34
9001	123356	07/13/20	5077	SODEXO, INC & AFFIL	0636020310000	20340	RPS FOOD SERVICE RH	0.00	17,286.02
9001	123356	07/13/20	5077	SODEXO, INC & AFFIL	0616420310000	20340	RPS FOOD SERVICE KW	0.00	3,221.00
9001	123356	07/13/20	5077	SODEXO, INC & AFFIL	0616820310000	20340	RPS FOOD SERVICE SE	0.00	3,543.10
9001	123356 V	07/13/20	5077	SODEXO, INC & AFFIL	0616420310000	20340	RPS FOOD SERVICE KW	0.00	-3,221.00
9001	123356 V	07/13/20	5077	SODEXO, INC & AFFIL	0616820310000	20340	RPS FOOD SERVICE SE	0.00	-3,543.10

SELECTION CRITERIA: transact.ck_date='20200713 00:00:00.000'
ACCOUNTING PERIOD: 11/20

FUND - 06 - FOOD SERVICE

CASH ACCT	CHECK NO		ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	123356	V	07/13/20	5077	SODEXO, INC & AFFIL	0616920310000	20340	RPS FOOD SERVICE WW	0.00	-4,885.18
9001	123356	V	07/13/20	5077	SODEXO, INC & AFFIL	0616620310000	20340	RPS FOOD SERVICE ME	0.00	-5,153.60
9001	123356	V	07/13/20	5077	SODEXO, INC & AFFIL	0616720310000	20340	RPS FOOD SERVICE MO	0.00	-5,851.48
9001	123356	V	07/13/20	5077	SODEXO, INC & AFFIL	0616320310000	20340	RPS FOOD SERVICE BL	0.00	-6,173.58
9001	123356	V	07/13/20	5077	SODEXO, INC & AFFIL	0626020310000	20340	RPS FOOD SERVICE RM	0.00	-7,569.34
9001	123356	V	07/13/20	5077	SODEXO, INC & AFFIL	0636020310000	20340	RPS FOOD SERVICE RH	0.00	-17,286.02
9001	123356		07/13/20	5077	SODEXO, INC & AFFIL	0616920310000	20340	RPS FOOD SERVICE WW	0.00	4,885.18
TOTAL CHECK									0.00	0.00
9001	123359		07/13/20	5077	SODEXO, INC & AFFIL	0616420310000	20340	RPS FOOD SERVICE KW	0.00	3,221.00
9001	123359		07/13/20	5077	SODEXO, INC & AFFIL	0616620310000	20340	RPS FOOD SERVICE ME	0.00	5,153.60
9001	123359		07/13/20	5077	SODEXO, INC & AFFIL	0616720310000	20340	RPS FOOD SERVICE MO	0.00	5,851.48
9001	123359		07/13/20	5077	SODEXO, INC & AFFIL	0616320310000	20340	RPS FOOD SERVICE BL	0.00	6,173.58
9001	123359		07/13/20	5077	SODEXO, INC & AFFIL	0626020310000	20340	RPS FOOD SERVICE RM	0.00	7,569.34
9001	123359		07/13/20	5077	SODEXO, INC & AFFIL	0636020310000	20340	RPS FOOD SERVICE RH	0.00	17,286.02
9001	123359		07/13/20	5077	SODEXO, INC & AFFIL	0616920310000	20340	RPS FOOD SERVICE WW	0.00	4,885.18
9001	123359		07/13/20	5077	SODEXO, INC & AFFIL	0616820310000	20340	RPS FOOD SERVICE SE	0.00	3,543.10
TOTAL CHECK									0.00	$3,683.30
TOTAL CASH ACCOUNT									0.00	97,773.19
TOTAL FUND									0.00	97,773.19

SELECTION CRITERIA: transact.ck_date='20200713 00:00:00.000'
ACCOUNTING PERIOD: 11/20

FUND - 08 - SPECIAL BUILDING

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	123267	07/13/20	4768	LAMP RYNEARSON & AS	0880020262000	20450	RALSTON PUBLIC SCHO	0.00	8,000.00
9001	123267	07/13/20	4768	LAMP RYNEARSON & AS	0880020262000	20450	RALSTON PUBLIC SCHO	0.00	8,780.00
9001	123267	07/13/20	4768	LAMP RYNEARSON & AS	0880020262000	20450	RALSTON PUBLIC SCHO	0.00	10,975.00
TOTAL CHECK								0.00	27,755.00
9001	123279	07/13/20	7226	NEMAHA LANDSCAPE CO	0880020262000	20450	RPS/RHS TRACK&FIELD	0.00	235,430.33
9001	123317	07/13/20	4936	THIELE GEOTECH, INC	0880020262000	20450	RPS RHS TRACK&FIELD	0.00	652.00
9001	123317	07/13/20	4936	THIELE GEOTECH, INC	0880020262000	20450	RPS/RHS TRACK&FIELD	0.00	4,732.00
TOTAL CHECK								0.00	5,384.00
TOTAL CASH ACCOUNT								0.00	268,569.33
TOTAL FUND								0.00	268,569.33

SELECTION CRITERIA: transact.ck_date='20200713 00:00:00.000'
ACCOUNTING PERIOD: 11/20

FUND - 10 - COOPERATIVE FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG, KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	123272	07/13/20	7131	JUST FOR KIDS, INC.	1080020215100	20320	RPS SUBURBAN SCHOOL	0.00	32.00
TOTAL CASH ACCOUNT								0.00	32.00
TOTAL FUND								0.00	32.00
TOTAL REPORT								0.00	995,047.25

RALSTON PUBLIC SCHOOLS
FINANCIAL REPORT TO THE BOARD OF EDUCATION
POOLED CASH - BANK RECONCILIATION
June 30, 2020

	05/31/2020 Thru 06/30/2020	05/31/2019 Thru 06/30/2019
Book Balance - Beginning of month	$6,411,216.23	$4,354,872.22
Total Receipts	$2,009,871.59	$2,316,912.03
Monthly Disbursements	(3,088,687.20)	(3,396,367.83)
Reconciled Book Balance - End of Month	$5,332,400.62	$3,275,416.42
Building fund loan	$0.00	$0.00
Depreciation fund loan	$0.00	$0.00
Transfer to Depreciation	$0.00	$0.00
Actual Book Balance - End of Month	$5,332,400.62	$3,275,416.42
Bank Balance -Beginning of month	$6,838,159.84	$4,916,564.31
Deposits	$2,008,284.55	$2,280,268.17
Interest	1,587.04	1,585.65
Total Receipts	2,100,307.60	2,281,853.82
Total Warrants	(3,082,281.97)	(3,783,904.06)
Bank Balance - End of month	5,856,185.47	3,414,514.07
Outstanding deposits	0.00	97,337.50
Less Outstanding Checks/Wires	(523,784.85)	(236,435.15)
Reconciled Bank Balance - End of month	$5,332,400.62	$3,275,416.42

June 2020 **Percent of Year Completed** **83.3%**

RECEIPTS

ACCOUNT	ANTICIPATED	M-T-D RECEIVED 2019-20	Y-T-D RECEIVED 2019-20	Y-T-D RECEIVED 2018-19	Year To Date %Received 2019-20	Year To Date %Received 2018-19
Local District Taxes	$18,100,535	$224,477.52	$11,194,199.09	$11,481,662	61.8%	66.6%
Pro-Rata Motor Vehicle Tax	$30,000	$0.00	$31,512.73	$0	105.0%	0.0%
Motor Vehicle Tax	$2,628,594	$142,294.45	$2,943,110.69	$2,608,811	112.0%	100.3%
Homestead Exemption Tax	$235,000	$75,514.16	$658,908.19	$277,987	280.4%	123.5%
Tuition from Individuals	$0	$0.00	$0.00	$0	0.0%	0.0%
Tuition (Other Dist)	$0	$0.00	$0.00	$547	0.0%	0.0%
Interest on Investments	$10,000	$1,587.04	$10,759.50	$11,523	107.6%	115.2%
Local License/Police Court	$40,000	$2,328.28	$35,045.16	$37,041	87.6%	91.1%
Other Local Revenue	$10,000	$0.00	$0.00	$0	0.0%	221.1%
County Fines & Licenses	$83,000	$7,203.70	$79,837.55	$83,556	96.2%	92.8%
State Aid	$12,267,825	$1,216,096.00	$10,944,864.00	$10,282,788	89.2%	90.0%
Spec Ed Programs	$2,100,000	$340,370.44	$2,470,973.87	$2,299,653	117.7%	104.5%
Special Ed Transportation	$220,000	$0.00	$251,133.00	$240,687	114.2%	107.0%
State Apportionment	$400,000	$0.00	$438,160.61	$406,281	109.5%	94.5%
Public Power Dist Sales Tax	$365,000	$0.00	$472,835.62	$467,788	129.5%	137.6%
Cash Reserve	$0	$0.00	$0.00	$0	0.0%	0.0%
TOTAL	$36,489,954	$2,009,871.59	$29,531,340.01	$28,198,322.39	80.9%	80.9%

DISBURSEMENTS

CATEGORY	BUDGET	M-T-D DISBURSED 2019-20	Y-T-D DISBURSED 2019-20	Y-T-D DISBURSED 2018-19	Year To Date % Disbursed 2019-20	Year To Date % Disbursed 2018-19
Instructional Services	$18,418,537	$1,385,748.31	$15,024,106.20	$14,782,201	81.6%	86.2%
Support Services						
Special Education	$5,693,360	$430,193.91	$4,651,727.13	$4,700,397	81.7%	84.0%
Pupil Services	$1,248,591	$107,408.40	$1,028,585.23	$779,460	82.4%	62.6%
Staff Services	$2,131,233	$157,273.96	$1,652,996.08	$1,515,609	77.6%	68.0%
General Administration	$967,837	$71,885.81	$669,263.53	$615,104	69.2%	71.4%
School Administration	$2,193,284	$201,899.10	$1,941,000.65	$1,853,927	88.5%	87.0%
Business	$739,887	$42,423.36	$401,442.86	$371,536	54.3%	51.0%
Operation of Plant	$2,947,665	$209,945.84	$2,268,619.26	$2,281,236	77.0%	78.4%
Maintenance of Plant	$908,587	$60,880.10	$816,517.50	$707,204	89.9%	84.5%
Pupil Transportation	$1,240,973	$28,539.94	$789,384.86	$924,079	63.6%	78.1%
TOTAL	$36,489,954	$2,696,198.73	$29,243,643.30	$28,530,753.39	80.1%	81.8%
REVENUE OVER EXPENSE	$0	($686,327)	$287,697	($332,431)	0.8%	-0.9%

Ralston Schools Building Fund
Jun-20

FUND NAME	BALANCE May	RECEIPTS June	DISBURSEMENTS June	BALANCE June
BUILDING FUND	$1,378,643.56	$9,213.12	(55,328.83)	$1,332,527.85
NSDLAF	$20,633.44	$3.35	-	$20,636.79
TOTAL	$1,399,277.00	$9,216.47	(55,328.83)	$1,353,164.64

RALSTON SCHOOLS BOND FUND
Jun-20

FUND NAME	BALANCE May	RECEIPTS June	DISBURSEMENTS June	BALANCE June
BOND FUND	$4,731,015.26	53,055.55	-	$4,784,070.81
INVESTED -US Treas Bills	-	-	-	$0.00
TOTAL	$4,731,015.26	$53,055.55	-	$4,784,070.81

LUNCH PROGRAM INCOME STATEMENT

	Jun-20		2019-20 YTD	
Revenues:				
Lunch program	$1,729.50		$365,813.49	
Federal funding	178,577.59		$1,289,858.41	
Catering income	0.00		$37,437.13	
Interest	54.44		$758.91	
Grants	0.00		$4,491.98	
Total Revenues		$180,361.53		$1,698,359.92
Expenses:				
Salaries	$74,613.54		$668,204.48	
Supplies	41,191.29		$1,030,856.72	
Repairs/Equip	0.00		$0.00	
Miscellaneous	593.29		$4,479.90	
Total Expenses		$116,398.12		$1,703,541.10
Net Income (Loss)		$63,963.41		($5,181.18)

Ralston Schools Quality Capital Purpose Undertaking Fund
Jun-20

FUND NAME	BALANCE May	RECEIPTS June	DISBURSEMENTS June	BALANCE June
QCPU FUND	$ 329,428.47	$ 5,908.04	$ -	$ 335,336.51
QCPUF BOND FUND	$ 2,136,868.40	$ -	$ (587.00)	$ 2,136,281.40
TOTAL	$ 2,466,296.87	$ 5,908.04	$ (587.00)	$ 2,471,617.91

Ralston Schools Depreciation Fund
Jun-20

FUND NAME	BALANCE May	RECEIPTS June	DISBURSEMENTS June	BALANCE June
Depreciation Fund	$ 2,088,071.19	$ 435.01	$ (99,739.00)	$ 1,988,767.20
TOTAL	$2,088,071.19	$435.01	($99,739.00)	$1,988,767.20

RALSTON SCHOOLS ELEMENTARY ACTIVITY FUNDS

30-Jun-20

FUND NAMES	BALANCE May	RECEIPTS June	DISBURSEMENTS June	BALANCE June
ACTIVITY FUND/BLUMFIELD	5,708.28	0.00	0.00	$5,708.28
ACTIVITY FUND/KAREN WESTERN	915.88	0.00	60.00	$855.88
ACTIVITY FUND/MEADOWS	7,497.94	0.00	48.15	$7,449.79
ACTIVITY FUND/MOCKINGBIRD	4,826.76	0.00	0.00	$4,826.76
ACTIVIITY FUND/SEYMOUR	8,470.76	628.81	0.00	$9,099.57
ACTIVITY FUND/WILDEWOOD	3,218.51	0.00	456.31	$2,762.20
ACTIVITY FUND/OFFICE	15,832.96	1.34	0.00	$15,834.30
ACTIVITYFUND/DEPRECIATION	8,017.37	0.00	0.00	$8,017.37
INSTRUMENT RENTAL	20.70	0.00	0.00	$20.70
ACTIVITY FUND/HILLCREST	326.85	0.00	0.00	$326.85
ACTIVITY FUND/Middle School	23,501.29	1,584.66	3,981.59	$21,104.36
ACTIVITY FUND/PARKING LOT	6,660.00	0.00	0.00	$6,660.00
HIGH SCHOOL STUDENT FEES	(430.16)	0.00	0.00	($430.16)
MS STUDENT FEES	50.00	0.00	0.00	$50.00
TOTAL	$84,617.14	$2,214.81	$4,546.05	$82,285.90

BANK BALANCE	$84,306.94
PLUS OUTSTANDING DEPOSITS	$0.00
LESS OUTSTANDING CHECKS	($2,021.04)
TOTAL	$82,285.90

RALSTON HIGH SCHOOL ACTIVITY FUND

30-Jun-20

FUND NAME'S	BALANCE May	RECEIPTS June	DISBURSEMENTS June	BALANCE June
HIGH SCHOOL	241,875.31	10,592.48	(13,492.59)	238,975.20
TOTAL	$241,875.31	10,592.48	(13,492.59)	$238,975.20

1ST STATE BANK BALANCE	$ 246,362.79
Outstanding Checks	$ (7,387.59)
TOTAL	$ 238,975.20

07/02/20

Ralston High School Activity Fu...
Balance Sheet Standard

As of June 30, 2020

	Jun 30, '20
ASSETS	
Current Assets	
Checking/Savings	
1000 - Athletic Admin	909.15
1001 - Athletics	66,069.10
1050 - Baseball	1,991.90
1140 - Wrestling	-382.05
1500 - Cheer	6,135.00
1520 - Homecoming	898.68
1530 - F.C. Athletes	30.12
1535 - Bratfest	0.00
1540 - Dance Team	3,156.00
1560 - Activity Tickets	0.00
1571 - Boys Basketball	4.06
1572 - Cross Country	291.00
1575 - Football	2,715.23
1576 - Girls Basketball	1,297.65
1577 - Golf	537.39
1578 - Volleyball	1,177.47
1579 - Girls Softball	5,015.72
1580 - Swim	2,527.77
1582 - Boys Soccer	1,505.37
1583 - Girls Soccer	4,055.80
1584 - Circle of Friends	160.00
1586 - Boys Track	755.54
1587 - Girls Track	652.18
1588 - Tennis	1,134.73
2005 - Computer Lab	74.16
2010 - Debate	6,572.00
2015 - Drama	3,140.52
2016 - Drama Travel Club	0.00
2018-Class of 2018	0.00
2020-All School Musical	1,637.89
2027 - Guidance	7,727.31
2028 - Ralston Readers	711.71
2029 - Educators Rising	668.59
2030 - Humanities	0.00
2035-Latino Leaders	181.63

Ralston High School Activity Fu...
Balance Sheet Standard

As of June 30, 2020

	Jun 30, '20
2040 - Instr Music	0.00
2042- Color Guard	-301.37
2060 - Swim School	410.98
2065 - Social Studies Trip	0.00
2075 - Vocal Music	23,383.76
2076 - Dist. Music	0.00
2080 - Work Experience	0.00
2085 - Yearbook	7,732.43
2090 - Material Replacement	0.00
210 - Class of 2010	0.00
211 - Class of 2011	0.00
212 - Class of 2012	0.00
213 - Class of 2013	0.00
214 - Class of 2014	0.00
215 - Spirit Squads	-12.08
216 - Class of 2016	0.00
217-Class of 2017	0.00
218-Class of 2018	0.00
219-Class of 2019	396.52
220-Class of 2020	98.08
221-Class of 2021	85.75
222-Class of 2022	75.00
2500 - HOSA	1,580.04
2509 - Ram Apparel	0.00
2510 - Ram Supply - DO NOT ...	0.00
2511 - Concessions	14,480.31
2515 - FCCLA	550.27
2520 - Industrial Tech	3,065.06
2521 - Skills USA	135.51
2525-Automotive	5,190.91
2530 - Food Pantry	1,078.25
3000 - Scholarships	0.00
3200 - Summer School	0.00
3300 - Boston Trip	0.00
3580 - Vending	0.00
4015 - Green Club	0.00
4059 - Parking Lot	0.00
4085 - HS Office	4,074.20

Ralston High School Activity Fu...
Balance Sheet Standard

As of June 30, 2020

	Jun 30, '20
4086 - Homeroom	0.00
4087 - PBiS	0.00
5000 - Baseball Field	0.00
5010 - Football Stadium	0.00
5020 - Soccer Stadium	0.00
5030 - Gym	0.00
5040 - Fitness Center	0.00
505 - Art Club	795.86
5050 - Cafeteria	0.00
5060 - Classroom	0.00
5070 - Swim Pool	0.00
5080 - Facility Usage	52,235.71
510 - Bowling Team	0.00
525 - Autism Grant	0.00
530 - DECA	1,860.52
540 - Quiz Bowl	-757.69
550 - French Club	50.53
560 - Key Club	151.83
565 - History Day	-662.87
570 - NHS	283.44
580 - Prom	981.86
585 - Science Club	0.00
595 - Spanish Club	284.12
600 - Student Council	251.37
605 - Poetry Festival	0.00
610 - Robotics Club	125.28
Class 2021	0.00
Total Checking/Savings	238,975.20
Accounts Receivable	
Accounts Receivable	0.00
Total Accounts Receivable	0.00
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	0.00

Ralston High School Activity Fu...
Balance Sheet Standard

As of June 30, 2020

	Jun 30, '20
Total Current Assets	238,975.20
Fixed Assets	0.00
Other Assets	0.00
TOTAL ASSETS	238,975.20
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	0.00
Credit Cards	0.00
Other Current Liabilities	
Sales Tax Payable	0.00
Total Other Current Liabilities	0.00
Total Current Liabilities	0.00
Long Term Liabilities	0.00
Total Liabilities	0.00
Equity	
Opening Bal Equity	-0.73
Retained Earnings	221,529.79
Net Income	17,446.14
Total Equity	238,975.20
TOTAL LIABILITIES & EQUITY	238,975.20

Ralston
PUBLIC SCHOOLS

Dr. Mark Adler
Superintendent
Mr. Jason Buckingham
Executive Director of Fiscal Affairs
Dr. Michael Rupprecht
Executive Director of Human Resources

July 13th, 2020

Teacher Certification Office
P.O. Box 94987
Lincoln, NE 68509-4987

To Whom It May Concern:

The use of the local substitute teaching certificate has been approved by the board of education of the Ralston Public Schools. I request that you issue a local substitute teaching certificate to:

Kimberly Devlin

(SSN withheld)

Sincerely,

Dr. Mark Adler, Superintendent
Ralston Public Schools

Board of Education Regular Meeting
8545 Park Dr.
Omaha, Nebraska

In accordance with official COVID-19 guidelines from local government and health officials, to limit the number of people in a single space, the June 22, 2020 Board of Education Meeting was held online via a ZOOM Conference Meeting.

Monday, June 22, 2020, 6:00

Roll Call

The regular meeting of the Board was called to order at 6:00 pm. The board voted to excuse Board President, Heather Johnson. In addition to the board members, those in attendance included Dr. Mark Adler, Dr. Mike Rupprecht, Mr. Jason Buckingham, Dr. Cecilia Wilken, Mrs. Melissa Stolley, Mr. Jim Frederick and Mrs. Marci Carroll. Motion to excuse Heather Johnson made by Linda Richards and seconded by Liz Kumru.

Mrs. R. Richards:	Yes
Mrs. L. Richards:	Yes
Ms. Roarty:	Yes
Mrs. Kumru:	Yes
Dr. Irwin:	Yes

Consent Agenda

Consent agenda items include minutes from the June 8, 2020 meeting. Motion to approve consent agenda made by Linda Richards and seconded by Mary Roarty.

Mrs. L. Richards:	Yes
Mrs. R. Richards:	Yes
Dr. Irwin:	Yes
Ms. Roarty:	Yes
Mrs. Kumru:	Yes

Board Comments

Robin Richards began by stating how much she enjoyed handing out diplomas to our seniors, although it was not done in the traditional way. Students and their family members were required to be in their vehicles with staff and board members approaching the cars with diplomas in hand. Mary Roarty stated the RPS administration and staff have done so many amazing things to make graduation a wonderful experience throughout the Covid-19 pandemic. Ms. Roarty also congratulated the students who received awards for the National History Day Contest. Liz Kumru enjoyed partaking in the drive-through graduation as well and she also enjoyed the virtual graduation ceremony. Linda Richards commented that as a parent of a current senior, she thanked everyone for making graduation as normal as possible and she loved the profound and meaningful speeches during the virtual ceremony. Linda also appreciated RPS Communications Director, Jim Frederick, for capturing so many wonderful moments of students receiving their diplomas. Jay Irwin echoed the same sentiments the other board members shared and provided a huge shout out to everyone who made graduation possible.

Superintendent's Report
Dr. Adler did not provide an official report.

Government Relations Update
District Lobbyist, Joe Kohout, noted that we have received notification from the Speaker of the Legislature that the 2020 session will reconvene on July 20 for a duration of seventeen days. He stated that based on the April numbers, Nebraska was down four percent in sales tax collections which was better than anticipated. He also stated that the CARES Act will be a subject of discussion when the legislature reconvenes.

2020-21 District Budget Overview
Jason Buckingham shared the RPS Budget Development Calendar for 2020-21 which lays out the budget on a monthly basis. He presented district income and disbursements for every year since 2012 for the board to review. He also explained that our state aid decreases when local resources increase such as additional property tax revenue. Also, when our enrollment decreases, state aid also decreases. There are many factors that can cause our budget to fluctuate and he provided the history of state aid for RPS and how and why it can shift year to year. On July 13th, the board will be presented with individual line items and projections, and on August 24th the amended budget proposal will be presented. There will be an official budget hearing prior to the regular board meeting on September 14th.

Local Union 226 Negotiated Agreements for Food Service Workers and Operations and Maintenance Workers
There were not a lot of changes made to the language of the negotiated agreements. The one major change in the agreements is regarding hourly pay for employees. The food service workers are seeking a $.50 increase per hour and custodial and grounds workers would receive a $.40 hourly increase. Both groups have continued to work diligently during the recent pandemic providing meals to families and keeping our buildings clean and grounds maintained. The hourly increase would also help in recruitment of new staff. The agreement will be brought back for approval at the next meeting.

RPS Return to Learn Protocol
The administration has been working continuously to prepare for Ralston's Return to Learn protocol. The district has prepared for three options depending on the level of the Covid-19 virus:

- Low level - school would start on time with all students in attendance. Large groups would be limited, and social distancing would be practiced when possible. There would be an extra focus on hand washing and temperatures would be randomly checked. Remote learning would be an option for vulnerable students.

- Medium level - school would start on time based upon an adopted calendar. There would be an A/B day schedule or 50% student population. The instructional time at each campus would be adjusted. PE/Choir/Band classes may be restricted. Blended learning using technology may also be included.

- High level - daily attendance would be discontinued and move to entirely remote learning. Teaching and learning would be provided through technology resources.

Health and safety measures would be included with every level including extra sanitizing and cleaning throughout buildings. Masks and hand sanitizer would be available for students and staff. There would be new protocols set for lunch, bussing, and extra-curricular activities. There may also be changes for dropping off/picking up students and entering and exiting schools. Flexibility between options will also be important and will be based upon current health of the school and community.

NASB Update

Dr. Irwin stated that NASB will soon be sharing information for school districts from the Nebraska Medical Association.

Enrollment Update

Enrollment numbers are remaining static. The numbers will be updated to reflect the new 2020-21 school year in July.

POLICY REVIEW

2020-21 Board Policy Update

The RPS administrators and board members reviewed the first round of policies for 2020-21. The board members asked several questions and suggested changes and/or clarification of the policies. A total of 14 policies were reviewed with many more rounds of updating to occur at future meetings.

Adjournment

The board voted to adjourn at 9:50 pm with a motion by Linda Richards and seconded by Liz Kumru.

Ms. Roarty:	Yes
Dr. Irwin:	Yes
Mrs. R. Richards:	Yes
Mrs. L. Richards:	Yes
Mrs. Kumru:	Yes

The next regular meeting will take place on Monday, July 13th, 2020, at 6:00 pm.

_____

Mrs. Heather Johnson, President

_____

Mrs. Liz Kumru, Secretary

Remote Learning Survey Results
Board of Education Meeting
July 13, 2020

Ralston PUBLIC SCHOOLS

- **In partnership with Nebraska Association of School Boards**
  - Marcia Herring (Director of Board Leadership)
  - Melissa Lusk (Board Leadership Development Associate)

- **Survey Opened:**
  Thursday, May 28th

- **Survey Closed:**
  Wednesday, June 10th

Communication:

District Blackboard System
- Email/Text: May 28
- Text Reminder: June 2
- Email/Text: June 8
- Text Reminder: June 10

Social Media
- June 2nd (FB & Twitter)
- June 6th (Facebook)
- June 6th (Facebook)

Survey Purpose: Gather parent feedback on specific information to help with future planning. Parents/Guardians provided feedback on the following topics:

- Their child's experience with remote learning (learning from home) provided during the spring of 2020
- District communication
- Learn more about District family technology devices at home
- District family technology access at home

Survey:

- Available online
- Ten questions and a space for additional questions, comments, or concerns.
- Was available in English and Spanish

Ralston PUBLIC SCHOOLS

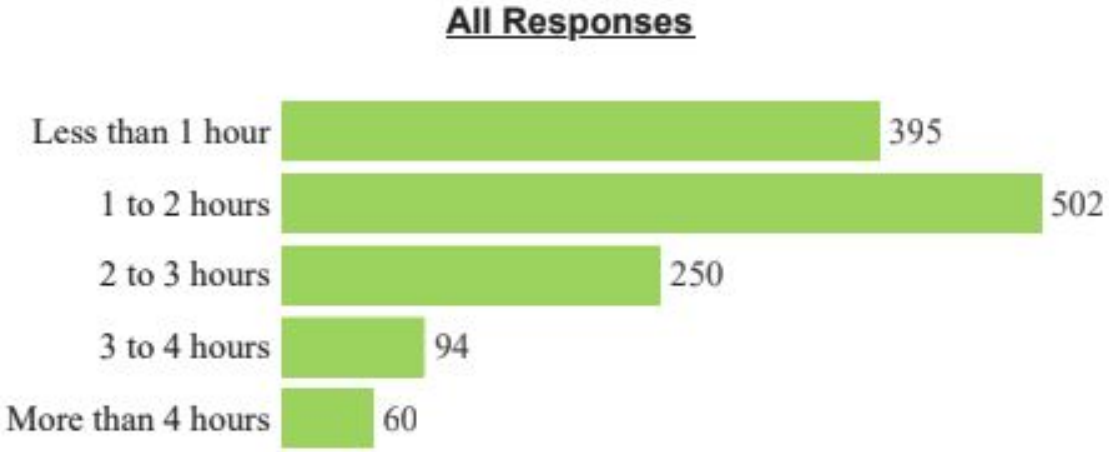
Field	Choice Count	
Blumfield Elementary	11.07%	144
Karen Western Elementary	5.92%	77
Meadows Elementary	12.53%	163
Mockingbird Elementary	9.68%	126
Seymour Elementary	7.69%	100
Wildewood Elementary	11.07%	144
Ralston Middle School	14.37%	187
Ralston High School	27.67%	360
Total		1301

1,301 responses

From NASB: “Pleased with responses. Given size of District and in the midst of summer, pretty powerful to get that many responses.”

Ralston PUBLIC SCHOOLS

Question #1: Throughout the final quarter of the 2019-2020 school year, how much time did your child spend on schoolwork during a typical day at home?

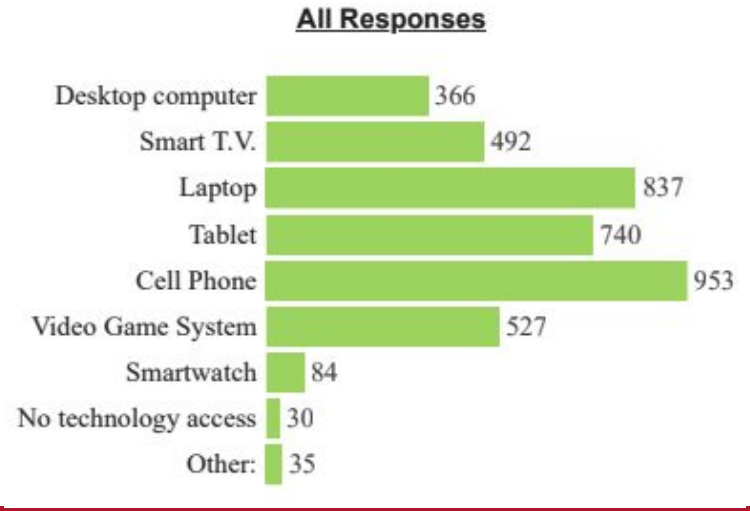


All Responses

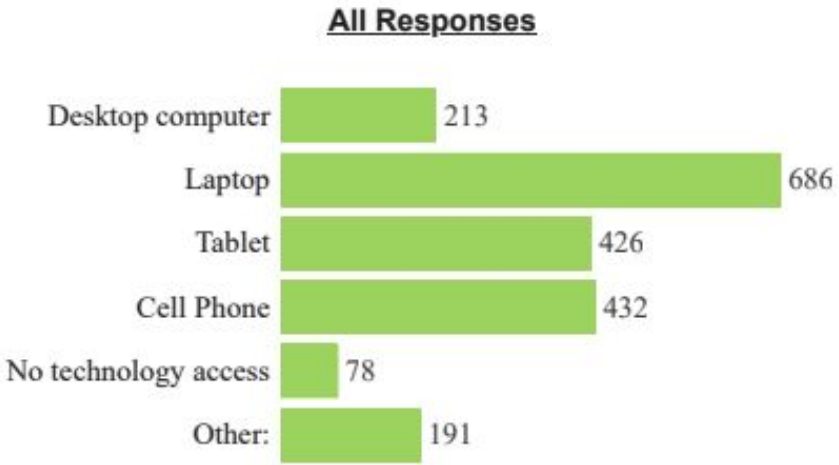
Field		Choice Count
Less than 1 hour	30.36%	395
1 to 2 hours	38.59%	502
2 to 3 hours	19.22%	250
3 to 4 hours	7.23%	94
More than 4 hours	4.61%	60
Total		1301

Ralston PUBLIC SCHOOLS

Question #2: What types of technology devices can your student access at home? Please select all that apply and add any not listed in the "other" category.

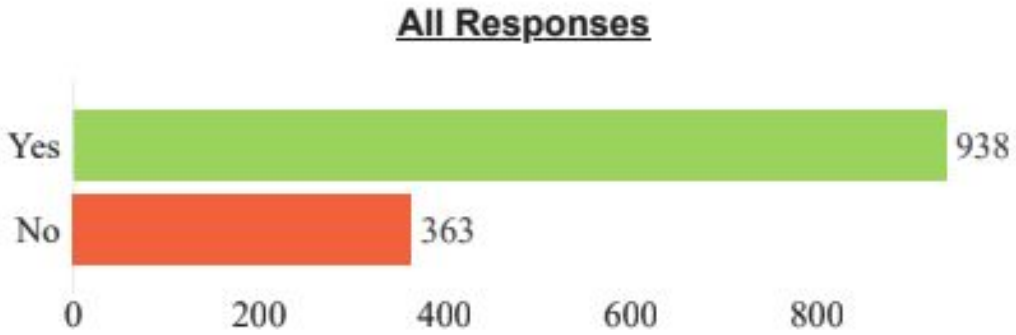


Question #3: What device(s) did your student use to complete their school work while learning from home? Please select all that apply and add any not listed in the "other" category.



Ralston PUBLIC SCHOOLS

Question #4: Was you student able to easily navigate completing their school work from home? If no, please describe the difficulties in the box directly below “no.”



Ralston PUBLIC SCHOOLS

Question #5, #6, & #7 - all dealt with communication: What is the best way for you and your student to receive information on your student(s) remote learning from teacher, school, or up-to-date information from RPS?

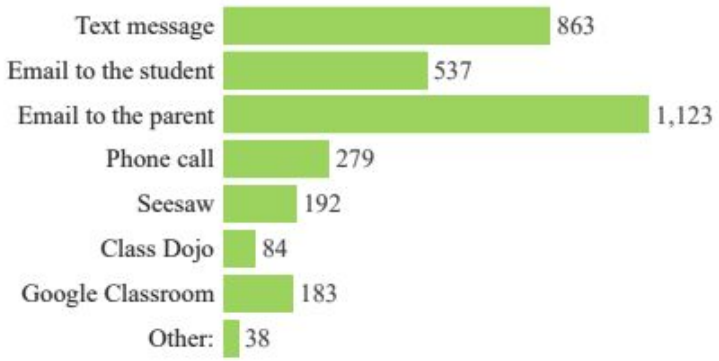
Teacher

All Responses

Field	Choice Count	
Text message	67.41%	877
Email to the student	43.12%	561
Email to the parent	85.01%	1,106
Phone call	24.14%	314
Seesaw	16.22%	211
Class Dojo	7.23%	94
Google Classroom	14.53%	189
Other:	3.31%	43
Total		1301

School

All Responses



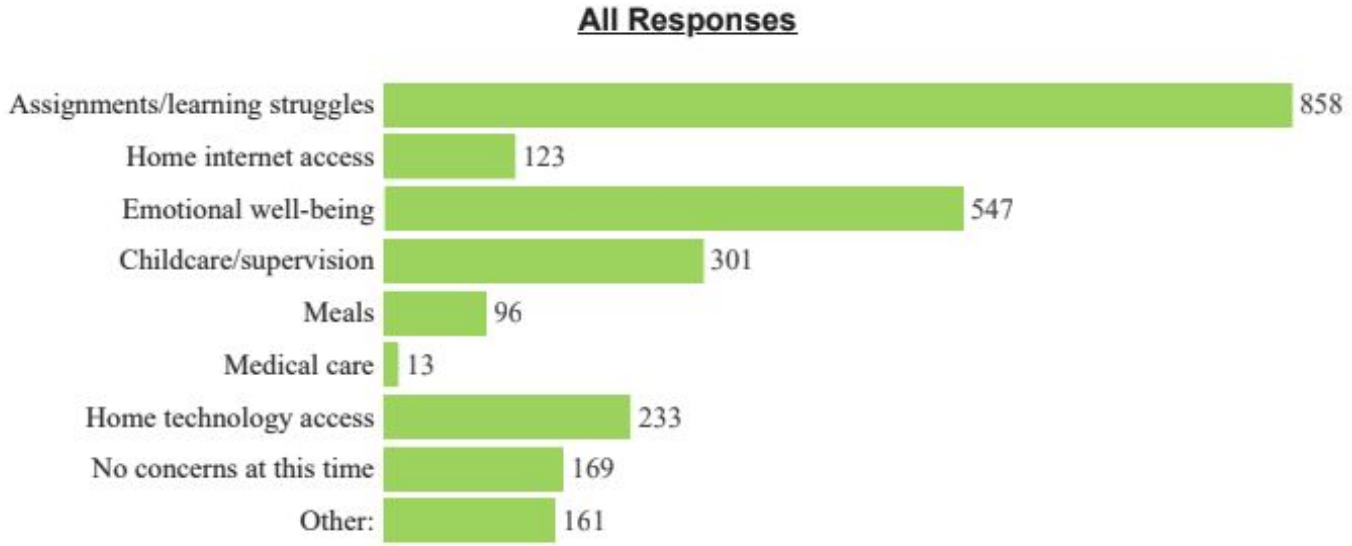
District

All Responses

Field	Choice Count	
Text message	70.79%	921
Email to the student	34.82%	453
Email to the parent	86.86%	1,130
Automated phone call	34.20%	445
Other:	0.92%	12
Total		1301

Ralston PUBLIC SCHOOLS

Question #8: If needed, what would be your primary concerns about your child learning from home during the 2020-2021 school year? Select all that apply.



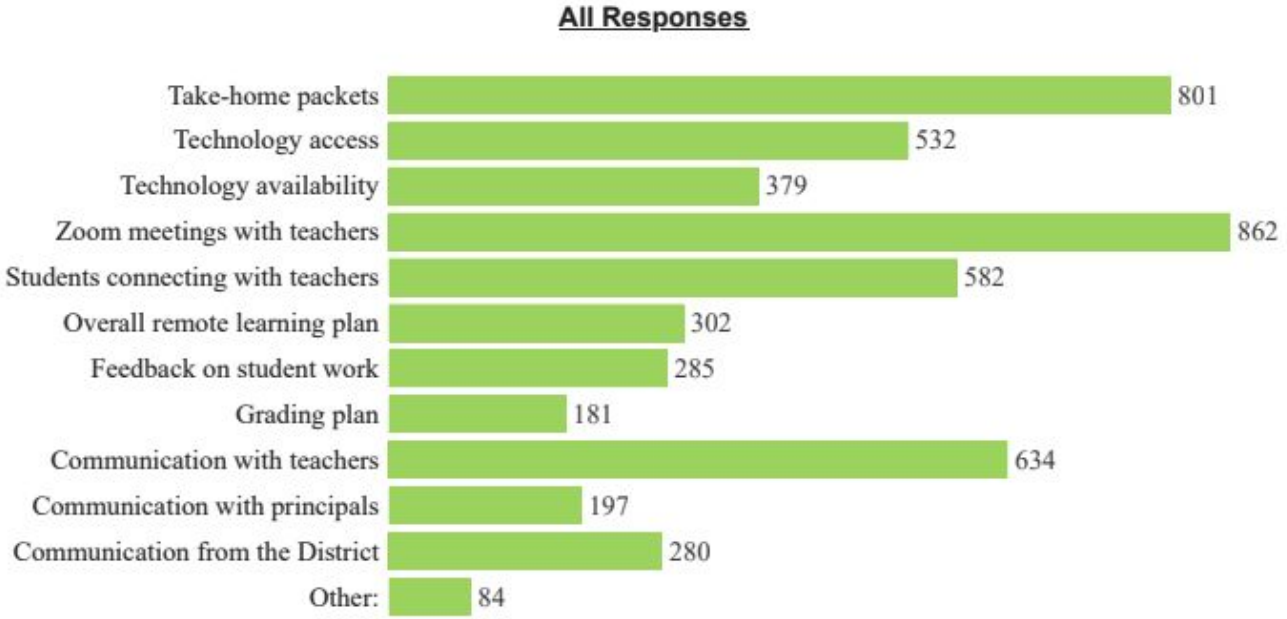
Ralston PUBLIC SCHOOLS

Question #9: Throughout the final quarter of the 2019-2020 school year, what did your student's teacher do to help them feel connected?

- Written Letters
- Weekly Zoom Meetings
- Provided access whenever we had a question or needed her help.
- Facebook Read Alouds
- Fun Online Challenges
- My child's teacher worked daily with my child and made it known he was always there.
- Emailed my student daily.
- Virtual Talent Show

Ralston PUBLIC SCHOOLS

Question #10: As we continue to plan for the 2020-2021 school year, what aspects of remote learning were beneficial for your student. Please select all that apply.



Ralston PUBLIC SCHOOLS

Question #11: Additional comments, questions, concerns.

District needs technology plan or platform so students have access to technology.

My daughters teachers and interpreters were amazing. They did everything they could to make it feel as normal as possible.

Worried about what school will look like for 2020-2021.

As parents, remote learning was hard. I also had to work from home so it was hard finding a balance.

Edgenuity was great!

It has hard to motivate my student to do any work at home.

Online learning and communication hard at first, did get better over time.

My students learn so much better in the classroom.

Ralston PUBLIC SCHOOLS

Remote Learning Survey Results
Board of Education Meeting
July 13, 2020

Ralston PUBLIC SCHOOLS

Board of Education Legislative Goals
2019/2020
Ralston Public Schools Non-negotiables

- **RPS will continue to cultivate a systems thinking approach to all school business and operations through our defined strategic planning process.**
- **RPS will continue to provide the programs and services that support the defined strategic priorities as well as AdvancED School Improvement (Cognia) and District Communications.**
- **RPS will continue to refine and grow our academic programs to meet the needs of all of our students.**
- **RPS will continue to deliver outstanding activity programs to allow our students a well rounded school experience.**
- **RPS will continue to evaluate the effectiveness and efficiency of all programs and services to meet the demands of a changing society.**
- **RPS will refine and grow our outreach programs and service expectations to all stakeholders to include a focus on Social Emotional Learning**
- **RPS will continue to offer a rich variety of research based instructional programs and curricular offerings to meet the needs of all learners.**
- **RPS will research and identify further opportunities and initiatives to help all of our students to be college or career ready.**

Board of Education Legislative Goals

- **Continued emphasis that our students and education are a priority in Nebraska as well as advocate for local control and decision making.**
- **Continued emphasis of State Equalization Aid (TEEOSA) and the infusion of further dollars into the aid formula.**
- **Oppose tax cuts that endanger any part of the State's revenue stream.**
- **Monitor any legislation that adjusts property valuation.**
- **Increase Special Education Funding.**
- **Continue to support and enhance Learning Community Programs that serve at-risk and diverse student populations in Ralston and within the Metro Area.**
- **Support legislation or the infusion of more funding for early childhood programs specifically programs serving students in high poverty high need areas. This may include the adjustment of the needs formula for pre-school students within TEEOSA**
- **Encourage further adjustments to the needs formula within TEEOSA specifically ELL and poverty. Are the current needs calculations in these areas addressing the increasing needs students and schools encounter?**
- **Support systems, initiatives, and funding options to cultivate additional opportunities to enhance college and career readiness specifically in vocational or certification focused areas.**
- **Advocate for targeted programs and funding that support the "Whole Child" as it relates to students' social, emotional, and physical well being. (SEL)**
- **Oppose any legislation that advances any initiative addressing charter schools or voucher systems that reduce funding and opportunities for public schools.**

TENTATIVE* 2020 Legislative Session

January

Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8 DAY 1	9 DAY 2	10 DAY 3	11
12	13 DAY 4	14 DAY 5	15 DAY 6	16 DAY 7	17 RECESS	18
19	20 HOLIDAY	21 DAY 8	22 DAY 9	23 DAY 10	24 DAY 11	25
26	27 DAY 12	28 DAY 13	29 DAY 14	30 DAY 15	31 DAY 16	

February

Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1
2	3 DAY 17	4 DAY 18	5 DAY 19	6 DAY 20	7 RECESS	8
9	10 DAY 21	11 DAY 22	12 DAY 23	13 DAY 24	14 RECESS	15
16	17 HOLIDAY	18 DAY 25	19 DAY 26	20 DAY 27	21 DAY 28	22
23	24 DAY 29	25 DAY 30	26 DAY 31	27 DAY 32	28 RECESS	29

March

Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2 RECESS	3 DAY 33	4 DAY 34	5 DAY 35	6 DAY 36	7
8	9 DAY 37	10 DAY 38	11 DAY 39	12 DAY 40	13 RECESS	14
15	16 RECESS	17 DAY 41	18 DAY 42	19 DAY 43	20 DAY 44	21
22	23 DAY 45	24 DAY 46	25 DAY 47	26 DAY 48	27 RECESS	28
29	30 RECESS	31 DAY 49				

April

Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1 DAY 50	2 DAY 51	3 DAY 52	4
5	6 DAY 53	7 DAY 54	8 DAY 55	9 DAY 56	10 RECESS	11
12	13 RECESS	14 DAY 57	15 DAY 58	16 DAY 59	17 RECESS	18
19	20 RECESS	21 RECESS	22 RECESS	23 DAY 60	24	25
26	27	28	29	30		

Federal & State Holidays

January 20 – Martin Luther King Jr. Day
February 17 - Presidents' Day

Legislative Recess Days

January 17
February 7, 14, 28
March 2, 13, 16, 27, 30
April 10, 13, 17, 20, 21, 22

*The Speaker reserves the right to revise the session calendar.

2020 LEGISLATIVE COMMITTEES

Committee on Committees Final Report
Standing Committees

Updated 1/1/20

Agriculture (8)
Rm. 1524 - Tuesday
Halloran (C), Brandt (VC), Blood, Chambers, Hansen, B., Lathrop, Moser, Slama

Appropriations (9)
Rm. 1003 – Monday, Tuesday, Wednesday, Thursday, & Friday
Stinner (C), Bolz (VC), Clements, Dorn, Erdman, Hilkemann, McDonnell, Vargas, Wishart

Banking, Commerce and Insurance (8)
Rm. 1507 - Monday & Tuesday
Williams (C), Lindstrom (VC), Gragert, Howard, Kolterman, La Grone, McCollister, Quick

Business and Labor (7)
Rm. 1524 - Monday
Hansen, M. (C), Hansen, B. (VC), Chambers, Crawford, Halloran, Lathrop, Slama

Education (8)
Rm. 1525 - Monday & Tuesday
Groene (C), Walz (VC), Brewer, Kolowski, Linehan, Morfeld, Murman, Pansing Brooks

General Affairs (8)
Rm. 1510 - Monday
Briese (C), Lowe (VC), Arch, Blood, Brandt, Hunt, Moser, Wayne

Government, Military and Veterans Affairs (8)
Rm. 1507 - Wednesday, Thursday, & Friday
Brewer (C), La Grone (VC), Blood, Hansen, M., Hilgers, Hunt, Kolowski, Lowe

Health and Human Services (7)
Rm. 1510 - Wednesday, Thursday, & Friday
Howard (C), Arch (VC), Cavanaugh, Hansen, B., Murman, Walz, Williams

Judiciary (8)
Warner Chamber - Wednesday, Thursday, & Friday
Lathrop (C), Pansing Brooks (VC), Brandt, Chambers, DeBoer, Morfeld, Slama, Wayne

Natural Resources (8)
Rm. 1525 - Wednesday, Thursday, & Friday
Hughes (C), Bostelman (VC), Albrecht, Geist, Gragert, Halloran, Moser, Quick

Nebraska Retirement Systems (6)
Rm. 1507 - At call of Chair
Kolterman (C), Lindstrom (VC), Bolz, Groene, Kolowski, Stinner

Revenue (8)
Rm. 1524 - Wednesday, Thursday, & Friday
Linehan (C), Friesen (VC), Briese, Crawford, Groene, Kolterman, Lindstrom, McCollister

Transportation and Telecommunications (8)
Warner Chamber - Monday & Tuesday
Friesen (C), Geist (VC), Albrecht, Bostelman, Cavanaugh, DeBoer, Hilgers, Hughes

Urban Affairs (7)
Rm. 1510 - Tuesday
Wayne (C), Hunt (VC), Arch, Briese, Crawford, Hansen, M., Lowe

Select Committees

Committee on Committees (13)
Hilkemann (C)

District 1:	*District 2:*	*District 3:*
Bostelman	Howard	Erdman
Hilgers	Lathrop	Friesen
Pansing Brooks	Lindstrom	Groene
Morfeld (VC)	Vargas	Murman

Enrollment and Review (1)
Slama (C)

Reference (9)
Hilgers (C), Vargas (VC), Bolz, Chambers, Hughes, Kolterman, Lowe, McCollister, Scheer, Stinner (nonvoting ex officio)

Rules (6)
Crawford (C), Erdman (VC), Howard, Hansen, M., Lathrop, Scheer (ex officio)

Special Committees

Building Maintenance (6)
Erdman (C), Lowe (VC), Bostelman, Brandt, McDonnell, Stinner

Education Commission of the States (3)
Groene, Morfeld, Murman

Executive Board of the Legislative Council (9)
Hilgers (C), Vargas (VC), Bolz, Chambers, Hughes, Kolterman, Lowe, McCollister, Scheer, Stinner (nonvoting ex officio)

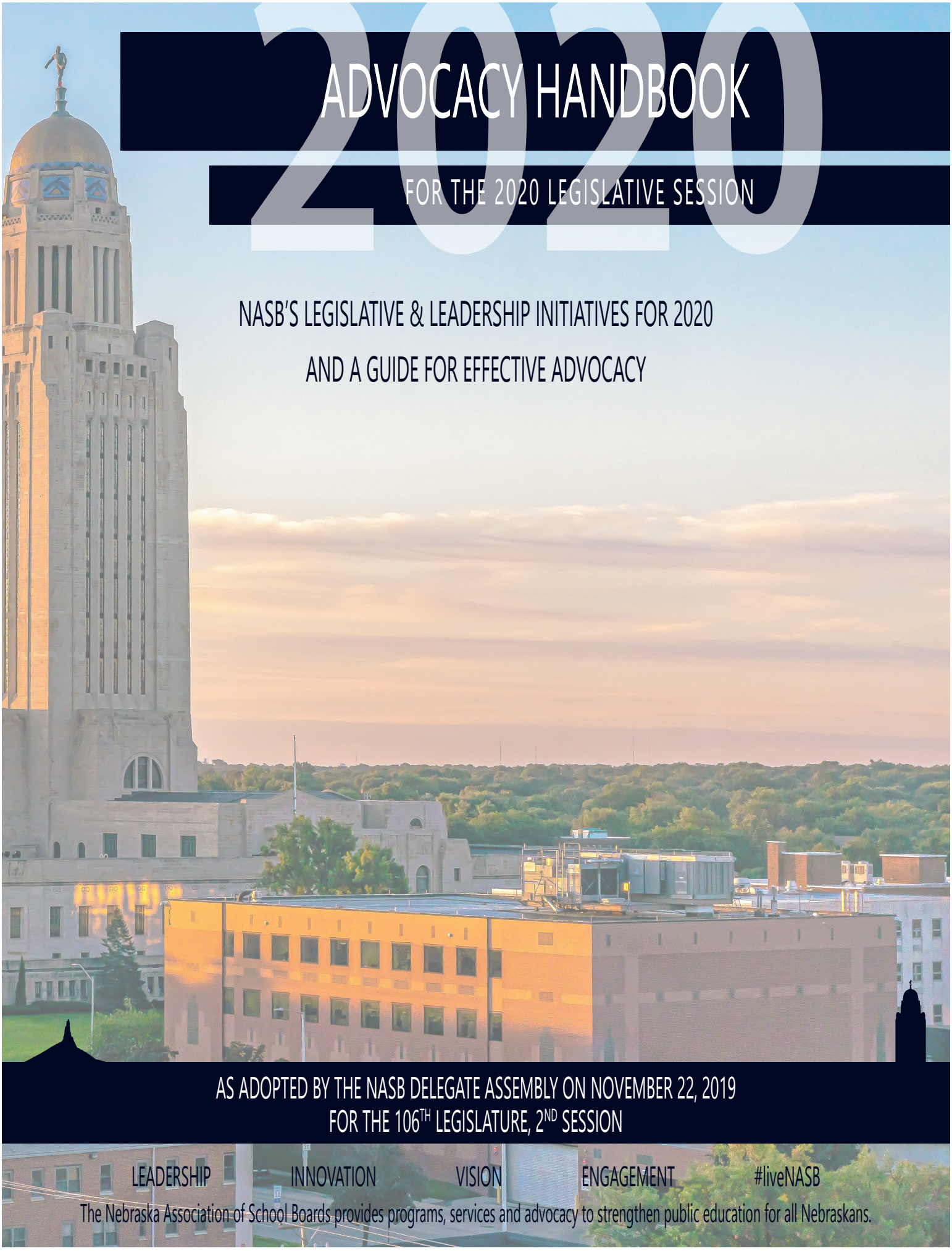
Justice Reinvestment Oversight (5)
Lathrop (C), DeBoer, McCollister, Pansing Brooks, Wayne

Legislative Performance Audit (7)
Geist (C), Crawford (VC), Friesen, Hansen, B., Hilgers, Scheer, Stinner

Legislature's Planning (9)
Vargas (C), McCollister (VC), Clements, DeBoer, Hansen, M., Hilgers, Scheer, Stinner, Williams

Midwestern Higher Education Commission (Midwest Compact) (2)
Kolowski, Slama

State-Tribal Relations (7)
Hilkemann (C), Wishart (VC), Albrecht, Brewer, Gragert, Hunt, Walz



ADVOCACY HANDBOOK 2020

FOR THE 2020 LEGISLATIVE SESSION

NASB'S LEGISLATIVE & LEADERSHIP INITIATIVES FOR 2020

AND A GUIDE FOR EFFECTIVE ADVOCACY

AS ADOPTED BY THE NASB DELEGATE ASSEMBLY ON NOVEMBER 22, 2019
FOR THE 106TH LEGISLATURE, 2ND SESSION

LEADERSHIP INNOVATION VISION ENGAGEMENT #liveNASB

The Nebraska Association of School Boards provides programs, services and advocacy to strengthen public education for all Nebraskans.

WELCOME - KNOW YOUR ROLE

106TH LEGISLATURE, 2ND SESSION

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NO ONE IS MORE QUALIFIED TO TALK ABOUT YOUR SCHOOL DISTRICT, YOUR COMMUNITY, AND YOUR NEEDS RELATED TO PROVIDING A QUALITY EDUCATION THAN YOU!

With your help, NASB is an advocate for public education and local school governance ... and YOUR collective voice in the Legislature

As NASB represents the state's 260+ member districts and ESUs, relationships and communication are the keys to the success of the Association's advocacy work. NASB advocates for the standing positions and legislative resolutions approved by delegates all from member boards at the annual NASB Delegate Assembly held in conjunction with the State Education Conference each November. It is here, and throughout the year where our focus is to work for and with you on all of the issues that impact public education.

Can YOU really make a difference? YES YOU CAN!

You are an elected official and a community leader. As a school board member, you are in an excellent position to educate and influence the legislative process, and are seen as a key resource on education policy for your district. We encourage all boards to include a legislative update as a part of each meeting, and to discuss/share key legislative information with key individuals in the community. Remember that advocacy is year-round, not just during the session itself. Bookmark the Government Relations page of www.NASBonline.org for updates and information, and make sure to utilize *NASB's Legislative Notes*, summarizing all of the pertinent items related to public education in Nebraska. Another great resource is www.NebraskaLegislature.gov.

WHAT CAN NASB DO FOR YOU?

ASSIST YOU IN PREPARING TESTIMONY, TALKING POINTS, EMAILS, OR OP-ED'S
FACILITATE SENATOR INTRODUCTIONS, MEETINGS AND/OR VISITS AT HOME OR THE CAPITOL
FEATURE YOUR DISTRICT VISITS WITH SENATORS
BRIEF YOUR BOARD AT A MEETING IN YOUR COMMUNITY

2019 LEGISLATIVE SESSION HIGHLIGHTS

NASB took a position on 57 bills this session, and were closely following another 49.

NASB was represented in testimony in 12 of the 14 Committees.

School Board Members Came to Lincoln to Testify on the Following Bills on NASB's Behalf:
LB 147, LB 149, LB 314, LB 346, LB 506, LB 614, LB 634, LB 670, LB 727, LR 3 CA & LR 8 CA

NASB facilitated 1-on-1's with each member of the Revenue Committee and a school board member from their district.

NASB hosted calls with several senators throughout the session.

Legislative Lunches were held in Falls City, Fremont, Lincoln, O'Neill & Wayne.

NASB had 1-on-1 meetings with 38 of the 49 Senators this Session.

NASB produced a number of quick videos updating members on recent news or events that had just taken place at the Capitol, and posted on Facebook and Twitter.

We truly appreciate the level of engagement from local school board members this year. It has definitely made a difference, and has been recognized by your senators.

ADVOCACY, ENGAGEMENT & #liveNASB

106TH LEGISLATURE, 2ND SESSION

School Boards Make Nebraska a Great Place to LIVE!

Through Leadership, Innovation, Vision and Engagement Nebraska's School Boards are making a difference for students across the state.

LEADERSHIP
NASB will provide leadership to groups, individuals, and organizations and facilitate efforts to improve student achievement.

INNOVATION
Through innovation of programs and services, NASB will add value for our members and generate revenue to support growth.

VISION
NASB will develop a vision with other groups, individuals, and organizations to address how we fund schools and provide opportunities to bring a quality education to all children.

ENGAGEMENT
With engagement of its board and members, NASB will provide opportunities for school boards to be advocates for public education.

Advocacy is on-going. Stay up to speed on the Legislature year-round.

- Become Familiar With Your Senator & Their Staff -- Don't take for granted the access we have as Nebraskans to our Senators & Federal Representatives. It is not like that everywhere. Take advantage of it! Be involved. Build the relationship. Be ENGAGED!
- Have a "legislative update" agenda item at each board meeting, and share key legislative information with your board, and your community.
- Pass board policy specific to how you deal with legislative issues.
- Utilize NASB's Legislative links, communication, the *Legislative Notes* newsletter, track specific bills, follow along on social media, and study the annual Advocacy Handbook.
- Reach out to NASB's Legislative Team, and/or a member of the NASB Legislation Committee. Attend the various Legislative Lunches throughout the year across Nebraska.
- Stay up to speed with your local newspaper, social media, senator emails/newsletters, etc.

ASK YOURSELF: WHAT ARE YOU DOING FOR YOUR DISTRICT/COMMUNITY?

THE LEGISLATURE NEEDS TO KNOW SCHOOL BOARD MEMBERS WANT TO BE INVOLVED!

NASB LEGISLATIVE TEAM: JOHN SPATZ, COLBY COASH, MATT BELKA & VICKI WALTER-WINTERS

ADVOCACY, ENGAGEMENT & #liveNASB

106TH LEGISLATURE, 2ND SESSION

SHARE YOUR STORY ... KNOW YOUR DISTRICT'S DATA

UNDERSTAND THE DATA THAT WILL MAKE A DIFFERENCE

Below are examples of the data you should know from your schools to help tell your district's story:

NUMBER OF KIDS IN FREE/REDUCED LUNCH
SCHOOL LANDS PER PUPIL REIMBURSEMENT
CENSUS VS ENROLLMENT
NUMBER OF LANGUAGES SPOKEN IN YOUR DISTRICT
NUMBER OF ELL STUDENTS
TRANSPORTATION NUMBERS … IF SEAT BELTS IN BUSSES, IMPACT ($)
WHAT PERCENTAGE OF YOUR BUDGET IS SPED
AVERAGE CLASS SIZE
STUDENT DISCIPLINE PROCEDURES
RETIREMENT OBLIGATION
SAFETY & SECURITY MEASURES IN THE PAST FEW YEARS
NUMBER OF OPTION KIDS
PERCENTAGE OF ADMINISTRATIVE COSTS

YOU HAVE POWER & VOICE!

The Legislature needs to know school board members want to be involved!
Remind them; You are their neighbor.
Voters also put you in office.
You are guardians for the States most precious resource … Children.
You have an influential role in your community.
You know better than anyone the effect of a decision.

NASB LEGISLATIVE TEAM & RESOURCES

Colby Coash - Associate Executive Director, Director of Government Relations - ccoash@NASBonline.org

Matt Belka - Director of Marketing, Communications & Advocacy - mbelka@NASBonline.org

John Spatz - Executive Director - jspatz@NASBonline.org

Vicki Walter-Winters - Legal Administrative Assistant - vwinters@NASBonline.org

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NASB Videos: www.vimeo.com/NASBonline Key Hashtags: #liveNASB #neleg

Nebraska Legislature: www.nebraskalegislature.gov
Senators Web Pages: www.nebraskalegislature.gov/senators
National School Board Association Advocacy: www.nsba.org/advocacy

YOUR NASB LEGISLATION COMMITTEE

106TH LEGISLATURE, 2ND SESSION



Brad Wilkins, Chair
NASB President-Elect
Ainsworth



Stacie Higgins
NASB President
Nebraska City



Kim Burry
NASB Vice President
Bayard



Member 1
Lou Ann Goding
Omaha



Member 2
Ben Perlman
Omaha



Member 3
Marque Snow
Omaha



Member 4
Connie Duncan
Lincoln



Member 5
Kathy Danek
Lincoln



Member 6
Linda Poole
Millard



Member 7
Sarah Centineo
Bellevue



Member 8
Beth Morrissette
Westside



Member 9
Skip Altig
North Platte



Member 10
Patti Gubbels
Norfolk



Member 11
Laura Schneider
Hastings



Member 12
Ryne Seaman
Seward



Member 13
Suzanne Sapp
Ashland-Greenwood



Member 14
Lisa Wagner
Central City



Member 15
Steve Koch
Hershey



Member 16
Jim Vlach
Lyons-Decatur



Member 17
Christopher Waddle
Giltner



Member 18
Ron Pearson
ESU 3



Appointed Member
Lisa Albers
Grand Island



Appointed Member
Jayson Bishop
Perkins County



Appointed Member
Linda Richards
Ralston



Appointed Member
Stephanie Summers
David City



Appointed Member
Annette Weise
Tri County

YOUR 2019-20 SENATORS

106TH LEGISLATURE, 2ND SESSION



Sen. Julie Slama
District 1
Peru



Sen. Robert Clements
District 2
Elmwood



Sen. Carol Blood
District 3
Bellevue



Sen. Robert Hilkemann
District 4
Omaha



Sen. Mike McDonnell
District 5
Omaha



Sen. Machaela Cavanaugh
District 6
Omaha



Sen. Tony Vargas
District 7
Omaha
Former School Board Member



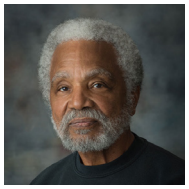
Sen. Megan Hunt
District 8
Omaha



Sen. Sara Howard
District 9
Omaha



Sen. Wendy DeBoer
District 10
Omaha



Sen. Ernie Chambers
District 11
Omaha



Sen. Steve Lathrop
District 12
Omaha



Sen. Justin Wayne
District 13
Omaha
Former School Board Member



Sen. John Arch
District 14
Papillion



Sen. Lynne Walz
District 15
Fremont



Sen. Ben Hansen
District 16
Blair



Sen. Joni Albrecht
District 17
Thurston



Sen. Brett Lindstrom
District 18
Omaha



Speaker Jim Scheer
District 19
Norfolk
Former School Board Member



Sen. John McCollister
District 20
Omaha



Sen. Mike Hilgers
District 21
Lincoln



Sen. Mike Moser
District 22
Columbus



Sen. Bruce Bostelman
District 23
Brainard



Sen. Mark Kolterman
District 24
Seward
Former School Board Member



Sen. Suzanne Geist
District 25
Lincoln

YOUR 2019-20 SENATORS

106TH LEGISLATURE, 2ND SESSION



Sen. Matt Hansen
District 26
Lincoln



Sen. Anna Wishart
District 27
Lincoln



Sen. Patty Pansing Brooks
District 28
Lincoln



Sen. Kate Bolz
District 29
Lincoln



Sen. Myron Dorn
District 30
Adams



Sen. Rick Kolowski
District 31
Omaha



Sen. Tom Brandt
District 32
Plymouth



Sen. Steve Halloran
District 33
Hastings



Sen. Curt Friesen
District 34
Henderson



Sen. Dan Quick
District 35
Grand Island



Sen. Matt Williams
District 36
Gothenburg



Sen. John Lowe
District 37
Kearney



Sen. Dave Murman
District 38
Glenvil
Former School Board Member



Sen. Lou Ann Linehan
District 39
Elkhorn



Sen. Tim Gragert
District 40
Creighton
Former School Board Member



Sen. Tom Briese
District 41
Albion
Former School Board Member



Sen. Mike Groene
District 42
North Platte



Sen. Tom Brewer
District 43
Gordon



Sen. Dan Hughes
District 44
Venango
Former School Board Member



Sen. Sue Crawford
District 45
Bellevue



Sen. Adam Morfeld
District 46
Lincoln



Sen. Steve Erdman
District 47
Bayard
Former School Board Member



Sen. John Stinner
District 48
Gering
Former School Board Member



Sen. Andrew La Grone
District 49
Gretna



Gov. Pete Ricketts

MARK YOUR CALENDARS

106TH LEGISLATURE, 2ND SESSION

January 8	2020 Legislative Session begins
January 23	Day 10: All new bills must be introduced by this date
February 9	NASB Legislation Committee Meeting
February 9-10	Legislative Issues Conference | Cornhusker Marriott-Lincoln
February 19-20	Priority Bill Designation
April 23	Day 60: Final Day of the 2020 Legislative Session
July 1	Call for Legislative Submissions for 2021 consideration due
July 18	Legislation Committee Meeting
November 20	2020 Delegate Assembly | Omaha

NASB POSITIONS ENCLOSED

The Nebraska Association of School Boards is the only state organization created by school board members to represent the interests of school board members. Your Association's legislative agenda is initiated each year with the submission of local board proposals. The NASB Legislation Committee reviews all proposals, and then submits its recommendations to the NASB Board of Directors. The Board can then review and amend the submissions before presenting them to the NASB Delegate Assembly. The Delegate Assembly gives each member school district a voice in shaping the agenda of NASB. This publication represents the final agenda, set by the Delegate Assembly, for the 2020 Legislative Session. Standing Positions remain in effect until they are repealed by the Assembly. Legislative Resolutions are in effect for one year only.

WHAT DOES THIS REPRESENT?

The statements you read inside the pages of this book represent a set of belief statements which guide NASB's government relations efforts. These words guide our lobbying efforts at the State Capitol, with the State Board of Education and NDE, as well as with our representatives in Washington, D.C. While this work represents an effort to describe an issue or condition to be addressed, rarely is a bill written in such plain language. Actual legislative bills are a blend of several ideas (or perhaps a good idea, and a substantial price tag). Hence, when NASB analyzes how we will testify on a bill, we take into account a number of factors, including regular reviews by the Legislation Committee which offer guidance on the course corrections necessary to navigate the turbulent amendment process.

YOUR 2019 LEGISLATIVE RESOLUTIONS

106TH LEGISLATURE, 2ND SESSION

. . . as approved by the Legislation Committee on July 20, 2019
. . . and approved by the Board of Directors on August 10, 2019
. . . and adopted by the Delegate Assembly on November 22, 2019

Resolutions are statements of intended and desired legislative action on items of current needs or problems. Resolutions are in effect for one year and direct the organization and its staff in their legislative efforts with each annual session of the Legislature. All resolutions submitted are presented for consideration and action. The Delegate Assembly shall receive, consider, and act upon legislative resolution proposals submitted to it by the Legislation Committee and the Board of Directors.

LEADERSHIP INNOVATION VISION ENGAGEMENT #liveNASB

CREATING A VISION FOR NEBRASKA'S FUTURE

NASB will lead and support the creation of a vision that revises tax policy and invests state resources for Nebraska's future.

EDUCATION PROGRAM OPPORTUNITIES

NASB believes that each student should have access to a challenging instructional program which is relevant and prepares him or her for work or further education.

EXPAND USE OF QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND

NASB supports the expansion of the Qualified Capital Purpose Undertaking Fund to include modifications for student and staff security including cyber security.

HEALTHY CULTURES & RESILIENCY IN SCHOOLS

NASB will support leveraging its infrastructure and resources to support a healthy culture in schools. NASB will align with others to develop "resilient" school districts with programs to support both staff and students.

MENTAL & BEHAVIORAL HEALTH

NASB will support legislative efforts to provide services related to mental and behavioral health to school-age children across Nebraska.

SUPPORT OF EARLY CHILDHOOD PROGRAMS IN THE COMMUNITY

NASB will support early childhood education programs at the community level, which may include redefining economic development programs to include early childhood infrastructure development for communities and will support early childhood programs as an element in community comprehensive plans.

SUPPORT THE COLLECTION AND USE OF RELEVANT DATA

NASB encourages boards to use data to support its district strategic plan and goals. NASB supports collaborating with the state and other organizations in the collection and use of relevant data. NASB will identify data it can capture to help inform boards and, if necessary, support legislation to create data sources.

YOUR NASB STANDING POSITIONS

106TH LEGISLATURE, 2ND SESSION

. . . as approved by the Legislation Committee on July 20, 2019
. . . and approved by the Board of Directors on August 10, 2019
. . . and adopted by the Delegate Assembly on November 22, 2019

Standing positions are statements of policy and purpose which are developed and maintained over time. They are considered annually by the Delegate Assembly, and remain in effect until they are actively removed.

LEADERSHIP INNOVATION VISION ENGAGEMENT

BELIEF STATEMENTS FOR AN EFFECTIVE BOARD

S-1 — BOARD DEVELOPMENT
NASB encourages boards of education to take part in board in-service and development programs and to budget funds for such programs. (1995)

S-2 — BOARD RECOGNITION
NASB believes the service of school boardsmanship is fundamental to participatory democracy and deserves recognition collectively and individually from state and local communities. (prior to 1995)

S-3 — BUSINESS AND EDUCATION PARTNERSHIPS
NASB encourages boards of education to develop mutually beneficial partnerships with business to ensure mutual understanding and cooperation.(1995)

S-4 — COLLABORATIVE SERVICES TO YOUTH
NASB urges collaborative linkages between schools and other public and private agencies that serve children. (prior to 1995)

S-5 — LEADERSHIP TEAM
NASB believes that each board of education should create an administrative leadership team, which should include all supervisory and managerial employees including the superintendent and board members. (prior to 1995, amended 2007)

S-6 — PARENT INVOLVEMENT
NASB urges boards of education to support partnerships between parents and schools that encourage parent involvement in the education process. (1997)

S-7 — POLICY
NASB considers it imperative that boards of education adopt clearly defined, flexible policies after input from the administration, parents, employees, and other interested parties. Policies, based on a clear understanding of the education process, should be thoroughly reviewed annually. The execution of policy is the responsibility of professional administrators and staff. (prior to 1995)

CONDITIONS OF CHILDREN

S-8 — ABUSE OF ALCOHOL, TOBACCO, & OTHER DRUGS
NASB supports efforts by boards of education and state and national officials to strictly enforce policies regarding the sale, use or possession of illegal drugs including methamphetamine, marijuana, THC products and synthetic equivalents of THC and marijuana, alcohol, tobacco, nicotine products, vapor products (including e-cigarettes), and any products intended by appearance or effect to replicate tobacco products on school property. The designation of "drug free zones" near schools is also urged. (prior to 1995, amended 2015)

S-9 — AT-RISK STUDENTS AND THE ACHIEVEMENT GAP
NASB recognizes that there are many children and youth who are experiencing special difficulties in achieving high education standards. NASB supports increased funding to help close the gap in educational opportunity and educational achievement, and urges boards of education to work with, and obtain increased funding from the state Legislature, as well as state and federal education agencies to assist at-risk children and youth in making adequate educational progress. (prior to 1995, amended 2009)

YOUR NASB STANDING POSITIONS

106TH LEGISLATURE, 2ND SESSION

S-10 — EARLY CHILDHOOD EDUCATION
NASB supports quality early childhood education programs accessible to all children and advocates programs that provide age-appropriate activities to prepare children for school. (prior to 1995)

S-11 — ENROLLMENT OPTION; HOMEBOUND STUDENTS
NASB supports legislation stating that when an option student becomes homebound, the school district in which the student resides assumes full responsibility for educating the student. (1998, amended 2016)

S-12 — ENROLLMENT OPTION LIMITATION
NASB supports legislation returning option students to the resident school district if the option district must contract with another school district or agency for the educational services needed by the student. (1996, amended 2016)

S-13 — LIABILITY FOR MEDICATION ADMINISTRATION
NASB supports legislation that would limit the liability of a school district and school district representatives for the administering of prescription medication to students. (1999, amended 2013, 2016)

S-14 — NUTRITION EDUCATION/STUDENT WELLNESS
NASB believes that wellness programs for schools should emphasize healthy lifestyles and eating habits, mindful of all eating disorders, as well as obesity. (2004)

S-15 — SAFE SCHOOL ENVIRONMENT
NASB supports efforts to provide a school environment that is free from weapons, harassment, bullying, violence, drugs (including alcohol and tobacco), and other factors which threaten the safety of students and staff. (1997, amended 2012)

S-16 — STATEWIDE POVERTY/TRAUMA FUNDING
NASB recognizes the growing number of public school students across the state that are living in impoverished conditions and/or with traumatic experiences. NASB supports the use of research-based science to strengthen policy, program design and funding that targets those impacted by persistent poverty and/or trauma. (2017)

S-17 — STUDENT DISCIPLINE
NASB opposes legislative mandates related to student discipline. NASB supports student discipline as an essential, mutual responsibility of parents, teachers, and administrators, with final responsibility resting with school boards. (1999, amended 2019)

CURRICULUM & INSTRUCTION

S-18 — ACCESS TO EQUAL EDUCATION OPPORTUNITIES
NASB supports equal educational opportunities for all students, regardless of their race, wealth or family circumstance, and urges the Legislature, the State Department of Education, and boards of education to remove all barriers that may prevent any child from having full access to such education opportunities. (1995, amended 2009)

S-19 — ACHIEVEMENT TEST SCORE USE
NASB opposes the use of test scores for the comparison of school districts or for the ranking of schools. (1998)

S-20 — ASSESSMENT OF STUDENT LEARNING
NASB supports multiple approaches to assess student learning, with decisions on assessment made at the local district level, and opposes a single "high-stakes" testing procedure. (2001)

S-21 — CULTURAL DIVERSITY
NASB urges all boards of education to support and implement curriculum which recognizes cultural diversity and enhances the knowledge of students about various ethnic and cultural backgrounds. (prior to 1995)

S-22 — CURRICULUM ADOPTION
NASB opposes legislative mandates addressing curriculum and testing. NASB supports the adoption of curriculum by local school boards and the State Board of Education. (2019)

S-23 — RESPONDING TO SPECIAL EDUCATION COSTS
NASB supports legislative efforts to give school districts that incur unforeseeable additional special education expenses assistance to alleviate cash flow problems. (2005)

S-24 — STUDENT EXPRESSION
NASB supports the authority of the local boards of education and school administration to regulate the content of school-sponsored publications and curriculum. (1997, amended 2009)

S-25 — TECHNOLOGY
NASB supports equal access to current technology for all school districts so they may engage all students in the curriculum, to equip them for an increasingly technological society and job market, and to provide them greater access to education services. (prior to 1995)

YOUR NASB STANDING POSITIONS

106TH LEGISLATURE, 2ND SESSION

FUNDING & FINANCE

S-26 — ACCOUNTING OF FUNDS
NASB supports transparent accounting and full disclosure of all funds received and expended for public education consistent with federal regulations. (2005)

S-27 — BUDGET LID: GROWTH FACTOR
NASB supports legislation which would establish an education expenditures "growth factor" which reflects the actual cost of providing a public education for school districts, learning communities, and ESUs. (2001, amended 2008)

S-28 — COMPENSATION FOR STATEWIDE STANDARDS & ASSESSMENTS
NASB supports adequate funding to compensate school districts/ESUs for the cost of implementing and managing the statewide learning standards and assessments. (2008, amended 2009, 2013)

S-29 — ELIMINATION OF BUDGET RESERVE LIMITS
NASB supports legislation that eliminates reserve limitation in the Tax Equity and Educational Opportunities Support Act and in debt service funds. (2000, amended 2001)

S-30 — ELIMINATION OF EXPENDITURE LIMITATION
NASB supports legislation eliminating the limitation on general fund expenditures. (2000, amended 2011)

S-31 — ESU CORE SERVICES FUNDING
NASB supports legislation to adequately fund Educational Service Units in a manner that allows successful implementation of statewide educational initiatives that are developed by law in conjunction with the Nebraska Department of Education. (2009, amended 2015)

S-32 — FINANCING CAPITAL IMPROVEMENTS
NASB supports adequate funding for school districts and ESUs for maintenance or replacement of our rapidly deteriorating facilities. (1997, amended 2015)

S-33 — FISCAL POLICY
NASB believes the Governor and Legislature must work together to create fiscal policy that will adequately fund public education statewide based upon the needs of students and not driven by a pre-set allocation of funds for education regardless of need. Nebraska demographics and student needs are dynamic, as are the changing education standards required to be competitive nationally and internationally. To meet this challenge, fiscal policy would be built upon a broad base with the lowest possible rates to provide stability in the tax base and revenue stream, provide local government with the tools to generate adequate financial resources, yet equalize financial support among taxpayers, and assure the principle of uniform assessment. (prior to 1995, amended 2009)

S-34 — FOR-PROFIT ENTITIES OPERATING IN TAX-EXEMPT ZONES
NASB supports legislation to ensure equitable tax payments by for-profit business ventures operating on publicly owned or otherwise exempt property. (2003)

S-35 — FUNDING OF MANDATED PROGRAMS
NASB urges full funding by the state and federal governments at statutory levels of all programs, standards, activities, and services mandated to public schools and ESUs by the Legislature and Congress, and further urges that any unfunded mandates allow authority for supplementary appropriations or outside levy lid funding. (1997, amended 2012, 2017, 2019)

S-36 — FUNDING: SCHOOL DISTRICT INFRASTRUCTURE, SITE PURCHASES AND BUILDING OPERATING EXPENSES
NASB supports legislation that would provide an alternative to property taxes for financing facility development, maintenance, and operation. (2003)

S-37 — GENERAL FUND RESERVE LIMIT EXCEPTION
NASB supports legislation that would not allow school districts to be penalized or state aid to be adjusted, to a school disadvantage, when any type of error or correction is made in calculating the state aid formula. (1999, amended 2016)

S-38 — INCLUDING GIFTS, DONATIONS, OR FOUNDATION FUNDS AS RECEIVABLES
NASB opposes the inclusion of gifts, endorsements, donations, or foundation expenditures that are not regular operating expenses in the calculation of receivables in the state aid formula. (2000)

S-39 — K-12 SCHOOL TRUST LAND AND PERMANENT SCHOOL FUND
NASB opposes reduction of any assets of the school trust or diversion of the Permanent School Fund. (prior to 1995, amended 2010)

S-40 — LEGISLATION IMPLEMENTATION
NASB supports the concept that any legislative bill that limits financial resources, or requires additional financial resources,

is done within a timeframe that will not negatively affect the school's ability to prepare their budget. (1997, amended 2015, 2017, 2019)

S-41 — LEGISLATIVE REVIEW OF STATUTORY DEADLINES
NASB urges legislative review of the conflicting mandatory deadlines that affect school revenues and expenditures. (2011)

S-42 — PROPERTY TAX REFORM/RELIEF
Any legislative discussion on property tax and distribution of state aid should include participation from school board and ESU board members. (2015)

S-43 — REVENUE REDUCTIONS FOR SCHOOL DISTRICTS AFFECTED BY PROPERTY VALUATION LOSSES
NASB supports legislation that would create a hold harmless effect for districts which experience a decrease in valuation. (2004)

S-44 — SCHOOL DISTRICT OPTIONS IN DEALING WITH LARGE, UNANTICIPATED REVENUES
NASB supports legislation giving school boards options in dealing with large, unanticipated revenue increases in order to minimize fluctuations in state aid. (2000)

S-45 — SPECIAL BUILDING FUND TAX LEVY EXCLUSION
NASB supports amending the Nebraska Statutes that address budgeting and spending lid restrictions to allow school districts the ability to utilize up to seven cents of the Special Building Fund tax levy outside of the budgeting and spending lid restriction so that districts can plan for and fund capital improvement projects, building repairs and upgrades, and school district infrastructure needs. (2007)

S-46 — STATE FUNDING SYSTEM
NASB supports a stable, predictable, equitable, and adequate statewide education funding system that honors the Legislature's commitment to provide for free instruction in the common schools of this state, as guaranteed by the Nebraska Constitution, by prioritizing education funding in the state budget, and that:

- Invests in the education of all Nebraska public school children;
- Establishes a state fund or funding mechanism that assists Nebraska public schools with the costs of maintaining and constructing facilities;
- Reduces our dependence on local property taxes by drawing revenue from multiple funding sources;
- Promotes the responsibility of locally elected school boards to make sound, transparent school budget decisions;
- Provides funding in a timely and predictable manner;
- Includes the principle of equalization;
- Funds the total excess allowable costs for special education and support services; and
- Recognizes that a long-term solution to education funding will require an ongoing, collaborative effort to execute a vision and strategic plan to grow and diversify our economy.

(1997, amended 2009, 2018)

S-47 — USE OF A UNIFORM VALUATION CALCULATION TO DETERMINE LOCAL RESOURCES AND STATE AID
NASB supports a property tax assessment system that utilizes uniform accounting practices to determine the property valuation number from which local and state officials can calculate both the local resources available to fund schools from property taxes, and the resulting calculation of state aid payments to school districts. (2003)

S-48 — VOUCHERS AND TAX CREDITS
NASB opposes any attempt to amend or circumvent the Nebraska and United States Constitutions to permit the use of public funds for the support, either direct or indirect, of schools not controlled by the public at large. NASB opposes any state or federal legislation allowing either tax credits or vouchers for children, or the parents or guardians of children attending nonpublic schools. (prior to 1995)

GOVERNANCE & STRUCTURE

S-49 — ACCOUNTABILITY
NASB believes that boards of education are accountable to students, parents, taxpayers, and employees for providing education programs, striving for education excellence, identifying education needs, adopting clearly defined written policies, measuring the success of instruction programs, and interpreting and disseminating information to the public through a public relations plan. (prior to 1995)

S-50 — ALLIED SCHOOLS
NASB opposes legislation that would mandate the formation of an allied system of school districts. (2014, amended 2016)

S-51 — AMEND OPEN MEETINGS ACT FOR EVALUATIONS
NASB supports legislation to allow boards to go into executive session to discuss superintendent evaluations and/or for the narrowing down of superintendent candidates. (2017)

YOUR NASB STANDING POSITIONS

106TH LEGISLATURE, 2ND SESSION

S-52 — AUTHORITY OF SCHOOL BOARDS
NASB supports the authority of boards of education to effectively govern and execute their statutory responsibilities. (1997, amended 2015)

S-53 — CHARTER SCHOOLS
NASB believes that any charter schools, or the like, involved with any aspect of K-12 education be authorized by a public school district, be located within the boundaries of such public school district and be accountable to the authorizing district for their student achievement, finances and operations. (1998, amended 2015)

S-54 — DUTIES OF SCHOOLS
NASB believes that the primary function of Nebraska schools should be the education of students and that the Legislature should be discouraged from placing duties on school districts which are not directly related to education. (prior to 1995)

S-55 — EDUCATIONAL SERVICE UNIT GOVERNANCE
NASB supports governance of ESUs by elected boards and supports local determination of specific mechanisms of that governance. (2005)

S-56 — EDUCATIONAL SERVICE UNIT REORGANIZATION
NASB supports the continuation of ESUs as an effective means of delivering educational services to school districts and their students. Any reforms would provide for a statutory hold harmless provision in the distribution formula for Core Service funding when an Equity Unit reorganizes with any other ESU, and must be mindful of ESUs' essential role of delivering direct services and being responsible to the local school districts they serve. (2004, amended 2005)

S-57 — INTERACTIVE REMOTE COMMUNICATION TECHNOLOGY (TELEVIDEO)
NASB urges the legislature to provide updated rules and procedures so patrons are able to readily testify at legislative hearings via televideo (interactive remote communication technology) on a regular, ongoing basis to allow for a more equitable opportunity for the public to participate in the legislative process. (2017)

S-58 — ORGANIZATION
NASB opposes legislation that would mandate consolidation of districts or administration. NASB favors cooperation between school districts as well as ESUs to remove all barriers and penalties to promote orderly and voluntary reorganization into more efficient governing and administrative units to best serve the educational needs of Nebraska's children. (prior to 1995, amended 2008, 2015, 2017, amended 2019)

S-59 — PERSONAL LIABILITY
NASB opposes unnecessary laws which make individual members of a governing board of a political subdivision personally liable for damage judgements which result from lawsuits filed against the political subdivision. (prior to 1995, amended 2015)

S-60 — RESTRICTION OF RESOURCES AND BOARD RESPONSIBILITIES
NASB supports legislation allowing local boards to function as elected officials and to continue to establish policies, including finance policies, as representatives of the constituents who elected them. (1997)

S-61 — SCHOOL ACTIVITIES
NASB supports direct involvement by boards of education in the governance and activities of the Nebraska School Activities Association. (prior to 1995)

S-62 — SCHOOL CALENDARS
NASB opposes state mandated uniform opening and closing dates for local school districts. (prior to 1995)

PROFESSIONAL STANDARDS & EMPLOYEE RELATIONS

S-63 — ACTIVITY ASSIGNMENTS
NASB opposes legislation that would require a separate written employment contract for coaching or any other activity assignment that would require that a person be notified by a specified date of the termination of an assignment for the following year. (1999)

S-64 — COMPENSATION
NASB will support a concept of compensation for teachers which is not based solely upon the experience and education attainment of teachers as found on standard salary schedules. (1995)

S-65 — CRIMINAL BACKGROUND CHECKS
NASB supports legislation which would aid public schools and ESUs in obtaining criminal background history information on prospective and current employees, and personnel provided through any contract service provider or anyone working on school property. (1999, amended 2006)

YOUR NASB STANDING POSITIONS

106TH LEGISLATURE, 2ND SESSION

S-66 — EMPLOYEE BONUSES AND INCENTIVES
NASB supports legislation creating a comprehensive plan to recruit, retain and reward highly qualified individuals for teaching professions throughout the state, including offering incentives to encourage employees to sign a contract of employment. (2001, amended 2015)

S-67 — MEDICAL INSURANCE
NASB supports the concept of exploring alternatives to the costs of health insurance for the purpose of assuring the greatest allocation of our financial resources to education programs and services for children. (prior to 1995, amended 2003)

S-68 — RECOGNITION
NASB urges local school boards to develop and implement programs which recognize individuals for significant accomplishments and community service, experience, and competency. (prior to 1995, amended 2014)

S-69 — RETIREMENT
NASB supports legislation to assure a retirement system that is sound, adequate, and sustainable for school districts and ESUs. (prior to 1995, amended 2012)

S-70 — SCOPE OF BARGAINING
NASB believes negotiations with employees should be limited to matters of employee salaries and fringe benefits, and opposes any attempt to broaden the scope of negotiations to include matters of policy and management rights. (prior to 1995)

S-71 — STAFF DEVELOPMENT AND EVALUATION
NASB supports in-service training, enrichment programs, and continuing education for professional staff. Regular evaluations of performance, competency in the subject areas, and demonstrated ability to instruct or manage, in part as shown through student performance, should be conducted to promote professional growth. (1995)

STATE POLICY

S-72 — ADVISORY GROUPS
NASB requests that there be board of education representatives on all government commissions, councils, and committees which could have an impact on local school district policy or finance. (1995)

S-73 — CHOICE AND AFFILIATION
NASB supports the concepts of choice and affiliation among public schools as a means to maximize education opportunity. NASB believes any such program should result in the least amount of disruption and uncertainty for the affected school districts. (1995)

S-74 — CONSTITUTIONAL RIGHTS & RESPONSIBILITIES
NASB, and school board members, fully supports the U.S. Constitution and the rights and responsibilities embodied within it. NASB therefore supports education and behavior that teaches and models expression of these rights and responsibilities. (2009, amended 2015)

S-75 — CORPORATE SPONSORSHIPS IN SCHOOLS
NASB opposes restrictions on school districts' ability to exercise their best judgment in entering into corporate sponsorship agreements. (2004)

S-76 — EDUCATIONAL SERVICE UNITS
NASB supports Educational Service Units as an effective and efficient means to provide educational services to local school districts. ESUs should be responsible to the local school boards they serve. (1997)

S-77 — GUIDING THE P-16 EFFORT: 21ST CENTURY SKILLS
NASB urges state and local policymakers to forge a new working relationship in redesigning Nebraska's public education system for the 21st century, with a focus on improving student achievement and holding each level of the system accountable, from preschool through post-secondary education or training, in a manner that:

a) Promotes multi-level communication and interaction between all P-16 partners to enhance student academic success;
b) Offers all students a rigorous developmentally-appropriate curriculum designed to provide opportunities and choice, regardless of the post-secondary path they choose;
c) Engages the assets of the full community;
d) Utilizes data and technology to individualize education for students and to incorporate new learning into the design;
e) Closes the achievement gap by focusing on quality teaching and learning opportunities;
f) Implements standards-based education fully in a seamless curriculum, so one level of the system builds on the next and the end result is known and understood from the beginning;

g) Provides sufficient resources that are adequate and sustainable at every level of the system to meet the challenge, resisting unfunded or underfunded mandates; and

h) Preserves the ability of local school boards and their communities to address local needs and challenges in a flexible manner using a variety of options.

(2009, amended 2016)

S-78 — INDEPENDENT SCHOOL DISTRICTS
NASB supports the independence of established PK-12 school districts and also supports the cooperation and equalization of opportunity among school districts within learning communities. NASB believes that any legislation introduced impacting school districts or learning communities should seek to give districts and learning communities equalized resources. Any legislation should also allow these independent districts to maintain their right to governance, district curriculum, and the allocation of resources. (2006, amended 2013)

S-79 — LOCAL CONTROL FOR PUBLIC PK-12 SCHOOLS
NASB believes public PK-12 systems should be organized to serve communities throughout Nebraska without arbitrary size limits or a single model, which would not fit our state's varied communities. NASB opposes legislating arbitrary size limits and will work to remedy such limits currently in statute. (2006, amended 2013)

S-80 — LOCAL DISTRICT ADVOCACY
NASB supports the right and obligation of local school districts to advocate for legislative action that impacts their individual interests. (1996)

S-81 — NDE AUTHORITY
NASB opposes attempts by the legislature to preempt the statutory authority of the Nebraska State Board of Education to be the policy-forming, planning and evaluative body for Nebraska schools. (2017)

S-82 — NONPUBLIC SCHOOLS STANDARDS
NASB believes that nonpublic schools should have the same state standards as the public schools, including school approval, accreditation, teacher certification and endorsement, and safety standards. (prior to 1995)

S-83 — POLICY LEADERSHIP & VISION ON THE FUTURE OF NEBRASKA'S PK-12 SCHOOLS
NASB supports efforts to bring policy makers of the executive and legislative branches, educators, school boards, learning community coordinating councils, and ESU boards, and citizens together to determine the best course for the future delivery of PK-12 education to the students of the state. NASB boards emphasize increasing student achievement through governance structures that are clear, efficient, and controlled by the local district. (2003, amended 2008, 2010, 2013)



2020 NEBRASKA UNICAMERAL LEGISLATURE
Alphabetical List

Capitol Mailing Address: Senator _____
District # State Capitol
PO Box 94604
Lincoln NE 68509-4604

As of 1/1/2020

Senator	District	Capitol Phone	Room	City
Albrecht, Joni	17	(402) 471-2716	1404	Thurston
Arch, John	14	(402) 471-2730	1306	La Vista
Blood, Carol	3	(402) 471-2627	1021	Bellevue
Bolz, Kate	29	(402) 471-2734	1015	Lincoln
Bostelman, Bruce	23	(402) 471-2719	1118	Brainard
Brandt, Tom	32	(402) 471-2711	1528	Plymouth
Brewer, Tom	43	(402) 471-2628	1101	Gordon
Briese, Tom	41	(402) 471-2631	1019	Albion
Cavanaugh, Machaela	6	(402) 471-2714	11th Floor	Omaha
Chambers, Ernie	11	(402) 471-2612	1302	Omaha
Clements, Robert	2	(402) 471-2613	1120	Elmwood
Crawford, Sue	45	(402) 471-2615	1012	Bellevue
DeBoer, Wendy	10	(402) 471-2718	1114	Bennington
Dorn, Myron	30	(402) 471-2620	11th Floor	Adams
Erdman, Steve	47	(402) 471-2616	1124	Bayard
Friesen, Curt	34	(402) 471-2630	1110	Henderson
Geist, Suzanne	25	(402) 471-2731	2000	Lincoln
Gragert, Tim	40	(402) 471-2801	11th Floor	Creighton
Groene, Mike	42	(402) 471-2729	1107	North Platte
Halloran, Steve	33	(402) 471-2712	1022	Hastings
Hansen, Ben	16	(402) 471-2728	11th Floor	Blair
Hansen, Matt	26	(402) 471-2610	2010	Lincoln
Hilgers, Mike	21	(402) 471-2673	2108	Lincoln
Hilkemann, Robert	4	(402) 471-2621	2028	Omaha
Howard, Sara	9	(402) 471-2723	1402	Omaha
Hughes, Dan	44	(402) 471-2805	1117	Venango
Hunt, Megan	8	(402) 471-2722	1523	Omaha
Kolowski, Rick	31	(402) 471-2327	1018	Omaha
Kolterman, Mark	24	(402) 471-2756	2004	Seward
La Grone, Andrew	49	(402) 471-2725	11th Floor	Gretna
Lathrop, Steve	12	(402) 471-2623	1103	Omaha
Lindstrom, Brett	18	(402) 471-2618	2015	Omaha
Linehan, Lou Ann	39	(402) 471-2885	1116	Elkhorn
Lowe, John S., Sr.	37	(402) 471-2726	2011	Kearney
McCollister, John S.	20	(402) 471-2622	1017	Omaha
McDonnell, Mike	5	(402) 471-2710	2107	Omaha
Morfeld, Adam	46	(402) 471-2720	1008	Lincoln
Moser, Mike	22	(402) 471-2715	1529	Columbus
Murman, Dave	38	(402) 471-2732	1522	Glenvil
Pansing Brooks, Patty	28	(402) 471-2633	1016	Lincoln
Quick, Dan	35	(402) 471-2617	1406	Grand Island
Scheer, Jim	19	(402) 471-2929	2103	Norfolk
Slama, Julie	1	(402) 471-2733	11th Floor	Peru
Stinner, John P.	48	(402) 471-2802	1004	Gering
Vargas, Tony	7	(402) 471-2721	1000	Omaha
Walz, Lynne	15	(402) 471-2625	1403	Fremont
Wayne, Justin T.	13	(402) 471-2727	1115	Omaha
Williams, Matt	36	(402) 471-2642	1401	Gothenburg
Wishart, Anna	27	(402) 471-2632	1308	Lincoln

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NASB Monthly Update for Board Meetings - Agenda Item: JULY 2020

View the Monthly Update in video form now at:

https://vimeo.com/434109116

"NASB Update"

As a board, some items you should be focused on during June include:

- Monitor progress of district goals, link goals to discussion and action items; Strategic Plan Progress Report
- Board/Administrators Budget Work Session; Certification of District's Assessed Valuation; Public Budget Hearing / Adopt Budget due on or before September 20
- Review Alternative Education Program
- Learning Community attendance reports and budget due September 1
- Board/All Staff Gathering; Negotiations employee's agent request recognition due September 1(year preceding contract year)
- Committee on American civics due beginning of school year; State school safety director is required to complete an assessment of the security or each school building no later than August 31, 2020.

NASB COVID-19 LINKS

- http://members.nasbonline.org/index.php/news-resources/covid-19-resources
- We've added a TON of fresh items & updates including links to Contingency Planning; Info on Masks in Schools from the NMA, NAFP & NDE; a letter to Secretary Devos; CARES letter to our federal delegation, YouTube updates & more!

Networking, Events & SBM Networking Call Info:

- **http://members.nasbonline.org/index.php/events**
- ***NASB has hosted networking calls amongst school board members throughout March, April, May and June. We appreciate those of you have been able to participate.***
- The first of 3 **Candidate Webinars** will be July 27 from 6:00 to 7:30 PM CT
- Area Membership Meetings are currently scheduled for August & September … more to come!
- Is this year's Board Member of the Year on your Board? Nominations for the annual Ann Mactier Award are due Sept 30th at http://members.nasbonline.org/index.php/board-leadership/ann-mactier-school-board-member-of-the-year-award

Advocacy/2020 Legislative Session:

- Thanks to all board who submitted a Legislative Proposals to the NASB Legislation Committee. The Committee meets later this month to go over everything.

- The 2020 legislative session is currently scheduled to resume July 20 and wrap up mid-August. During the pause, senators and their offices have continued their work.
- A priority for the reconvening session will be budget adjustments and bills that deal with the pandemic. Most other bills will likely be tabled. LB 1106, formerly LB 974, (the education funding reform/property tax bill) is still a priority for Sens. Linehan and the Revenue committee. We have shared our concerns with the committee, and with the press.
- Stay engaged during the Session and follow along with the bills NASB is tracking at: https://nasb.enviseams.com/legislative-bills and through NASB's ***Legislative Notes*** e-updates.

Follow NASB on twitter at www.twitter.com/NASBonline using the hashtag #liveNASB
and on facebook at www.facebook.com/NASBonline

Watch all of the NASB videos at www.vimeo.com/NASBonline

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the ***Board Notes newsletter*** for "This Month In …" To access the latest newsletter, click here:

http://members.nasbonline.org/index.php/news-resources/board-notes



NASB BOARD NOTES

A monthly publication from the Nebraska Association of School Boards

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A TIME TO RECHARGE & REFLECT

Father's Day weekend was a great reminder to appreciate those around me but gave me an opportunity to be thankful for the relationships we have that add value my life.

During this uncertain time I have found my kids, my wife, and I have enjoyed some of life's less noticeable moments more. Less traditionally memorable events, such as dinners together, walking on a trail, speaking to a neighbor as I walk by, have been enjoyed and appreciated much more, at least by me.

At NASB, it has been different for us as well. While the majority of staff have been working from home, we have been identifying ways to support you and the membership. We have "seen" and heard from many of you through our periodic member calls. We have provided numerous resources regarding the Coronavirus for school and ESU boards through our website and other communications. We have developed a Crisis Planning guide as you begin to plan for school re-opening. Our work with ALICAP, Sparq Data Solutions, NJUMP/CJUMP, the Whole Child Project, and other subsidiary organizations have continued and are providing ongoing benefits to our entire membership.

I can attest to the passion the NASB staff and board has for you, our members. They have spent countless hours working to find ways to support and lead during the last few months. I hope you will continue to communicate with us and let us know how we can better serve you, your districts, and your community. Your input has been valuable to us as we try to adjust our organization to the changing demands of schools.

I hope all of you can take a minute to appreciate the time you get with friends and family. As we adjust into new routines let us continue to appreciate our relationships and the moments we have that add value to our life.



John Spatz
NASB Executive Director
Graduate of Ord Public Schools

JUNE 2020

UPCOMING EVENTS

Continue to check NASB's COVID-19 page for updates for you and your Board at www.NASBonline.org

BUCKLE UP: ROUGH ECONOMIC ROAD AHEAD FOR SCHOOLS
June 30 | Kearney

CALL FOR LEGISLATIVE PROPOSALS
DUE JULY 1

ANNUAL NASB MEMBER GOLF OUTING
JULY 1 | KEARNEY

NASB ORIENTATION
JULY 22 | LINCOLN

CANDIDATE WEBINARS
JULY 27 | SEPTEMBER 21 | OCTOBER 12

AREA MEMBERSHIP MEETINGS
AUGUST 19 | YORK
AUGUST 24 | VALENTINE
AUGUST 25 | GERING
AUGUST 26 | NORTH PLATTE
SEPTEMBER 2 | NEBRASKA CITY
SEPTEMBER 9 | NORFOLK
SEPTEMBER 10 | LA VISTA
SEPTEMBER 16 | FREMONT
SEPTEMBER 23 | KEARNEY

FACILITIES AND CONSTRUCTION WORKSHOP
SEPTEMBER 24 | KEARNEY

2020 STATE EDUCATION CONFERENCE
NOVEMBER 18-20 | CHI HEALTH CENTER OMAHA

#liveNASB

ONE QUICK QUESTION FOR NEBRASKA'S 1,700 SCHOOL BOARD MEMBERS

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SCOTTSBLUFF ENGAGES PARENTS ABOUT THE E-LEARNING EXPERIENCE

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Scottsbluff Public Schools

Board of Education
Robert Kinsey - President
Lori Browning Terry Gilliland
Ruth Kozal Mark Lang Paul Snyder

Rick Myles, Superintendent

Enrollment = 3,315
NASB Region #18

www.sbps.net
Every Child. Every Day.

By Kamie Stephen – Scottsbluff Star-Herald (June 16, 2020)

A recent survey conducted by Scottsbluff Public Schools gave parents the opportunity to share feedback about the e-learning experience. Despite being thrust into a virtual environment nearly overnight, much of the feedback was positive.

The survey was put together to measure the effectiveness of the e-learning transition and administered to all schools in the district last month. NASB provided a template for the survey, which the district was able to customize. Survey links were sent to parents via Remind, social media and email, and questions were available in English and Spanish.

The full article can be read at:
https://www.starherald.com/news/local_news/scottsbluff-public-schools-shares-data-on-e-learning/article_862ddce3-1040-5842-bfb5-d130753abf12.html

ADDITIONAL TAKEAWAYS:

Families were asked how much time their students spent on school work on a typical day at home.

- 15% = less than 1 hour
- 25% = 2-3 hours
- 10% = more than 4 hours
- 37% = 1-2 hours
- 13% = 3-4 hours

Just over 70% reported their students did not experience technical difficulties when it came to finishing school work, while nearly 30% reported there had been technical issues such as poor internet connection or Zoom meetings cutting out at some point. "We did also see answers where they said 'I had issues at first or I had issues, but they were resolved,'" said Melissa Price, SBPS director of communications. "Our teachers and library media specialists really worked to provide technical support to our families."

When asked if communication from their school was adequate and timely, 87% agreed. Similar numbers were reflected when asked whether communication from their child's teacher had been adequate or timely, with 82% agreeing.

Other remote-learning components assessed included: assignments, childcare/supervision, emotional well-being and support, meal distribution, student/teacher relationships, technology, and more.

"Like with anything we do in this business, as educators we are especially focused on what we could have done better and how we want to grow," said Superintendent Rick Myles. "There is no doubt we learned some valuable lessons about the inherent challenges of remote teaching and learning as well as potential improvements."

Myles went on to say, "This has been such a hard time. With so many businesses struggling, and individuals out-of-work, closing the schools placed a tremendous amount of accountability on all of us. Literally overnight, everything about how teachers go about their work was changing drastically. But, that professionalism and dedication shined through. I am so proud of how our staff responded. Regardless of their specific roles or the demands that these changes brought to their personal lives, virtually everyone gave it everything they had - and then some. This was about every kid - every day from the get-go and we all know that our entire staff deserved the right tools to do their work well."

"It was all hands on deck like no other," said school board member, Ruth Kozal. "Efforts were made to do everything possible to get each family the technology and internet access they needed for their children to be engaged. Special kudos are due to our tech team who prepared and distributed hundreds of additional Chromebooks. Then the teachers' and support staff's creativity, caring and skill took over. Their hard work was exceeded only by their enthusiasm!"

Former school board member and current parent, Kyle Long stated, "Scottsbluff did a tremendous job reacting quickly to an incredibly challenging situation. The teachers and staff worked very hard that first week to make contact with parents and students and assess each family's needs. Within a week the students were up and running on a distance learning program that worked within the District's curriculum. As a family with children in multiple districts, Scottsbluff's preparedness and commitment to our child's education is an example for districts throughout the state."

UNMC CHANCELLOR JOINS THE NASB BOARD TO DISCUSS PANDEMIC

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Earlier this month, UNMC Chancellor Jeffrey Gold took some time to speak to the NASB Board of Directors and staff on opportunities and innovation in a time of uncertainty, and how the University of Nebraska is responding to the global COVID-19 pandemic. Here are just a few thoughts from that presentation:



"UNMC and Chancellor Gold are both recognized as world-wide leaders in the medical community. It was a pleasure to hear from him on the status of Covid-19 and role of UNMC."

John Spatz
NASB Executive Director

"The world-wide reach and scope of the research, clinical capabilities, and education/training of the Global Center for Health Security are impressive! During an unprecedented pandemic like COVID-19, **it is difficult, yet essential** that a balance be maintained between the health and wellness of citizens and social and economic well-being of society. The K-12 Playbook being developed will provide school administrators and boards with invaluable guidelines, policies and procedures for mitigating the virus. Chancellor Gold emphasized that decisions need to be based on science, that we need to rely on real-time data, and that one size does not fit all. It was good to hear that decisions need to be made regionally and that responses should not be all or none, but instead be made in 2-week incremental steps."

Patti Gubbels - Norfolk
NASB Region #16 Director

"MASKS, MASKS, MASKS!"

Shavonna Holman - Omaha
NASB Region #3 Director

"Through all of this, it was very reassuring to hear that our approach going forward isn't going to be, nor should it be one-size-fits-all."

Sandy Noffsinger - Dundy County Stratton
NASB Region #14 Director

"One of my takeaways was that using the proper protocol we can stop the spread of the coronavirus. There have been only 2 cases of transmission between caregiver and patient or patient and patient at UNMC since they received their first patients in February. We have good information on how to stop the spread. We just need everyone to do it."

Brad Wilkins - Ainsworth
NASB President-Elect

"When someone asked about the flu, Dr. Gold said very emphatically: **"Covid-19 is not the flu, not even close!!!"** Nebraska is so lucky to have he and UNMC, as we have a medical center that is respected on a world-wide basis. Dr. Gold & his team are so thorough and active in disseminating information relating to the pandemic."

Steve Blocher - West Point
NASB Past President

BUCKLE UP: ROUGH ECONOMIC ROAD AHEAD - JOIN US

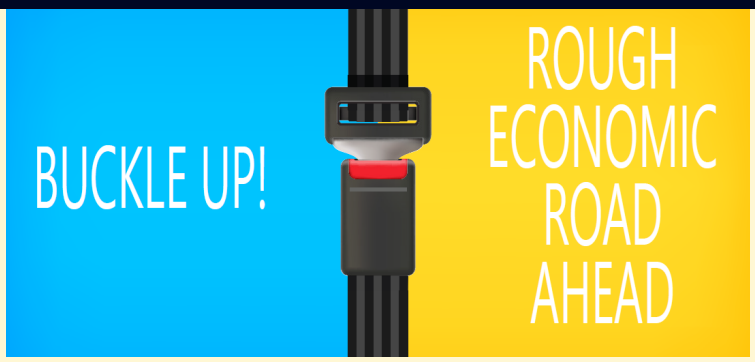
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AN NASB BUDGET & FINANCE WORKSHOP

TUESDAY, JUNE 30 - 7:00 TO 8:30 PM

KEARNEY HOLIDAY INN

** Online Registration Deadline is June 26th*



As we slowly move to our new Post-COVID normal, there are some critical financial considerations of which schools need to be aware. This workshop will include information relevant to what challenges are looming, and what plans need to be made now to weather the storm ahead. Carl Dietz and Matt Fisher, former school superintendents who are currently providing school finance training and assistance across Nebraska, will share insights and recommendations to help you prepare your school district for the coming year and for tight financial times in years to come. Register now at www.NASBonline.org

NASB BOARD CANDIDATE WEBINARS

In anticipation of the upcoming school board elections, NASB will host a Board Candidate Webinar led by Marcia Herring, Director of Board Leadership. Non-Incumbent Candidates who were successful in the primary election have received an information packet that includes an invitation to participate in the Candidate Webinar, a copy of Preparing to Serve, and the 2020 NASB Membership Guide. We encourage you to participate alongside your non-incumbents! The NASB Candidate Webinar is designed to provide a general overview of board member roles and responsibilities, review of the NASB Board Standards, code of conduct, board meeting protocols, etc. the format will also allow for attendee questions. The webinar is free to all members and will be hosted via a Zoom electronic meeting platform. This webinar will be held at three convenient times over the coming months:

Monday, July 27th, 6:00-7:30 PM

Monday, Sept. 21st, 6:00-7:30 PM

Monday, October 12th, Noon-1:00 PM

WE ENCOURAGE ALL BOARD MEMBERS AND CANDIDATES TO JOIN US.

To register and receive access information, follow the link below:
https://nasb.sjc1.qualtrics.com/jfe/form/SV_aXA3s7cmqjoRqzb

Searching for a new Superintendent? Contact Shari Becker at 800-422-4572 or visit www.NASBsuptsearch.org

LEADING ALONGSIDE THE SUPERINTENDENT IN DIFFICULT TIMES

"Life's challenges are not supposed to paralyze you; they're supposed to help you discover who you are."
- Bernice Johnson Reagon

NASB strives to create family and school partnerships that support our core mission of serving all students and a survey was created to empower Nebraska school districts with a mechanism to receive real-time feedback to understand whether the families/guardians in their districts were informed, supported, and receiving the necessary resources for each child in the district. For the participating districts, an email and a unique six (6) question survey link was provided for each child the parent/guardian had enrolled in the district.

The participating districts, ranging in enrollment size from 130 to 3500, listened to their parent/guardian stakeholders and are incorporating that feedback, as well as the lessons learned by the staff, to make the necessary adjustments should there be a need to provide remote learning opportunities in the future. However, much of what we learned from the survey has applications that extend beyond providing remote education. Here are three interesting insights from the results we analyzed:

Insight #1:
The traditional school day and lesson plans do not always translate digitally

70% of surveyed parents/guardians responded that technical problems did not prevent their child/children from regularly learning from home. However, the parents/guardians did provide many examples of obstacles from slow internet connections (particularly when playing videos), to Google Classroom struggles, links not working correctly, not having access to print documents for their student, and problems logging into the educational system. When asked how many hours a day the student spent on schoolwork, 59% of parents/guardians responded spending between one to three hours a day on schoolwork. A combination of virtual/electronic learning and hard copy education packets was indicated by many of the parents as a helpful method to engage learning and retain the student's focus on learning during the day.

Insight #2:
Communication by the school district and teacher was timely and appreciated.

91% of parents responded that communication from the school and district was timely and efficient and 86% of parents responded that the communication they received from their student's teacher was timely and efficient. Overwhelmingly, parents recognized that the school districts and teachers were having to adjust just as quickly as the students to the "new normal." Where the parents identified their top frustrations with communications, it stemmed from an inconsistency in messaging across the district and from teacher to teacher. Particularly for secondary students, managing the communication, expectations, and time lines of multiple teachers while using often unreliable technology was a top mentioned area of communication-related frustration.

Insight #3:
Every family's situation looks very different and education involves many intangibles that weigh as equally concerning to parents/guardians as homework, assignments, and quizzes when educating their student(s) at home.

According to the parents/guardians surveyed, the top two concerns identified regarding remote education were "learning struggles" and "social-emotional needs." Whether reviewing the parent/guardian feedback from the most rural to the most urban districts in Nebraska, there were universal truths of concerns around the equity of remote education and the struggles of many students emotionally adapting to remote learning. As discussed earlier, digital access and connectivity remain a pervasive equity issue – particularly for English Learners, migrant families, and other communities within a school district. We also found in the feedback that the intangibles of education found in the engagement and connection of an in-person classroom environment and the magnification of existing problems in familial dynamics were as equally concerning to the well-being and educational success of the student being educated at home.

No one knows what the future holds, but if we take the steps to listen and support parents and educators, our students will be far more likely to thrive. As community and educational leaders in Nebraska, we must create opportunities for connection and to receive timely feedback ensuring that families have the information, supports, and resources they need. We thank the participating school districts for trusting us with this most important endeavor of connecting and listening to the parents/guardians in their district.

As the options are weighed over the coming months regarding the three (at least) potential scenarios for restarting school in the fall: a full physical return with augmented procedures, a blended model that includes a modified return with virtual instruction, or total virtual schooling --- we encourage board members to utilize the NASB Board Leadership resource and tool, ***District Leadership Team Contingency Planning***. At the request of our members, the NASB has designed this resource which can be accessed on our COVID-19 Resource page at:

http://members.nasbonline.org/index.php/news-resources/covid-19-resources

CONTINUED ON PAGE 7

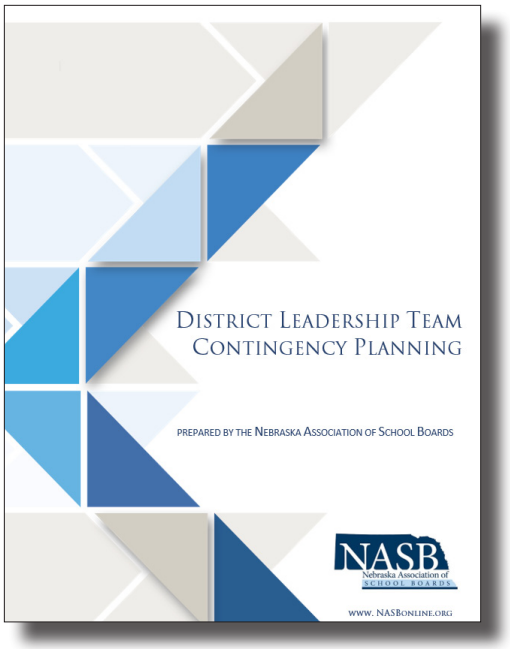
CONTINUED FROM PAGE 6

The topics are intended to provide the board and superintendent with points of discussion and tools the district may adopt to assist in planning for the return to learning. There are many tools and resources available to schools as we plan to bring students back into our buildings and we encourage you to evaluate and use all relevant guides as you design your plans. We have several of these resources currently available on our web page and we will continue to link to others as they become available. Please let us know how we may support your district as we continue down this uncertain path.

Thank you for the work you are doing for Nebraska's students.

Your NASB Board Leadership Team
Marcia, Kori, Melissa, and Karla
(View July Board Meeting Topics on Page 11)

Board Leadership
NEBRASKA ASSOCIATION OF SCHOOL BOARDS



RETURN TO SCHOOL SURVEY FOR PARENT/GUARDIANS & RETURN TO SCHOOL SURVEY FOR TEACHERS

BOTH AVAILABLE NOW!

NASB has added two new surveys to help districts create an understanding of the information, support, and resources for parents/guardians and teachers in anticipation of re-opening school buildings for the 2020-21 school year. NASB created the surveys to empower Nebraska school districts with a mechanism to receive real-time feedback from parents/guardians of the district, and/or teachers, to enable better informed preparation and planning for instruction and learning this fall.

ABOUT THE SURVEYS

Districts can choose whether to engage the survey for the parents/guardians, the survey for the teachers, or both stakeholder groups. Each stakeholder group will receive an email and a unique survey link. Parents/guardians will be asked to answer the 13-question survey based on their experience(s) of each child enrolled in the district, and the survey for teachers will ask them to answer a 12-question survey based on their experiences educating through remote learning, as well as anticipation of re-opening school buildings this fall. Modifications can be requested to fit the unique needs of your district. NASB will manage the survey and ensure the data collected is private and secure.

As community and educational leaders in Nebraska, we must create opportunities for connection and to receive timely feedback ensuring that the complex plans and challenging decisions being made have the timely information needed. NASB strives to create family and school partnerships that support our core mission of serving all students.

Please contact NASB Board Leadership or Karla Kruse to register for the Return to School Parent/Guardian Survey and/or the Return to School Teacher Survey at 800-422-4572 or kkruse@NASBonline.org

ONLINE SURVEYS
NEBRASKA ASSOCIATION OF SCHOOL BOARDS

 Worrying about the budget pinch? By next school year, be a member of NJUMP/CJUMP. Contact Jim Luebbe at jluebbe@NASBonline.org to learn more!

BE HEARD! CALL FOR LEGISLATIVE PROPOSALS - DUE JULY 1



While the 2020 Legislative Session is not quite complete, now is the time for you and your board to think of items you might like addressed in 2021.

NOT SURE WHERE TO BEGIN?

DON'T THINK YOU HAVE THE POWER TO MAKE A DIFFERENCE?

As a board member, an elected official, and a community leader, you are in an excellent position to educate and influence the legislative process. From now until July 1, you have the opportunity to be heard and submit a topic you would like discussed at this summer's NASB Legislative Committee meeting, to then be drafted and introduced as future legislation. If you have a topic in mind, or would like assistance getting the ball rolling, please let Matt Belka know at mbelka@NASBonline.org.

Submit your legislative proposals now at:
http://www.nasbonline.org/registrations/ProposedResolution.aspx
10 Award points will be granted, per resolution, to the entire board that proposes a legislative change and/or new legislation.









IS THIS YEAR'S BOARD MEMBER OF THE YEAR ON YOUR BOARD?

LEADERSHIP | INNOVATION | VISION | ENGAGEMENT | #liveNASB



NASB and the State Board of Education are now seeking nominations for the annual Ann Mactier Award, recognizing one local school board member for their policy leadership and contributions to curriculum and instruction in Nebraska public schools.

Please consider nominating a deserving board member for this honor.

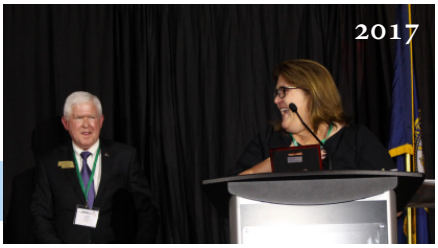
Application deadline for deserving candidates is September 30, 2020.

For further details you may visit the Board Leadership section of www.NASBonline.org, or contact Marcia Herring at 800-422-4572. Previous winners include:

2019 | VALERIE FISHER, PAPILLION LA VISTA
2018 | KATHY DANEK, LINCOLN
2017 | BONNIE HINKLE, GRAND ISLAND
2016 | TERRI HAYNES, CHADRON
2015 | LINDA RICHARDS, RALSTON
2014 | BRAD KRIVOHLAVEK, NORFOLK
2013 | PATTY BENTZINGER, NORRIS
2012 | KATHY BARTEK, FALLS CITY
2011 | JULIE AGARD, KEARNEY
2010 | KIM FASSE, ELKHORN
2009 | RON PEARSON, ESU #3
2008 | SANDRA JENSEN, OMAHA
2007 | JOHN HANSEN, BELLEVUE
2006 | FRED TAFOYA, PAPILLION LA VISTA
2005 | WAYNE ERICKSON, WISNER-PILGER
2004 | ANN MACTIER, OMAHA



















... ADVOCACY & GOVERNMENT RELATIONS

Be Heard!
Call for Legislative Proposals Due July 1

Now is the time for you and your board to think of items you might like addressed in 2021. If you have a topic in mind, or would like assistance getting the ball rolling, please let Matt Belka know at mbelka@NASBonline.org

Submit your legislative proposals now at the link on page 8. 10 Award points will be granted, per resolution, to the entire board that proposes a legislative change and/or new legislation.

Call Colby & Matt with any questions!
#liveNASB

... ENERGY PURCHASING

It's hot in Nebraska now, but six months from now will be a very different story. Like repairing your roof when it's not raining, planning for winter natural gas use requires many months of forethought. Our NJUMP and CJUMP gas purchasing consortiums have purchasing committees and industry consultants who follow the markets year around so your natural gas will be locked in at favorable prices when you need it. That's one less thing for your administrative team to worry about when everything else suddenly changes.

Contact Jim to learn more!

... SEARCH, STRENGTHS & AWARDS

AWARDS OF ACHIEVEMENT
Please check your awards points to ensure accuracy. Questions, contact Lisa at lsteinkuhler@NASBonline.org

EDUCATION LEADERSHIP SEARCH SERVICE
Contact Shari for a proposal to facilitate a search for your next Superintendent/ESU Administrator. If you are an applicant, please contact us to hear about the new online application process and discuss openings.

GALLUP STRENGTHSFINDER
People exceptionally talented in the ***Learner*** theme have a great desire to learn and want to continuously improve.

Your ***Achiever*** theme helps explain your drive, and describes a constant need for attainment. You feel as if each day starts at zero.

If you have ***Maximizer***, it means you are attracted to things that are working well, and you add polish and shine to make them even better.

*- **Shari** -*
sbecker@NASBonline.org

... POLICY

Our model board policy on weapons was recently updated to include a prohibition against "dangerous objects" and including several examples, most commonly such things as mace, pepper spray and tasers. These items are showing up more often in the possession of teachers and students, with incidents of other students stealing them to use for mischief and sometimes causing injuries. The policy requires such devices to be stored in a designated location during the day for safekeeping.

Contact Jim to learn more!



Paul Grieger
(800) 528-5145
pgrieger@dadco.com



Cody Wickham
(866) 809-5596
cwickham@dadco.com



Andy Forney
(866) 809-5443
aforney@dadco.com

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THIS MONTH IN ...

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... BOARD LEADERSHIP

Check out *"At the Board Table"* on Pages 6-7 to see all that the Board Leadership team is up to.

JULY BOARD MEETING TOPICS

PLANNING:
Monitor progress of district goals, link goals to discussion and action items; Strategic Plan Progress Report

BUDGET:
Board/Administrators Budget Work Session; Certification of District's Assessed Valuation; Public Budget Hearing / Adopt Budget due on or before September 20

CURRICULUM:
Review Alternative Education Program

LEARNING COMMUNITY:
Learning Community attendance reports and budget due September 1

PERSONNEL:
Board/All Staff Gathering; Negotiations employee's agent request recognition due September 1(year preceding contract year)

OTHER:
Committee on American civics due beginning of school year; State school safety director is required to complete an assessment of the security or each school building no later than August 31, 2020.

Marcia, Kori, Melissa & Karla

... ALICAP & INSURANCE

ALICAP's board of trustees have plans to meet on Friday, July 24, at the NASB office, to set the 20-21 budget. ALICAP members should have billing statements the first week in August.

Thanks, Megan!

... MEMBER ENGAGEMENT

Looking forward to seeing many of you in Kearney next week for the Buckle Up: Rough Economic Road Ahead and the Annual NASB Member Golf Outing. Check out Page 12 as our list of future events and networking is starting to get back into the swing of things!

Missing you, Sharon

... TECHNOLOGY

New Superintendents! Congratulations on your role at your new district! If you need help with training on Sparq Meetings or Sparq Negotiations, please reach out to Darion or Nicole!

Welcome to our new Sparq Meetings Subscribers: Washington County, Summerland Public School and ESU 8

Be on the lookout for Zoom meeting integration coming to Sparq Meetings later this month!

Darion - dmilller@NASBonline.org
Nicole - nkobus@NASBonline.org

Currently the NDE is recommending the use of masks in school buildings for all teachers, staff, and students over the age of two. We know that risk and context vary from school-to-school and district-by-district. The NDE supports schools and districts, in collaboration with local health departments, in making decisions regarding the health and safety of its school community and determining protocols, including the requirement of masks. Those decisions will have no bearing on the disbursement of CARES Act funds districts may apply for through the NDE.

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TRAINING, NETWORKING, ENGAGEMENT & EVENTS

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Join NASB, as we travel the state for various workshops, meetings and events throughout the year.
To learn more, and register, visit the Events tab of www.NASBonline.org

http://members.nasbonline.org/index.php/events

To register for an NASB event, click on the 'My Membership' link, then navigate to the 'Events' dropdown and select 'Register'. If you do not have an email and password to log in or have forgotten it, please contact NASB at 800-422-4572 for assistance.

THANKS FOR ALL YOU DO FOR YOUR BOARD, YOUR COMMUNITY AND THE ENTIRE STATE BY SERVING PUBLIC EDUCATION IN NEBRASKA. NOW MORE THAN EVER, WE ARE SEEING THE IMPORTANCE IN SCHOOL BOARDS STEPPING UP AS LEADERS OF THEIR COMMUNITIES!

Access NASB's Covid-19 Resources page at http://members.nasbonline.org/index.php/news-resources/covid-19-resources

JUNE

BUCKLE UP: ROUGH ECONOMIC ROAD AHEAD | JUNE 30 | KEARNEY HOLIDAY INN — NEXT WEEK!

JULY

CALL FOR LEGISLATIVE PROPOSALS | DUE JULY 1 — NEXT WEEK!

ANNUAL NASB MEMBER GOLF OUTING | JULY 1 | KEARNEY COUNTRY CLUB — NEXT WEEK!

TEACHER OF THE YEAR APPLICATIONS DUE JULY 15 TO NDE

NASB LEGISLATION COMMITTEE MEETING | JULY 18

NASB ORIENTATION | JULY 22 | LINCOLN

NASB CANDIDATE WEBINAR #1 | JULY 27

AUGUST & SEPTEMBER

NASB AREA MEMBERSHIP MEETINGS | AUGUST & SEPTEMBER

YORK - VALENTINE - GERING - NORTH PLATTE - NEBRASKA CITY - NORFOLK - LA VISTA - FREMONT - KEARNEY

BUFFETT EARLY CHILDHOOD THRIVING CHILDREN, FAMILIES & COMMUNITIES CONFERENCE | SEPTEMBER 14

NASB CANDIDATE WEBINAR #2 | SEPTEMBER 21

FACILITIES & CONSTRUCTION WORKSHOP | SEPTEMBER 24 | KEARNEY

ANN MACTIER/SCHOOL BOARD MEMBER OF THE YEAR NOMINATIONS DUE | SEPTEMBER 30

Board Presidents: Check your inbox each month for the monthly 'NASB Update' to include in your meeting agenda.
Please contact mbelka@NASBonline.org with any questions, or if you are not receiving them.

Does your district have ALICAP? For more information, or to join please contact: Megan Boldt at mboldt@NASBonline.org

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* GOLD LEVEL AFFILIATE

LEGAL SERVICES

Mueller Robak, LLC
William Mueller - 402-434-3399
mueller@muellerrobak.com
(Lobby firm)

MECHANICAL CONSTRUCTION

VideoTronix Inc.
David Harvey - 402-210-2839
david.harvey@vtisecurity.com - vtisecurity.com
(IP Video Surveillance, Networks, Access Control, Storage)

MENTORING

TeamMates Mentoring
Hannah Miller - 319-610-8538
hannah@teammates.org - teammates.org
(Together we transform lives)
* GOLD LEVEL AFFILIATE

PLAYGROUND/SCOREBOARDS/SURFACING

Creative Sites, LLC
Julie Kutilek - 402-614-4606 - 800-266-1250
julie@creativesitesllc.com
(Playground equipment, Site furnishings)
* GOLD LEVEL AFFILIATE

Crouch Recreation
Eric Crouch - 402-496-2669
eric@crouchrec.com - crouchrec.com
(Playgrounds, Shelters, Scoreboards, Safety Surfacing & Site Amenities Manufacturers Rep)
* GOLD LEVEL AFFILIATE

Fisher Tracks, Inc.
Jordan Fisher - 800-432-3191 - 515-432-3191
jfisher@fishertracks.com - fishertracks.com
(Installation, Refurbishment & Design Build of All-Weather Running Tracks)

SAFETY & SECURITY SERVICES

One Source
The Background Check Company
Neal Josten - 402-933-9999 Ext 5600
njosten@onesourcebackground.com
onesourcebackground.com
(Employment, Volunteer, Contractor Screening)
* GOLD LEVEL AFFILIATE

TEACHING & LEARNING

Curriculum Leadership Institute
Rhonda Renfro - 620-794-1431
rhonda@cliweb.org
Stacey Bruton - 620-794-1431
info@cliweb.org - www.cliweb.org
(ALL students deserve the respect of high expectations!)
* GOLD LEVEL AFFILIATE

TECHNOLOGY CONSULTING

PRISM advisors
Jason Richards - 402-593-8911
jprichards@prism-advisors.com
prism-advisors.com
(PEOPLE, PROCESS & SYSTEMS. IT strategic planning and project management)
* GOLD LEVEL AFFILIATE

TECHNOLOGY/SOFTWARE

Midwest Alarm Services
Mike Wells - 402-331-6111- 402-474-3737
Mike.Wells@mw-as.com
(Life Safety Systems provider)

Sparq Data Solutions
Craig Caples - 402-423-4951
ccaples@sparqdata.com - sparqdata.com
(Paperless Board Meetings, Staff Negotiations, Public Document Management, Document Imaging & Scanning)
* GOLD LEVEL AFFILIATE

THERAPY SERVICES

Central Nebraska Rehabilitation Services
Mary Walsh-Sterup
308-675-1853 ext. 3222
mary@cnrehab.com - cnrehab.com
(Providing PT, OT and Speech therapy in the school system)

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Advertising is available in every issue.

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NEBRASKA ASSOCIATION OF SCHOOL BOARDS
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Lincoln, NE 68502
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NASB BOARD NOTES

A monthly publication from the Nebraska Association of School Boards



LEADERSHIP | INNOVATION | VISION | ENGAGEMENT | #liveNASB

IN THIS EDITION

A TIME TO RECHARGE & REFLECT
ONE QUICK QUESTION FOR NEBRASKA'S 1,700 SCHOOL BOARD MEMBERS
SCOTTSBLUFF ENGAGES PARENTS ABOUT THE E-LEARNING EXPERIENCE
UNMC CHANCELLOR JOINS THE NASB BOARD TO DISCUSS PANDEMIC
BUCKLE UP: ROUGH ECONOMIC ROAD AHEAD
NASB BOARD CANDIDATE WEBINARS
AT THE BOARD TABLE
BE HEARD! CALL FOR LEGISLATIVE PROPOSALS - DUE JULY 1
ANNUAL NASB MEMBER GOLF OUTING
IS THIS YEAR'S BOARD MEMBER OF THE YEAR ON YOUR BOARD?
TRAINING, NETWORKING, ENGAGEMENT & EVENTS
... AND MUCH MORE!

AS WELL AS "THIS MONTH IN ..."

... ADVOCACY & GOVERNMENT RELATIONS
... ALICAP & INSURANCE
... BOARD LEADERSHIP
... ENERGY PURCHASING
... MEMBER ENGAGEMENT
... POLICY
... SEARCH, STRENGTHS & AWARDS
... TECHNOLOGY

NASB BOARD QUICKS

A monthly e-update from the Nebraska Association of School Boards

JULY 2020 | www.NASBonline.org | #liveNASB

http://members.nasbonline.org/index.php/events

To register for an NASB event, click on the 'My Membership' link, then navigate to the 'Events' dropdown and select 'Register'. If you do not have an email and password to log in or have forgotten it, please contact NASB at 800-422-4572 for assistance.

THANKS FOR ALL YOU DO FOR YOUR BOARD, YOUR COMMUNITY AND THE ENTIRE STATE BY SERVING PUBLIC EDUCATION IN NEBRASKA. NOW MORE THAN EVER, WE ARE SEEING THE IMPORTANCE OF SCHOOL BOARD MEMBERS STEPPING UP AS LEADERS OF THEIR COMMUNITIES!

Access NASB's Covid-19 Resources page at: http://members.nasbonline.org/index.php/news-resources/covid-19-resources

JULY

TEACHER OF THE YEAR APPLICATIONS DUE JULY 15 TO NDE

NASB LEGISLATION COMMITTEE MEETING | JULY 18

THE 106TH LEGISLATURE, 2ND SESSION RESUMES | JULY 20

NASB ORIENTATION | JULY 22 | LINCOLN

NASB CANDIDATE WEBINAR #1 | JULY 27

AUGUST

FINAL DAY OF THE 106TH LEGISLATURE, 2ND SESSION | AUGUST 13

SEPTEMBER

BUFFETT EARLY CHILDHOOD THRIVING CHILDREN, FAMILIES & COMMUNITIES CONFERENCE | SEPTEMBER 14

NASB CANDIDATE WEBINAR #2 | SEPTEMBER 21

FACILITIES & CONSTRUCTION WORKSHOP | SEPTEMBER 24 | KEARNEY

ANN MACTIER/SCHOOL BOARD MEMBER OF THE YEAR NOMINATIONS DUE | SEPTEMBER 30

NASB AREA MEMBERSHIP MEETINGS

DETAILS TO COME ....

Board Presidents: Check your inbox each month for the monthly 'NASB Update' to include in your meeting agenda. Please contact mbelka@NASBonline.org with any questions, or if you are not receiving them.

LEADERSHIP INNOVATION VISION ENGAGEMENT #liveNASB

The Nebraska Association of School Boards provides programs, services and advocacy to strengthen public education for all Nebraskans.

Student / Staff Count
2020-2021 School Year

Elem. School	Grade																	
	PS		KG		1		2		3		4		5		6		Total *Student / Staff	
	All Student Counts Are Actual SIMS Enrollment Figures																	
	Staff	Stud	Staff	Stud	Staff	Stud	Staff	Stud	Staff	Stud	Staff	Stud	Staff	Stud	Staff	Stud	Staff	Students *
BLUM	2	27	2	26	3	40	3	51	3	50	3	50	2	50	2	45	21	312
KW	2	11	1	30	1.5	22	1.5	26	1.5	23	1.5	31	1.5	26	1.5	31	10	189
MEAD	2	33	2	35	2	41	2	41	2	43	2	40	2	35	2	46	14	281
MOCK	1	25	3	36	2	44	3	54	2	50	3	46	2	48	2	48	17	326
SEY	1	19	2	34	1.5	30	1.5	30	1.5	32	1.5	33	1.5	32	1.5	27	11	218
WW	2	25	2	28	2	39	2	37	2	32	2	33	2	43	2	46	14	258
Totals By Gr	10	140	12	189	12	216	13	239	12	230	13	233	11	234	11	243	87	1584

*Does not include PS

Blum. & Sey. SPED staff & KW Hearing Impaired for K-6 is added to staff Total

Sec. School	7		8		9		10		11		12		TOTAL	
	Staff	Stud	Staff	Stud	Staff	Stud	Staff	Stud	Staff	Stud	Staff	Stud	Staff	Stud
RMS		240		234									0	474
RHS						223		241		247		291	0	1002

Totals	Staff	*Stud	Ratio	*Stud 19-20	Change for 20-21
BLUM	23	339	15/1	366	-27
KW	12	200	17/1	203	-3
MEAD	16	314	20/1	338	-24
MOCK	18	351	20/1	383	-32
SEY	12	237	20/1	253	-16
WW	16	283	18/1	315	-32
Totals	97	1724	18/1	1858	-134
RMS	36	474	13/1	467	7
RHS	70	1002	14/1	917	85
Sec. Total	106	1476	14/1	1384	92
Dist. Tota	203	3200	16/1	3242	-42

*Includes PS

July 9 2020
10:45 AM

Calendar Revisions Due to COVID-19 Pandemic

Overview
Include in this revised calendar are a few additions and revisions to the initial 2020-2021 school calendar. These revisions allow for flexibility in scheduling to provide an opportunity to adapt and navigate the potential unknowns as the 2020-2021 school year unfolds. These additions and revisions will allow the District to serve, communicate, and adapt to the needs of our school community better amidst a public health crisis.

Recommendation: Build possible make-up days into the calendar.
Make-up days would provide flexibility within our school calendar. It will allow the District the opportunity to communicate early on regarding our potential make-up plans if we have no school days in the school building or remotely. These days are spread throughout the year, allowing the District the opportunity to make timely situational decisions related to when we should make up these dates.

Recommendation: End of quarter flexibility.
Creating flexible quarter-end dates allows the District to address meeting the instructional hour requirements and the unknown timing implications of the virus. By having minimum and maximum end dates for each quarter, it allows us to make decisions to transition between quarters at a faster or slower pace based on what is happening with the health status of our community as we move through the year.

1st Quarter	Scheduled: 10/14/2020 Earliest end date: 10/8/2020 Latest end date: 11/3/2020
2nd Quarter	Scheduled: 12/21/2020 Earliest end date: 12/14/2020 Latest end date: 1/21/2021
3rd Quarter	Scheduled: 3/12/2021 Earliest end date: 3/1/2021 Latest end date: 3/24/2021
4th Quarter	Scheduled: 5/25/2021 Earliest end date: 5/5/2021 Latest end date: last student day

*without makeups

Nebraska Medical Association

Advocating for Physicians and the Health of all Nebraskans

June 22, 2020

John Spatz, J.D.
Executive Director
Nebraska Association of School Boards
1311 Stockwell Street
Lincoln, NE 68502

Dear John,

The Nebraska Medical Association (NMA) represents almost 4,000 physicians, residents, and medical students across the state of Nebraska. On behalf of our members, the NMA would like to commend you and the NASB members on its' thoughtful and creative approach to re-open schools safely.

Global research continues to show that social distancing, hand washing, and the use of face coverings at all times are important interventions in reducing the spread of COVID-19 in our communities. We strongly support the use of masks or cloth face coverings at all times in enclosed settings in order to reduce the chance of spread of the virus. Following these guidelines will not only keep our students safe, but also the community they interact with.

Thank you for your leadership and your commitment to keeping children and the community safe.

Sincerely,



Todd E. Hlavaty, MD
NMA President

233 South 13th Street, Ste. 1200, Lincoln, NE 68508
P: 402 474 4472 + F: 402 474 2198 + www.NebMed.org

Final 6/9/20

Ralston Public Schools 2020-2021
Kindergarten – 12th Grade Calendar

JULY '20

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	

3-5 New Teachers
6-10 Pre-Service
11 First Day PK, Kg, 7 & 9 1:30 dismissal
12 All Students

AUGUST '20

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					

7 Labor Day
18 District In-Service

SEPTEMBER '20

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			

14 End of 1st Quarter
15 District In-Service/ Collaborative Planning
16 Comp Day for Conferences

OCTOBER '20

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

2 District In-Service
26-27 Thanksgiving Break

NOVEMBER '20

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					

21 End of 2nd Quarter & 1st Semester
22 Collaborative Planning
23-31 Winter Break

DECEMBER '20

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		

JANUARY '21

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						

1 Winter Break

FEBRUARY '21

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						

12 District In-Service
15 Comp Day for Conferences

MARCH '21

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			

12 End of 3rd Quarter
15 In-Service/Collaborative Planning
29-31 Spring Break

APRIL '21

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	

1-2 Spring Break

MAY '21

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					

16 Graduation
25 Last Student Day/End of 4th Quarter
26 Last Staff Day/ Collaborative Planning (or possible makeup day)

JUNE '21

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			

No School for Students/Staff Report

No School for Students or Staff

No School for Students or Staff or Possible Makeup Day due to Pandemic or Snow Day

Note: Quarter end dates may be adjusted if closure occurs.

Return to Learn Protocol

In response to the COVID-19 pandemic, and with the safety and health of our students, staff, and community as our focus, Ralston Public Schools has outlined the following return to learn protocol for the 2020/2021 school year.

Protocol Overview

Outlined in the chart below are three options or levels for the return to learning for Ralston Public Schools for the 2020-2021 school year. Flexibility between options will be important and will be based upon the current health of the school and our local community. In all cases, the health and safety of our students, staff, and community will remain a priority. Health and safety measures have been established and will be followed within each level. School calendars and daily schedules have been developed for each level of operation. Movement between levels will be driven by the current health of the school and our local community.

Calendar, Time Management, and Learning Environment Considerations

	Calendar, Time Management, and Learning Environment Considerations	**Notes**
Low Level - Virus • *Flexibility between levels will be key.* • *DCHD Green and Yellow*	• Start school on time with current daily schedule • Limit large group gatherings when possible • Social distance when possible • Consider the adoption of a flexible calendar to include identified	• Wash hands/focus on Hygiene • Daily symptom check • Random temperature checks • Social distance as much as possible • Remote teaching and learning options for vulnerable populations • Follow established

	make up days in the event of required school closure • Consider accelerated school calendar options advancing between quarters more quickly	health and safety measures outlined in the RPS Return to Learn Protocol • Blended learning options available
Medium Level - Virus • *Flexibility between levels will be key.* • *DCHD Orange*	• Follow all elements in green as well as items listed below • Start school on time based upon adopted calendar • De-densify population • Adjust daily instructional time at each campus • Limit large group gatherings when possible	• Follow established health and safety measures outlined in the RPS Return to Learn Protocol • A/B Instructional Days or 50% student population • Five day week with adjusted instructional time at each campus • Blended learning with technology support • Remote teaching and learning options for vulnerable populations • Consider restricting PE/Choir/Band classes. Limit physical contact in any educational environment
High Level - Virus • *Flexibility between levels will be key.* • *DCHD Red*	• Discontinue daily attendance and move to remote learning • Established daily learning and teacher support schedules	• Teaching and learning provided through technology resources • Scheduled daily video conference instruction

Health and Safety Measures

	Elementary PK-6	Secondary 7-12
Low Level - Virus	• Wash hands/focus on Hygiene • Daily symptom check • Limit large groups when possible • Random temperature checks • Limit visitors to school • Social distance when possible	• Wash hands/focus on Hygiene • Daily symptom check • Limit large groups when possible • Random temperature checks • Limit visitors to school • Social distance when possible
Medium Level - Virus	• De-densify population 50% • A/B Days • Lunch/Breakfast in the classroom or limit group size in lunchroom • Wash hands/focus on Hygiene • Daily symptom check • Limit large groups • Random temperature checks • No visitors to school • Social distancing • Stagger arrival and dismissal • Stagger hallway movement • Blended learning with technology support • No out of state travel • Limit in state travel and field trips	• De-densify population 50% • A/B Days • Social distance breakfast and lunch possibly by limiting group size in lunchroom • Wash hands/focus on Hygiene • Daily symptom check • Limit large groups • Random temperature checks • No visitors to school • Social distancing as much as possible • Stagger arrival and dismissal • Stagger hallway movement • Blended learning with technology support • No out of state travel • Limit in state travel • Limit assemblies/pep rallies

		• Reconsider athletics/activities at all levels
High Level - Virus	• Fully remote learning • Scheduled daily video conference instruction • All students assigned a technology device	• Fully remote learning • Scheduled daily video conference instruction • All students assigned a technology device • Use of Edgenuity for extended credit earning opportunities

Student and Employee Daily Pre-Screening Guide

- Parents screen children at home for temperature, runny nose, cough, and other symptoms.
- Staff screen at home for temperature, runny nose, cough, and other symptoms.
- Students and staff do not report to school if symptomatic, call medical professional

Masks

- Students, staff, and visitors will be required to wear masks while on any campus while school is in session.
- Periodic mask breaks will be conducted when social distancing can be achieved.
- Masks will be expected to be worn in a manner that covers the mouth and nose area.
- Exceptions to wearing a mask could be documented through medical, behavioral, or developmental issues or concerns causing impairment.
- All students and staff will be provided at least two masks per person.
- Students and staff may use personal masks as long as they cover the mouth and nose area.
- Disposal masks will be available at every campus location as needed.

Social Distancing at School

- Social Distancing is defined as creating physical space between individuals.
- Try to stay at least 6 feet (about 2 arms' length) from other people when possible
- Try to limit large group gathering or crowded spaces when possible

Protocol for Cleaning at All Levels--CDC Guidelines will be followed

- Custodians and/or staff are to clean all high touch surfaces including door knobs, restrooms, light switches, classroom sink handles, keyboards, and countertops on a regular basis.
- Toys and shared materials are to be sanitized, cleaning materials are to be kept out of the reach of children
- Children and Staff are to wash their hands before handling any food and after helping students eat
- Students are to wash or sanitize their hands every two hours.

Positive Cases and Response from Douglas County Health Department

- Information will be obtained about a positive case of COVID-19 or a positive assessment of symptoms outlined by the DCHD
- School Nurse will make immediate contact with the DCHD
- School nurse and DCHD will evaluate the situation and begin contract tracing
- School nurse and DCHD officials will establish a plan to address the situation
- School nurse and administration will execute the plan and communicate to all appropriate parties
- Please see the guidance document from DCHD entitled: Public Health Recommendations for the Screening, Exclusion, and Re-Admittance of Ill Students and Staff for COVID-19 in Schools

Special Topics and Considerations (DRAFT from Supt. Council)

Topic	High Level - Virus	Medium Level - Virus	Low Level - Virus
Temperature and Symptom Check	• Students not in attendance.	• Students, parents, and staff are asked to do a daily temperature and symptom check before coming to school • Please see the pre-screening guide • Do not report if symptomatic or with a temperature above 100º F)	• Students, parents, and staff are asked to do a daily temperature and symptom check before coming to school • Please see the pre-screening guide • Do not report if symptomatic or with a temperature above 100º F)
Travel	• No in state or out of state travel.	• No field trips or assemblies • Limited in state travel for students and staff with prior administrative approval • No out of state student or staff travel without prior administrative approval.	• Limited field trips and assemblies permitted with prior administrative approval • In state travel permitted for students and staff with prior administrative approval • No out of state student or staff travel without prior administrative approval.
Hand Washing Hand Sanitizing	• Students not in attendance.	• Students and staff sanitize their	• Students and staff sanitize their

		hands upon entering the building (i.e.- first classroom a student enters), entering and exiting individual classrooms, entering & exiting cafeteria, and exiting building. (70% alcohol) • Staff are responsible for ensuring the sanitizer is utilized for all students upon entering and exiting their classroom	hands upon entering the building (i.e.- first classroom a student enters), entering and exiting individual classrooms, entering & exiting cafeteria, and exiting building. (70% alcohol)
Passing Periods	• Students not in attendance.	• Longer or flexible passing periods throughout the day to ensure enough time for touch-surface cleaning protocols to occur. • Staggered passing periods may be necessary	• Longer or flexible passing periods throughout the day to ensure enough time for touch-surface cleaning protocols to occur.
Busing	• Students not in attendance.	• Students are assigned seats and wear masks, staff also required to wear masks. • Surfaces are	• Students are assigned seats and wear masks, staff also required to wear masks.. • Surfaces are wiped down

		wiped down between routes • Staggered routes to limit the number of students on a bus at one time (limited one per seat or 50% capacity) • Buses will be “fogged” at the conclusion of the day’s route	between routes • **If needed, staggered routes to limit number of students on a bus at one time (% based on Health Department recommendations) • Buses will be “fogged” at the conclusion of the day’s route
Cafeteria/Lunch	• Students not in attendance.	• Sanitize hands upon entering cafeteria line • Placement of distancing marks on the floor for cafeteria lines. • Social distancing when possible. • Served or box meals only--no offering bars. • Meals may be served in classrooms when necessary • Staggered or extended lunch periods as necessary	• Sanitize hands upon entering cafeteria line • Placement of distancing marks on the floor for cafeteria lines. • Social distancing when possible. • Served or box meals only--no offering bars. • Meals may be served in classrooms when necessary
Entering and Exiting School	• Students not in attendance.	• Social distancing practices will be in place for entering / exiting the building as much as possible • Straight will	• Social distancing practices will be in place for entering / exiting the building as much as possible • Straight will

		progress to first period class • Sanitize hands as students enter their first classroom. • Staggered arrival and dismissal may be required.	progress to first period class • Sanitize hands as students enter their first classroom.
Pick-up / Drop Off of Students	• No students in attendance.	• No congregating at entrance or exit area while waiting for students, Social distancing practices should be followed • Parents are encouraged to stay in their vehicle during pick-up and drop off	• No congregating at entrance or exit area while waiting for students, Social distancing practices should be followed • Parents are encouraged to stay in their vehicle during pick-up and drop off
Signage and Communication	• Students not in attendance. • District Communication again on Thursdays every two weeks or when necessary. • Page on District website dedicated to virus info. • Important information posted on District social media pages.	• Signage/protocol: Displayed at entrance, restrooms, cafeteria, media center, computer lab, locker rooms, & hallways. • Reminders of healthy habits (handwashing, stay home if exhibiting symptoms, etc.) in school newsletters &	• Signage/protocol: Displayed at entrance, restrooms, cafeteria, media center, computer lab, locker rooms, & hallways. • Reminders of healthy habits (handwashing, stay home if exhibiting symptoms, etc.) in school newsletters & social media. • Handwashing

		social media. • Handwashing signs in bathrooms • District level communication on policy/procedures communicated early to families. Review or highlights of certain topics either on social media or directed through Blackboard	signs in bathrooms • District level communication on policy/procedures communicated early to families. Review or highlights of certain topics either on social media or directed through Blackboard
Co/Extra Curricular Activities	• Students not in attendance.	• NSAA Guidelines will be followed for all extracurricular activities • RPS health and safety measures and expectations will also apply. • May limit attendance at activities to only immediate family. • Consider intramurals at the middle school level	• NSAA Guidelines will be followed for all extracurricular activities • RPS health and safety measures and expectations will also apply.
Drinking Fountains	• Students not in attendance.	• No mouth drinking from fountains • Water bottles are provided by students and families or made	• No mouth drinking from fountains • Water bottles are provided by students and families or made available by

		available by school building	school building
Visitors	• No outside visitors on	• No outside visitors on	• Standard district protocols apply

	campus. • Limited building and campus use.	campus without an advanced appointment. • Pre screening of visitors is required.	• Pre screening of visitors is required.
Teacher Breakroom	• Students and staff not in attendance.	• Social distancing when possible • Table cleaned before and after use • Like groups encouraged	• Social distancing when possible • Table cleaned before and after use • Like groups encouraged
Common Space Use (i.e. hallways, commons, restrooms, cafeteria, playground)	• Students not in attendance.	• Utilization of common space needs to be scheduled to ensure social distancing and proper cleaning • Assigned restroom utilization (i.e. by class, locations, grade, etc.) • Increase level of cleaning in all common spaces	• Utilization of common space needs to be scheduled to ensure social distancing and proper cleaning • Assigned restroom utilization (i.e. by class, locations, grade, etc.) • Increase level of cleaning in all common spaces
Touch Surface Cleaning	• Students not in attendance. Deep building cleaning by school staff.	• Desks cleaned between each period, (i.e. elementary transition or 45 minute blocks - MS and HS blocks of time between 45 to 90	• Desks cleaned between each period, (i.e. elementary transition or 45 minute blocks - MS and HS blocks of time between 45 to 90 minutes),

		minutes), restrooms cleaned during the day and in the evening. (EPA standard)	restrooms cleaned during the day and in the evening. (EPA standard)
Facility usage by outside organizations	• No outside facility use.	• Daycares that operate in school facilities will follow state DHM guidance (Ex. Tiny and Lil Rams) • Limited to no facility use by outside organizations.	• Daycares that operate in school facilities will follow state DHM guidance (Ex. Tiny and Lil Rams) • Staggered start times for practices, only two coaches and participants will be allowed in the facility

Public Health Recommendations for the Screening, Exclusion, and Re-Admittance of Ill Students and Staff for COVID-19 in Schools

DOUGLAS COUNTY Health Department
Healthy. Vibrant. Everyone. Everywhere.

The following symptom screening criteria for ill students and staff is based on the most current research. Because people with COVID-19 have reported a wide range of symptoms – ranging from mild symptoms to severe illness, the following criteria has been developed to assist schools in identifying presumptive positive COVID-19 cases.

Students with two of the following: fever (measured or subjective), chills, rigors, myalgia, headache, sore throat, nausea, vomiting, diarrhea

OR

At least one of the following: new cough, shortness of breath, difficulty breathing, loss of taste and smell

→

Students and staff who screen positive should be immediately isolated in the designated area and sent home as soon as possible. Require the symptomatic person to wear a cloth or surgical mask while waiting, if tolerable.

Re-Admittance to School

Symptomatic staff/student who tests positive:	Symptomatic staff/student not tested:	Symptomatic staff/student who tests negative:
Exclude for 10 days from symptom onset AND only allow to return 3 days after fever resolution (if present) AND improved respiratory symptoms	Exclude for 10 days from symptom onset AND only allow to return 3 days after fever resolution (if present) AND improved respiratory symptoms. May return to school if a doctor establishes an alternative diagnosis, presents a doctor's note to confirm the presence of an alternative diagnosis that explains the symptoms, and meets the schools requirements for readmission.	Exclude until afebrile for 24 hours (or meets the schools requirements for readmission) AND improved respiratory symptoms

There is no reason for a student or staff member to get a "negative test" to be cleared for the return to school. A COVID-19 positive individual does not need a repeat COVID-19 test or a doctor's note in order to return.

If a student or staff member tests positive for COVID-19, please call the Douglas County Health Department at 402.444.7214.

NEGOTIATED AGREEMENT
OPERATIONS AND MAINTENANCE DIVISION

Ralston Public Schools
and
Service Employees Local No. 226

This agreement is made by and between the Board of Education of Ralston Public Schools, also known as Douglas County School District 0054 and hereinafter referred to as the Board or the District, and Service Employees International Union, Local Number 226, affiliated with the AFL-CIO and hereinafter referred to as the Union. The terms of this Agreement shall be in effect for a period commencing September 1, 2020 and ending August 31, 2022.

ARTICLE 1

RECOGNITION

Section 1.1 - Recognition of Union - The District recognizes the Union as the exclusive representative of "employees" as defined in Section 1.2 of this Agreement.

Section 1.2 - Definition of Employees - Whenever used in this Agreement, the term "employees" shall mean all full-time employees employed by the District as custodians, grounds personnel, maintenance personnel and delivery drivers, but excluding temporary personnel as defined in Section 1.4 of this Agreement.

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Section 1.4 - Definition of Temporary Personnel - Temporary personnel are persons hired by the District who, prior to the commencement of work, have executed a written statement acknowledging employment as temporary personnel.

ARTICLE 2

MANAGEMENT RIGHTS

Section 2.1 - Retention of Managerial Prerogatives - Except as expressly modified or restricted by a specific provision of this Agreement, all statutory and inherent managerial rights, prerogatives and functions are retained and vested exclusively in the District, including, but not limited to, the rights, in accordance with its sole and exclusive judgment and discretion: to hire, reprimand, suspend, discharge or otherwise discipline employees; provided that any employee who is reprimanded, suspended or discharged shall be told the reason for the reprimand, suspension or discharge; to determine their qualifications and assign and direct

their work; to assign and require the completion of safety training, to promote, demote, transfer, lay off, and recall to work; to set the standards of the services to be rendered; to set the starting and quitting time and the number of hours and shifts to be worked; to use independent contractors to perform work or services; to subcontract or contract out the District's operations or any part thereof; to expand, reduce, alter, combine, transfer, assign or cease any job, or service; and to issue, amend and revise policies, rules, regulations and practices. The District's failure to exercise any right, prerogative or function hereby reserved to it, or the District's exercise of any such right, prerogative or function in a particular way, shall not be considered a waiver of the District's right to exercise such right, prerogative or function or preclude it from exercising the same in some other way not in conflict with the express provisions of this Agreement.

It is the duty and responsibility of the school district to provide adequate equipment and materials to service employees to perform the tasks expected of them on a daily basis. All building services employees shall communicate with their immediate supervisor if there is equipment and materials that are ineffective or in disrepair. It should also be understood that any equipment or materials that are unsafe shall be reported immediately.

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Section 5.2 - Procedural Steps - The procedure for handling grievances shall be as set forth below.

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The Supervisor of Buildings and Grounds or his or her designated representative shall, within ten (10) days from the day the written grievance was received, make a determination and submit his or her answer in writing to the grievant.

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The Superintendent of Schools or a designated representative shall make a written determination regarding the grievance within thirty (30) days from the date it is presented to him.

Step 4 - Appeal to the Board of Education - If the determination of the

Superintendent of Schools is not satisfactory to the grievant, it may be appealed to the Board within thirty (30) days of the date of the Superintendent's decision. At its next regular meeting, the Board shall hear the grievance in open or closed session in accordance with the law, and the decision of the Board shall be rendered within thirty (30) days of the hearing.

Section 5.3 - Written Presentation - All grievances presented at Step 2 and subsequent steps of the procedure set forth in Section 5.2 of this Agreement shall set forth: the facts giving rise to the grievance; the provision(s) of the Agreement, if any, alleged to have been violated; the names of the aggrieved employee(s); and the remedy sought. All grievances at Step 2 and appeals at Step 3 and Step 4 of the procedure set forth in Section 5.2 of this Agreement shall be signed and dated by the aggrieved employee and/or his shop steward. All written answers submitted by the District shall be signed and dated by the appropriate District representative.

Section 5.4 - Time Limitations - The time limitations set forth in this Article 5 are of the essence of this Agreement. All references to days are to calendar days. No grievance shall be accepted by the District unless it is submitted or appealed within the time limits set forth in Section 5.2 of this Agreement. If the grievance is not timely submitted at Step 1 or Step 2, it shall be deemed waived. If the grievance is not timely appealed to Step 3, it shall be deemed to have been settled in accordance with the District's Step 2 answer. If the District fails to answer within the time limits set forth in Section 5.2 of this Agreement, the grievance shall automatically proceed to the next step.

ARTICLE 6

WAGES

Section 6.1 - Definition of "Designated Job Classification" - The job classification to which an employee is assigned at the time of initial employment shall be the employee's "designated job classification" and shall remain the employee's designated job classification unless the employee moves to another job classification.

Section 6.2 - Straight-Time Rate of Pay - Except as otherwise specified in this Agreement, an employee shall be paid the straight-time rate of pay for his designated job classification for all time for which the employee is entitled to compensation pursuant to a provision of this Agreement. The straight-time rate of pay for each job classification set forth in Appendix I hereto shall be the hourly rate specified for that job classification in Appendix I.

Section 6.3 - Overtime Rate of Pay - For all hours actually worked in excess of forty (40) hours in a workweek, except as hereinafter provided**,** an employee shall be paid one and one-half (1.5) times the straight-time rate of pay for that workweek**,** but premium pay shall not be pyramided. Hours worked per week shall include paid holidays and approved paid vacation.

Section 6.4- Call-Back Pay - An employee who is notified by the District to report for work at a time other than the employee's regularly scheduled starting time shall be entitled to a minimum of two (2) hours of work and shall perform such duties as the District assigns.

Section 6.5 - Compensatory Time - The District shall not assign compensatory time in lieu of paying overtime compensation, however an employee may request that compensatory time be granted in lieu of overtime pay.

Section 6.6- Flexible Time - Pursuant to Articles 2 and 8, the District reserves the right to schedule employees' work in the manner deemed to be in the best interest of the District, including the use of flex time (assignments of less than eight (8) hours in duration). However, the District will not use flex time to prevent an employee from earning overtime compensation. For example, if the District calls an employee in prior to the beginning of his or her assigned work hours for the day, the District may not require the employee to leave the shift early if school is in session unless the employee agrees to the early dismissal. On days when school is not in session, the District may require an employee who begins work prior to the beginning of his or her assigned work hours for the day to cease work at the conclusion of eight (8) hours work. During times of inclement weather, the district may require all custodians to be called in to perform snow removal. Some of these snow events may occur on times outside of the Monday-Friday work week. It is expected that each custodian arrive at their designated school to assist with snow removal.

Section 6.7– Uniforms - Each employee shall wear a clean well maintained uniform provided by the District. Each employee shall be entitled to five (5) shirts and three (3) pairs of slacks upon initial employment. The District will provide a new shirt or pair of slacks when the employee turns in an old, non-serviceable shirt or pair of slacks of the kind currently being used by the District. The District shall reimburse each employee $19.45 per pair of jeans and $27.00 per shirt. Each employee is responsible for the care and cleaning of his or her own uniforms.

ARTICLE 7

JOB OPENINGS

Section 7.1 - Job Openings - Job openings will be posted on the Union bulletin board and will be posted district-wide via email sent to all staff. The notice of the opening will describe the qualifications for the position, hours of work and wages. All employees covered by this Agreement may apply for the opening by submitting a written application to the District's Personnel Office. The District will consider all employee applicants and all other applicants to assure the selection of the best-qualified person for the position. The District will consider each applicant's skill, work experience, evaluations (for an applicant who is an employee of the District), and such other factors as are rationally related to the selection process. If, in the sole judgment of the District, the applicants' qualifications are equal, and one or more of the applicants are employees

of the District, the District will select the employee with the greatest seniority. Seniority shall be defined as an employee's total length of continuous full-time service, excluding leaves of absence, as a custodian, maintenance person, grounds person or driver. Any dispute regarding seniority shall be resolved by reference to the official records of the District.

Section 7.2 – Layoff - When the District finds it necessary to lay off employees because of a reduction in the work force generally or in a particular area, the District will consider the employees' skill, work experience, evaluations and such other factors as are rationally related to the selection process to assure that the best qualified persons are retained in employment. If, in the sole judgment of the District, the employees' skills, work experience, evaluations and other qualifications are equal, the District will reduce the employee(s) with the least seniority.

Section 7.3 – Recall - When recalling employees who have been laid off, the District shall offer reemployment first to the qualified person with the greatest seniority. If the person with the greatest seniority declines recall, reemployment shall be offered to the qualified person with the next greatest seniority until a person accepts reemployment or all persons decline recall. An employee who has been laid off shall have recall rights for a period of twenty-four (24) months following the date of the layoff.

ARTICLE 8

DUTY HOURS

Section 8.1 - Duty Hours - The District will provide all full-time employees covered by this agreement with forty (40) hours of employment per workweek, except when an employee's service is interrupted due to conditions beyond the control of the District. The Supervisor of Buildings and Grounds shall establish the duty hours of all employees and will endeavor to schedule each employee's workweek in five (5) eight-hour shifts but reserves the right to schedule the workweek as is deemed to be in the best interest of the District.

Section 8.2 - Lunch Hour and Breaks - The District will provide each employee with an unpaid lunch break of 30 minutes and two breaks of fifteen (15) minutes each during each eight (8) hour shift. The District shall endeavor to assure that the lunch break is uninterrupted; but both the Board and the Union recognize that emergencies will occur which may unavoidably interrupt the employee's breaks. All service employees must clock out prior to taking their lunch breaks and clock back in upon their return. The employee may leave the building during the lunch break.

ARTICLE 9

HOLIDAYS

Section 9.1 – Holidays - Employees shall be entitled to be paid for the following holidays. If any of the holidays fall on Saturday or Sunday, the holiday will be observed on a work day. The exact dates of the holidays noted below with an asterisk may be adjusted. The holiday calendar will be established by September 1 of each school year. The District Administration may on occasion adjust the Holiday calendar to maximize the time off for employees as well as optimize available work production schedules.

Fourth of July
Labor Day
Thanksgiving
Friday after Thanksgiving
*December 24
December 25
*December 31
January 1
Memorial Day
*Floating Holiday TBD each year

Section 9.2 - Manner of Payment - When any of the above holidays fall on the employee's regular work day and such employee does not work on that day, he or she shall receive eight (8) hours of straight-time pay; provided, however, that in order to be entitled to such holiday pay, an employee must have worked his or her normally scheduled hours on both his or her regularly scheduled work days immediately preceding the holiday and on his or her regularly scheduled work day immediately following the holiday, unless the employee has been excused by the District for reason of illness or other good reason.

ARTICLE 10

VACATIONS

Section 10.1 - Vacations - When calculating entitlement to vacation days, the starting date of employment will be used for determination of years of service, vacation time allotted will be adjusted on Sept. 1 of each year. From the original hire date through the second full year of employment, employees will be awarded one-half day (1/2) day of vacation for each month of employment up to a maximum of five (5) days. Employees employed more than two (2) full years, but fewer than eight (8) complete years will be entitled to two (2) weeks vacation - prorated to the employee's FTE status. Employees who begin their eighth (8^{th}) year of employment will be entitled to three (3) weeks of vacation on September 1^{st} following their anniversary date prorated to the employee's FTE status. Employees who begin their twenty first (21) year of will be entitled to four

(4) weeks of vacation on September 1st following their anniversary date prorated to the employee's FTE status. Employees may accumulate vacation up to six (6) weeks prorated to the employee's FTE status.

0-2 years – one (1) week
3-7 years - two (2) weeks
8 - 20 years - three (3) weeks
21 years or more - four (4) weeks

Section 10.2 - Times of Vacations - All vacation schedules are subject to supervisory approval.

ARTICLE 11

SICK LEAVE

Section 11.1 - Sick Leave - Employees will be awarded one (1) day of sick leave for each full month of employment up to a total of eighty (80) days. A full month of employment is defined as a month in which the employee works more than half of the work days in the month. Sick leave days will not be credited to the sick leave accumulation of an employee who has accumulated eighty (80) sick leave days. After three consecutive days of absence, the School District administration may require the employee to submit a physician's written certification attesting to the employee's sickness or disability. An employee who calls in sick on days designated for snow removal may result in the district requesting a physician's written certification excusing the employee from snow removal on that day. Up to five (5) days of the employee's accumulated sick leave may be taken by the employee for the care for a sick spouse, children and/or the parents of the employee.

Section 11.2 – Unused Sick Leave – Upon leaving the district each employee shall be paid 50% of their hourly rate times the number of hours remaining in their sick leave bank upon separation of employment ~~the average number of hours worked per day during the last year of employment~~ for up to eighty (80) days. An employee will be eligible for this program after they have completed eight (8) consecutive years of employment.

Section 11.3 – Perfect Attendance Compensation. Employees covered by this contract are eligible to earn $40.00 (Forty) dollars per quarter for perfect attendance. Perfect attendance compensation will be recorded and accumulated annually and paid in September of each school year. A perfect attendance list will be published for inspection at the end of each quarter. Quarters are defined in Appendix II of this document. Use of personal days for this contract will count against earning perfect attendance.

ARTICLE 12

PERSONAL LEAVE

Section 12.1 - Paid Leave - One (1) day of Personal Leave (personal business that cannot be conducted outside of work time) will be granted to each employee. Staff may carry one Personal day forward at the end of the school year.

Section 12.2 – Requirements - An employee must submit a request for paid leave to the office of Director of Buildings and Grounds at least five (5) days prior to the date of the requested leave. The employee need not give a reason for the leave. The five (5) day requirement may be waived by the supervisor if the leave is based on an emergency and such notice would have been impossible or impractical. Paid leave may not be taken on the day preceding or following a vacation day or holiday.

Employees must have completed the 60-day probationary period to qualify for a personal leave day.

ARTICLE 13

BEREAVEMENT LEAVE

Section 13.1 - Bereavement Leave - An employee will be allowed five (5) days of Bereavement due to the death of a member of the employee's immediate family. Immediate family is defined as including parents, spouse, sister, brother, children, grandchildren and step-children and step-parents. Bereavement leave of (3) days is allowed for the death of a grandparent, in-laws, niece, nephew or person's who reside in the employee's household. Bereavement leave of (1) day is permissible for the death of an aunt, uncle, or cousin, or any persons not named above.

ARTICLE 14

HEALTH AND LIFE INSURANCE

Section 14.1 - Health Insurance - The Board will provide each full time employee with ~~$900~~ $1,050 deductible PPO Group Health Coverage including individual PPO dental insurance coverage (80% A and B with 50% C coverage). Employees qualifying and electing family coverage will pay a 5% per month premium.

Section 14.2 - Change of Insurer - If the Board changes the insurer, the objective will be to maintain or improve insurance coverage for the same or less cost than is charged by the present insurer.

Section 14.3 - Payment in Lieu of Health Insurance Coverage - A full-time employee may, upon making written application by September 4, elect to receive ~~$1,000 (One Thousand Dollars)~~ $2,750 credit to an individual Pay-Flex account in lieu of

individual or family coverage. The District will pay ~~the $1,000 ratably ($83.33 per month)~~ $2,750 ($229.16 per month) over the contract year**.** Any employee who elects to receive such payments in lieu of health insurance coverage will sign a waiver of insurance, which will be placed in the employee's file.

When two employees who are both working for the School District of Ralston are married to each other, one employee may elect to carry a family plan and one employee may elect to take the ~~$1,000~~ $2,750 Pay-Flex account credit; however, both employees shall not be entitled to take paid health insurance coverage.

Section 14.4 - Term Life Insurance - The District will provide group term life insurance coverage for employees in the amount stated in the Ralston Education Association negotiated agreement. Employees shall have the option to purchase additional insurance at their own expense as may be allowed by the term life insurance policy provisions.

Section 14.5 - Disability Income Insurance: The employee will pay the premium as a payroll deduction for participation in the long-term disability program. The Board will increase each employee's compensation by an amount equal to the employee's disability insurance. Employees will receive 66 2/3 percent disability insurance coverage based on the employee's salary. An employee shall be entitled to disability coverage beginning on the date when the employee has used all of his or her accumulated sick leave.

ARTICLE 15

PHYSICAL AND VISION EXAMINATIONS

Section 15.1 - Vision Examination - The District will pay up to Fifty Dollars ($50) per employee for a vision examination every second year according to the rules and regulations of the District.

ARTICLE 16

ACTS IN VIOLATION OF LAWS OR ORDERS

Section 16.1 - Acts in Violation of Laws or Orders - Nothing in this agreement shall be construed to require either party to act in violation of any state or federal law or any presidential order. In the event such conditions should arise, this Agreement should be considered modified to the extent necessary to comply with the law.

ARTICLE 17

UNION BUSINESS

Section 17 - Union Business - Upon written application to the Superintendent of Schools, one officer or steward of the Union shall be permitted to be absent from work to attend the grievance hearing of an employee. At an employee's request and with the approval of the Supervisor of Buildings and Grounds, one officer or steward of the Union shall be given unpaid leave to participate in a discussion with the employee and his or her supervisor if the officer's or steward's absence would not interfere with the operating requirements of the District.

A Union officer or steward who is employed by the District shall clock out beginning when he or she ceases work to attend to union business and shall clock in upon resuming work. The officer or steward shall submit a written statement to the Supervisor of Buildings and Grounds or his or her designee specifying the amount of time that the officer or steward was away from work and that the absence was because of authorized Union business. Upon receipt of an invoice, the Union shall reimburse the District for all costs and expenses resulting from the absence of the officer or steward from his or her assigned duties including the wages with applicable taxes and fringe benefits paid or provided to the officer or steward as an employee of the District.

Union officers and stewards shall, on the employer's premises during non-working time, be entitled to investigate and process grievances, collect union dues, post printed matter on union bulletin boards and disseminate official union communications. As used herein, the term "non-working time" means the non-working time of the steward and any bargaining unit employee contacted.

SIGNATURES OF THE PARTIES

Dated the _____ day of _____ , ~~2018~~ 2020.

_____
Jason Buckingham, Chief Negotiator
Ralston Board of Education

Dated the _____ day of _____ , ~~2018~~ 2020.

_____
~~Suzanne Anderson~~ Steve Owens, President
Service Employees International
Union, Local 226

APPENDIX 1

~~2018-2019~~ 2020-2022

Custodian ~~$13.00~~ $13.70

~~2018 – 2019~~ 2020-2021 Wage Increase - For the ~~2018 – 2019~~ 2020-2021 contract year, each employee will receive a ~~$0.45 (45 cents)~~ $.40 (40 cents) per hour increase. The rates listed above reflect the base hiring rate for the ~~2018 – 2019~~ 2020-2021 contract year**(s)**. Base hiring rates for ~~2019/20~~ 2021-2022 will increase by $0.40 (40 cents). A custodian that works at night will receive a $0.10 (ten cent) shift differential.

Should the health insurance package agreed to in this contract exceed a 10% increase for the ~~2018-2019~~ 2021-2022 school year, either party has the right to re-open negotiations through written communication within 30 days from release of the ~~2018/19~~ 2021-2022 health insurance rates from the Educators Health Alliance.

Longevity Payment - Beginning in the fiscal year that follows the completion of an employee's fifth year of consecutive full-time employment, and each five years of consecutive full-time employment thereafter, an employee shall receive a longevity payment in the amount set forth below.

6 - 10 years - 15 cents

11-15 years - 15 cents

16-20 years - 20 cents

21 years and up - 20 cents

APPENDIX II

Quarterly awards for perfect attendance will be reviewed during the month following the specific quarter outlined below. Payments will be made through the payroll process in September of each year. Quarters for service employees are as follows:

Quarter 1 – September through November
Quarter 2 – December through February
Quarter 3 – March through May
Quarter 4 – June through August

To be eligible for quarterly awards, employees must be full time employees. Part-time employees will be paid on a pro-rated basis equal to their full time equivalency (FTE).

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It is the duty and responsibility of the school district to provide adequate equipment and materials to service employees to perform the tasks expected of them on a daily basis. All building services employees shall communicate with their immediate supervisor if there is equipment and materials that are ineffective or in disrepair. It should also be understood that any equipment or materials that are unsafe shall be reported immediately.

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The Supervisor of Buildings and Grounds or his or her designated representative shall, within ten (10) days from the day the written grievance was received, make a determination and submit his or her answer in writing to the grievant.

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The Superintendent of Schools or a designated representative shall make a written determination regarding the grievance within thirty (30) days from the date it is presented to him.

Step 4 - Appeal to the Board of Education - If the determination of the

Superintendent of Schools is not satisfactory to the grievant, it may be appealed to the Board within thirty (30) days of the date of the Superintendent's decision. At its next regular meeting, the Board shall hear the grievance in open or closed session in accordance with the law, and the decision of the Board shall be rendered within thirty (30) days of the hearing.

Section 5.3 - Written Presentation - All grievances presented at Step 2 and subsequent steps of the procedure set forth in Section 5.2 of this Agreement shall set forth: the facts giving rise to the grievance; the provision(s) of the Agreement, if any, alleged to have been violated; the names of the aggrieved employee(s); and the remedy sought. All grievances at Step 2 and appeals at Step 3 and Step 4 of the procedure set forth in Section 5.2 of this Agreement shall be signed and dated by the aggrieved employee and/or his shop steward. All written answers submitted by the District shall be signed and dated by the appropriate District representative.

Section 5.4 - Time Limitations - The time limitations set forth in this Article 5 are of the essence of this Agreement. All references to days are to calendar days. No grievance shall be accepted by the District unless it is submitted or appealed within the time limits set forth in Section 5.2 of this Agreement. If the grievance is not timely submitted at Step 1 or Step 2, it shall be deemed waived. If the grievance is not timely appealed to Step 3, it shall be deemed to have been settled in accordance with the District's Step 2 answer. If the District fails to answer within the time limits set forth in Section 5.2 of this Agreement, the grievance shall automatically proceed to the next step.

ARTICLE 6

WAGES

Section 6.1 - Definition of "Designated Job Classification" - The job classification to which an employee is assigned at the time of initial employment shall be the employee's "designated job classification" and shall remain the employee's designated job classification unless the employee moves to another job classification.

Section 6.2 - Straight-Time Rate of Pay - Except as otherwise specified in this Agreement, an employee shall be paid the straight-time rate of pay for his designated job classification for all time for which the employee is entitled to compensation pursuant to a provision of this Agreement. The straight-time rate of pay for each job classification set forth in Appendix I hereto shall be the hourly rate specified for that job classification in Appendix I.

Section 6.3 - Overtime Rate of Pay - For all hours actually worked in excess of forty (40) hours in a workweek, except as hereinafter provided**,** an employee shall be paid one and one-half (1.5) times the straight-time rate of pay for that workweek**,** but premium pay shall not be pyramided. Hours worked per week shall include paid holidays and approved paid vacation.

Section 6.4- Call-Back Pay - An employee who is notified by the District to report for work at a time other than the employee's regularly scheduled starting time shall be entitled to a minimum of two (2) hours of work and shall perform such duties as the District assigns.

Section 6.5 - Compensatory Time - The District shall not assign compensatory time in lieu of paying overtime compensation, however an employee may request that compensatory time be granted in lieu of overtime pay.

Section 6.6- Flexible Time - Pursuant to Articles 2 and 8, the District reserves the right to schedule employees' work in the manner deemed to be in the best interest of the District, including the use of flex time (assignments of less than eight (8) hours in duration). However, the District will not use flex time to prevent an employee from earning overtime compensation. For example, if the District calls an employee in prior to the beginning of his or her assigned work hours for the day, the District may not require the employee to leave the shift early if school is in session unless the employee agrees to the early dismissal. On days when school is not in session, the District may require an employee who begins work prior to the beginning of his or her assigned work hours for the day to cease work at the conclusion of eight (8) hours work. During times of inclement weather, the district may require all custodians to be called in to perform snow removal. Some of these snow events may occur on times outside of the Monday-Friday work week. It is expected that each custodian arrive at their designated school to assist with snow removal.

Section 6.7– Uniforms - Each employee shall wear a clean well maintained uniform provided by the District. Each employee shall be entitled to five (5) shirts and three (3) pairs of slacks upon initial employment. The District will provide a new shirt or pair of slacks when the employee turns in an old, non-serviceable shirt or pair of slacks of the kind currently being used by the District. The District shall reimburse each employee $19.45 per pair of jeans and $27.00 per shirt. Each employee is responsible for the care and cleaning of his or her own uniforms.

ARTICLE 7

JOB OPENINGS

Section 7.1 - Job Openings - Job openings will be posted on the Union bulletin board and will be posted district-wide via email sent to all staff. The notice of the opening will describe the qualifications for the position, hours of work and wages. All employees covered by this Agreement may apply for the opening by submitting a written application to the District's Personnel Office. The District will consider all employee applicants and all other applicants to assure the selection of the best-qualified person for the position. The District will consider each applicant's skill, work experience, evaluations (for an applicant who is an employee of the District), and such other factors as are rationally related to the selection process. If, in the sole judgment of the District, the applicants' qualifications are equal, and one or more of the applicants are employees

of the District, the District will select the employee with the greatest seniority. Seniority shall be defined as an employee's total length of continuous full-time service, excluding leaves of absence, as a custodian, maintenance person, grounds person or driver. Any dispute regarding seniority shall be resolved by reference to the official records of the District.

Section 7.2 – Layoff - When the District finds it necessary to lay off employees because of a reduction in the work force generally or in a particular area, the District will consider the employees' skill, work experience, evaluations and such other factors as are rationally related to the selection process to assure that the best qualified persons are retained in employment. If, in the sole judgment of the District, the employees' skills, work experience, evaluations and other qualifications are equal, the District will reduce the employee(s) with the least seniority.

Section 7.3 – Recall - When recalling employees who have been laid off, the District shall offer reemployment first to the qualified person with the greatest seniority. If the person with the greatest seniority declines recall, reemployment shall be offered to the qualified person with the next greatest seniority until a person accepts reemployment or all persons decline recall. An employee who has been laid off shall have recall rights for a period of twenty-four (24) months following the date of the layoff.

ARTICLE 8

DUTY HOURS

Section 8.1 - Duty Hours - The District will provide all full-time employees covered by this agreement with forty (40) hours of employment per workweek, except when an employee's service is interrupted due to conditions beyond the control of the District. The Supervisor of Buildings and Grounds shall establish the duty hours of all employees and will endeavor to schedule each employee's workweek in five (5) eight-hour shifts but reserves the right to schedule the workweek as is deemed to be in the best interest of the District.

Section 8.2 - Lunch Hour and Breaks - The District will provide each employee with an unpaid lunch break of 30 minutes and two breaks of fifteen (15) minutes each during each eight (8) hour shift. The District shall endeavor to assure that the lunch break is uninterrupted; but both the Board and the Union recognize that emergencies will occur which may unavoidably interrupt the employee's breaks. All service employees must clock out prior to taking their lunch breaks and clock back in upon their return. The employee may leave the building during the lunch break.

ARTICLE 9

HOLIDAYS

Section 9.1 – Holidays - Employees shall be entitled to be paid for the following holidays. If any of the holidays fall on Saturday or Sunday, the holiday will be observed on a work day. The exact dates of the holidays noted below with an asterisk may be adjusted. The holiday calendar will be established by September 1 of each school year. The District Administration may on occasion adjust the Holiday calendar to maximize the time off for employees as well as optimize available work production schedules.

Fourth of July
Labor Day
Thanksgiving
Friday after Thanksgiving
*December 24
December 25
*December 31
January 1
Memorial Day
*Floating Holiday TBD each year

Section 9.2 - Manner of Payment - When any of the above holidays fall on the employee's regular work day and such employee does not work on that day, he or she shall receive eight (8) hours of straight-time pay; provided, however, that in order to be entitled to such holiday pay, an employee must have worked his or her normally scheduled hours on both his or her regularly scheduled work days immediately preceding the holiday and on his or her regularly scheduled work day immediately following the holiday, unless the employee has been excused by the District for reason of illness or other good reason.

ARTICLE 10

VACATIONS

Section 10.1 - Vacations - When calculating entitlement to vacation days, the starting date of employment will be used for determination of years of service, vacation time allotted will be adjusted on Sept. 1 of each year. From the original hire date through the second full year of employment, employees will be awarded one-half day (1/2) day of vacation for each month of employment up to a maximum of five (5) days. Employees employed more than two (2) full years, but fewer than eight (8) complete years will be entitled to two (2) weeks vacation - prorated to the employee's FTE status. Employees who begin their eighth (8^{th}) year of employment will be entitled to three (3) weeks of vacation on September 1^{st} following their anniversary date prorated to the employee's FTE status. Employees who begin their twenty first (21) year of will be entitled to four

(4) weeks of vacation on September 1st following their anniversary date prorated to the employee's FTE status. Employees may accumulate vacation up to six (6) weeks prorated to the employee's FTE status.

0-2 years – one (1) week
3-7 years - two (2) weeks
8 - 20 years - three (3) weeks
21 years or more - four (4) weeks

Section 10.2 - Times of Vacations - All vacation schedules are subject to supervisory approval.

ARTICLE 11

SICK LEAVE

Section 11.1 - Sick Leave - Employees will be awarded one (1) day of sick leave for each full month of employment up to a total of eighty (80) days. A full month of employment is defined as a month in which the employee works more than half of the work days in the month. Sick leave days will not be credited to the sick leave accumulation of an employee who has accumulated eighty (80) sick leave days. After three consecutive days of absence, the School District administration may require the employee to submit a physician's written certification attesting to the employee's sickness or disability. An employee who calls in sick on days designated for snow removal may result in the district requesting a physician's written certification excusing the employee from snow removal on that day. Up to five (5) days of the employee's accumulated sick leave may be taken by the employee for the care for a sick spouse, children and/or the parents of the employee.

Section 11.2 – Unused Sick Leave – Upon leaving the district each employee shall be paid 50% of their hourly rate times the number of hours remaining in their sick leave bank upon separation of employment for up to eighty (80) days. An employee will be eligible for this program after they have completed eight (8) consecutive years of employment.

Section 11.3 – Perfect Attendance Compensation. Employees covered by this contract are eligible to earn $40.00 (Forty) dollars per quarter for perfect attendance. Perfect attendance compensation will be recorded and accumulated annually and paid in September of each school year. A perfect attendance list will be published for inspection at the end of each quarter. Quarters are defined in Appendix II of this document. Use of personal days for this contract will count against earning perfect attendance.

ARTICLE 12

PERSONAL LEAVE

Section 12.1 - Paid Leave - One (1) day of Personal Leave (personal business that cannot be conducted outside of work time) will be granted to each employee. Staff may carry one Personal day forward at the end of the school year.

Section 12.2 – Requirements - An employee must submit a request for paid leave to the office of Director of Buildings and Grounds at least five (5) days prior to the date of the requested leave. The employee need not give a reason for the leave. The five (5) day requirement may be waived by the supervisor if the leave is based on an emergency and such notice would have been impossible or impractical. Paid leave may not be taken on the day preceding or following a vacation day or holiday.

Employees must have completed the 60-day probationary period to qualify for a personal leave day.

ARTICLE 13

BEREAVEMENT LEAVE

Section 13.1 - Bereavement Leave - An employee will be allowed five (5) days of Bereavement due to the death of a member of the employee's immediate family. Immediate family is defined as including parents, spouse, sister, brother, children, grandchildren and step-children and step-parents. Bereavement leave of (3) days is allowed for the death of a grandparent, in-laws, niece, nephew or person's who reside in the employee's household. Bereavement leave of (1) day is permissible for the death of an aunt, uncle, or cousin, or any persons not named above.

ARTICLE 14

HEALTH AND LIFE INSURANCE

Section 14.1 - Health Insurance - The Board will provide each full time employee with $1,050 deductible PPO Group Health Coverage including individual PPO dental insurance coverage (80% A and B with 50% C coverage). Employees qualifying and electing family coverage will pay a 5% per month premium.

Section 14.2 - Change of Insurer - If the Board changes the insurer, the objective will be to maintain or improve insurance coverage for the same or less cost than is charged by the present insurer.

Section 14.3 - Payment in Lieu of Health Insurance Coverage - A full-time employee may, upon making written application by September 4, elect to receive $2,750 credit to an individual Pay-Flex account in lieu of individual or family coverage. The

District will pay $2,750 ($229.16 per month) over the contract year**.** Any employee who elects to receive such payments in lieu of health insurance coverage will sign a waiver of insurance, which will be placed in the employee's file.

When two employees who are both working for the School District of Ralston are married to each other, one employee may elect to carry a family plan and one employee may elect to take the $2,750 Pay-Flex account credit; however, both employees shall not be entitled to take paid health insurance coverage.

Section 14.4 - Term Life Insurance - The District will provide group term life insurance coverage for employees in the amount stated in the Ralston Education Association negotiated agreement. Employees shall have the option to purchase additional insurance at their own expense as may be allowed by the term life insurance policy provisions.

Section 14.5 - Disability Income Insurance: The employee will pay the premium as a payroll deduction for participation in the long-term disability program. The Board will increase each employee's compensation by an amount equal to the employee's disability insurance. Employees will receive 66 2/3 percent disability insurance coverage based on the employee's salary. An employee shall be entitled to disability coverage beginning on the date when the employee has used all of his or her accumulated sick leave.

ARTICLE 15

PHYSICAL AND VISION EXAMINATIONS

Section 15.1 - Vision Examination - The District will pay up to Fifty Dollars ($50) per employee for a vision examination every second year according to the rules and regulations of the District.

ARTICLE 16

ACTS IN VIOLATION OF LAWS OR ORDERS

Section 16.1 - Acts in Violation of Laws or Orders - Nothing in this agreement shall be construed to require either party to act in violation of any state or federal law or any presidential order. In the event such conditions should arise, this Agreement should be considered modified to the extent necessary to comply with the law.

ARTICLE 17

UNION BUSINESS

Section 17 - Union Business - Upon written application to the Superintendent of Schools, one officer or steward of the Union shall be permitted to be absent from work to attend the grievance hearing of an employee. At an employee's request and with the approval of the Supervisor of Buildings and Grounds, one officer or steward of the Union shall be given unpaid leave to participate in a discussion with the employee and his or her supervisor if the officer's or steward's absence would not interfere with the operating requirements of the District.

A Union officer or steward who is employed by the District shall clock out beginning when he or she ceases work to attend to union business and shall clock in upon resuming work. The officer or steward shall submit a written statement to the Supervisor of Buildings and Grounds or his or her designee specifying the amount of time that the officer or steward was away from work and that the absence was because of authorized Union business. Upon receipt of an invoice, the Union shall reimburse the District for all costs and expenses resulting from the absence of the officer or steward from his or her assigned duties including the wages with applicable taxes and fringe benefits paid or provided to the officer or steward as an employee of the District.

Union officers and stewards shall, on the employer's premises during non-working time, be entitled to investigate and process grievances, collect union dues, post printed matter on union bulletin boards and disseminate official union communications. As used herein, the term "non-working time" means the non-working time of the steward and any bargaining unit employee contacted.

SIGNATURES OF THE PARTIES

Dated the _____ day of _____, 2020.

Dated the _____ day of _____, 2020.

_____
Jason Buckingham, Chief Negotiator
Ralston Board of Education

_____
Steve Owens, President
Service Employees International Union, Local 226

APPENDIX 1

2020-2022

Custodian $13.70

2020-2021 Wage Increase - For the 2020-2021 contract year, each employee will receive a $.40 (40 cents) per hour increase. The rates listed above reflect the base hiring rate for the 2020-2021 contract year**(s)**. Base hiring rates for 2021-2022 will increase by $0.40 (40 cents) to $14.10 per hour. A custodian that works at night will receive a $0.10 (ten cent) shift differential.

Should the health insurance package agreed to in this contract exceed a 10% increase for the 2021-2022 school year, either party has the right to re-open negotiations through written communication within 30 days from release of the 2021-2022 health insurance rates from the Educators Health Alliance.

Longevity Payment - Beginning in the fiscal year that follows the completion of an employee's fifth year of consecutive full-time employment, and each five years of consecutive full-time employment thereafter, an employee shall receive a longevity payment in the amount set forth below.

6 - 10 years - 15 cents

11-15 years - 15 cents

16-20 years - 20 cents

21 years and up - 20 cents

APPENDIX II

Quarterly awards for perfect attendance will be reviewed during the month following the specific quarter outlined below. Payments will be made through the payroll process in September of each year. Quarters for service employees are as follows:

Quarter 1 – September through November
Quarter 2 – December through February
Quarter 3 – March through May
Quarter 4 – June through August

To be eligible for quarterly awards, employees must be full time employees. Part-time employees will be paid on a pro-rated basis equal to their full time equivalency (FTE).

NEGOTIATED AGREEMENT
Food Service Workers

Ralston Public Schools
and
Service Employees Local No. 226

This agreement is made by and between the Board of Education of Ralston Public Schools, also known as Douglas County School District 0054 and hereinafter referred to as the Board or the District, and Service Employees International Union, Local Number 226, affiliated with the AFL-CIO and hereinafter referred to as the Union. The terms of this Agreement shall be in effect for a period commencing ~~August 1, 2018~~ September 1, 2020 and ending ~~July 31, 2020~~ August 31, 2022.

ARTICLE 1

RECOGNITION

Section 1.1 - Recognition of Union. The District recognizes the Union as the exclusive representative of "employees" as defined in Section 1.2 of this Agreement.

Section 1.2 - Definition of Employees. Whenever used in this Agreement, the term "employees" shall mean full-time and part-time employees employed by the District as food service workers but excluding temporary personnel as defined in Section 1.3 of this Agreement.

Section 1.3 - Definition of Temporary Personnel. Temporary personnel are persons hired by the District who, prior to the commencement of work, have executed a written statement acknowledging employment as temporary personnel.

ARTICLE 2

MANAGEMENT RIGHTS

Section 2.1 - Retention of Managerial Prerogatives. Except as expressly modified or restricted by a specific provision of this Agreement, all statutory and inherent managerial rights, prerogatives and functions are retained and vested exclusively in the District, including, but not limited to, the rights, in accordance with its sole and exclusive judgment and discretion: to hire, reprimand, suspend, discharge or otherwise discipline employees; provided that any employee who is reprimanded, suspended or discharged shall be told the reason for the

reprimand, suspension or discharge; to determine their qualifications and assign and direct their work; to promote, demote, transfer, lay off, and recall to work; to set the standards of the services to be rendered; to set the starting and quitting time and the number of hours and shifts to be worked; to use independent contractors to perform work or services; to subcontract or contract out the District's operations or any part thereof; to expand, reduce, alter, combine, transfer, assign or cease any job or service; to issue, amend and revise policies, rules, regulations and practices. The District's failure to exercise any right, prerogative or function hereby reserved to it, or the District's exercise of any such right, prerogative or function in a particular way, shall not be considered a waiver of the District's right to exercise such right, prerogative or function or preclude it from exercising the same in some other way not in conflict with the express provisions of this Agreement.

ARTICLE 3

NONDISCRIMINATION

Section 3 - Nondiscrimination. The Board and Union agree that the hiring of employees shall be done without regard to race, color, national origin, religion, gender, disability, marital status, or participation or nonparticipation in the Union.

ARTICLE 4

CHECK OFF

Section 4.1 - Check off. Upon receipt by the District of a check off authorization, dated and executed by an employee, the District shall deduct the Union's membership dues for the month in which such deduction is made. The District will forward the monies so deducted to the Treasurer of the Union not later than the last day of the calendar month in which the deduction is made. The District shall deduct from an employee's wages only that amount of money which the employee has certified to the District, in writing, is the amount of dues to be withheld and paid to the Union. In the same manner, the District shall also withhold such amounts specified by the employee for charitable contributions and such other purposes as are permitted by the Board.

Section 4.2 - Check Authorization Form. The District shall not deduct any monies from an employee's wages pursuant to Section 4.1 of this Agreement, unless the check off authorization executed by the employee conforms to the rules and regulations of the District.

Section 4.3 - Hold Harmless Provision. The Union shall save the District harmless against any and all claims, demands, suits, grievances or other liability that arise out of or by reason of actions taken by the District pursuant to this

Article 4.

ARTICLE 5

GRIEVANCE PROCEDURE

Section 5.1 - Definition of Grievance. A grievance is an allegation by an employee or the Union that the District has violated an express provision of this Agreement.

Section 5.2 - Procedural Steps. The procedure for handling grievances shall be as set forth below.

Step 1 - Oral Notice to Immediate Supervisor. The grievant shall first take up the grievance by presenting it to his or her immediate supervisor within seven (7) days of the incident giving rise to the grievance.

Step 2 - Written Grievance to the Director of Food Services. If the grievance is not satisfactorily adjusted within five (5) days from the meeting with the supervisor, the employee or the Union representative shall present the grievance in writing to the Director of Food Services or his or her designated representative.
The Director of Food Services or his or her designated representative shall, within ten (10) days from the day the written grievance was received, make a determination and submit his or her answer in writing to the grievant.

Step 3 - Written Appeal to the Superintendent of Schools. If the Director of Food Services or his or her designated representative does not satisfactorily settle the grievance within ten (10) days from the date it is presented to him or her, the employee or the Union may appeal the grievance to the Superintendent of Schools or his or her designated representative. Said appeal shall be presented, in writing, to the office of the Superintendent of Schools within twenty (20) days of the date that the grievance was presented to the Director of Food Services or ten (10) days after the determination made by the Director of Food Services, whichever date is later.

The Superintendent of Schools or a designated representative shall make a written determination regarding the grievance within thirty (30) days from the date it is presented to him/her.

Step 4 - Appeal to the Board of Education. If the determination of the Superintendent of Schools is not satisfactory to the grievant, it may be appealed to the Board within thirty (30) days of the date of the

Superintendents' decision. At it's next regular meeting, the Board shall hear the grievance in open or closed session in accordance with the law and the decision of the Board shall be rendered within thirty (30) days of the hearing.

Section 5.3 - Written Presentation. All grievances presented at Step 2 and subsequent steps of the procedure set forth in Section 5.2 of this Agreement shall set forth: the facts giving rise to the grievance; the provision(s) of the Agreement, if any, alleged to have been violated; the names of the aggrieved employee(s); and the remedy sought. All grievances at Step 2 and appeals at Step 3 and Step 4 of the procedure set forth in Section 5.2 of this Agreement shall be signed and dated by the aggrieved employee and/or his shop steward. All written answers submitted by the District shall be signed and dated by the appropriate District representative.

Section 5.4 - Time Limitations. The time limitations set forth in this Article 5 are of the essence of this Agreement. All references to days are to calendar days. No grievance shall be accepted by the District unless it is submitted or appealed within the time limits set forth in Section 5.2 of this Agreement. If the grievance is not timely submitted at Step 1 or Step 2, it shall be deemed waived. If the grievance is not timely appealed to Step 3, it shall be deemed to have been settled in accordance with the District's Step 2 answer. If the District fails to answer within the time limits set forth in Section 5.2 of this Agreement, the grievance shall automatically proceed to the next step.

ARTICLE 6

WAGES

Section 6.1 - Definition of "Designated Job Classification". The job classification to which an employee is assigned at the time of initial employment shall be the employee's "designated job classification" and shall remain the employee's designated job classification unless the employee moves to another job classification.

Section 6.2 - Straight-Time Rate of Pay. Except as otherwise specified in this Agreement, an employee shall be paid the straight-time rate of pay for his or her designated job classification for all time for which the employee is entitled to compensation pursuant to a provision of this Agreement. The straight-time rate of pay for each job classification set forth in Appendix I hereto shall be the hourly rate specified for that job classification.

Section 6.3 - Overtime Rate of Pay. For all hours actually worked in excess of forty (40) hours in a workweek, an employee shall be paid one and one-half (1.5) times his or her straight-time rate of pay for that workweek.

Section 6.4 - No Pyramiding of Overtime or Premium Pay. For each period of time for which an employee is entitled to compensation pursuant to a provision of this Agreement, he or she shall be paid in accordance with that pay formula set forth in this Agreement which entitles him or her to the greatest amount of compensation, but he or she shall not be entitled to compensation pursuant to any other pay formula set forth in this Agreement. Time for which an employee is compensated pursuant to the preceding sentence at a premium rate shall not be counted to enable the employee to receive compensation pursuant to another provision of this Agreement.

Section 6.5 - Compensatory Time. The District shall not assign compensatory time in lieu of paying overtime compensation.

Section 6.6 - Uniforms. Each employee shall wear a uniform in accordance with the requirements of the District. Each employee is responsible for the care and cleaning of her or his own uniforms. Each employee will wear a clean, well maintained, uniform to work each day. The District will pay each employee $150.00 (One hundred fifty dollars) per year as a uniform allowance upon completion of 60 working days of probation. For current employees the uniform allowance will be paid through payroll in October of each year and will be subject to the appropriate taxes as outlined by the IRS. Probationary employees will be paid the uniform allowance after completion of 60 working days. The uniform allowance will be intended to be used to buy at least one pair of slip resistant shoes and specified pants to wear to work. The food service director will publish the required specifications for shoes and pants that are required to be worn. Questions about individual uniforms meeting the identified specifications will be determined by the food service director and will not be open to appeal.

Section 6.7 – Performance Incentive Pay. The District shall pay each employee a performance incentive of $.25 cents per hour upon two consecutive years of earning at least a 3.5 index score on the evaluation rubric used in the employee evaluation process. Once a performance incentive has been earned it will remain in the employee's hourly pay. For this contract evaluation scores earned for the 2010/2011 school year will count as the first year of a two year cycle for current employees. New employees will be eligible immediately to begin the process of earning an appropriate evaluation score for this benefit. An employee must work at least two consecutive quarters to be evaluated to be eligible for the performance incentive pay benefit. An employee successfully earning a performance incentive may then begin the two year process of earning the

benefit again.

ARTICLE 7

JOB OPENINGS

Section 7.1 - Job Openings. Job openings will be posted in the school kitchen area on the Union bulletin board and communicated via district-wide email. The notice of the opening will describe the qualifications for the position, hours of work and wages. All employees covered by this Agreement may apply for the opening by submitting a written application to the District's Personnel Office. Such employee applicants will be entitled to a personal interview, if requested in the application, for the purpose of establishing their qualifications for the position. The District will consider all employee applicants and all other applicants to assure the selection of the best qualified person for the position. The district will consider each applicant's skill, work experience, evaluations (for an applicant who is an employee of the District), and such other factors as are rationally related to the selection process. If, in the judgment of the District, the applicants' qualifications are equal, and one or more of the applicants are employees of the District, the District will select the employee with the greatest seniority. Seniority shall be defined as an employee's total length of continuous full-time service, excluding leave of absence, as a food service worker. Any dispute regarding seniority shall be resolved by reference to the official records of the District.

Section 7.2 - Layoff. When the District finds it necessary to lay off employees because of a reduction in the work force generally or in a particular area, the District will consider the employee's skills, work experience, evaluations and such other factors as are rationally related to the selection process to assure that the best qualified persons are retained in employment. If, in the sole judgment of the District, the employees' skills, work experience, evaluation and other qualifications are equal, the District will reduce the employee(s) with the least seniority.

Section 7.3 - Recall. When recalling employees who have been laid off, the District shall offer reemployment first to the qualified person with the greatest seniority. If the person with the greatest seniority declines recall, reemployment shall be offered to the qualified person with the next greatest seniority until a person accepts reemployment of all persons decline recall. An employee who has been laid off shall have recall rights for a period of twelve (12) months following the date of the layoff.

ARTICLE 8

DUTY HOURS

Section 8.1 - Duty Hours. The Director of Food Services will establish the duty hours of all employees.

Section 8.2 - Lunch Break. The District will provide each employee with an unpaid lunch break of 30 minutes. The District shall endeavor to assure that the lunch break is uninterrupted, but both the Board and Union recognize that emergencies will occur which may unavoidably interrupt the lunch break. The employee may leave the building during the lunch break if she or he clocks out upon departing and clocks in upon returning.

ARTICLE 9

LEAVE

Section 9.1 Employees covered by this contract will accrue their hourly equivalent of 10 (ten) days of sick leave per year. Sick leave will accrue by the number of hours worked per day (i.e. employees working 6 hours per day will accrue 6 hours of leave per month) and may be used by the hour (i.e. doctor's appointments, etc.) The maximum number of sick hours that may be accumulated in a calendar year is ten times the average assigned work day. In addition the employee's hourly equivalent of two (2) days are designated for personal leave (personal business that cannot be scheduled outside of work time), provided that three days notice shall be given to the Director of Food Service by submitting a completed Leave Request form to his/her office and the 60 day probationary period has been met. This 3-day requirement may be waived by the Food Service Director if the need for the leave is based on an emergency and such notice would have been impossible or impractical. The employee need not give a reason for the leave. If personal leave days are unused, two days will be carried over at the end of the school year (not to exceed four in one year). Unused, accrued sick leave days may be carried over from one year to the next, when service is unbroken, to a maximum hourly accumulation of seventy times the hourly equivalent of one work day. Sick leave days may be either used for personal or family illness (maximum of 10 days per year may be used for family illness). Family illness is defined the same as certified staff, i.e., spouse, child (including stepchild), parent, or a person who resides in the employee's home for whom the employee is legally responsible.

Snow Days: All snow days may be made up in the calendar year to maximize instruction for the students. Employees will not be required to take personal days during snow days knowing that the days may be made up at a later time in the current year calendar.

Section 9.2 – Unused Sick Leave. Upon leaving the district each food service employee shall be paid ~~45~~ 50% of their hourly rate times ~~the average number of hours worked per day during the last year of employment for up to the hourly equivalent~~ the number of hours of unused sick leave remaining at separation of employment, not to exceed 70 seventy (7*0)* days. An employee will be eligible for this program after they have completed eight (8) consecutive years of employment.

Section 9.3 – Requirements. Because of the difficulty of finding proper replacements, no more than three persons district wide may take their paid leave day, on any single day. Personal leave may not be taken on the day preceding or the day following intersession, a holiday, or a vacation day.

Section 9.4 – Perfect Attendance Compensation. Employees covered by this contract are eligible to earn $40.00 (Forty) dollars per quarter for perfect attendance. Perfect attendance compensation will be recorded and accumulated annually and paid in June of each school year. A perfect attendance list will be published for inspection at the end of each quarter. Quarters are defined in Appendix II of this document. Use of personal days for this contract will not count against earning perfect attendance.

ARTICLE 10

BEREAVEMENT LEAVE

Section 10 - Bereavement Leave. An employee shall be permitted as many of the following number of consecutive days of paid leave, at the employee's discretion, for bereavement purposes: Five (5) days in the event of the death of the employee's spouse, child, stepchild, grandchild, parent, step-parent, sister or brother; three (3) days in the event of the death of the employee's or the spouse's grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, niece, nephew or a person who resides in the employee's household for whose care the employee is responsible; one (1) day of paid leave in the event of the death of the employee's aunt, uncle or cousin, or any persons not named above. The Director of Food Services shall have the discretion to grant unpaid bereavement leave to extend the leave described above.

ARTICLE 11

TERM LIFE INSURANCE

Section 11 - Term Life Insurance. The District will provide group term life insurance coverage for employees in the amount stated in the Ralston Education Association negotiated agreement. Employees shall have the option to purchase

additional insurance at their own expense as may be allowed by the term life insurance policy provisions.

ARTICLE 12

VISION EXAMINATIONS

Section 12.2 - Vision Examination. The District will pay up to Fifty Dollars ($50) per employee for a vision examination every second year according to the rules and regulations of the District.

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DISABILITY INSURANCE

Section 13.1 - Disability. -The employee will pay the premium as a payroll deduction for participation in the long-term disability program. The Board will increase each employee's compensation by an amount equal to the employee's disability insurance. Employees will receive 66 2/3 percent disability insurance coverage based on the employee's salary.

Section 13.2 - Qualifications. Each employee shall be entitled to disability coverage beginning on the date when the employee has used all of his or her accumulated sick leave.

ARTICLE 14

ACTS IN VIOLATION OF LAWS OR ORDERS

Section 14.1 - Acts in Violation of Laws or Orders. Nothing in this agreement shall be construed to require either party to act in violation of any state or federal law or any presidential order. In the event such conditions should arise, this agreement should be considered modified to the extent necessary to comply with the law.

ARTICLE 15
Health Insurance

Section 15.1-Health Insurance. Under the provisions of the Affordable Care Act, all eligible employees will now be offered health insurance through the

district's health insurance provider. Single Health insurance will be offered for all eligible employees at a rate of contribution not to exceed 9.5% of the employee's gross paycheck. Employees choosing the health insurance option will have a rate not to exceed their hourly rate multiplied by 13 for their monthly deduction. This deduction will be made for the 10 pay periods of the employee's work year. Additionally, employees who choose may select additional health coverage at an additional premium, which is paid entirely by the employee.

SIGNATURES OF THE PARTIES

Dated this_____ day of _____, ~~2018~~ 2020.

Jason Buckingham, Chief Negotiator
President
Ralston Board of Education

Dated this_____ day of _____, ~~2018~~ 2020.

~~Suzanne Anderson~~ Steve Owens,

Service Employees International Union, Local 226

APPENDIX I

For the ~~2018 – 2019~~ 2020-2021 contract year, all Managers and Assistant Managers will receive a 0.50 cent raise. Kitchen Assistants will receive a .50 cent raise.

APPENDIX

Entry Level Wage*

	~~2018-2019~~	2020-2021
ELEMENTARY SCHOOL		
Manager	**~~$13.70~~**	**14.60**
Kitchen Asst.	**~~$11.55~~**	**12.45**
MIDDLE SCHOOL		
Manager	**~~$14.70~~**	**15.60**
Lead Cashier	**~~$12.00~~**	**12.90**
Kitchen Asst.	**~~$11.55~~**	**12.45**

HIGH SCHOOL		
Manager	**~~$15.00~~**	**15.90**
Asst. Manager	**~~$13.70~~**	**14.60**
Kitchen Asst.	**~~$11.55~~**	**12.45**

For the ~~2019 – 2020~~ 2021-2022 contract year, all Managers and Assistant Managers will receive a .40 cent raise. Kitchen Assistants will receive a ~~.40~~ .50 cent raise.

Entry Level Wage*

	~~2019-2020~~	**2021-2022**
ELEMENTARY SCHOOL		
Manager	**~~$14.10~~**	**15.10**
Kitchen Asst.	**~~$11.95~~**	**12.95**
MIDDLE SCHOOL		
Manager	**~~$15.10~~**	**16.10**
Lead Cashier	**~~$12.40~~**	**13.40**
Kitchen Asst.	**~~$11.95~~**	**12.95**
HIGH SCHOOL		
Manager	**~~$15.40~~**	**16.40**
Asst. Manager	**~~$14.10~~**	**15.10**
Kitchen Asst.	**~~$11.95~~**	**12.95**

*Actual starting salaries may be increased slightly at the discretion of the administration for employees who have applicable prior experience in the field.

Longevity Payments: Food Service employees will receive longevity increases starting with the new fiscal year after the 6th, 11th, 16th, 21st, and 26th anniversary of employment have been reached. The employee will receive an additional 30 cents per hour above their established hourly wage. This longevity bonus remains in effect each year until the next plateau is reached or until

changed by Board Action. A break in service will nullify this benefit.

6-10 years - 30 cents
11-15 years - 30 cents
16-20 years - 30 cents
21-25 years - 30 cents
26+ years - 30 cents

APPENDIX II

Quarterly awards for perfect attendance will be reviewed during the month following the specific quarter outlined below. Payments will be made through the payroll process in June of each year. Quarters for food service employees are as follows:

Quarter 1 – July through September
Quarter 2 – October through December
Quarter 3 – January through February
Quarter 4 – March through May

To be eligible for quarterly awards, employees must be full time employees. Part-time employees will be paid on a pro-rated basis equal to their full time equivalency (FTE).

NEGOTIATED AGREEMENT
Food Service Workers

Ralston Public Schools
and
Service Employees Local No. 226

This agreement is made by and between the Board of Education of Ralston Public Schools, also known as Douglas County School District 0054 and hereinafter referred to as the Board or the District, and Service Employees International Union, Local Number 226, affiliated with the AFL-CIO and hereinafter referred to as the Union. The terms of this Agreement shall be in effect for a period commencing September 1, 2020 and ending August 31, 2022.

ARTICLE 1

RECOGNITION

Section 1.1 - Recognition of Union. The District recognizes the Union as the exclusive representative of "employees" as defined in Section 1.2 of this Agreement.

Section 1.2 - Definition of Employees. Whenever used in this Agreement, the term "employees" shall mean full-time and part-time employees employed by the District as food service workers but excluding temporary personnel as defined in Section 1.3 of this Agreement.

Section 1.3 - Definition of Temporary Personnel. Temporary personnel are persons hired by the District who, prior to the commencement of work, have executed a written statement acknowledging employment as temporary personnel.

ARTICLE 2

MANAGEMENT RIGHTS

Section 2.1 - Retention of Managerial Prerogatives. Except as expressly modified or restricted by a specific provision of this Agreement, all statutory and inherent managerial rights, prerogatives and functions are retained and vested exclusively in the District, including, but not limited to, the rights, in accordance with its sole and exclusive judgment and discretion: to hire, reprimand, suspend, discharge or otherwise discipline employees; provided that any employee who is reprimanded, suspended or discharged shall be told the reason for the

reprimand, suspension or discharge; to determine their qualifications and assign and direct their work; to promote, demote, transfer, lay off, and recall to work; to set the standards of the services to be rendered; to set the starting and quitting time and the number of hours and shifts to be worked; to use independent contractors to perform work or services; to subcontract or contract out the District's operations or any part thereof; to expand, reduce, alter, combine, transfer, assign or cease any job or service; to issue, amend and revise policies, rules, regulations and practices. The District's failure to exercise any right, prerogative or function hereby reserved to it, or the District's exercise of any such right, prerogative or function in a particular way, shall not be considered a waiver of the District's right to exercise such right, prerogative or function or preclude it from exercising the same in some other way not in conflict with the express provisions of this Agreement.

ARTICLE 3

NONDISCRIMINATION

Section 3 - Nondiscrimination. The Board and Union agree that the hiring of employees shall be done without regard to race, color, national origin, religion, gender, disability, marital status, or participation or nonparticipation in the Union.

ARTICLE 4

CHECK OFF

Section 4.1 - Check off. Upon receipt by the District of a check off authorization, dated and executed by an employee, the District shall deduct the Union's membership dues for the month in which such deduction is made. The District will forward the monies so deducted to the Treasurer of the Union not later than the last day of the calendar month in which the deduction is made. The District shall deduct from an employee's wages only that amount of money which the employee has certified to the District, in writing, is the amount of dues to be withheld and paid to the Union. In the same manner, the District shall also withhold such amounts specified by the employee for charitable contributions and such other purposes as are permitted by the Board.

Section 4.2 - Check Authorization Form. The District shall not deduct any monies from an employee's wages pursuant to Section 4.1 of this Agreement, unless the check off authorization executed by the employee conforms to the rules and regulations of the District.

Section 4.3 - Hold Harmless Provision. The Union shall save the District harmless against any and all claims, demands, suits, grievances or other liability that arise out of or by reason of actions taken by the District pursuant to this

Article 4.

ARTICLE 5

GRIEVANCE PROCEDURE

Section 5.1 - Definition of Grievance. A grievance is an allegation by an employee or the Union that the District has violated an express provision of this Agreement.

Section 5.2 - Procedural Steps. The procedure for handling grievances shall be as set forth below.

Step 1 - Oral Notice to Immediate Supervisor. The grievant shall first take up the grievance by presenting it to his or her immediate supervisor within seven (7) days of the incident giving rise to the grievance.

Step 2 - Written Grievance to the Director of Food Services. If the grievance is not satisfactorily adjusted within five (5) days from the meeting with the supervisor, the employee or the Union representative shall present the grievance in writing to the Director of Food Services or his or her designated representative.
The Director of Food Services or his or her designated representative shall, within ten (10) days from the day the written grievance was received, make a determination and submit his or her answer in writing to the grievant.

Step 3 - Written Appeal to the Superintendent of Schools. If the Director of Food Services or his or her designated representative does not satisfactorily settle the grievance within ten (10) days from the date it is presented to him or her, the employee or the Union may appeal the grievance to the Superintendent of Schools or his or her designated representative. Said appeal shall be presented, in writing, to the office of the Superintendent of Schools within twenty (20) days of the date that the grievance was presented to the Director of Food Services or ten (10) days after the determination made by the Director of Food Services, whichever date is later.

The Superintendent of Schools or a designated representative shall make a written determination regarding the grievance within thirty (30) days from the date it is presented to him/her.

Step 4 - Appeal to the Board of Education. If the determination of the Superintendent of Schools is not satisfactory to the grievant, it may be appealed to the Board within thirty (30) days of the date of the

Superintendents' decision. At it's next regular meeting, the Board shall hear the grievance in open or closed session in accordance with the law and the decision of the Board shall be rendered within thirty (30) days of the hearing.

Section 5.3 - Written Presentation. All grievances presented at Step 2 and subsequent steps of the procedure set forth in Section 5.2 of this Agreement shall set forth: the facts giving rise to the grievance; the provision(s) of the Agreement, if any, alleged to have been violated; the names of the aggrieved employee(s); and the remedy sought. All grievances at Step 2 and appeals at Step 3 and Step 4 of the procedure set forth in Section 5.2 of this Agreement shall be signed and dated by the aggrieved employee and/or his shop steward. All written answers submitted by the District shall be signed and dated by the appropriate District representative.

Section 5.4 - Time Limitations. The time limitations set forth in this Article 5 are of the essence of this Agreement. All references to days are to calendar days. No grievance shall be accepted by the District unless it is submitted or appealed within the time limits set forth in Section 5.2 of this Agreement. If the grievance is not timely submitted at Step 1 or Step 2, it shall be deemed waived. If the grievance is not timely appealed to Step 3, it shall be deemed to have been settled in accordance with the District's Step 2 answer. If the District fails to answer within the time limits set forth in Section 5.2 of this Agreement, the grievance shall automatically proceed to the next step.

ARTICLE 6

WAGES

Section 6.1 - Definition of "Designated Job Classification". The job classification to which an employee is assigned at the time of initial employment shall be the employee's "designated job classification" and shall remain the employee's designated job classification unless the employee moves to another job classification.

Section 6.2 - Straight-Time Rate of Pay. Except as otherwise specified in this Agreement, an employee shall be paid the straight-time rate of pay for his or her designated job classification for all time for which the employee is entitled to compensation pursuant to a provision of this Agreement. The straight-time rate of pay for each job classification set forth in Appendix I hereto shall be the hourly rate specified for that job classification.

Section 6.3 - Overtime Rate of Pay. For all hours actually worked in excess of forty (40) hours in a workweek, an employee shall be paid one and one-half (1.5) times his or her straight-time rate of pay for that workweek.

Section 6.4 - No Pyramiding of Overtime or Premium Pay. For each period of time for which an employee is entitled to compensation pursuant to a provision of this Agreement, he or she shall be paid in accordance with that pay formula set forth in this Agreement which entitles him or her to the greatest amount of compensation, but he or she shall not be entitled to compensation pursuant to any other pay formula set forth in this Agreement. Time for which an employee is compensated pursuant to the preceding sentence at a premium rate shall not be counted to enable the employee to receive compensation pursuant to another provision of this Agreement.

Section 6.5 - Compensatory Time. The District shall not assign compensatory time in lieu of paying overtime compensation.

Section 6.6 - Uniforms. Each employee shall wear a uniform in accordance with the requirements of the District. Each employee is responsible for the care and cleaning of her or his own uniforms. Each employee will wear a clean, well maintained, uniform to work each day. The District will pay each employee $150.00 (One hundred fifty dollars) per year as a uniform allowance upon completion of 60 working days of probation. For current employees the uniform allowance will be paid through payroll in October of each year and will be subject to the appropriate taxes as outlined by the IRS. Probationary employees will be paid the uniform allowance after completion of 60 working days. The uniform allowance will be intended to be used to buy at least one pair of slip resistant shoes and specified pants to wear to work. The food service director will publish the required specifications for shoes and pants that are required to be worn. Questions about individual uniforms meeting the identified specifications will be determined by the food service director and will not be open to appeal.

Section 6.7 – Performance Incentive Pay. The District shall pay each employee a performance incentive of $.25 cents per hour upon two consecutive years of earning at least a 3.5 index score on the evaluation rubric used in the employee evaluation process. Once a performance incentive has been earned it will remain in the employee's hourly pay. For this contract evaluation scores earned for the 2010/2011 school year will count as the first year of a two year cycle for current employees. New employees will be eligible immediately to begin the process of earning an appropriate evaluation score for this benefit. An employee must work at least two consecutive quarters to be evaluated to be eligible for the performance incentive pay benefit. An employee successfully earning a performance incentive may then begin the two year process of earning the

benefit again.

ARTICLE 7

JOB OPENINGS

Section 7.1 - Job Openings. Job openings will be posted in the school kitchen area on the Union bulletin board and communicated via district-wide email. The notice of the opening will describe the qualifications for the position, hours of work and wages. All employees covered by this Agreement may apply for the opening by submitting a written application to the District's Personnel Office. Such employee applicants will be entitled to a personal interview, if requested in the application, for the purpose of establishing their qualifications for the position. The District will consider all employee applicants and all other applicants to assure the selection of the best qualified person for the position. The district will consider each applicant's skill, work experience, evaluations (for an applicant who is an employee of the District), and such other factors as are rationally related to the selection process. If, in the judgment of the District, the applicants' qualifications are equal, and one or more of the applicants are employees of the District, the District will select the employee with the greatest seniority. Seniority shall be defined as an employee's total length of continuous full-time service, excluding leave of absence, as a food service worker. Any dispute regarding seniority shall be resolved by reference to the official records of the District.

Section 7.2 - Layoff. When the District finds it necessary to lay off employees because of a reduction in the work force generally or in a particular area, the District will consider the employee's skills, work experience, evaluations and such other factors as are rationally related to the selection process to assure that the best qualified persons are retained in employment. If, in the sole judgment of the District, the employees' skills, work experience, evaluation and other qualifications are equal, the District will reduce the employee(s) with the least seniority.

Section 7.3 - Recall. When recalling employees who have been laid off, the District shall offer reemployment first to the qualified person with the greatest seniority. If the person with the greatest seniority declines recall, reemployment shall be offered to the qualified person with the next greatest seniority until a person accepts reemployment of all persons decline recall. An employee who has been laid off shall have recall rights for a period of twelve (12) months following the date of the layoff.

ARTICLE 8

DUTY HOURS

Section 8.1 - Duty Hours. The Director of Food Services will establish the duty hours of all employees.

Section 8.2 - Lunch Break. The District will provide each employee with an unpaid lunch break of 30 minutes. The District shall endeavor to assure that the lunch break is uninterrupted, but both the Board and Union recognize that emergencies will occur which may unavoidably interrupt the lunch break. The employee may leave the building during the lunch break if she or he clocks out upon departing and clocks in upon returning.

ARTICLE 9

LEAVE

Section 9.1 Employees covered by this contract will accrue their hourly equivalent of 10 (ten) days of sick leave per year. Sick leave will accrue by the number of hours worked per day (i.e. employees working 6 hours per day will accrue 6 hours of leave per month) and may be used by the hour (i.e. doctor's appointments, etc.) The maximum number of sick hours that may be accumulated in a calendar year is ten times the average assigned work day. In addition the employee's hourly equivalent of two (2) days are designated for personal leave (personal business that cannot be scheduled outside of work time), provided that three days notice shall be given to the Director of Food Service by submitting a completed Leave Request form to his/her office and the 60 day probationary period has been met. This 3-day requirement may be waived by the Food Service Director if the need for the leave is based on an emergency and such notice would have been impossible or impractical. The employee need not give a reason for the leave. If personal leave days are unused, two days will be carried over at the end of the school year (not to exceed four in one year). Unused, accrued sick leave days may be carried over from one year to the next, when service is unbroken, to a maximum hourly accumulation of seventy times the hourly equivalent of one work day. Sick leave days may be either used for personal or family illness (maximum of 10 days per year may be used for family illness). Family illness is defined the same as certified staff, i.e., spouse, child (including stepchild), parent, or a person who resides in the employee's home for whom the employee is legally responsible.

Snow Days: All snow days may be made up in the calendar year to maximize instruction for the students. Employees will not be required to take personal days during snow days knowing that the days may be made up at a later time in the current year calendar.

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Health Insurance

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paycheck. Employees choosing the health insurance option will have a rate not to exceed their hourly rate multiplied by 13 for their monthly deduction. This deduction will be made for the 10 pay periods of the employee's work year. Additionally, employees who choose may select additional health coverage at an additional premium, which is paid entirely by the employee.

SIGNATURES OF THE PARTIES

Dated this_____ day of _____, 2020.	Dated this_____ day of _____, 2020.
---	---
Jason Buckingham, Chief Negotiator Ralston Board of Education	Steve Owens, President Service Employees International Union, Local 226

APPENDIX I

For the 2020-2021 contract year, all Managers and Assistant Managers will receive a 0.50 cent raise. Kitchen Assistants will receive a .50 cent raise.

APPENDIX

Entry Level Wage*

	2020-2021
ELEMENTARY SCHOOL	
Manager	**14.60**
Kitchen Asst.	**12.45**
MIDDLE SCHOOL	
Manager	**15.60**
Lead Cashier	**12.90**
Kitchen Asst.	**12.45**
HIGH SCHOOL	
Manager	**15.90**

Asst. Manager	**14.60**
Kitchen Asst.	**12.45**

For the 2021-2022 contract year, all Managers and Assistant Managers will receive a .50 cent raise. Kitchen Assistants will receive a .50 cent raise.

Entry Level Wage*

	2021-2022
ELEMENTARY SCHOOL	
Manager	**15.10**
Kitchen Asst.	**12.95**
MIDDLE SCHOOL	
Manager	**16.10**
Lead Cashier	**13.40**
Kitchen Asst.	**12.95**
HIGH SCHOOL	
Manager	**16.40**
Asst. Manager	**15.10**
Kitchen Asst.	**12.95**

*Actual starting salaries may be increased slightly at the discretion of the administration for employees who have applicable prior experience in the field.

Longevity Payments: Food Service employees will receive longevity increases starting with the new fiscal year after the 6th, 11th, 16th, 21st, and 26th anniversary of employment have been reached. The employee will receive an additional 30 cents per hour above their established hourly wage. This longevity bonus remains in effect each year until the next plateau is reached or until changed by Board Action. A break in service will nullify this benefit.

6-10 years - 30 cents
11-15 years - 30 cents
16-20 years - 30 cents

21-25 years - 30 cents
26+ years - 30 cents

APPENDIX II

Quarterly awards for perfect attendance will be reviewed during the month following the specific quarter outlined below. Payments will be made through the payroll process in June of each year. Quarters for food service employees are as follows:

Quarter 1 – July through September
Quarter 2 – October through December
Quarter 3 – January through February
Quarter 4 – March through May

To be eligible for quarterly awards, employees must be full time employees. Part-time employees will be paid on a pro-rated basis equal to their full time equivalency (FTE).

Calendar Revisions Due to COVID-19 Pandemic

Overview
Include in this revised calendar are a few additions and revisions to the initial 2020-2021 school calendar. These revisions allow for flexibility in scheduling to provide an opportunity to adapt and navigate the potential unknowns as the 2020-2021 school year unfolds. These additions and revisions will allow the District to serve, communicate, and adapt to the needs of our school community better amidst a public health crisis.

Recommendation: Build possible make-up days into the calendar.
Make-up days would provide flexibility within our school calendar. It will allow the District the opportunity to communicate early on regarding our potential make-up plans if we have no school days in the school building or remotely. These days are spread throughout the year, allowing the District the opportunity to make timely situational decisions related to when we should make up these dates.

Recommendation: End of quarter flexibility.
Creating flexible quarter-end dates allows the District to address meeting the instructional hour requirements and the unknown timing implications of the virus. By having minimum and maximum end dates for each quarter, it allows us to make decisions to transition between quarters at a faster or slower pace based on what is happening with the health status of our community as we move through the year.

1st Quarter	Scheduled: 10/14/2020 Earliest end date: 10/8/2020 Latest end date: 11/3/2020
2nd Quarter	Scheduled: 12/21/2020 Earliest end date: 12/14/2020 Latest end date: 1/21/2021
3rd Quarter	Scheduled: 3/12/2021 Earliest end date: 3/1/2021 Latest end date: 3/24/2021
4th Quarter	Scheduled: 5/25/2021 Earliest end date: 5/5/2021 Latest end date: last student day

*without makeups

Final 6/9/20

Ralston Public Schools 2020-2021
Kindergarten – 12th Grade Calendar

JULY '20

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	

3-5 New Teachers
6-10 Pre-Service
11 First Day PK, Kg, 7 & 9 1:30 dismissal
12 All Students

AUGUST '20

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					

7 Labor Day
18 District In-Service

SEPTEMBER '20

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			

14 End of 1st Quarter
15 District In-Service/ Collaborative Planning
16 Comp Day for Conferences

OCTOBER '20

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

2 District In-Service
26-27 Thanksgiving Break

NOVEMBER '20

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					

21 End of 2nd Quarter & 1st Semester
22 Collaborative Planning
23-31 Winter Break

DECEMBER '20

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		

JANUARY '21

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						

1 Winter Break

FEBRUARY '21

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						

12 District In-Service
15 Comp Day for Conferences

MARCH '21

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			

12 End of 3rd Quarter
15 In-Service/Collaborative Planning
29-31 Spring Break

APRIL '21

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	

1-2 Spring Break

MAY '21

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					

16 Graduation
25 Last Student Day/End of 4th Quarter
26 Last Staff Day/ Collaborative Planning (or possible makeup day)

JUNE '21

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			

No School for Students/Staff Report

No School for Students or Staff

No School for Students or Staff or Possible Makeup Day due to Pandemic or Snow Day

Note: Quarter end dates may be adjusted if closure occurs.

9 year history of the Ralston Public School's lunch and breakfast prices

Breakfast Prices

	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20
Elementary	1.50	1.55	1.55	1.55	1.55	1.55	1.55	1.55	1.55	1.55
Middle	1.90	1.95	1.95	1.95	1.95	1.95	1.95	1.95	1.95	1.95
High	2.45	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50

Lunch Prices

	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20
Elementary	2.10	2.15	2.20	2.20	2.30	2.30	2.30	2.45	2.45	2.50
Middle	2.50	2.55	2.55	2.55	2.65	2.65	2.65	2.80	2.80	2.95
High	2.75	2.80	2.80	2.80	2.80	2.80	2.80	2.80	2.80	3.00

Options for USDA lunch price compliance

	1	2	3
Elementary	2.60	2.55	2.65
Middle	3.05	3.10	3.00
High	3.10	3.15	3.05

SFA NAME:	RALSTON PUBLIC SCHOOLS

SY 2020-21 Price Adjustment Calculator

Go to Instructions

SY 2020-21 Weighted Average Price Requirement	
Requirement price to the nearest cent	*Optional* price requirement ROUNDED DOWN to nearest 5 cent
$ 3.09	$ 3.05

Note: Above prices are based on adjusting SY 2019-20 price requirement by the 2% rate increase plus the Consumer Price Index (2.94%)

SY 2019-20 Weighted Average Price Calculator

Enter the paid prices and number of paid lunches sold at each price for **October 2019.**

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2019-20 Weighted Average Price
1.	7,832	$ 2.50	$ 19,580.00	
2.	2,328	$ 2.95	$ 6,867.60	
3.	4,247	$ 3.00	$ 12,741.00	
4.			$ -	
5.			$ -	
6.			$ -	
7.			$ -	
8.			$ -	
9.			$ -	
10.			$ -	
TOTAL	**14,407**		**$ 39,188.60**	**$ 2.72**

*Note: SY 2019-20 Weighted Average Price equal to or above the target price of **$3.09** are compliant for SY 2020-21. **$3.09** is the difference between the Free and Paid reimbursement rates for SY 2019-20.*

Total Price Increase for SY 2020-21
$ 0.33

Required price increase for SY 2020-21 (with 10 cent cap)
$ 2.82

Remaining increase carried forward to SY 2021-22
$ 0.23

Remaining credit carried forward to SY 2021-22
$ -

Go to SY 2020-21 Report

Step 3 (Optional)

Pricing Estimation Calculator

Below is a tool allowing users to manipulate prices to achieve the required new weighted average price.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price
1.	7,832	$ 2.60	$ 20,363.20	
2.	2,328	$ 3.05	$ 7,100.40	
3.	4,247	$ 3.10	$ 13,165.70	
4.			$ -	
5.			$ -	
6.			$ -	
7.			$ -	
8.			$ -	
9.			$ -	
10.			$ -	
TOTAL	**14,407**		**$ 40,629.30**	**$ 2.82**

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality. February 2020

SFA NAME:	RALSTON PUBLIC SCHOOLS

SY 2020-21 Price Adjustment Calculator

Go to Instructions

SY 2020-21 Weighted Average Price	
Requirement price to the nearest cent	***Optional* price requirement ROUNDED DOWN to nearest 5 cent**
$ 3.09	**$ 3.05**

Note: Above prices are based on adjusting SY 2019-20 price requirement by the 2% rate increase

SY 2019-20 Weighted Average Price Calculator

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5.			$ -	
6.			$ -	
7.			$ -	
8.			$ -	
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TOTAL	**14,407**		**$ 39,188.60**	**$ 2.72**

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Required price increase for SY 2020-21 (with 10 cent cap)
$ 2.82

Remaining increase carried forward to SY 2021-22	
$	0.23

Remaining credit carried forward to SY 2021-22	
$	-

Go to SY 2020-21 Report

Step 3 (Optional)

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	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price
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4.			$ -	
5.			$ -	
6.			$ -	
7.			$ -	
8.			$ -	
9.			$ -	
10.			$ -	
TOTAL	**14,407**		**$ 40,629.30**	**$ 2.82**

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of th
modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functional
February 2020







ıe tool are
ity.

Ralston Middle School Fee List

Fees Assessed:

Extracurricular Activity Fee: $20.00
Lunch Prices: $3.05, Reduced Lunch: $0.40
Breakfast Prices: $1.95 Reduced: $0.30
Milk 8 oz: $0.50 Orange/Apple Juice 4 oz: $0.50
Lost/Damaged assignment notebook: $4.00
Lost/Damaged library and/or classroom textbook: replacement cost
Lost/Damaged clothing/equipment: replacement cost

Required clothing for PE and extracurricular activities

Select vocal music group attire: Maximum $185.
Boys- Black pants, shirt, tie and black shoes.
Girls- Vests and shoes.
Gym Shorts and cotton T-shirt (Ralston Middle School offers RMS shorts ($10) and RMS shirts ($10) which are available in the office but not required.)
Towel
Rubber soled athletic shoes
Undergarments and socks appropriate for the activity.

Optional Fees- not required

Ralston High School Activity Ticket-$40.00
Extracurricular activities travel fee – Not to exceed $500 per event
Extracurricular activities admission – Maximum $5.00 per event
Physicals for 8th Grade Sports-$50.00
Ralston Middle School Yearbook-$20.00
8th Grade Class Picture-$20.00
Student Picture Packages-$15-$25
Printed Clothing
Paperback books for personal ownership
Insurance policy for technology $10-$20

Donations / Fundraising

Family Consumer Science for food and take home materials used in class-$15.00.
Industrial Technology for home materials used in class that can be taken home-$15.00.
Art Supplies-$15.
As approved by Superintendent or designee.

Revised 7/06/2020

Ralston High School Fee List

Fees Assessed:

Extracurricular Activity Fee: $40.00 includes activity ticket
Transcripts: Price for Graduates set by Parchment online order system $4.00;
Current students are free of charge through Naviance
Summer School: $175 resident, $225 non-resident. Night School: $300 maximum / class.
Breakfast Prices: $2.50 Reduced: $0.30
Lunch Prices: $3.10, Reduced Lunch: $0.40
Milk 8 oz: $0.50 Orange/Apple Juice 4 oz: $0.50
Replacement School ID : $5.00
Lost/Damaged library and/or classroom textbook: replacement cost
Lost/Damaged clothing/equipment: replacement cost

Required clothing for classes and extracurricular activities

Gym Shorts and Cotton T-shirt (PE)	Undergarments
Swimsuit (Swimming)	Towel (PE and swimming)
Rubber soled athletic shoes	Socks

FCS (Year 2 & 3): white shirt, black pants, black shoes, and socks
Medical Science Academy 1 & 2: Lab Coat and Scrubs
Automotive Academy: blue jeans, close-toed shoes, academy shirt
Education Academy: business casual professional attire
SCUBA oxygen tank fee- not to exceed $40

Specialized Equipment or Clothing Specific to Extracurricular Activity Participation

Shoes appropriate for the activity	Undergarments appropriate for the activity
Gym Shorts and Cotton T-shirt	Athletic socks
Golf clubs, practice golf balls, tees	Baseball glove / softball glove**,** bat(s)
Tennis racquet	Protective gear (ex. soccer shin guards)

Choir: Up to $350 for competition shirt, pants, ties, dress, shoes and stockings

Optional Fees -Not Required

Ralston High School Activity Ticket-$40.00	Physicals for Sports-$50.00
Ralston High School Yearbook-$75.00	Parking-$5.00

Student Picture Packages-$15-$25
Printed Clothing
Books &/or consumable materials for personal ownership (ex. clay, wood, etc.)
Extracurricular activities admission – Maximum $25.00 per event
Extracurricular activities travel fee – Not to exceed $4800 per event

Revised 7/06/2020

Insurance policy for technology $10-$20

Certification (Optional to student)
Red Cross Lifeguard certification $85.00
OSHA: $25
SCUBA certification-paid directly to certification provider

Donations / Fundraising
Cheer and Dance Uniforms: $1200
As approved by Superintendent or designee

Elementary Fee List

Fees Assessed:
Lost/Damaged library and/or classroom textbook: replacement cost
Lost/Damaged clothing/equipment: replacement cost
Lunch Prices: $2.60, Reduced Lunch: $0.40
Breakfast Prices: $1.55, Reduced: $0.30
Milk 8 oz: $0.50 Orange/Apple Juice 4 oz: $0.50

Recommended Items Not Required:
Backpack
Water bottle
Towel / Mat for rest time (Pre-school)
Paint shirt

Required clothing:
Select vocal music group attire: $25.00
Rubber soled athletic shoes for PE

Optional Items Available for purchase:
Ralston High School Activity Ticket-$40.00
Yearbook-$10.00 - $20.00
Student Picture Packages-$6.50-$25
Printed clothing
Paperback books for personal ownership

Donations and Fundraising:
As approved by Superintendent or designee

Revised 7/06/2020

RALSTON MIDDLE SCHOOL

2020-2021 STUDENT / FAMILY HANDBOOK

BOARD OF EDUCATION

Mrs. Heather Johnson, President
Dr. Jay Irwin, Vice President
Ms. Mary Roarty, Secretary
Mrs. Elizabeth Kumru, Treasurer
Mrs. Linda Richards, Member
Mrs. Robin Richards, Member

DISTRICT ADMINISTRATORS

Dr. Mark Adler, Superintendent
Dr. Cecilia Wilken, Director of Teaching and Learning
Dr. Mike Rupprecht, Executive Director of Human Resources
Mr. Jason Buckingham, Executive Director of Fiscal Affairs
Mrs. Melissa Stolley, Director of Student Services
Mrs. Diane Meyer, Director of Suburban Schools/Metro Regional Program
Dr. Joshua Wilken, Career Education Coordinator / ELL Coordinator

ADMINISTRATIVE OFFICES

8545 Park Drive
Ralston, Nebraska 68127
402-331-4700
http://ralstonschools.org

RALSTON MIDDLE SCHOOL

8202 Lakeview Street
Ralston, Nebraska 68127-2777
402-331-4701
http://rms.ralstonschools.org

MIDDLE SCHOOL ADMINISTRATION

Andy Parizek, Principal
Steve Schrad, Assistant Principal & Activities Director

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June, 2020

Welcome to Ralston Middle School!

The entire staff at RMS welcomes you to a new and exciting year. It is our goal to make this school year the most successful and memorable in your school career.

Please take time to review this handbook as a family. The purpose of this handbook is to provide families with information on policies and procedures for Ralston Middle School. You will see a clear commitment to ensuring a safe and positive environment for learning to take place. Much of this information pertains to expectations and procedures for students. If we were to summarize the expectations at Ralston Middle School, they basically come down to **be safe, be respectful and be responsible**. Acting safe and making choices that ensure your physical and mental well-being are critical. Respect for yourself, others and property is a key expectation. If everyone is respected, the school is a much better place for learning. Responsibility for your learning, your actions, and your growth is also a key to success in middle school. With both of these in place, the sky's the limit and your middle school years will be a time of great growth and success for you.

Through a caring school, family, and community partnership, the goal of preparing students to become responsible and respectful individuals in a safe and challenging environment will remain a central focus of Ralston Middle School.

Have a great year!

Andy Parizek
Principal

Steve Schrad
Assistant Principal / Activities Director

School Handbooks are based on Board of Education Policies
www.ralstonschools.org / Board Of Education

Purpose State of Ralston Public Schools
A community dedicated to achieving excellence through purposeful instruction and nurturing a climate of hope.

Direction Statement
Cultivating resilient citizens prepared for the diverse demands of the future.

Ralston Public Schools Believe . . .

- The educational process is a partnership involving the school, the family, the student, and the community
- Students learn best when they are actively engaged in the process
- All students can learn
- Students learn best when schools maintain high expectations for learning
- The foremost responsibility of any educational organization is the student
- The essence of education is the ability to develop lifelong learners to deal responsibly with choice in a changing world

Board of Education policies can be accessed at the school building office and on the district website - www.ralstonschools.org

Ralston Middle School Vision
Using the power of positive relationships, the community of Ralston Middle School will work to foster life-long responsibility and resiliency in all students.

Ralston Middle School Guiding Mantra
Responsibility. Relationships. Resiliency.

Ralston Middle School Collective Commitments
Approach each day with a **positive** attitude.
Show **flexibility**.
Communicate clearly, honestly, and openly.
Be **committed** to making yourself and others better.
Practice **patience** and **empathy**.
Be **engaged** in your learning.
Collaborate as a team.
Respond to adversity with **resilience**.

Mass Communication with Families
To ensure effective and timely communication between our school district, staff, and school patrons, Ralston Public Schools uses a mass messaging system. This program allows our middle school to reach students and families about important events by phone, email, text, and through the RPS Mobile App. Also, it can serve as an information system to communicate student absences, school cancellations due to inclement weather, and crisis situations that may arise. Messages come in the form of a pre-recorded phone call, a text, a push alert, or an email.

Bell Schedule

Building-wide Homeroom and Lunch Schedule (Monday, Tuesday, Wednesday, Thursday, Friday - 30 minutes for Homeroom and 30 minutes for Lunch) -

Monday - *DEAR (Drop Everything And Read) / Read Alouds / Academic Vocabulary*
Tuesday - *Choose Love Movement / Character Education*
Wednesday - *Planner and Grade Checks / MAP Goal Setting / Academic Study Hall*
Thursday - *Math Problem of the Week / Math Facts*
Friday - *Team Building*

Bell Schedule
(Monday and Friday -
44 minute class periods)

7th grade

- Period 1 - 8 to 8:44 am
- Period 2 - 8:48 to 9:32 am
- Period 3 - 9:36 to 10:20 am
- Period 4 - 10:24 to 11:08 am
- Period 5 (Lunch and Homeroom) - 11:12 am to 12:12 pm
  - 7A lunch - 11:12 to 11:42 am
  - 7B lunch - 11:27 am to 11:57 am
- Period 6 - 12:16 to 1 pm
- Period 7 - 1:04 to 1:48 pm
- Period 8 - 1:52 to 2:36 pm
- Period 9 - 2:40 to 3:24 pm

8th grade

- Period 1 - 8 to 8:44 am
- Period 2 - 8:48 to 9:32 am
- Period 3 - 9:36 to 10:20 am
- Period 4 - 10:24 to 11:08 am
- Period 5 - 11:12 to 11:56 am
- Period 6 (Lunch and Homeroom) - Noon to 1 pm
  - 8A lunch - Noon to 12:30 pm
  - 8B lunch - 12:15 to 12:45 pm
- Period 7 - 1:04 to 1:48 pm
- Period 8 - 1:52 to 2:36 pm
- Period 9 - 2:40 to 3:24 pm

Bell Schedule
(Tuesday and Thursday -
40 minute class periods)

7th grade

- Period 1 - 8 to 8:40 am
- Period 2 - 8:44 to 9:24 am
- *WIN Time - 9:28 to 9:56 am*
- Period 3 - 10 to 10:40 am
- Period 4 - 10:44 am to 11:24 am
- Period 5 (Lunch and Homeroom) - 11:28 am to 12:28 pm
  - 7A lunch - 11:28 to 11:58 am
  - 7B lunch - 11:43 am to 12:13 pm
- Period 6 - 12:32 to 1:12 pm
- Period 7 - 1:16 to 1:56 pm
- Period 8 - 2 to 2:40 pm
- Period 9 - 2:44 to 3:24 pm

8th grade

- Period 1 - 8 to 8:40 am
- Period 2 - 8:44 to 9:24 am
- *WIN Time - 9:28 to 9:56 am*
- Period 3 - 10 to 10:40 am
- Period 4 - 10:44 am to 11:24 am
- Period 5 - 11:28 am to 12:08 pm
- Period 6 (Lunch and Homeroom) - 12:12 to 1:12 pm
  - 8A lunch - 12:12 to 12:42 pm
  - 8B lunch - 12:27 to 12:57 pm
- Period 7 - 1:16 to 1:56 pm
- Period 8 - 2 to 2:40 pm
- Period 9 - 2:44 to 3:24 pm

Bell Schedule
(Wednesday -
40 minute class periods)

7th grade

- Period 1 - 8:32 to 9:12 am
- Period 2 - 9:16 to 9:56 am
- Period 3 - 10 to 10:40 am
- Period 4 - 10:44 am to 11:24 am
- Period 5 (Lunch and Homeroom) - 11:28 am to 12:28 pm
  - 7A lunch - 11:28 to 11:58 am
  - 7B lunch - 11:43 am to 12:13 pm
- Period 6 - 12:32 to 1:12 pm
- Period 7 - 1:16 to 1:56 pm
- Period 8 - 2 to 2:40 pm
- Period 9 - 2:44 to 3:24 pm

8th grade

- Period 1 - 8:32 to 9:12 am
- Period 2 - 9:16 to 9:56 am
- Period 3 - 10 to 10:40 am
- Period 4 - 10:44 am to 11:24 am
- Period 5 - 11:28 am to 12:08 pm
- Period 6 (Lunch and Homeroom) - 12:12 to 1:12 pm
  - 8A lunch - 12:12 to 12:42 pm
  - 8B lunch - 12:27 to 12:57 pm
- Period 7 - 1:16 to 1:56 pm
- Period 8 - 2 to 2:40 pm
- Period 9 - 2:44 to 3:24 pm

Homeroom/ Advisement

Advisement is a program that builds meaningful relationships between students and teachers. Every student should have at least one advocate and trusted adult in the building. Your advisement teacher/ advisor will play a key role in helping you see and meet your potential by doing the following -

- Help students make friends, develop positive peer group relationships and a sense of belonging
- Provide an orientation to Ralston Middle School and the student handbook
- Teach, reinforce, and build character as a middle school student working together with our classroom community
- Help students develop a sense of academic purpose and personal commitment to educational goals
- Help students achieve academic success by developing organizational skills, time management skills, effective study habits and academic support
- Develop the skills, attitudes and behaviors that will help students function productively
- Reinforce the values of respect, responsibility, personal safety and accountability through character

WIN (What I Need Time)

Our goal is for all students to learn at high levels. We know students do not always learn at the same rate. WIN Time provides time in the middle school schedule for re-teaching, homework assistance, and enrichment. In the past, students have had to retake assessments or get help from a teacher before school, during lunch time, or after school. WIN Time allows teachers to give students what they need based on identified priority standards in the content areas during the school day.

Responsible and Respectful Behavior

General Information

You are expected to conduct yourself appropriately and to cooperate with the requests of all staff members. Seventh grade students arriving at Ralston Middle School before 7:53 am must report to the Upper Gym, and eighth grade students must report to the Cafeteria. Students are not permitted to other areas of the building prior to 7:53 a.m. unless they have a pass from a staff member. Students must stop in the main office to get permission before visiting with a teacher either before 7:53 am or after 3:30 pm.

Responsible and Respectful Class Behavior

Your teachers will teach you the student expectations. Teachers will communicate with you when you are not meeting the expectations for student behavior. Teachers will also notify your parent/guardian if you fail to meet classroom expectations.

Guidance Counselor (Policy 6048)

There are times when we all get down on ourselves and lose confidence. There is a caring and skilled counselor at Ralston Middle School to listen. If you need guidance or just need someone to listen to a problem, a counselor is here to listen to you. This person will work closely with your entire team and get to know you better through some team and advisement activities. Counseling services are available to every student in our school. Students can stop by the counselor's office to set up a time and to get a pass. Students must check in with their teacher before meeting with the counselor. If something is urgent and the counselor is not available, do not wait. Please visit with another staff member.

The counselor can help you with many things including:

- Academic success
- Attendance
- School / grade transition
- Selection of classes
- Peer / family concerns
- Study skills

The counselor will be in the classroom periodically to do guidance activities on topics such as:

- Making new friends
- Peer pressure
- Cliques
- Bullying
- Sexual harassment
- Setting goals
- Decision making
- Tolerance
- Diversity
- Self-esteem

Grading

Ralston Middle School uses a traditional grading scale for all courses:

- A = Superior = 92-100
- B = Above Average = 84-91
- C = Average = 76-83
- D = Below Average = 67-75
- F = Failure = 0-66
- I = Incomplete
- NM = No Mark
- P = Passing

As a student working to achieve success in the classroom, it is your responsibility to -

- Stay informed and use R-KIDS - www.RalstonSchools.org and look for the R-KIDS button near the district logo or click here.
- Visit with your teachers about their availability to work with you
- Remember learning takes effort both in and outside the classroom

Student Recognition

The RMS Honor Roll recognizes above average student academic performance. Students with the following semester grade point averages (GPA) will be recognized in the following categories -

- Distinguished Scholar - 4.0-3.50
- Outstanding Scholar - 3.49-3.00

No student shall be on the Distinguished Honor Rolls that has received a grade below a "B". No student shall be on any Honor Roll that has received a grade below a "C" and/or has an incomplete for the semester. All incomplete grades must be made up no later than one week after the conclusion of a quarter.

Ralston Middle School Academic Integrity Policy

To ensure our vision of creating a community of respect, responsibility, and academic excellence, we must demonstrate a high level of personal character and academic integrity.

Academic Integrity is:

- Completing and submitting work that is entirely your own, including words, thoughts, ideas, concepts, images, and data.
- Giving credit when you use other people's words, thoughts, ideas, concepts, images, or data in your work.
- Not plagiarizing or cheating when completing your work.

What is plagiarism?

- Plagiarism is submitting the works, ideas, images, or data from another person in any of your academic writing or projects, and claiming them as your own.

Examples of plagiarism:

- Copying and pasting a passage of text unchanged from an internet or online resource without citing the source.
- Copying slides from another student's PowerPoint and including them in your project.
- Copying pictures from Google Images and inserting those into your paper or project without citing the source (photographer's credit or location where the picture was found).
- Copying word-for-word from a printed resource (encyclopedia, magazine, etc.) and claiming it as your own.
- Copying an idea or format for a story or poem and claiming it as your own.

What constitutes cheating?

- Possession of unauthorized materials (cheat sheets, notes, etc.)
- Having someone else completing your work for you.
- Copying someone else's homework, allowing someone to copy your homework, or turning in someone else's work as your own.
- Using fake or fabricated quotes, references, or data in your work.
- Copying someone else's test, quiz, exam, or sharing answers during a test, quiz, or exam with someone else.
- Using technology to retrieve/ share answers, testing materials, etc.

Examples of academic cheating:

- Writing the answers to a test on your hand.
- Having your friend or sibling write an essay for you.
- Copying your friend's math homework, or allowing a friend to copy your homework.
- Inventing statistics or data to support your conclusions on a science experiment.

Consequences for Plagiarism and/or Cheating:

- Parents will be notified of academic misconduct by either the teacher or the principal.
- Students will be required to do another similar replacement assignment or exam to demonstrate accurate evidence of learning, or they can be required to retake or re submit the work. If retaking or re-submitting the work, the student must complete this on their own time.
- Participation in extracurricular activities may be suspended until the issue has been fully resolved to the satisfaction of the principal.
- A student's academic misconduct can be confidentially communicated to their teachers.
- Appropriate consequences will be determined by the administration.

<u>Textbooks and Book Covers</u>

The school district loans textbooks to you. Keep them covered, clean, and protected because you will return them at the end of the semester or school year. You are responsible for their condition and may be fined up to the full cost of the book if there is abnormal wear or damage to any books you have been loaned. You may provide your own book covers, or your team teachers will have some free books covers available.

Lab equipment, sports equipment, instruments, computers, lockers, tables, chairs, and desks are all school property, and you are responsible for items in your care. Ralston Middle School is not responsible to pay for damages when another student steals, vandalizes or breaks another student's personal property.

Lockers (Policy 5036)
Lockers are the property of the school district and students are permitted to use them without charge. 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 particular suspicion or reasonable cause.

The school loans lockers to each student as an area to keep coats, books, and other times that are needed for school. Students will have access to their lockers during each passing period. Lockers will be issued at the beginning of the school year. Students, students' possessions including, but not limited to purses, bags, and automobiles, may be searched whenever there is a reasonable suspicion that the student possesses any illegal substance or object which is a violation of law or district policy, or which could cause bodily harm or damage to property. The refusal of a student to consent or submit to a reasonable search and/ or to surrender objects or substances found as a result of such a search may be grounds for discipline.

Each student is assigned their own locker. Students are not to share lockers for any reason.

- Lockers are school property.
- Lockers are subject to inspection at any time. This may include inspecting by police dogs.
- Use only the locker assigned to you.
- Your locker combination is your personal business - DO NOT TELL YOUR COMBINATION TO ANYONE!
- Lockers must be kept in an orderly fashion at all times.
- Kicking lockers closed is not acceptable.
- Rigging lockers to open them without using the combination leaves all items in the locker susceptible to theft - Do not preset your locker to open.
- Never leave anything unlocked in the locker rooms.
- If your locker gets stuck, tell an office secretary, teacher, counselor, or administrator.

Building and Grounds
Your parents and the taxpayers in this school district pay for our educational programs, materials, and facility. Any offender will pay for vandalism or careless use of property, and disciplinary actions will be taken by the administration. You are expected to care properly for the furniture, equipment, and building.

- Pick up your trash and the trash around you.
- Recycle paper.
- No open containers of pop or other liquid are permitted outside of the cafeteria, unless cleared as a legitimate medical condition.

Emergency Procedures
Various drills are held at regular intervals throughout the school year and are an important safety precaution. It is essential when these drills are held that everyone follows staff instructions promptly. Directions for each type of emergency will be reviewed by the teacher and posted in each classroom and within the student planner. If a student is in the hall during a Lockout, the student should return to their classroom. If a student is the hall during a Lockdown, the student should go to the closest possible restroom.

Food Items
Food and beverage items should be consumed in the cafeteria. Exceptions would be special food days in classes or Advisement. Clear water bottles may be used in a respectful and responsible manner. Sunflower seeds will not be allowed in the building at any time. The permission of gum will be at the teacher's discretion.

Lunch
Parents, students, etc.are asked not to bring/ order in lunches from outside vendors to students or groups of students unless cleared through the principal's office. Students will be able to leave the building for lunch only with their parent or guardian.

Student Appearance (Policy 5031)
Any manner of dress, hair style, make-up, or personal hygiene that -

- Constitutes a threat to the safety, health, or welfare of the student or others;
- Violates any statute;
- Interferes with the education process, or that school officials can reasonably predict will interfere with the education process;or
- Causes or may cause excessive maintenance problems in the school may be grounds for corrective or disciplinary action.

The superintendent or their designee may institute specific dress code regulations in any school consistent with board policy.

Dress Code
The school dress code is based on the principle that student dress is the responsibility of each student's parents/guardians. For this reason, we feel that many of the restrictions on dress code and grooming should originate with the parent/guardian rather than with the school administration.

The dress code should allow for individualism and meet the current trend of changing styles. However, when a style becomes extreme, the matter will be discussed with the student. Students wearing clothing that is deemed inappropriate may be sent home or have proper clothing delivered by a parent or wear clothing stored in the office for dress code violations. Students who refuse to comply will face disciplinary action.

1. Appearance which is disruptive, according to the staff, will not be allowed. Students may be referred to administration for final approval. Automatically included in this category are -
    a. Not any clothing that is offensive or distracting to the learning environment. (Clothing with vulgar, obscene, profane, suggestive or otherwise inappropriate drawings or slogans)
    b. No sagging pants.
    c. No bare midriffs.
    d. No spaghetti straps, tank tops with less than 2 inch sleeves on each arm, or strapless tops may be worn.
    e. No pants/clothing with tears/missing fabric that reveals excessive skin.
2. Students must wear shoes or sandals at all times, no slippers.
3. Students will not be allowed to wear hats, caps, bandanas, bandanas worn as headbands, or other head coverings that are not related to an individual's religious/cultural beliefs. Those items are to be kept IN LOCKERS during the day from 7:53 am to 3:24 pm. Bandana printed items may not be worn or displayed.
4. Coats are generally not needed in school and should not be worn in class unless a teacher determines coats are needed.
    a. What is NOT allowed? Any coat that is generally worn as an OUTSIDE coat for warmth is not allowed. Not allowed are heavy overcoats, ski jackets, rainwear, or any lined jackets.
    b. What IS allowed? One layer cotton lining inside a windbreaker, unlined windbreaker, and pullover or zippered sweatshirts are acceptable for indoor wear.
    c. Sweatshirts with hoods are allowed but the **hoods must be down at all times** during the school day.
5. Book bags and purses must stay in the students' lockers during the school day as well.

Cell Phone/ Electronic Items (Policy 6025)
Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy or outlined in student handbooks.

Media Center
All students enrolled in Ralston Middle School are entitled to borrow books from the school media center. A library ID card is not needed. During school hours, a student will be allowed to use the media center with a pass signed by a teacher. Books and periodicals taken out of the media center must be checked out at the circulation

desk. Students should exercise good judgment when deciding the number of books to check out at one time. Reserved books, reference books, and encyclopedias may be checked out for one period or overnight only.

Physical Education

Physical Education is part of our curriculum. Every student is expected to participate unless excused as a part of legitimate medical condition.

Should this be the case, we expect a doctor's written excuse stating the reason and the length of time the pupil will not be participating. These excuses will be renewable at the beginning of each school year. If a student has a doctor's written excuse, they will be unable to participate in athletic practice and events during that time. Parent/guardian written excuses may not amount to more than three (3) days for the school year. For any illness or injury that limits the student's activity longer than this, a doctor's written excuse is expected.

Proper gym shoes are required. Clothing for P.E. must follow the dress code policies.

Bikes

- Park bikes in the bike racks provided.
- LOCK your bikes at all times.
- The school is not responsible for lost, stolen, or damaged bikes.
- Non-licensed (e.g., mopeds, go-carts, mini bikes, etc.) motorized vehicles are prohibited on school property.

Lost and Found

Lost and Found is located in the main office. If you have lost a textbook, a sweatshirt, or anything else; just tell the secretaries in the office and they will help you locate the lost item. Quarterly, the Lost and Found is cleaned out, and items are given to charity.

Student Activities (Policy 6028)
The school day at RMS does not necessarily end when the bell rings at the end of the day. There are several opportunities for students after school, however, students need to report to the designated areas directly after school or bring a signed note if they are staying after with a teacher. **Students not participating in an after school opportunity are expected to be off school property by 3:30 pm.** If a student is participating in any extra-curricular activity, they must be present at school for at least four periods of the school day.

The opportunities listed below are available for students staying after school. Students involved must follow the school guidelines when staying after school.

Teacher Help Computer Labs Media Center Athletics Activities KIDS Count

Ralston Middle School programs are proud of the students, coaches and sponsors who contribute to make the activities programs a positive experience for its participants. Success in extracurricular activities cannot always be measured by the wins and losses of each program, but they must also be measured by the satisfaction and educational experiences received by the participants. The activities program also provides opportunities to assist participants in growing physically, mentally, and emotionally.

The element of competition, although it exists, is controlled to the point that it does not determine the nature of the programs. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of the contest.

The coaching and activities staff and administration believe that participation in activities and athletics, both as a participant and as a student spectator, is an integral part of the student's educational experiences. Such participation is a privilege that carries with it responsibilities to the school, the team, the student body, the community, and the students themselves. In their participation and in their conduct, they are representing all of these groups. Such experiences contribute to the knowledge, skill, and emotional patterns that they possess, thereby providing guidance in becoming better people and better citizens.

Safety
The District's philosophy is to maintain an activities program that recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents
The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Player Responsibility - Listen to your Coaches/Sponsors

- Stop what you are doing and make eye contact.
- Be respectful while listening by displaying appropriate body language.
- Make a conscious effort to pay attention to detail.
- Respond to instructions immediately and in a positive manner.
- If you do not understand, raise your hand and ask questions.

Player Responsibility - Accept Coaching Instruction and Team Philosophies

- Understand that coaching is instructional. Learning the fundamentals of your sport/activity is integral in becoming the best you can be in that particular endeavor.
- If you feel frustrated, visit with your coach or sponsor at an appropriate time.
- Make only **POSITIVE** comments to your teammates - **SUPPORT ONE ANOTHER!**
- Remember your teammates are here for the same common goals!
- Respect your opponents- treat them how you would choose to be treated.
- Win with class. Lose with dignity.

Sports by season:

Fall (August – mid October)	Football, volleyball, cross country
Early Winter (end of October - December)	Boys basketball
Late Winter (December – March)	Girls basketball, wrestling
Spring (end of March – May)	Track

In order to participate in any sport, students must provide:

1. ***A physical exam to be kept on file at Ralston Middle School.*** Students will not be able to participate in any practices or games until this physical is received in our office. All students entering seventh grade are required to have physical exams prior to enrolling at RMS. These also serve as the athletic physical during the student's seventh grade year.
2. ***A ONE TIME activity fee of $20.00*** *(paid each school year).* Please make checks payable to Ralston Middle School.
3. ***Signed parent permission form and RECEIPT OF RALSTON MIDDLE SCHOOL 2020-2021 STUDENT HANDBOOK signature*** (part of student check-in packet).
4. ***Students must also have proof of health insurance.*** Ralston Middle School provides NO insurance coverage. It is the responsibility of the parents to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or resulting in their participation in athletics. If a student needs health insurance, please stop in the office for informational handout provided by Student Assurance Services.

Attendance Requirements

1. Attend practices regularly. Students may miss practices for the following reasons only: 1) family 2) church 3) involvement in another school activity 4) illness (absence from school that day)
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests, the participant should contact the coach or sponsor in advance by phone, with a written note, or by email. Any practice that is missed without prior contact with the coach will be assumed an unexcused practice.
3. On the day of a contest, performance or other activity, be in attendance for four periods of the school day. A student who is not in attendance for the four periods is ineligible for the contest, performance, or activity (*exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The principal or athletic director must approve the exception).*
4. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will be going home ill and then returning to play in the contest later that day.
5. Students will have situations when they meet with teachers after school to make up tests or assignments. Academics are always the first priority. In this situation, students must:
    - Bring a note/pass from the teacher to their coach **before** practice begins. Some coaches may have you change into your practice clothes before meeting with your teacher.
    - Complete assignments with teacher then return to practice.

However, if a student must serve a detention due to our RMS late work policy or for not meeting expectations for behavior in the classroom. Students must still possess a note/pass from the teacher in these situations so coaches are aware of the team member obligations with their teachers.

Equipment and Lockers
The athletic department will furnish equipment needed for each program. It will not furnish shoes or any equipment needed of a personal nature. All equipment checked out to a participant is their responsibility. Upon completion of the season, the equipment will be checked in to the coach. *If there is an item missing or damaged, the student must pay for the replacement cost.*
Students are provided a locker in the locker room to store practice clothing and equipment. *Students are to be responsible for locking all equipment and personal articles in their lockers during practice and game times.* Negligence in doing so could result in items being stolen. The school is not responsible for lost or stolen items.

Scheduled Practice Times
Students will receive a practice and game schedule from their coaches at the start of the sports season. Practices will be held from 3:25-5 p.m. During the winter sports season, there could be 6:00-7:30 a.m. practices on a rotating basis due to the availability of the gyms. However, please refer to the practice schedule received at the beginning of the season for exact practice times. These may vary. Please arrange your student to be picked up from practices and games on time.

Cancellation/Postponement Procedure:
There may be situations when we will need to postpone or cancel games or matches due to inclement weather. The following steps will be used to communicate to parents:

- An announcement will be made over the school intercom to alert students of the cancellation/postponement.
- Students will be allowed to use classroom telephones to contact parents.
- In the event that games are cancelled or postponed, no practices will be held after school.
- The cancellation/postponement will also be posted on our RMS website.

Facilities Usage
No one is allowed to be in the building or to use the athletic facilities without a coach or sponsor supervising. Any athlete using the weight room must also be supervised by coaching staff.

Transportation Policy
Activities may be conducted at locations other than Ralston Middle School. In some instances, Ralston Middle School will not provide transportation to the activity. Ralston Middle School is not responsible when students are provided transportation by a vehicle driven by others. In these instances, the responsibility and liability of the school and school officials is limited to the period from the participant's arrival at the event site and contact with the coach, sponsor, or assigned staff member, until dismissal from the event. All other liability for the child's safety lies with the parent, or their designated drivers.

Age Specific Information to Parents of Middle School Athletes
NSAA Eligibility Rule 2.3 – "Student is ineligible if 19 years of age before August 1 of the current school year." (Students in grades 7 or 8 may participate on a high school team if they are 15 years of age prior to August 1 of the current school year). Parents need to be informed that their son/daughter, who would be ineligible if they turn 15 years of age before August 1st of their 8th grade year of school or 14 years of age before August 1st of their 7th grade school year. Please contact your school's activities director for more information.

<u>Extracurricular Code of Conduct</u>
Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

Scope of the Code of Conduct
The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school. **The Code of Conduct also applies to participation in school-sponsored activities such as school dances, 8th grade end of the year celebration at Papio Fun Park, attendance at school events such as athletic contests and concerts, and other school sponsored events**.

A participant means a student who participates in, has participated in, or will participate in an extracurricular or school sponsored activity.

Any Ralston student is subject to disciplinary procedures for inappropriate actions that take place at their building of attendance, any other district building and/or school related activity, or for any other action prohibited by state statute.

While we cannot itemize every action of misconduct here, the following are the main areas of conduct, which may lead to disciplinary action, in-school suspension/suspension, expulsion from school, and/or loss of extracurricular participation privileges:

- The possession, use, sale, or transmission of tobacco, alcoholic beverages, drugs, or drug paraphernalia.
- The willful use of force, violence, threat, or insubordinate action.
- Gross disrespect for any student, school official, or employee. This includes the use of profanity or disrespectful speech or gestures toward another student or school employee.
- Stealing, willful damage, or destruction of school property or property belonging to another student or school employee.
- Continued behavior that seriously interferes with classroom instruction or other activities associated with school.
- Threatening or intimidation of other students, teachers, or anyone else connected with the school. This includes sexual, verbal, and physical harassment.
- Possession and/or use of any object or material that is ordinarily or generally considered a weapon in any school building, on school grounds, in any vehicle, or at any school sponsored activity is prohibited.
- Truancy from school or failure to attend assigned classes or activities.
- Causing or attempting to cause physical injury to a school employee or to any student.

Students cannot participate in extracurricular contests, performances, practices, or attend other school activities on days of in school suspension and/or out of school suspension.

<u>Academic Standards</u>
Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities, students must:

- Demonstrate the ability to balance academics with extracurricular participation. ***<u>A student is ineligible to participate in extracurricular activity contests or performances for the following academic reasons:</u>***
    - *If they have an F grade in one of their classes*
- Office staff will do grade checks. Students are ineligible until grades have been improved and a new grade check is completed by administration.
    - *If they are ineligible, they cannot participate in athletic contests, concerts, competitions, performances, school dances or other school sponsored activities for the entire week. However, the student will continue to attend practices during this time.*
- Academic requirements do not apply to:
    - *Instructional field trips which are a part of the scheduled course learning experience; or*
    - *Activities or events that are a part of the students' grade requirements.*

School Dances

A school-sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

General Rules of Student Conduct at Dances.

In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

- Only Ralston Middle School students may attend the dance.
- Students who have been suspended from school or from extracurricular activities may not attend.
- The school reserves the right to exclude persons who may or do cause a disruption or detract from the event.
- Rules for dances may restrict students from leaving the dance until the dance ends without written parental permission on a form provided.
- Students who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
- Attire must meet school dress code requirements.
- Dances are scheduled after school from 3:25-5:00 p.m.
- ***Rides need to be arranged to pick up students at 5:00 p.m.***

Relationships Between Parents and Coaches/Sponsors

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone. Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

Conflict Resolution

In the event you have a concern about your student's participation on our teams and/or our programs, we ask that you use the following chain of communication to deal with the concerns:

1. First, ask your student to talk with the coach or sponsor about the concerns. This is an important life skill to teach your student and a very important first step in problem solving.
2. Second, if the issues have not been resolved by the coach or sponsor and student, then the parent/legal guardian should request a meeting with the coach or sponsor outside of class time, practice time, or event time. The coach or sponsor may request that the student attend this meeting.
3. Third, if these two steps have not succeeded, then the parent/legal guardian may request a meeting with the activities director at the school. The student and coach/sponsor will also be included in this meeting.
4. Fourth, if resolution has not been achieved, the parent/legal guardian and student may request a meeting with the principal, in which the coach or sponsor, parent, student, and assistant principal will attend. We hope the concerns can be addressed at the site level.
5. Topics that will not be discussed at any of these meetings will be playing time, game strategies, playing level, starters, student selections on teams, and comparison of students' skills. We as an administration believe it is the responsibility and right of the coaches and sponsors to determine the members of the team, the time and/or role earned by each student during each game and event, and to determine the strategies used during a game or event.

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purpose of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

- **School Representative** - Student participants must demonstrate that they can and will represent themselves and their school in a manner that reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.

- **Success** - Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Parent/Guardian Role in Communicating with Children

- Make sure your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, they will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that their philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under their leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

Parent/Guardian Role in Communicating with a Coach/Sponsor

- *Communication you should expect from your child's coach includes:*
    - Philosophy of the coach
    - Expectations the coach has for your child
    - Locations and times of all practices and contests
    - Team requirements
    - Procedure should your child be injured
    - Discipline that results in the denial of your child's participation
- *Communication coaches expect from parents:*
    - Notification of any schedule conflicts well in advance
    - Specific concerns in regard to a coach's philosophy and/or expectations
- *Appropriate concerns to discuss with coaches:*
    - The treatment of your child, mentally, and physically
    - Ways to help your child improve
    - Concerns about your child's behavior
    - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- *Issues not appropriate to discuss with coaches:*
    - Playing time
    - Team strategy
    - Play calling
    - Other student-athletes

Good Sportsmanship—Behavior Expectations of Spectators

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities

- Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
- Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
- Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
- Do not "boo," stamp feet or make disrespectful remarks toward players or officials.
- Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
- Know that noise makers of any kind are not proper for indoor events.
- Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
- Stay off the playing area at all times.
- Do not disturb others by throwing material onto the playing area.
- Show respect for officials, coaches, cheerleaders, and student-athletes.
- Pay attention to the half-time program and do not disturb those who are watching.
- Respect public property by not damaging the equipment or the facility.
- Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
- Refrain from the use of alcohol, tobacco, and drugs on the site of the contest.

Concussion Awareness (Policy 6034)

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:

1. Require all coaches and trainers to complete one of the following online courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury -
    a. Heads UP Concussions in Youth Sports
    b. Concussion in Sports—What You Need to Know
    c. Sports Safety International
    d. ConcussionWise
    e. ACTive™ Athletic Concussion Training for Coaches
2. 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:
    a. The signs and symptoms of a concussion;
    b. The risks posed by sustaining a concussion;
    c. The actions a student should take in response to sustaining a concussion, including the notification of their coaches;and
    d. Acknowledgement of receipt of information by both parent/guardian and the student.

A student who participates on a school athletic team must be removed from a practice or game when they are 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 who is professionally affiliated with or contracted by the school.

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:

1. has been evaluated by a licensed health care professional;
2. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional;and
3. 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 parent or guardian of the student will be notified by the school of:

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

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

School officials shall deem the signature of an individual who represents that they are a licensed healthcare 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.

Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall be the guidance provided by the Nebraska Department of Education entitled "Bridging the Gap from Concussion to the Classroom," and accompanying materials and future supplements. Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

Kids Count

Our Vision For The RMS Kids Count Program Is:

1. To implement a vibrant community driven program that will attract youth, parents, & community long after the school day ends.
2. Engage our youth in safe, drug-free activities that will support and challenge them academically and foster resilience to negative influences.
3. Nurture a lifelong commitment for community service and the arts.
4. Support parents in raising happy, healthy, and academically successful children.

Kids Count for this school year will begin on Monday, August 24th. There is a $20 fee per month. Activities will be held on Monday-Friday from 3:30-5:00 p.m. on days school is in session. Participating in Kids Count is a positive way for students to enjoy a variety of activities as well as make connections with other RMS students. To enroll in the Kids Count program, please contact Steve Schrad or Linda Hoffman at 402-331-4701.

Routine Directory Information (Policy 5017)
The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Name of parent and/or guardian
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Social media usernames or handles
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information does not include a student's social security number.

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student's parents have notified the district that they do not want this information disclosed without their prior written consent. Any student who is 18 years of age or older should communicate to the district office if they do not want this information disclosed without their prior written consent.

The district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given an opportunity to prevent the release of this directory information by filing a written objection with the district.

Parent Involvement in Education Practices (Policy 5018)
The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
    a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
    b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.

    c. A parental request to review specific standardized and criterion- referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide NeSA assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
    a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
    b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
    a. Building principals may excuse a student from any single school experience at the parent's written request.
    b. When appropriate, alternative experiences will be provided for the student by the school.
4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
    a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
    b. State Assessments
        i. The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.
    c. National Assessment of Educational Progress
        i. 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.
        ii. 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.

Field Trip (Policy 6027)
The board encourages instructional staff to incorporate field trips into the curriculum. These trips should normally be conducted during the school day.

General Conditions
All trips must be pre-approved by the teacher's building principal. Out-of-state and overnight trips require pre-approval by the board. The superintendent and principals will develop guidelines for approval of trips and communicate those guidelines to teaching staff.

Parental Permission
Each student must submit a signed parental permission slip prior to being allowed to attend a field trip. A new permission slip must be submitted for each trip. Caregivers, as that term is defined in the Nebraska Strengthening Families Act, shall be permitted to sign parental permission slips.

Supervision
Sponsoring teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. Whether paid staff or volunteers, chaperones are prohibited from drinking alcoholic beverages of any kind at any time during any field trip. All chaperones must be at least 21 years of age. Any chaperone who drives students must possess a valid driver's license. Chaperones who drive students in private vehicles must possess adequate insurance coverage. Chaperones do not have any property right in or to a chaperone assignment. The school district may deny or terminate a chaperone assignment for any reason that is not unconstitutional or unlawful. The superintendent's decision shall be final.

Student Conduct
Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

Parental/Guardian Access to Student Records (Policy 5016)
The school district shall manage student records and reports as is necessary for effective administration and in compliance with the law. In general "student records" shall not include transitory communications such as email, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district.

For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is SIMS.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. "School administrators" include attorneys, members of law enforcement acting on behalf of the school district as well as third party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district. No other person shall have access

thereto nor shall the contents thereof be divulged in any manner to any unauthorized person. All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Parent/Guardian Notification of Student Surveys (Policy 5015)

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA) and The No Child Left Behind Act (NCLB).

1. Surveys
    a. Surveys Created by a Third Party
        i. This section applies to every survey:
            1. that is created by a person or entity other than a district staff member or student;
            2. regardless of whether the student answering the questions can be identified;and
            3. regardless of the subject matter of the questions
        ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.
    b. Surveys Requesting Particular Sensitive Information
        i. Sensitive information shall include:
            1. Political affiliations or beliefs of the student or the student's parent(s);
            2. Mental or psychological problems of the student or the student's family;
            3. Sexual behavior or attitudes;
            4. Illegal, antisocial, self incriminating, or demeaning behavior;
            5. Critical appraisals of other individuals with whom respondents have close family relationships;
            6. Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
            7. Religious practices, affiliations, or beliefs of the student or student's parent(s);or
            8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
        ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.
        iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the written consent of a student's parent(s) before the student participates in the survey.
        iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.
        v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.
    c. Survey Inspection Requests

i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.
ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.
iii. The principal shall respond to survey inspection requests without delay.

2. Invasive Physical Examinations
    a. The term "invasive physical examination" means:
        i. any medical examination that involves the exposure of private body parts;or
        ii. any act during such examination that includes incision, insertion, or injection into the body;and
        iii. does not include a hearing, vision, or scoliosis screening.
    b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:
        i. required as a condition of attendance;
        ii. administered by the school and scheduled by the school in advance;and
        iii. not necessary to protect the immediate health and safety of the student, or of other students.
    c. This policy does not apply to any physical examination or screening that:
        i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;
        ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.)
        iii. is otherwise authorized by Board policy.
3. Collection of Personal Information from Students for Marketing
    a. The term "personal information" means individually identifiable information including:
        i. student's and parent(s)' first and last name;
        ii. home or other physical address;
        iii. telephone number;and/or
        iv. social security number.
    b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
    c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
        i. postsecondary education recruitment;
        ii. military recruitment;
        iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students;and/or
        iv. student recognition programs.
        v.
4. Inspection of Instructional Material
    a. Definition
        i. The term "instructional materials" means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
        ii. The term does not include academic tests or academic assessments.
    b. Parents may inspect, upon their request, any instructional material used as part of their child's education curriculum.
    c. Curriculum inspection requests must be made to the building principal in writing.
    d. Building principals shall respond to inspection requests within a reasonable amount of time.
5. Notification of Rights and Procedures

a. The superintendent shall notify parents of:
    i. this policy and its availability upon request from the office of the district;
    ii. how to opt their child out of participation in activities as provided for in this policy;
    iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled;and
    iv. how to request access to any survey or other material described in this policy.
b. This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Investigations, Arrests, and Other Student Contact by Law Enforcement and HHS (Policy 5018)
The school district and its administrators and staff desire to maintain a positive working relationship with law enforcement officers and other representatives of governmental bodies in the discharge of their duties. However, this desire must be balanced against other equally important factors such as a student's legal rights, ensuring that a student's time spent in school is for education, and acknowledging that the school stands *in loco parentis* to the students.

"Law enforcement officer" means police officers, county sheriffs, state patrolmen, Health and Human Service workers, Child Protective Services workers, Office of Juvenile Services workers, probation officers, U.S. Immigration and Customs Enforcement (ICE) agents, Federal Bureau of Investigations agents, or any other government investigatory workers.

"Parent" means the biological or adoptive mother or father, guardian, responsible relative, or any other person who has claimed legal or actual charge or control of the student pursuant to Nebraska law or Title 92 Nebraska Administrative Code Chapter 19.

Law enforcement officers are encouraged whenever possible to talk to a student away from the school before or after school hours so as to cause as little disruption as possible to the student's education.

Law enforcement officers may be called to the school at the request of school administration, or they may initiate contact with the school for their own purposes. Contact between the school and law enforcement officers on matters involving students shall be made through the office of the superintendent or building principal and the law enforcement officer. All reasonable attempts should be made to avoid embarrassing the student before their teachers and peers, and to avoid disrupting the student's and school's education program. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.

School staff shall promptly notify the superintendent when a student is questioned, arrested, or removed from school grounds by law enforcement officers.

School Related Criminal Activity
This section applies to alleged or suspected criminal activity that 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 their designee; or at a school-sponsored activity or athletic event.

Law enforcement officers will be allowed to contact and question students at school regarding school related criminal activity as provided below.

The building principal must be notified before a student may be questioned in school or taken from a classroom by law enforcement. The building principal should request identification of the officers, their affiliation with the identified law enforcement agency, and whether their purpose is to interview, interrogate, or take custody of the student.

The building principal will make reasonable attempts to contact a student's parent for their consent and/or presence before the student is interviewed. In the event that a parent cannot be contacted after reasonable attempts, the student will be questioned only if the law enforcement officer identifies emergency circumstances requiring immediate questioning. A building principal or designee shall be present for such questioning. The student will be brought to a private room and the contact will be made out of sight of others as much as practicable.

If the student is suspected of criminal activity, it is the responsibility of the law enforcement officer to advise a student of their rights against self-incrimination.

If at any time the district's representative believes that the questioning is being conducted in an inappropriate manner and clearly contrary to the rights of the student, then the representative shall request that the law enforcement activities cease. The building principal will also make another attempt to contact the student's parent.

The building principal shall document steps taken to notify parents, summarize the law enforcement activities, identify the actions taken by the District on behalf of the student, and any further contact with law enforcement officer.

Non-School Related Criminal Activity
Law enforcement officials may not question students at school unless parental consent is obtained or the law enforcement authorities have a warrant or court order.

Taking a Student into Custody
Law enforcement officers seeking custody of a student must contact the superintendent or building principal. The principal will request the arresting law enforcement officer to provide a copy of the arrest warrant, written parental consent, a court order, or other document giving authority to take the student into legal custody. If there is no document presented, the principal should obtain the officer's name, badge number identifying the law enforcement agency, date, time, the reason for the arrest, and the place to which the student is reportedly being taken. Whenever practicable, the arrest or release of the student should be conducted in a location and in a manner that minimizes observation by others.

When a law enforcement officer removes a student from the school, the building principal will take immediate steps to notify the parent about the student's removal and the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse.

Child Abuse and Neglect
When law enforcement officers seek to investigate reports of alleged child neglect or abuse regarding a student, the building principal shall obtain a proper identification from the authorities or officials. If a student interview is conducted on school grounds, the building principal or designee and such other school personnel as appropriate shall observe the interview.

If the law enforcement officer decides to remove the student from school, school officials shall provide the law enforcement authorities with the address and telephone number of the student's parent or guardian. The principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign a statement certifying that the child is being removed from school premises because they are believed to be the victim of child abuse and that the officer understands and will comply with the legal requirements of Neb. Rev. Stat. § 79-294.

Student Records
Student records will be shared with law enforcement officers only as allowed by state and federal law.

Audio and Video Recording (Policy 5063)

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used by students for personal academic purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

Recordings Made by The District

The district may use cameras or other devices for purposes of making security, safety, or other recordings without a specific purpose or for a specific purpose when such recordings are deemed necessary or appropriate by the administration. The district will not maintain the recordings unless the recording is purposefully copied and saved, and the recordings will only be available for review for a limited time based on the district's then-current recording capacity. The district administrators estimate that this is approximately 10 days but may change at any time.

Classroom Recordings by Staff

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator.

Prohibited Recordings by Students

Unless otherwise authorized by this policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies.

For example, this policy does not prohibit students from making recordings of an athletic event for their personal use similar to a parent or other patron, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

Permitted Classroom Recordings by Students

Students may make audio or video recordings of classroom lectures or discussions:
(1) For their convenience after providing notice to the classroom teacher and receiving the teacher's permission;
(2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission;
(3) If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

Staff may revoke permission to record if the recording distracts from or disrupts the classroom environment, unless the recording is necessary to accommodate a student's disability.

Permitted Non-classroom Recordings

Students may make audio or video recordings otherwise prohibited by this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws and district policy. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Notice of Non-Discrimination (Policy 4001)

The school district does not discriminate on the basis of race, color, national origin, religion, marital status, sex, pregnancy, gender identity, gender expression, sexual orientation, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Dr. Mike Rupprecht
Title: Executive Director of Human Resources and School Improvement
Address: 8545 Park Drive, Ralston, Nebraska 68127
Telephone: 402-898-3483
E-mail: mrupprecht@ralstonschools.org

For further information on notice of nondiscrimination, please visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call 1-800-421-3481.
For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

Compulsory Attendance and Excessive Absenteeism (Policy 5001)

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

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

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

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request 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 re-enroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

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

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

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at their discretion, may delegate these responsibilities to any other qualified individual. The attendance officer 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.

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

Reporting Excessive Absenteeism
The building administrator shall report to the county attorney of the county in which the student resides when the school has documented the efforts made that the collaborative plan to reduce barriers identified to improve regular attendance has not been successful and that the child has been absent more than 20 days per year.

Pregnant and Parenting Students (Policy 5008)
Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs.

I. Accommodations Regarding Attendance and Participation
   A. Generally - Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan will include:
      1. The provision of online courses if the student cannot regularly attend classes;
      2. The arrangement of meeting times with teachers;
      3. The identification of child care providers that meet statutory requirements for quality and care if the student has not identified appropriate child care; and
      4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators, which will include, but not be limited to, the modification of attendance policies.
   B. Students with Disabilities - For students with disabilities who have an IEP or Section 504 plan, the administrators, student's parents or guardians, and student if appropriate will collaborate with the student's educational team to coordinate accommodations consistent with state and federal law. As permitted by law, students may be entitled to accommodations as a result of pregnancy.

II. Accommodations Regarding Lactation and Breastfeeding
   A. Accommodations
      1. In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public.
      2. Students who wish or need to express breast milk on a regular schedule will work with school administrators to create a schedule which accommodates the student's needs while facilitating education to the maximum extent possible.
      3. The district will provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.
   B. Educational Process - In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Absence Procedures

Good school attendance and punctuality are important and closely related to success in school.

- When a student is to be absent from school, **a parent or guardian must notify the attendance secretary.** The attendance secretary is available at 7:00 a.m. To help us ensure student safety, please call 402-331-4701 before 8:30 a.m. If the school has not received a call, the school shall call the parent/guardian to verify the student's whereabouts. Parents/guardians are expected to call each day that the student is to be absent from school, unless other arrangements have been made.
- Following an absence, a student must report to the office with a note from home explaining the reason for the absence, if the parents did not previously call the attendance secretary.
- Students may not leave school at any time before dismissal without prior parental permission.
- Calls to remove a student from school due to illness during the school day must come from the nurse's office (not personal cell phone or classroom phone).
- Please arrange for absences for reasons other than illness and family emergencies as far in advance as possible. If a student is on a school-sponsored trip, the absence is considered an activity and does not count against their absent total or their perfect attendance. If the student is going with parents, it is a permissible absence, though it will count towards their number of absences for the year. In either case, students are required to get assignments in advance and complete as much as possible in advance. Students may or may not be excused from school to participate in trips sponsored by outside organizations.
- Students are expected to be in their classrooms and in their seats when the tardy bell rings.

Unexcused Absences

Students can gain the most from their education if they attend classes on a regular basis. All absences must be with the permission of parents and the proper school officials. If a student is absent without being properly excused, it can be considered a truancy. A truancy is defined as follows: After leaving home, a student does not attend school, does not attend a class, overtly refuses to attend school, or leaves school after arrival without permission of school officials.

Habitual Truancy/Notification

Habitual truancy is defined as excessive absences or tardies, which inhibit a child's ability to be successful in their education. Excessive absences are best resolved when the parents/guardians, school, physicians, and the community work together.

Parents/guardians are asked to notify and work with building administrators or assignees regarding reasons for absences and any extended or recurring illnesses or family emergencies involved. Illnesses of 3 days or more will require a doctor's note. If illness continues to be a reason for absences, a form will be given to the parents or mailed to the doctor's office to be completed by the student's physician. School authorized or sponsored activities, trips, and all suspensions and expulsions that may result in absence from classes are not counted as absences from school for truancy purposes.

A student who is absent 5 days or the hourly equivalent per quarter will be reported to the building administrator.

The building administrator is required to render all services in the school district's power to compel the student to attend school including:

- One or more meetings with the parent/guardian and child, if necessary, to report and attempt to solve the truancy problem.
  Educational counseling provided by the school counselor or student assistance team.
- Educational evaluation and specific efforts by the school to help remedy any condition diagnosed.
- Investigation by review of records and documented interventions by the school social worker. If the school social worker determines further review is needed, they will meet with appropriate school personnel, the parent/guardian, and child to discuss need for interventions and/or referral to appropriate community services.

Upon accumulation of 10 recorded absences, a form letter will be sent to the parent/guardian of the child notifying them of the school attendance policy and the Nebraska Compulsory Attendance Law.

Upon accumulation of 15 recorded absences, a form letter will be sent to the parent/guardian of the child notifying them of the school attendance policy, the compulsory attendance law, and the school's requirement to notify the county attorney after 20 school absences are reported.

A student who reaches 20 absences **(regardless of whether any of the absences were excused)** will be referred to the Douglas County Attorney's Office as habitually truant as required by law (79-209).

The Ralston Board of Education authorizes the Ralston School District to render all services in its power to compel a child who has accumulated five days of unexcused absences per quarter, or the hourly equivalent, to attend some school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

Leaving School Early
To ensure the safety of our students, we are requiring that when a student is being picked up by you, the parent/guardian, or anyone else, that proper I.D. be shown. The person picking up the student must be on the Family Information Sheet. If the person is not on the information sheet, we will not allow the student to leave the school with this individual.

Anti-Bullying Prevention and Positive Student Behavior (Policy 5054)
Definition of Bullying. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The District's administrators are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

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

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

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or their 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 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 anti-discrimination 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 or other resources as appropriate.

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.

Sexual Discrimination and Sexual Harassment of Students (Policy 5026)

Sex Discrimination

A. The district prohibits discrimination on the basis of sex in any educational program or activity except when it is necessary to accomplish a specific purpose that does not impinge upon essential equality or fairness in the treatment of students or employees. Employees are required to comply with this policy as well as with Title IX of the Education Amendments of 1972 and the regulations of the U.S. Department of Education as applicable to this district.

B. Any individual who believes they are being discriminated against on the basis of race, color, national origin, sex (including pregnancy), gender identity, gender expression, sexual orientation, religion, marital status, disability, age or any other classification protected by applicable local, state, or federal laws may seek relief by filing a complaint pursuant to the board's complaint policy or contacting the district's Title IX coordinator.

Sexual Harassment

A. Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment of its students, even when the affected student does not complain to the faculty or the administration.

B. Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means.

C. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

D. A student who feels they have been sexually harassed should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to the Title IX coordinator or to a teacher, principal or counselor with whom they feel comfortable.

Retaliation against students who make good faith reports of sexual harassment is prohibited.

Disciplinary Decisions

A. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.

B. All complaints against staff members will follow the investigation, decision, and appeal process established in the district's complaint policy.

C. Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct, as established in the district's student discipline policy.

Student Discipline (Policy 5035)

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, 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. 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.

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

Any statement, notice, recommendation, determination, or similar action specified in this 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 their parent or guardian.

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.

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. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what they are accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended will be given the opportunity to complete classwork including but not limited to examinations or other forms of student work showing academic progress.

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

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

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 then twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Expulsion

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

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

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

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

Grounds for 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 their designee, or at a school-sponsored activity or athletic event:

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

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

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the 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;
    g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
    h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
    i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks, pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
    j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;

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; and
m. Any other violation of a 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. 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 charges.

2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:

    a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;

    b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;

    c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;

    d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;

    e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

    f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of their findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student themselves, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's parents, guardians or representatives from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.

6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as

provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

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

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

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.

Student Conduct

Ralston Middle School will incorporate into its discipline policy a combination of the following:

- Detentions
- Parent Contact
- In-school Suspension (I.S.S.)
- Out of School Suspension (O.S.S.)

Based on the decision of the RMS staff and administration and the severity/seriousness of the incident students may be assigned the appropriate penalties above or other consequences, as necessary.

Tardy Procedures

Being on time is an important life skill that all students need to learn and model to become successful in current and future endeavors. Because we believe strongly in this life skill, we fully expect students to arrive at their classrooms on time and ready to learn. We have a general discipline continuum that will be followed for students who are chronically late to class. Remedies may include but are not limited to detention, in-school suspensions, and/or loss of privileges.

Restricted Lunch Assignment

If you are assigned to restricted lunch you are to:

- Check into the office to determine placement for your lunch detention.
- Be responsible for cleaning up your area when you are done with lunch.
- If behavior during lunch detention does not meet expectations, or if students do not take the responsibility to serve these detentions, additional detentions will be assigned.
- Be present for the assigned number of days. Absences will not count for days assigned.

In-Service Days

At the decision of the administration, students may be assigned to In-service Days or student vacation days for the following misconduct:

1. Truancies or chronic tardiness to classes.
2. Vandalism/Stealing.
3. Fighting.
4. Cheating/Missing work

5. Gross disrespect toward school officials/employees.
6. Threatening or intimidation of other students/school officials. This includes sexual, verbal, or physical harassment.
7. Behavior that seriously interferes with classroom instruction or other activities associated with school.

This time affords students an opportunity to serve discipline obligations, attend school full time, and take advantage of the educational opportunities regular school attendance affords. It also gives students an opportunity to complete work usually done at home. All school rules apply to students while attending these days. In-Service Days begin at 8:00 a.m.

In-School Suspension
At the discretion of the administration, a student may be assigned to in-school suspension if they have violated a major rule or is continually disruptive in class. Students are disciplined through isolation from the regular class atmosphere, restricted periods of silence, and strict observance of other rules. Failure to comply with the following guidelines could result in additional time assigned to in-school suspension or out-of-school suspension.

Guidelines for In-School Suspension
- Students are to be responsible for bringing all needed materials.
- Students will be given a work schedule to structure their day.
- Students are to complete all assignments given to them by their teachers.
- Students may be required to complete a suspension-learning packet, which will be related to the offense for which they were assigned in-school suspension, or the student may be required to complete a think sheet.
- An in-school suspension day begins at 8:00 a.m. and concludes at 3:24 p.m.

Grounds for Emergency Exclusion (Policy 6031)
Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law -
1. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
2. If the student's conduct presents a clear threat to the physical safety of themself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers that prompted the exclusion.

Extension of Exclusion
Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s)
The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing.

Opportunity to Request a Hearing
The student's parent(s) or guardian(s) may submit an oral request for a hearing on the proposed extension of the exclusion within two school days of receiving the initial notice. If the initial request for a hearing is oral, they shall confirm the request in writing.

Failure to Request a Hearing
If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner
If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.

Hearing Examiner's Notice to Parent(s) or Guardian(s)
The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within five school days after the school district receives the initial oral or written request; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion
If a hearing is requested, the principal may determine in their sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits
Prior to the hearing, the student and their parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing
The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es)
The student and their parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony
The student and their parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing
The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in their own defense and may be questioned on such testimony, but may choose not to testify.

Sworn or Affirmed Testimony
The principal or their designee shall present evidence supporting the recommended extension of the exclusion. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations

The hearing examiner shall prepare a report of their findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision

The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. They shall have the decision delivered or sent by registered or certified mail to the student, the student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

District Drug Policy

The School District of Ralston is concerned about the academic growth and the personal welfare of every person associated with the schools. The misuse of alcohol, marijuana, or other chemicals can seriously interfere with one's health. This is essentially true of teenagers since adolescence is a period of rapid change and important personality integration. The inappropriate use of alcohol and other chemicals can not only hinder academic achievement but also affect physical health and even block personal growth.

It shall be the policy of the School District of Ralston to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in the school involving the possession, sale, and/or use of behavior affecting substances. These substances shall include, but are not limited to, marijuana, LSD, glue, alcohol, barbiturates, and other controlled chemical substances.

Inspection of school district property for the location of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for such inspection by school personnel.

Drug and Chemical Use

When a student is found using, possessing, or under the influence of alcohol, marijuana, drug paraphernalia, or other illegal drugs, the following disciplinary actions will be taken -

1. The police will be contacted in all cases of possession of suspected illegal drugs and/or alcoholic beverages.
2. The student will be suspended from school for up to five days pending recommendation from their parent(s) to meet with the administration of Ralston Middle School. Additional disciplinary action may be invoked if the student participates in extracurricular activities or athletics.
3. Repeat occurrences of illegal drug or alcohol abuse will lead to expulsion proceedings.

Smoking (Policy 3016)

The use or possession of any tobacco products, 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.

Interrogation and Searches (Policy 5022)

Investigations and Arrests by Police or Other Law Enforcement Officers Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall not allow law enforcement officers access to students to conduct an investigation during school hours unless the officers are investigating charges that the student has been the victim of abuse or neglect. Contact between the school and law enforcement authorities on matters involving students shall be made through the office of the superintendent or principal and the law enforcement officer.

Law enforcement officers may talk to a student away from the school before or after school hours, and they should be encouraged to do so. Law enforcement officers shall be allowed to conduct an interview at the school

only when the interview is conducted at the request of the school or when they can show that special circumstances exist. This determination should be made by the appropriate building principal or superintendent. Law enforcement officers should be permitted to interview students on school grounds only after providing the superintendent or appropriate building principal with a statement in writing that the law enforcement officer has reason to believe and does believe that the student is the victim of child abuse or neglect perpetrated by the child's parent(s) or some other member of the child's immediate family or household, and that the law enforcement official wishes to interview the student regarding such abuse or neglect.

Throughout this process, all attempts should be made to avoid embarrassing the student before their teachers and peers, and to avoid disrupting the student's and school's education program.

1. Law enforcement officers should be permitted to take custody of a student if they possess an arrest warrant or if they otherwise assert a lawful basis for doing so. Whenever possible, the arrest or release of the student should be conducted in the building principal's office and out of the view of other students. When a principal or other school official releases a minor student to a law enforcement officer for the purpose of removing the minor from the school premises, they shall take immediate steps to notify the parent, guardian, or other responsible adult regarding the release of the minor to the officer and the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse. If the law enforcement officer indicates that the child is being taken into custody because the child is the victim of suspected child abuse, the principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign the statement appended hereto certifying that the child is being removed from school premises because they are believed to be the victim of child abuse and that the officer understands and will comply with the legal requirements of NEB. REV. STAT. § 79294.
2. Law enforcement personnel shall not be allowed to roam about the school until the student is found, and shall remain in the administration office while school personnel seek the student. A district employed SRO may move about the building as needed.
3. If possible, the education program of the student should not be disrupted to allow for police questioning of the student during class time.
4. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.
5. If law enforcement officers are to be allowed to question a student under the age of 18, the principal or school official shall make a reasonable attempt to notify the child's parents before questioning begins, except in cases of suspected child abuse or child neglect involving the parent or other family member. The parents should be given the opportunity to come to the school prior to the questioning.
6. If the parents are notified and are able to attend, they should be allowed to be present at the interview. The principal or designee should be present at the interview, but should not take part in any questioning. The principal or designee should remain a neutral observer at all times.
7. School representatives may search lockers, personal belongings, and cars that students drive to school when there is reasonable cause to do so. This includes, but is not limited to, clothes, book bags, purses, books, and gym bags.
8. The district superintendent or designee may authorize the use of trained sniffer dogs for detection of illegal drugs, explosives and/or contraband at any time.
9. The district superintendent or designee may authorize the use of preliminary breath tests (or alcohol sensors) on school property.

Use of Sniffer Dogs (Policy 3045)

The board of education finds that the possession of illegal drugs and other contraband on school grounds is unlawful, is disruptive of the educational process, is harmful to students and staff, and is contrary to the interests of the school district. Accordingly, to minimize the presence of these items on school grounds, the administration is authorized to use sniffer dogs according to the protocol set forth in this policy.

Protocol for Use of Sniffer Dogs

1. The superintendent, or the building principal with the superintendent's permission, may initiate the use of specially trained sniffer dogs to conduct an inspection.
2. The administration will contact the canine provider and/or the appropriate law enforcement agency to schedule the use of a sniffer dog or dogs. The administration shall require an assurance from the provider that any sniffer dogs to be used in the school have been properly trained, and may request evidence of the training and/or certification of the dogs. In no event will the school district authorize a sniffer dog to sniff any person.
3. The superintendent or if designated by the superintendent, the building principal, and law enforcement representatives or canine provider will confer regarding the specific plan of areas to be inspected. The plan may involve any or all school building facilities, vehicles in the school parking lot, or other areas where students and staff vehicles are parked on school property during or after school hours.
4. If the inspection is scheduled for a day when school is in session, students and staff will be informed over the public address system, and will be directed to remain in their rooms until given further directions.
5. During the inspection, administrators may assign personnel to designated areas as deemed appropriate to assist in the smooth handling of the inspection.
6. After the inspection is finished, students and staff will be notified over the public address system, and will be thanked for their cooperation.
7. If the sniffer dog alerts, the alert will constitute reasonable cause for the administration to conduct a search of the property. If the sniffer dog alerts on a vehicle on school grounds, the owner will be required to unlock the vehicle doors and trunk for further inspection of the interior of the vehicle. If the owner refuses to unlock the vehicle, the matter will be turned over to law enforcement authorities. The owner will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law. This may include discipline for the refusal to obey an administrative directive.
8. Any illegal drugs or contraband found on school grounds, whether in a desk, locker, vehicle, or any other place on school grounds, will be confiscated and turned over to law enforcement authorities. A student's parents will be contacted. The individual will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law.
9. At the conclusion of the inspection, school officials will confer with the canine provider and/or any law enforcement authorities who were involved in the inspection to review the results of the inspection. The administration may authorize any follow-up inspections or other action deemed appropriate.

Notice to students and staff

Students and staff shall be informed of the District's policy regarding the use of sniffer dogs as soon as practicable after the adoption of this policy. Thereafter, students and staff shall be informed of the policy at the beginning of the school year. By this policy and/or via the provision in the student or staff handbook, 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.

Firearms and Weapons (Policy 5049)

Weapons

No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitors under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. ***Definition of Weapon.*** The term "weapon" 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 person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. ***Definition of Firearm:*** The term "firearm, 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 prohibition against firearms does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training; or
2. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
3. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;
4. Firearms contained within a private vehicle ***operated by a non student adult*** that are not loaded ***and*** are encased or are in a locked firearm rack that is on a motor vehicle; or
5. A handgun carried as a concealed handgun by non student adult who holds a valid permit issued under the Concealed Handgun Permit Act in a vehicle or on their person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area, except as prohibited by federal law.

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

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

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

Consequences - 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 provides 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
Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, 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 or weapon to school.

Visitors (Policy 3056)
The Board of Education and staff of the District welcome visits to the schools. Such visitations will be governed by those rules and regulations established by the district to provide a safe environment.

I. In accordance with building and District safety procedures, parents/guardians, students, and others may visit schools. These visits shall be in compliance with all building and District safety guidelines. The principal or appropriate Central Office administrator authorizing the visits shall consider the following
   A. Disruption to the educational environment;
   B. Distraction to students and staff;
   C. Confidentiality for students and staff;
   D. Safety of students and staff.

II. Parent/Guardians
   A. Parents wishing to attend and monitor courses, counseling sessions, and other instructional activities, must obtain prior approval of the appropriate teacher, counselor, or administrator as defined by the building handbook.
   B. Parents attending or monitoring courses with prior approval who, by their conduct or presence, interfere with the educational process or constitutes an interference with school purposes, will be asked to leave.
   C. Parents attending building assemblies, building activities, classroom activities/parties during school hours will sign in at the office in accordance with building procedures.
   D. Unless otherwise restricted by law or court order, parents/guardians may visit their child's class.
   E. All visitors will report to the school office.

III. Visitation by Students
   A. Visits by students from other school districts or buildings must be cleared through the building principal. If approval is given, a visitor's pass will be issued.
   B. Children below legal school age wishing to visit the school must be accompanied by their parent or guardian
   C. Non-students (graduates, etc.) will not be allowed to visit in a building without special permission from the building principal.

IV. Program Visitation
   A. Persons wishing to visit schools for the purpose of viewing new programs, organizational patterns, facilities, etc. must obtain clearance from the appropriate Central Office administrator.

Health Services at School (Policy 5023)
In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

A school nurse or health aide is available at all times during the school day. If a student is not feeling well during school hours they should:

-Tell the teacher and obtain a pass to the Health Office, you must have a pass to go to the

Health Office. Please do not go to the Health Office during passing periods.

-When, because of illness or injury to a student, it becomes inadvisable for the student to remain in school, a parent/guardian will be contacted by telephone and requested to come to school to pick up their student. If a parent/guardian can not be contacted, the emergency number that has been furnished to the school will be used. The person picking up the student must do so **within one hour of being contacted.**

-If parent/guardian/emergency contact can not be contacted and it is the opinion of the school officials that further medical aid is needed immediately, a rescue squad will be called, at the parents expense, and the student will be transported to the nearest hospital.

-Under no circumstances will an ill or injured student be allowed to leave school on their own without parental permission.

First Aid

The school attempts to provide a safe environment for your child. First aid will be administered when appropriate. Any treatment beyond first aid is the responsibility of the parents.

Immunizations

Nebraska School Law (79.217-223) requires that all students be immunized against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, mumps, Hepatitis B, and 2 doses or year of infection for Varicella **PRIOR TO ENROLLMENT.** Affidavits for religious or medical reasons are available in the school office.

All students will need to have on file at least 3 DTP, 3 Polio, and 2 doses of MMR (Measles, Mumps, and Rubella) immunizations; 3 doses of pediatric hepatitis B vaccine, or, if the alternate hepatitis B vaccination schedule is used, 2 doses of a licensed adult hepatitis B vaccine specified for adolescents 11-15 years of age, 2 doses or year of infection for varicella (chicken pox).

Kindergarten, seventh grade and all out-of-state transfer students are required to have dates on file for the following immunizations: 3 DTP, 3 Polio, 2 MMR, 3 Hepatitis B, 2 doses or year of infection for varicella (chicken pox). 7th Graders are required to have an additional Tdap booster (contains Pertussis booster).

Please review your child's records to make sure your child has obtained the needed immunizations prior to enrollment. Please check with your child's physician or contact the Douglas County Health Department for information on immunization clinics that are available (444-7213). You may also contact the school nurse if you have questions regarding the law or need assistance in getting your child's immunizations.

Nebraska School Law dictates that your child will not be able to enroll unless dates of immunizations are provided to the school at the time of enrollment.

Medication

Administering Medication to Students

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

1. Prescription medication
a. Parents/guardians must provide a physician's written authorization for the administration of the medication.
b. Parents/guardians must sign an Authorization for Medication form provided by the school.
c. The medication must be brought to school by a responsible adult in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

2. Nonprescription/over the counter medication.
a. Parents/guardians must provide a physician's written authorization for the administration of the medication. These included, but are not limited to, pain relievers, cold medicine, allergy medicine, etc..
b. Parents/guardians must sign an Authorization for Medication form provided by the school.
c. The medication must be brought to the school by a responsible adult in the manufacturer's container, and will be kept in the Health Office.
d. 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.

At the end of the school year, if there is any medication left over, a responsible adult must pick this up from the Health Office. Any medication left after the school year has completed, will be properly disposed of.

The district will not purchase, prescribe, or provide any form of medication to any student.

The district will stock and use naloxone, when necessary in accordance with policy 3051.

Physical Examination
The State of Nebraska requires a birth certificate and evidence of a physical examination by a qualified physician for all incoming kindergartners, seventh graders, and all out-of-state transfer students.

Kindergarten students are required to have an eye examination by a qualified medical professional prior to enrollment.

Evidence of a physical examination must be dated no more than six months prior to entrance, and must be on file prior to the first day of school. **This is a state law.**

If there is objection to a physical examination, a refusal form must be signed and dated at the school by the parent/guardian.

Chronic Conditions
It is the parent/guardian's responsibility to notify the school health office of any chronic conditions that students may have including, but not limited to, asthma, allergies, diabetes, heart conditions, lung conditions, or seizures. The school may require a physician's order for treatment or a signed emergency action plan to assist staff in managing these chronic conditions at school. Also very important, is to keep the school notified of any changes in the student's condition.

Communicable Diseases
The School District of Ralston will use the communicable disease regulations set up by the State of Nebraska and local Health Departments concerning children with communicable diseases and their attendance at school.

Summary of Communicable Diseases and Contagious Conditions
Fever
Children will be sent home if they have a fever of 100 degrees or higher. Children must be fever free for 24 hours prior to returning to school with no medication given.

Vomiting
Children will be sent home if they vomit due to illness. Children must be free from vomiting for 24 hours prior to returning to school.

Chicken Pox - By direct contact and airborne spread.
Approximately 2 weeks, but may be as long as 3 weeks, after exposure a susceptible person may be expected to "break out" with their first crop of blister-like eruptions. New eruptions can be expected to continue for 3-4 days. Students will be excluded from school for 7 calendar days, starting from the time of the first eruption. Due to the

degree of severity, the student may stay out of school longer. Students may be sensitive to their appearance even when they are no longer contagious, causing their absence to be longer than 7 calendar days. Secondary infections after apparent recovery may occur. Cellulitis (skin disorder) and Bacteremia (blood poisoning) are the most common kinds of secondary infections. Complications as described below with measles may also occur.

Measles - (Rubella, Red or Hard Measles) By direct contact, droplet spread and less commonly by airborne spread.

Approximately 10 days after exposure a susceptible person may develop a fever. Within 2-3 days a red blotchy rash will develop, usually starting on the face and neck and becoming generalized. A dry, hacky cough will develop at the same time. This is a serious disease. Students are excluded from school until the 7th day after the initial appearance of the rash. Parents should be cautioned not to send children back to school too soon as complications such as ear infections leading to hearing loss, decreased visual acuity, pneumonia, and encephalitis are not uncommon.

Mumps - By direct contact and droplet spread.
Approximately 18 days after exposure a susceptible person may develop a fever and swelling or tenderness of one or more salivary glands. Students are excluded from school for 9 calendar days from the onset of swelling; complications may occur as above plus some including reproductive organs.

Rubella - By direct contact and droplet spread, may be airborne. (German or 3-day Measles)
Approximately 18 days after exposure a susceptible person may suffer from a low-grade fever, headache, feeling sluggish and cold-like symptoms. Most victims will manifest a rash. Diagnosis may be difficult if a rash is not present. Students should be excluded for 5 calendar days after onset of rash. This disease is highly contagious, but usually mild.

Impetigo, Scabies, and Ringworm
To be excluded from school upon recognition. To be readmitted when there is no longer evidence of contagion, or upon a written statement from physician or phone call from doctor's office indicating that the condition is under treatment and no longer considered contagious.

Pediculosis - (Head lice)
To be excluded when live vermin and/or eggs are present. To be readmitted morning after treatment is started. Treatment consists of lice shampoo and nit comb. Eggs must be removed prior to the child returning to school. All family members and close contacts that attend school may be inspected by the nurse.

Pinkeye
To be excluded from school upon recognition. May return with a written doctor's statement or phone call from the doctor's office after prescribed treatment or when the eye is normal in appearance.

Fifth Disease
To be excluded upon recognition. May return with a written doctor's statement or phone call from the doctor's office. Characteristically begins on the face and classically produces an intensely red "slapped cheek" appearance. A lace-like rash may appear on the trunk and upper extremities.

DUE TO COVID-19, THERE MAY BE CHANGES TO CURRENT PRACTICES AS WE GET CLOSER TO THE UPCOMING SCHOOL YEAR.

Animals at School (Policy 3046)
Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent except as provided in this policy. See Board Policy 3046 regarding Service Animals and Therapy Dogs for more information.

Breakfast and Lunch (Policy 5038)
Students will have the option of paying with cash or with an account number. Each student can put any amount of money into their account. Payments to lunch accounts can now be made online on the district website, as

well. The student will choose their breakfast and/or lunch and enter their account number. If the meal cost more than the account has in it, the student must pay the remaining amount with cash. The cost of school breakfast is $1.95 and lunch is $2.95.

General Information

- You may bring or purchase your breakfast or lunch.
- Parents may wish to assure their child of a well balanced diet. If this is the case you can have your child's card coded. This code will alert the lunch help, and only a balanced meal can be purchased.
- We have an automated system for students to use in purchasing their breakfast or lunch.
- Federal School Food Service guidelines do not permit bringing food into the building for groups of students at serving time.
- Students who received free or reduced meals last year will qualify automatically the first week. However, the parents of those students must fill out a new application form and return it to the office in order to continue receiving free or reduced meals.
- All students will be given application forms and guidelines. Students will be notified if they are eligible.

Identimetrics Finger Scanning

The Ralston Public Schools use a finger scan system to provide security for your students meal account. All students are assumed to be eligible to participate in this system unless notified by the parent/guardian that they wish to exclude their student. All parents/guardians wishing to exclude their student from this program should contact their school secretary and request exclusion.

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, religious creed, disability, age, political beliefs, 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: How to File a Complaint, 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.

Ralston Middle School Fee List (Policy 5045)

Fees Assessed
Extracurricular Activity Fee: $20.00
Lunch Prices: $2.95, Reduced Lunch: $0.40
Breakfast Prices: $1.95 Reduced: $0.30
Milk 8 oz: $0.50 Orange/Apple Juice 4 oz: $0.50

Lost/Damaged assignment notebook: $4.00
Lost/Damaged library and/or classroom textbook: replacement cost
Lost/Damaged clothing/equipment: replacement cost

Required clothing for PE and extracurricular activities
Select vocal music groups, including show choir, attire: Maximum $185.
Choir-
Boys- Black pants, shirt, tie, and black shoes.
Girls- Vests and shoes.
Show Choir-
Boys Costume- ex. Dress shirt, dress pants, vest, belt, shoes, T-shirt
Girls Costume- ex. Dress, shoes, accessories, T-shirt
Cheer and Dance-Maximum $150.00
Gym Shorts and cotton T-shirt (Ralston Middle School offers RMS shorts ($10) and RMS shirts ($10) which are available in the office but not required.)
Towel
Rubber-soled athletic shoes
Undergarments and socks appropriate for the activity.

Optional Fees- not required
Ralston High School Activity Ticket-$40.00
Extracurricular activities travel fee – Not to exceed $500 per event
Extracurricular activities admission – Maximum $5.00 per event
Physicals for 8th Grade Sports-$50.00
Ralston Middle School Yearbook-$20.00
8th Grade Class Picture-$20.00
Student Picture Packages-$15-$25
Printed Clothing
Paperback books for personal ownership

Donations / Fundraising
Family Consumer Science for food and take-home materials used in class-$15.00.
Industrial Technology for home materials used in class that can be taken home-$15.00.
Art Supplies-$15.
As approved by the Superintendent or designee.

Ralston Public School - Chromebook Usage Handbook

The policies, procedures, and information within this document apply to all computing devices used at Ralston Public Schools by students including any device considered by the Administration to fall under these policies.

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Chromebook Essentials

Receiving Your Chromebook

1. **Parent/Guardian Orientation**
   All parents/guardians are expected to attend registration and sign the *Ralston Public Schools Student Chromebook Agreement* before a device will be issued to their student.
2. **Distribution**
   Students will receive their Chromebook and related peripherals within the first two weeks of school. Students and parents/guardians will need to sign the *Ralston Public Schools Student Chromebook Agreement* Receipt before receiving their Chromebook.
3. **Transfer/New Student Distribution**
   All transfers/new students will be able to pick up their Chromebook from the school media center/technology office. Students and parents/guardians will need to sign the *Ralston Public Schools Student Chromebook Agreement* Receipt before receiving their Chromebook.

Returning Your Chromebook

1. **End of Year**
   Students returning to the district the next school year, will retain their Chromebook and all issued peripherals over the summer unless parents elect to return their student's device for the summer.
2. **Transferring/Withdrawing Students**
   Students who transfer out of or withdraw from the Ralston Public Schools must turn in their Chromebook and related peripherals to the media center/technology office on or before their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving the Ralston Public Schools must be paid prior to disenrollment from the district. The district may also file a report of stolen property with the Police Department.

RPS Chromebook Coverage Program

Ralston Public Schools offers the opportunity to participate in the optional RPS Chromebook Coverage Program designed to protect students and families from full financial responsibility for device repairs and/or replacement. The cost is $20.00/$10.00* (*reduced for students who qualify for Free/Reduced Lunch Program) **annually** for each Chromebook and it covers the summer months if parents/students elect to keep the Chromebook over the summer.

Payment must be submitted by September 1st in order to participate in this program. After this date, a student's device will not be eligible for the RPS Chromebook Coverage Program. Students enrolling at RPS throughout the

school year will have three weeks to submit payment in order to participate in the RPS Chromebook Coverage Program. If a student withdraws from Ralston Public Schools and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated. **Premiums are non-refundable.**

The program covers devices assigned to the student against accidental damage and/or loss. Damaged, lost, or stolen devices should be reported immediately according to the process described during orientation. Ralston Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

Total value of repairs or device replacement will be determined by RPS. The program will pay the amount of damage or replacement per the schedule of repairs listed below. Damage as a result of gross negligence or purposeful damage will not be covered under the RPS Computing Device Coverage Program. Parents/Guardians are responsible for 100% of damages due to gross negligence. The district reserves the right to discontinue participation for students with unusually high numbers of claims. Such discontinuation will be effective 30 days after notification to the student and parent/guardian.

Training
Students will receive training to address care and usage of the Chromebook as well as usage of their Google (@ralstonschools.org) account. Digital Citizenship training will also be provided to address respectful, responsible, and ethical use of the internet and digital tools.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the school media center/technology office. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.
General Precautions

- No food or drink should be next to your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, or labels.
- Chromebooks, not being used for an extended period of time, should be shut down in order to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Heavy objects should never be placed on top of Chromebooks.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.

Device Protection

- Students and parents may decide to add additional protection for their Chromebooks by purchasing a hard protective case and/or sleeve from an outside source.

Carrying Chromebooks

- Always transport Chromebooks with care.
- Never lift Chromebooks by their screen.
- Never carry Chromebooks with the screen open.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.

- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, **dry** microfiber cloth or anti-static cloth. Do not clean screens with products containing ammonia or alcohol.

Using Your Chromebook

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebook to all classes unless specifically advised not to do so by their teacher.

If a Student Does not Bring His/Her Chromebook to School

- Loaner devices may be available for students failing to bring their device to school.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the issued device.
- School personnel will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to administration for students who have excessive occurrences during the school year.
- Staff will treat such occurrences as insubordination offenses, which may result in disciplinary action.
- If a loaner is not turned in at the end of the day, an administrator will be contacted and will work on retrieving the loaner.

Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.

Personalizing the Chromebook

- Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Ralston Public Schools. Spot checks for compliance will be done by administration, teachers, and technology support staff at any time.
- Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Ralston Public Schools Internet Safety and Acceptable Use Policy.

Sound

- Sound should be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: http://www.google.com/cloudprint/learn/.

Logging into a Chromebook

- Students will log into their Chromebook using their school-issued Google (@ralstonschools.org) account.
- Students should never share their account passwords with others. In the event of a compromised account the Ralston Public Schools Technology Department reserves the right to disable your account.
- The student assigned to the Chromebook should be the only individual logging in to and using the device.

Using Your Chromebook Outside of School

- Students are encouraged to use their Chromebook at home and other locations outside of school.
- A WiFi Internet connection will be necessary for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Ralston Public Schools Acceptable Use Policy, Administrative Procedures, acceptable use agreement, and all other guidelines in this document wherever they use their Chromebook. Please note that some internet providers DO NOT work with Chromebook.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

No Expectation of Privacy
Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, deny access to, view, monitor, and record use of the Chromebook at any time for any reason related to the operation of the district. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software
Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on Chromebook.

Updates
The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebook.

Virus Protection
Chromebook uses the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Content Filter
The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks are filtered for inappropriate content and pass through the District's filtering appliance when connected to the Internet regardless of the physical location (e.g., school, home, public WiFi). If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact school personnel, who in turn, will submit a helpdesk ticket to request the site be unblocked. Ralston Public Schools makes every effort to filter web content through its comprehensive web filter; however, it is essential students and parents understand that students will be held accountable for using technology according to District policies.

Inspection
Students may be asked to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Software on Chromebooks

Originally Installed Software
Chromebook software is delivered via the Chrome Web Store and/or Google Play. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and be easily accessible at all times.

All Chromebooks are supplied with the latest stable build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS may install updates when the computer is idle or restarted.

Google Apps for Education Accounts
Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Sheets (spreadsheets), Slides (presentations), Drawings, Forms, Sites, and Gmail within Ralston Public Schools.

Additional Apps and Extensions
Students are unable to install additional apps and extensions on their Chromebook other than what has been approved by the Ralston Public Schools.

Repairing or Replacing Your Chromebook

Tech Support

All Chromebook in need of repair must be brought to the school media center/technology office as soon as possible.

Accidental Damage or Loss Protection
As part of the 1 to 1 initiative at RalstonPublic Schools, the school district is recommending participation in the RPS Chromebook Coverage Program. **Payment must be submitted by September 1st in order to participate in this program. After this date, a student's device will not be eligible for the RPS ChromebookCoverage Program.** Students enrolling at RPS throughout the school year will have three weeks to submit payment in order to participate in the RPS Chromebook Coverage Program.

This program is designed to protect students and families from full financial responsibility for accidental damage or loss. Damaged, lost, or stolen devices should be reported immediately according to the process described during registration. Ralston Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

Parents/Students will be charged full replacement costs for any damages due to gross negligence or purposeful damage.

Chromebook Technical Support
The school media center/technology office will be the first point of contact for repair of the Chromebook. Services provided include:

- Password identification
- User account support
- Distribution of replacement Chromebook
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

Chromebook Being Repaired

- Loaner Chromebook may be issued to students when they leave their school-issued Chromebook for repair.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- Chromebook on loan to students having their devices repaired may be taken home.
- The media center/technology staff will contact students when their devices are repaired and available to be picked up.
- In order to pick up their school-issued device, students must return the previously loaned device and pay any fees associated with the repairs.

Policies and Appropriate Use

Appropriate Uses and Digital Citizenship
School-issued devices should be used for educational purposes and students are to adhere to the Acceptable Use of Technology and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to

others, pornographic, racist, or inappropriate.

4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Ralston Public Schools Internet Safety and Acceptable Use Policy
Ralston Public Schools Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network. The administration reserves the right to refuse access to the Internet by Ralston Public Schools to anyone when it deems it necessary in the public interest.

Compliance with the Law and Use of Computers/Internet
Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy.

Students at Ralston Public Schools shall receive instruction in Internet Safety. This curriculum will include material related to appropriate "Access to Internet by Minors", appropriate use of social networking sites, cyber-bullying, and other topics as are relevant in encouraging digital citizenship.

Access to the Internet by Minors (students under the age of 18) or Adults (over the age of 18)
Minors or adults shall:

1. Not access material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for education.
2. Not use Ralston Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Not engage in any illegal activities on the Internet.
4. Only use electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a Ralston Public Schools-related assignment or activity.
5. Not attempt to override or bypass any protection measure that has been put in place by Ralston Public Schools to block and/or filter access to Internet Sites that are not in accordance with policies of Ralston Public Schools.
6. Minors shall not disclose personal identification information on the Internet.

Agreement Violations
Any violation of this agreement may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the RalstonPublic Schools, including applicable State and Federal laws.

Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed Student Handbook form.

Acceptable Use

- We believe that access to the Internet is an important educational resource for our students.
- We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.
- We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.
    - As a safety precaution, full names or addresses are not to be revealed online.
    - Computer and network resources have been provided for educational purposes; game-playing and commercial uses are prohibited.
    - Sharing of individual accounts is prohibited.
    - Electronic mail (email) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by district personnel.
    - Chain letters and inter-relay chat are misuses of the system.

    - Vandalism or "hacking" of any kind is prohibited.
    - The security of the system and the rights of other users are to be respected at all times.
- Students who knowingly violate the terms of the agreement will be dealt with according to the discipline policies of the individual school building and Ralston Public Schools and/or civil authorities.
    - Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.
- Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold Ralston Public Schools harmless from any claims or damages arising from such use. Ralston Public Schools makes no warranties for the information or the services provided.

Privacy and Safety

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- Ralston Public Schools makes every effort to filter web content through its comprehensive web filter; however, it is essential students and parents understand that students will be held accountable for using technology according to District policies.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety

- All students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
- Plagiarism is a violation of the Ralston Public Schools code of conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Email

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the Ralston Public Schools. This email system is monitored by the Ralston Public Schools Technology Department and all messages sent or received through this system are archived and subject to filtering of inappropriate content.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Email is subject to inspection at any time by school administration.

Discipline Consequences

- The student to whom a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Handbook or the Ralston Public School's Student Internet and Computer Access Policy (#5037), will result in disciplinary action as outlined by the student code of conduct and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the Ralston Public Schools Technology Department to ensure appropriate use. The Ralston Public Schools cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.

Summer Chromebook Use

Ralston Public School students returning to the district the next school year will retain their Chromebook and all issued peripherals during the summer unless parents elect to return their student's device for the summer. By keeping Chromebook during the summer months, parents and students understand that the use of the Chromebook falls under the Ralston Public Schools Student Internet and Computer Access Policy (#5037) Additionally, parents and students who have enrolled in the RPS Chromebook Coverage Program will be covered during the summer months. Parents and students further understand that if a student transfers out of the Ralston Public Schools, they are responsible for returning

their Chromebook to Ralston Public Schools immediately. Failure to return the Chromebook will result in criminal charges being filed for stolen property.

CHROMEBOOK USAGE HANDBOOK
RECEIPT OF NOTIFICATION AND UNDERSTANDING

(Note: Students and parents can now fill out this form online.)

The Ralston Public Schools Student Acceptable Use Agreement (AUA) is on the next page of this document for your review. Your signature on this document states that you have read, understand, and agree to abide by the compliance requirements of Ralston Public Schools regarding the use of computers and the Internet in the RalstonPublic Schools.

Additionally, as part of the 1 to 1 initiative at Ralston Public Schools, the school district is recommending the purchase of an Equipment Repair and Replacement Program prior to the deployment of the Chromebook to your child. Under this agreement, the Chromebooks are protected against accidental damage if participating in the RPS Chromebook Coverage Program. The Ralston Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

This additional cost does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Ralston Public Schools will assess the Chromebook loss/damage and repair or replace the device if the loss/damage is determined to be accidental and within the protection guidelines. **Parents/Students will be charged for full replacement cost of a device that has been lost or damaged due to intentional misuse or abuse.**

Please check one of the following options:

SELECTION	DESCRIPTION OF OPTION
	Option 1: I accept and will abide by the Ralston Public Schools Chromebook Usage Handbook. **Additionally, I would like to participate in the optional RPS Chromebook Coverage Program for the amount of $20, $10 if student is free/reduced lunch status.**
	Option 2: I accept and will abide by the Ralston Public Schools Chromebook Usage Handbook. **I DO NOT wish to participate in the optional RPS Chromebook Coverage Program and understand that I am responsible for 100% of all damages.**
	Option 3: I accept and will abide by the Ralston Public Schools Chromebook Usage Handbook. **I DO NOT wish to have my child issued a Chromebook to take home.** *(PLEASE NOTE: If you choose this option, students will be assigned a Chromebook for daily use at school and may be held responsible for 100% of damages as a result of gross negligence or purposeful damage).*

If Option 3 above is chosen, parents/guardians may still elect to enroll in the RPS Chromebook Coverage Program.

☐ **While I do not wish to have my child issued a Chromebook to take home, I would like to participate in the optional RPS Chromebook Coverage Program for the amount of $20.**

Print Full Student Name **Grade**

Student Signature (REQUIRED) **Date**

Parent/Guardian Signature (REQUIRED) **Date**

RPS Acceptable Use Agreement (AUA)

Ralston Public Schools Internet Access is to be used only for classroom related activities. This agreement applies when using either school equipment or personal equipment on the district network.

This Acceptable Use Agreement (AUA) outlines the appropriate use of RPS's technology resources and services during and after school hours. By signing this form, students are indicating that they understand and agree to abide by the guidelines written below.

RPS network, technology resources and Internet access are school resources and use of them is considered a privilege. Therefore, violation of this AUA will result in the loss of this privilege and/or other appropriate discipline actions according to division-level policies. These actions may include written warnings, withdrawal of access privileges, and in extreme cases, suspension, expulsion or termination of privileges.

Compliance with Law and Use of Computers/Internet
Users of Ralston Public Schools technology will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy.

Safety and Security:
- I will not attempt to access material that is obscene, pornographic, harmful to others, or otherwise inappropriate for education.
- I understand that passwords are private and should not be shared with others. I will not allow others to use my account name or password, or try to use that of others.
- I will not attempt to engage in hacking or attempts to bypass security settings or interfere with the operation of the RPS network in any way.
- I will use RPS network and technology resources productively and responsibly for school-related purposes.
- I will maintain the setup of RPS devices as they were when I received them.
- I will record or share image or audio files only when I have obtained permission from my teacher, media specialist or administrator. I will not use cameras in restrooms, locker rooms, or dressing rooms, regardless of intent.
- I will not use RPS network and technology resources to access, display, create or communicate material that is illegal, obscene, destructive, harassing, threatening, hateful or otherwise offensive. I am responsible for not pursuing or sending material that could be considered objectionable or harmful to myself or others.
- I will be responsible for all of my digital files, including backing up files not already stored in the cloud.

Digital Citizenship
- I will use technology in such a way that does not disrupt the educational environment. This includes setting all of my devices on "mute" or "vibrate" unless permission is obtained from the teacher, media specialist or administrator.
- I will be thoughtful and polite and use appropriate language in my digital communication, as determined by school administrators.
- I will follow appropriate guidelines when publishing work online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
- I will respect the intellectual property rights of others. I will obey copyright guidelines and avoid plagiarizing others' work or ideas.

- I understand that I am an ambassador for the school/District in all of my online activities, which should not reflect negatively on my school/District. I will not post personal or embarrassing information about other students, employees, members of the RPS community or myself.

Expectations of Privacy
The computer system, including email and Internet, is the property of the Ralston Public School District. RPS relies on a combination of self-hosted, externally hosted, and cloud-based services. These services are primarily intended for educational and business use and are subject to monitoring at any time. Although RPS does not routinely check communications or files, it has the right to review, audit, and disclose all matters sent over or stored on the system. As a result, members of the RPS community should recognize that there is no reasonable expectation of privacy when using the computer system.

Respecting and Protecting Intellectual Properties
The increasing use of technology and multimedia at RPS presents a wonderful opportunity for students and teachers to share what they do with others at RPS. The presentations, photos, video and audio of classes, field trips and school events are often shared electronically through web-based resources. Sometimes, students and parents buy or receive copies of school events on media, such as CDs or DVDs. The instinct to share achievements is understandable, but these files are for private use only. Any sharing of these materials within the RPS Google domain is prohibited.

Agreement Violations
Any violation of the agreement may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Ralston Public Schools, including applicable State and Federal laws.

Users of Ralston Public Schools technology shall be granted permission to access the Internet upon receipt of the signed Acceptable Use Agreement Signature Form available from your building administrator or media specialist.

Details and definitions of the full Ralston Public Schools Student Internet and Computer Access Policy (5037) can be reviewed on the Ralston Public Schools webpage.

RPS STUDENT COMPUTING DEVICE COVERAGE PROGRAM

As part of the Student Computing Device initiative at Ralston Public Schools, the school district is recommending the purchase of an Equipment Repair and Replacement Program prior to the deployment of the Student Computing Device to your child. Under this agreement, the Student Computing Devices are protected against accidental damage if participating in the RPS Student Computing Device Coverage Program. The Ralston Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

This additional cost does not cover for loss of the Student Computing Device and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Ralston Public Schools will assess the Student Computing Device loss/damage and repair or replace the device if the loss/damage is determined to be accidental and within the protection guidelines. **Parents/Students will be charged for full replacement cost of a device that has been lost or damaged due to intentional misuse or abuse.**

Schedule of Repair Costs

Description	***Without Device Coverage Cost***	***RPS Device Coverage Program Participant Cost***
Device Replacement	*$290*	*$95*
Motherboard	*$100*	*$50*
Keyboard	*$60*	*$30*

Battery	*$36*	*$18*
LCD Panel	*$36*	*$18*
AC Power Adapter w/ Cord	*$34*	*$17*
Top Cover	*$30*	*$15*
Bottom Base	*$26*	*$13*
Bezel	*$24*	*$12*
Camera	*$20*	*$10*

Ralston High School



2020-2021 Student and Family Information Handbook

8969 Park Drive
Ralston, NE 68127-3600
Phone: 402-331-7373
Fax: 402-898-3511

https://www.ralstonschools.org/RHS

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

School Handbooks are based on Board of Education Policies

District #54
Ralston, Nebraska

BOARD OF EDUCATION
Heather Johnson
Dr. Jay Irwin
Linda Richards
Mary Roarty
Elizabeth Kumru
Robin Richards

DISTRICT ADMINISTRATORS
Dr. Mark Adler, Superintendent
Mr. Jason Buckingham, Executive Director of Fiscal Affairs
Dr. Michael Rupprecht, Executive Director for Human Resources
Mrs. Melissa Stolley, Director of Student Services
Dr. Cecilia Wilken, Director of Teaching & Learning
Mrs. Diane Meyer, Director of Suburban Schools / Metro Regional Program
Dr. Joshua Wilken, Career Education Coordinator / ELL Coordinator

RALSTON HIGH SCHOOL ADMINISTRATION
Mrs. Jesse Tvrdy, Principal
Mr. Joseph Kilzer, Assistant Principal
Mr. Ryan Pivonka, Assistant Principal
Mr. Mike Smith, Assistant Principal / Athletic & Activities Director
Mrs. Stacy Athow, Dean of Students

RALSTON HIGH SCHOOL COUNSELORS
Mr. Michael Burling, A-G
Mrs. Jesika Maly, H-O
Mrs. Melissa Sedlak, P-Z; Department Chair

Administrative Offices
8545 Park Drive
Ralston, NE 68127
402-331-4700
www.ralstonschools.org

Ralston High School

8969 Park Drive
Ralston, NE 68127-3600
402-331-7373
Rhs.ralstonschools.org

RHS Calendar/Athletic/Activity schedules:
www.rivercitiesconference.org

Attendance Office 402-763-4100 (voicemail available 24 hours)

RALSTON HIGH SCHOOL
STUDENT-FAMILY HANDBOOK

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District 54

RALSTON HIGH SCHOOL

"Achieving Excellence as a Community of Learners"

8969 Park Drive • Ralston NE 68127 • 402.331.7373 • Fax 402.898.3511 • rhs.ralstonschools.org

Jesse Tvrdy, MS, Principal
Joseph Kilzer, MA, Assistant Principal
Ryan Pivonka, MS, Assistant Principal
Mike Smith, MA, Assistant Principal/AD

Stacy Athow, MS, Dean of Students

Dear Ralston High School Students:

Welcome to the 2020-2021 school year at Ralston High School! The faculty and I are excited for another school year, which will be filled with memories that will last a lifetime. Ralston High School is one of the finest high schools in the state of Nebraska and in the United States. This has not happened by accident, but has transpired through the combined efforts of the dedicated staff, the community, the school board, and most important of all, an outstanding student body.

Over the past years, students have excelled in every area of our school program. Ralston High School has a strong tradition of excellence in academics, athletics, fine arts, and activities. As a student, you are a part of this fine institution and I encourage you to become active in co-curricular activities. By your continued hard work and pride in Ralston High School, the tradition of excellence in education, both in academics and activities, will be the rule and not the exception.

All students have the right to learn in the best possible learning atmosphere available, and this is the goal we aim for everyday. In order to provide the best school climate possible, certain rules and regulations are necessary. You will find the rules and regulations are reasonable, fair, and for the benefit of all students. Ralston High School is committed to providing every student the opportunity to reach their potential in a respectful and safe environment.

Feel free to stop by the high school offices at any time to address questions or concerns you may have, or just to say "hello." We would like to have the opportunity to get to know each of you. You are the reason we are here and it is our priority for each individual student to succeed at Ralston High School in each endeavor you choose to take on.

We are proud of our past and excited about our future. The future is in you! Be excited and become involved here at Ralston High School. It is my sincere hope that you will be successful at Ralston High School, both academically and in all those activities you choose.

Sincerely,

Jesse Tvrdy
Principal

Ralston's School Song

Hail, Ralston High!

Red, White and Blue, We're loyal to you

Our banners fly!

Onward to victory,

Making Rams' history.

So fight, Ralston, win

We know you can do it, so let's get to it

And let's begin

Onward to victory

Ralston High School—Go! Fight! Win!

HISTORY OF RHS

High school in Ralston had its beginning in September of 1953, with an enrollment of 110 students in grades 9-12 and a faculty of nine members. Because the building was not yet completed, seven classes were held in the Maywood Elementary School until midway through the first year. Dedication of the former high school, located at 82nd and Lakeview, was held on February 28, 1954. At that time, only the first floor of the west wing and the gymnasium were completed. The former high school now serves as Ralston Middle School. In 1968 the high school moved to its present location at 90th & Park Drive. The first senior class of 1954 had a membership of 16. Current enrollment is approximately 1000. Renovation construction began in 2002 and finished in 2005 on the latest renovation project.

Board of Education policies can be accessed at the school building office and on the district website: www.ralstonschools.org.

The school district's handbooks are intended to convey information and explain school regulations and procedures that are necessary for the school to run smoothly and efficiently. Although the board of education may take action to approve the handbooks annually, the administration has the authority to change the contents of any handbook so long as the changes are consistent with board policy.

None of the district's handbooks create a "contract" between the school district, staff members, parents or students. If any information contained in any handbook conflicts with board policy or state statute, the policy or statute will govern.

NOTICE OF NON-DISCRIMINATION

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

Name: Dr. Mike Rupprecht
Title: Executive Director of Human Resources and School Improvement
Address: 8545 Park Drive, Ralston, Nebraska 68127
Telephone: 402-898-3483
E-mail: mrupprecht@ralstonschools.org

For further information on notice of nondiscrimination, please visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call 1-800-421-3481. For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

Ralston Public Schools Purpose Statement
A community dedicated to achieving excellence through purposeful instruction and nurturing a climate of hope.

Direction Statement
Cultivating resilient citizens prepared for the diverse demands of the future.

Ralston Public Schools Believes. . .

- The educational process is a partnership involving the school, the family, the student, and the community
- Students learn best when they are actively engaged in the process
- All students can learn
- Students learn best when schools maintain high expectations for learning
- The foremost responsibility of any educational organization is the student
- The essence of education is the ability to develop lifelong learners to deal responsibly with choice in a changing world

Board of Education policies can be accessed at the school building office and on the district website - www.ralstonschools.org

Ralston High School

Achieving Excellence as a Community of Learners

Vision

Ralston High School is a student-centered community of learners united to support the development of responsible, productive citizens.

Belief Statements

The Ralston High School community of learners…

- **requires committed, active participation and support from students, parents, staff and patrons of the district.**
- **believes each student can learn when provided a safe, supportive learning environment.**
- **embraces diversity as an integral component of the community.**
- **supports high standards for cognitive and affective development.**
- **strives to provide diverse learning opportunities in fine and practical arts, in conjunction with career exploration and applied technology.**
- **encourages participation in co-curricular and extracurricular activities as a means to develop communication, teamwork, and leadership skills essential for success in a dynamic global society.**

ACADEMIC ACHIEVEMENT AND GRADUATION

ACADEMIC PROGRESS

Students at Ralston High School are placed in academic class years on the basis of years of high school attendance. In order to be on pace for graduation, students need to pass earn the following credits:

Freshman	0-60 hours credit	Junior	120 -180 hours credit
Sophomore	60 -120 hours credit	Senior	180 + hours credit

GRADUATION REQUIREMENTS

Course credit is allowed only for grades 9, 10, 11, and 12. Students may repeat courses in which they earned failing grades, but it is not necessary to repeat courses not required for graduation.

The responsibility for determining when students are eligible to graduate from high school is delegated by the Board of Education to the building principal.

All students must successfully complete 240 hours of credit in grades 9-12, and attend a minimum of seven semesters. Students may graduate at mid-term of their senior year if they make a formal application to their counselor prior to the end of the first semester of their senior year. Any request by a student to graduate earlier than midterm of their senior year will be reviewed by the high school principal and a recommendation will be made to the Board of Education for approval. All students must complete the stipulations of an Individual Learning Plan.

The high school principal will review any unusual circumstances related to these graduation requirements for any student and make appropriate recommendations to the Board of Education.

Specific Requirements – Each student is expected to successfully complete coursework in each of the following areas as listed:

1. **English**: 35 credit hours (Must pass English 1, English 2, English 3, and 1 semester of Composition) 35
2. **Oral Communication**: 5 credit Hours 5
3. **Social Studies**: 30 credit hours (~~Graduating classes of 2018, 2019, & 2020 must pass World Cultures & Geography; Graduating class of 2021 (~~Must pass World Civilizations~~,~~ Government, & US History)
4. **Mathematics**: 30 credit hours (10 credit hours must be earned in courses above the Pre-Algebra level) 30
5. **Science**: 30 credit hours (10 credit hours of ~~Life Sciences~~ Biology and 10 credit hours of Physical Science) 30
6. **Physical Education**: 20 credit hours (Must pass ~~Family Life Education~~ Health and Wellness and PE Swim) If students test out of ~~PE Swim~~ Fitness and Swim Foundations, they need 5 credits of additional PE. 20
7. **Fine Arts**: 10 credit hours - Art, Music, Drama 10
8. **Practical Arts**: 20 credit hours - Business Education, Career Training Programs (must pass Career Exploration), Family and Consumer Sciences, Industrial Technology, Health Sciences 20
9. **Personal Finance**: 5 credit hours If students test out of Consumer Finance they will need additional 5 elective credits. 5
10. **Elective Courses**: 75 credit hours - Foreign Language, ~~Humanities~~, ~~Journalism~~, Yearbook and any additional credits beyond required coursework. ~~Special Coures~~ 75
11. **Community Service**: 10 hours for each year of attendance at Ralston High School.

MINIMUM CREDIT HOURS TO GRADUATE 240

GRADING SYSTEM AND REPORTS

Ralston High School will operate an extended learning time schedule that consists of terms and semesters. It is important that students and parents understand the difference.

Term – consists of a 9-week period of instruction. There are 4 terms in the school year. Final grades and corresponding credits will be posted on students' permanent record at the end of each term.

Semester – consists of two, 9-week terms. A class that is worth 10 credits will last for a full semester and have 5 credits awarded for a passing grade at the end of each term.

The following is an explanation of Ralston High School's grading system:

A - Superior	92 - 100%	D - Below Average	67 - 75%
B - Above Average	84 - 91%	F - Failure	66% and Below
C - Average	76 - 83%	Inc. - Work to be made up	

Incomplete work must be completed within one week of the end of the term unless an administrator approves more time. No incomplete grades may be given at the end of the second semester/term 4.

Running grades, progress reports and end-of-term/semester report cards are always available by accessing the **R-KIDS electronic gradebook at www2.esu3.org/dws/rhighschool**; therefore, mailings of these documents will no longer be automatically made. Parents may call to request a printed report card at the end of a given term/semester. Parents should check the RHS homepage for dates that progress and end-of-term/semester report cards are available and are urged to contact teachers whenever necessary. Mid-term progress reports will be available at the door during Parent Teacher Conferences in terms 1, 2, and 3. Grades on end-of-term report cards become part of the permanent record.

Transcripts

Official transcripts of student records will be sent to requested institutions electronically and are issued at the request of the student or student's parent/guardian. There may be a nominal fee associated with such requests, depending on the requesting college or agency. Requests take time to process, so please make your requests well ahead of any deadlines. Please contact a counselor for details on requesting official transcripts.

GRADE POINT AND MARK POINT AVERAGES

Below is the Ralston High School Mark Point Average Table and an example of how Mark Point Average (MPA) can be determined for a single semester.

Adv'd Rank Classes	Grade Earned	Unranked Classes
5 mark points	A	4 mark points
4 mark points	B	3 mark points
3 mark points	C	2 mark points
2 mark points	D	1 mark point
0 mark points	F	0 mark points
Not computed	Pass/Fail	Not computed

EXAMPLE: Determining a Student's Grade Point Average

Course	Grade	Credits		Mark Pt Value		Mark Points
Spanish 3	B	5		times	3	equals15
Psych/Soc	C+	5		times	2	equals10
Geometry	C	5		times	2	equals10
Biology	B	5		times	3	equals15
Honors Eng 2 AR	A-	5		times	5	equals25

Edgenuity ~~A+ Credit Recovery~~	P	3	(Not computed in MPA)

Total Credits Earned		28	Total Mark Points	75
75 total Mark Points	÷	25 Credits Attempted	=	3.00 GPA

CLASS RANK

Class Rank will be determined by the weighted Grade Point Average of students and will be utilized by RHS for the purpose of graduation recognition and honors. GPA's are placed in a high-to-low numerical order, resulting in a ranking of all students for that grade level. Combined Rank is a high-to-low listing of a student's weighted GPA multiplied by total mark points attempted. ACT Rank (ACRS: Academic Class Ranking System) is a high-to-low listing of a student's ACT score + unweighted GPA x 9 + (earned credits/semester). Weighted GPA Rank (SCRS: Scholastic Class Ranking System) is a listing of a student's weighted GPA in a high-to-low numerical order. Weighted GPA is computed by dividing a student's total mark points by the number of credits attempted.

ACADEMIC HONORS AND LETTERS

Physical awards that recognize academic achievement will be based on a student's current school year GPA for terms 1-3. For students to be eligible for such recognition, they must have earned 45 credits through Term 3 of the current school year and have a minimum of a C or higher in all of their courses. Pass/Fail classes will not count toward the 45 credits.

- Merit Roll Certificate — Terms 1-3 GPA — 3.00 - 3.49
- Honor Roll Letter/Pin — Terms 1-3 GPA — 3.50 - 3.99
- Roll of Distinction Letter/Pin — Terms 1-3 GPA — 4.00 and above

SENIOR HONORS AND RECOGNITION

Grade Point Averages used to determine honors recognition at commencement are based on grades at the end of first semester.

Honors and recognition are reserved for students in their 4th year of high school or early graduates.

Valedictorian

The student(s) ranked first in the Scholastic Class Rank System and the student(s) ranked first in the Academic Class Rank System will be recognized as valedictorians and invited to speak at commencement. If a valedictorian declines this opportunity, it will be extended to the next highest-ranking student in that system. If one student is ranked first in both systems, the second ranked student in the SCRS and the second ranked student in the ACRS will also be invited to speak at commencement. The class may also select a spokesperson to speak at commencement.

Senior Achievement Awards

Seniors will be awarded honor cords based on the Cumulative Grade Point Average: 4.0 to 4.19 = white cord; 4.20 to 4.39 = silver cord; 4.40 and above = gold cord.

300 Club

Two hundred and forty credits are required to graduate. Graduates accumulating 300 or more credits will be recognized at graduation.

Community Service Excellence

Students earning one hundred or more hours of Community Service by April 15 of their final term will be recognized at graduation.

CTE Program of Study Completer

Three or more prescribed courses in a career pathway as set by The Nebraska Department of Education.

ATTENDANCE EXPECTATIONS AND PROCEDURES

COMPULSORY / REQUIRED ATTENDANCE AND EXCESSIVE ABSENTEEISM / TRUANCY

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. (Board Policy 5001)

ATTENDANCE CLASSIFICATIONS

Ralston High School recognizes the importance of consistent attendance in order for students to be successful. Ralston High School utilizes a block schedule and missing a day of school means that students lose approximately 1½ hours of instruction per class. In addition to the state requirements, when a student reaches ten (10) absences (excused or unexcused) an attendance letter will be mailed home to parents.

Those students who are hospitalized or who suffer from debilitating illness and are under a doctor's care and orders not to attend school are encouraged to provide the attendance secretary with written documentation from their healthcare provider to that effect.

Absences from class due to suspension are not considered part of the absence limitations. Students who are participating in or attending school-sponsored activities are considered present at school, and class absences incurred as a result of participation in or attendance at school activities do not count toward stated limits.

Activity/Athletic Absence

School sponsored activities are those where a student is on an official roster or participation list. Students engaged in school sponsored activities will be counted present at school. Completed permission forms must be turned into the sponsor one day prior to the activity.

Activity/Athletic Participation

Please refer to the Athletic/Activities section found later in the student handbook regarding participation in practices and/or performances when there is an absence during the day (see page 39).

Appointments During the School Day

Parents/Guardians must call the attendance line in advance if their student needs to leave during the school day for an appointment. Written notes will not be accepted. In order to minimize classroom disruptions and expedite the student's release from class, such a call should be made with **at least one hour's advance notice** of the time the student needs to sign out to leave the building. In order for the absence to be excused the student must provide medical documentation or other information to document the appointment. The attendance line is available 24 hours a day with voice mail in English and Spanish at 402-763-4100.

College Visits for Seniors

Seniors are urged to visit colleges during vacations or teacher instructional prep days. Parents/Guardians of seniors who wish to visit a college on days when school is in session must call in advance to inform the school in order to be excused. Contact should also be made with students' teachers so arrangements can be made in advance for collecting and completing homework during such an absence. See "Make up work due to absence" for further information.

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. (https://www.education.ne.gov/aded/pdfs/NebraskaWithdrawalFromMandatoryAttendanceForm.pd) (Board Policy 5001)

Lunch Skips

A "lunch skip" is when a student who is not a senior with off-campus lunch privileges leaves the building without a parent or guardian physically coming into the attendance office and signing them out. Students who skip lunch may have consequences/interventions assigned such as car/bag searches, loss of privileges, detention(s), support group, suspension, up to mandatory reassignment from Ralston High School.

Students who have permission to leave campus for lunch (seniors with open lunch or those with *pre-arranged* appointments/parent pick-up) are expected to be on time for class following the lunch period.

Prearranged / Extended Absences

Parents/Guardians must call the attendance office in advance of a planned extended absence from school, or as soon as possible in an emergency situation. Written notes will not be accepted. The attendance line is available 24 hours a day with voice mail in English and Spanish at 402-763-4100. Contact should also be made with students' teachers so arrangements can be made in advance for collecting and completing homework during such an absence. See "Make up work due to absence" for further information.

Students who need to miss the last 3 days of any term need to have administrative pre-approval in order to make up any missed final exam.

State Meet and Tournament Absences

Students wishing to attend a state meet or tournament must have a parent/guardian call and give permission unless otherwise directed. Students are expected to keep up with any class assignments missed and are responsible for making arrangements with their teachers in advance for collecting and completing homework for such absences. See "Make up work due to absence" for further information.

Unexcused Absences/Class Skip

Students are expected to attend all of their classes each day unless excused by a parent/guardian or the student is on a school-sponsored activity. Students who miss class unexcused (class skip) will be subject to consequences/interventions such as car/bag searches, loss of privileges, homeroom intervention, detention(s), suspension, loss of class credit, up to mandatory reassignment from Ralston High School.

REPORTING ABSENCES

When a student is absent from school, a parent or guardian of that student must call the school attendance number (402-763-4100) by 8:30 a.m. on the day of the absence. Failure to call will result in the absence being recorded as unexcused. **The absence will remain unexcused unless the parent/guardian calls the school by 3:00 p.m. of the school day following the day the absence occurred**. **NOTES WILL NOT BE ACCEPTED.** Messages can be left 24 hours a day on voice mail.

TARDY PROCEDURES

Punctuality is a life skill valued by employers and society at large. In order to minimize disruptions to learning and to help students learn lifelong skills, Ralston High School expects students to be on time for school and on time for individual classes.

1. Students who are tardy to class will be marked accordingly by the teacher in attendance.

2. Any student who is more than 20 minutes late to a class period will be required to check in with the attendance office to receive an office pass to class.
3. Parents will receive frequent communication as students accumulate tardies to classes.
4. Tardies to classes will be handled in the following way:
    - Each time the student is tardy the teacher will conference and problem solve with the student. Teachers may assign consequences.
    - Parent/Guardian listed as the primary contact will receive an email alert informing them of the tardy.
    - Consequences may include loss of privileges, detention(s), suspension, and/or mandatory reassignment from Ralston High School will be assigned to students who accumulate multiple tardies to classes within a term.

~~- First tardy - Teacher/student conference~~
~~- Second and third tardies - documentation, student conference, teacher assigned consequence and a phone call home by the teacher~~
~~- Fourth tardy - Formal office referral; office consequence assigned~~
~~- Fifth and subsequent tardies - Consequences can include loss of privileges, detention(s), suspension, and/or mandatory reassignment from Ralston High School will be assigned to students who accumulate multiple tardies to classes within a term.~~

~~5. Students start each term with zero (0) tardies.~~

~~Please note: tardiness to homeroom will be treated the same as tardiness to any class.~~

SKIPPED DETENTION

Students who miss an assigned detention may earn additional consequences up to and including mandatory reassignment from Ralston High School.

GENERAL EXPECTATIONS AND PROCEDURES

The Ralston Public School District has an ongoing commitment to provide opportunities for all to become secure, self-reliant individuals who recognize the significance of their own lives and their ability to contribute to the lives of others.

Definitions:

Caring – any word, look, sign, or act that respects a person's body, feelings or things.

Violence – any word, look, sign, or act that hurts a person's body, feelings or things.

Students should be There, be Respectful, be Responsible and be Safe.

ANIMALS ON SCHOOL GROUNDS (Policy 3046)

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent except as provided in this policy. (Board Policy 3046)

ANNOUNCEMENTS

Announcements pertaining to general school business will be allowed as long as they apply to authorized Ralston High School organizations and activities. Announcements are published in multiple forms: student/staff email, web page, closed-circuit television scroll. If an announcement is to be included, it must be in the office by noon the day before it is to be published. Announcements must be signed by the sponsor and an administrator.

AUTOMATED PHONE MESSAGES

Ralston Public Schools will use its automated phone message system to relay important time-sensitive information to Ralston families. This information will include school closings for inclement weather. Please notify the school office of changes to home, cell, work or other contact phone numbers as soon as these changes are made.

ALTERNATIVE COMMUNICATION METHODS

Ralston High School strives to communicate well. You can expect to be communicated with in many different fashions and forms. Ralston Public Schools uses the District App, social media, R-Kids, and Blackboard as other forms of communication. ~~Listed below are some of the ways we do this:~~

- ~~Email~~
- ~~Phone~~
- ~~Text~~
- ~~Twitter~~
- ~~Facebook~~
- ~~District and School Website~~
- ~~Written~~
- ~~R-KIDS (online academic progress system)~~

BACKPACKS / DRAWSTRING BAGS

Students may carry a drawstring bag, backpack, tote bag, or purse which is no more than 18" x 20" x 6" (width, height, and depth) at any time during the school day; however, gym bags will not be allowed in the halls during the school day. All gym bags must be stored in students' lockers at all times between the hours of 8:00 and 3:17. Student bags are subject to search.

BUILDING HOURS / DOOR ACCESS

Ralston High School is open to students from 7:30 a.m. to 3:30 p.m. When students arrive they should report to the cafeteria, library, or college/career center. Students must exit the building by 4:00 unless they are under the direct supervision of a staff member. Students who remain at school after 4:00pm must report to the After School Study Center in Lecture Hall C. Students who do not report to the room will have their parents called to pick them up and may lose their privilege to stay after school and are subject to school discipline.

For safety and security reasons, students should always enter/exit the main doors on the front side of the building. Students may use any exit at *the end of the official school day at 3:17*. Students leaving for appointments or for open lunch/campus privileges are expected to use the main doors on the front side of the building or risk disciplinary action up to and including losing their privileges. Additionally, disciplinary action up to and including suspension may be assigned for students who open secure doors for others seeking access during the school day.

BELL SCHEDULE

Homeroom Schedule (Monday, Tuesday, Thursday, and Friday)

Period 1:	8:00 - 9:32
Period 2:	9:38 - 11:05
Period 3:	11:11 – 1:08
1st lunch	11:05 – 11:35 – class 11:41 – 1:08
2nd lunch	11:54 – 12:24 – class 11:11 – 11:54 and 12:24 – 1:08
3rd lunch	12:38 – 1:08 – class 11:11 – 12:38
Period 4/Hmrm:	1:14 – 1:44
Period 5:	1:50 – 3:17

PLC Schedule (Wednesdays)

PLC:	7:45 – 8:30

Period 1:	8:40 – 10:11
Period 2:	10:17 – 11:43
Period 3:	11:49 – 1:45
1st lunch	11:43 – 12:13 – class 12:19 – 1:45
2nd lunch	12:30 – 1:00 – class 11:49 – 12:30 and 1:00 – 1:45
Period 5:	1:51 – 3:17

**Important notes concerning Wednesday PLC Schedule: Teachers are unavailable for assistance until 8:30. Students who arrive prior to 8:30 may report to and remain in the cafeteria, library, college/career center or computer lab until dismissed to lockers at 8:30. Students will not be permitted to loiter in the halls or commons during PLC meetings.

At certain times in the school year, the bell schedules may be altered due to school activities. During those times, students with open campus or release privileges MUST ATTEND CLASSES ACCORDING TO THE ALTERED SCHEDULE. Failure to do so may result in disciplinary action up to and including loss of the release privilege.

CLOSED CAMPUS

Ralston High School operates as a closed campus with the following exceptions that are explained in further detail in the sections below: • Senior Open Lunch, • Senior Open Campus, • Release Period

Those students who have permission to leave campus but choose to remain during their release periods are expected to report by the tardy bell and remain for the period to the library.

Students may lose their privilege to leave the building and grounds for loitering in classrooms, the hallways, restrooms, commons, etc. or for other disciplinary reasons at administration's discretion.

Requirements for ALL Release Privileges

- For safety/security reasons, students must exit/return through the commons doors ***only***.
- For safety/security reasons, students must be prepared to show their student ID leaving and returning every day. Students without their ID will NOT be allowed to leave – no exceptions.
- Students who choose to remain on campus during a release must report on time and remain for the duration of the period to the library, computer lab or college/career center.
- Students may lose any privilege outlined below for academic and/or disciplinary purposes at administration's discretion. This includes, but is not limited to failing grades, exiting doors other than the commons, loitering in unapproved areas, class or lunch skips, taking those without privileges off campus, etc.
- Students should read, know and follow additional requirements specific to their privilege as outlined in the student handbook.

~~**Release Period - Twelfth grade** students who have a naturally occurring 1st or 5th period study hall may choose to be excused from study hall with the proper parent/guardian permission form on file with their counselor. In order to prevent unbalanced class sizes, students' schedules will NOT be altered in order to secure a 1st or 5th period study hall for release purposes. Students who qualify for 1st period release privileges should not be in the building prior to 9:30 (10:10 on late start Wednesdays). Students who qualify for 5th period release privileges need to exit the commons doors by the start of 5th period.~~

Please note: Seniors must be enrolled in 3 of 4 class periods per day (Homeroom is expected of all students in addition to the 3 class periods) in order to be eligible for many commencement

honors, scholarships, college admissions and/or varsity athletic participation. ***It is ultimately the student and parent/guardian's responsibility*** to ensure the student is enrolled in and participating in the number of courses required for these purposes. Seniors ontrack for graduation may have one open period per term with approval of the counselor.

Senior-only Open Lunch
Due to Federal lunch regulations, students who leave campus for lunch may not bring food or drinks back to the building from area establishments. All other students or seniors who lose their open lunch privilege for academic/disciplinary reasons must remain at school during their lunch period.

COLLEGE AND CAREER CENTER

The College and Career Center is provided to assist students in securing information about post-high school education and careers. The center is open daily.

COMMENCEMENT

Commencement is a *privilege* arranged to celebrate students' successful completion of high school graduation requirements. Students who have failed to meet graduation requirements two weeks prior to commencement of their senior year may be denied this privilege. At administrator's discretion, this privilege may also be denied for disciplinary reasons.

COMMENCEMENT ATTIRE:

Graduation apparel is limited to appropriate caps, gowns and honorary decorations designated by the school. All other apparel is not permissible unless cleared through the Superintendent's Office prior to graduation.

DISCIPLINE, STUDENT (Board Policy 5035)
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, 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. 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.

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

Any statement, notice, recommendation, determination, or similar action specified in this 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 their parent or guardian.

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.

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. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.

   3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

   4. Students who are short-term suspended will be given the opportunity to complete classwork including but not limited to examinations or other forms of student work showing academic progress.

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

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension

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

Expulsion

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

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

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

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

Grounds for 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 their designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the 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;
g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
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; and
m. Any other violation of a 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. 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 charges.

2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:

    a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;

b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;

c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;

d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;

e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of their findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student themselves, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's parents, guardians or representatives from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.

6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

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

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

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.

EMERGENCY EXCLUSION

Grounds for Emergency Exclusion

Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers that prompted the exclusion.

Extension of Exclusion

In the event it is appropriate to consider the extension of an emergency exclusion (exclusion) of a student for more than five school days. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be considered according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit an oral request for a hearing on the proposed extension of the exclusion within two school days of receiving the initial notice. If the initial request for a hearing is oral, they shall confirm the request in writing.

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within five school days after the school district receives the initial oral or written request; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in their sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and their parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony. The student and their parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify.

Sworn or Affirmed Testimony. The principal or their designee shall present evidence supporting the recommended extension of the exclusion. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of their findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. They shall have the decision delivered or sent by registered or certified mail to the student, the student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

DISCIPLINE FOR OFF-CAMPUS BEHAVIOR

Students may be subject to discipline for conduct that does not occur on school grounds, at a school-sponsored activity or athletic event, or in a school vehicle if such conduct causes a substantial or significant disruption to the educational process. Such discipline may include, but is not necessarily limited to: counseling of students; parent conferences; rearrangement of schedules; requirements that a student remain in school after regular hours to do additional work; restriction of extracurricular activity; 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; in-school suspension; short-term suspension; emergency exclusion if the student's conduct presents a clear threat to the physical safety of themselves or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education; and/or any other consequence determined appropriate by the administration and allowed by law. The failure to serve or comply with the disciplinary consequences as directed will serve as grounds for further discipline, up to and including expulsion from school.

DANCES

All currently enrolled Ralston High School students in good academic and behavior standing and their parents/guardians are cordially encouraged to attend dances held by our school. In order to maintain a safe environment for all attendees, students may be subject to drug/alcohol screening checks prior to entry. Students who have been suspended or have been mandatorily reassigned will be ineligible to attend dances or social functions held within the suspension/reassignment time. Additionally, at the administrator's discretion, students who have repeated disciplinary/attendance/tardy infractions or are academically at risk in the weeks leading up to a dance may be ineligible to attend. **All students and guests must present identification prior to admittance to any dance sponsored by Ralston High School.**

Outside Dates:

1. All outside dates must be registered a minimum of 3 school days prior to the dance.
2. Anyone not registered the night of the dance will not be allowed entry.
3. One outside date per RHS student.
4. If the outside date is removed from the dance, the RHS student who brought him/her will also be removed.
5. All dance attendees will follow all school rules, regardless of age.

Dress Code:

1. If a supervisor deems clothing inappropriate, the student will need to change, add clothing to what they are wearing, or be removed from the dance.

Dance Behavior:

1. If dancing is inappropriate, the student(s) involved will be asked to leave without additional warning or refund
2. All students need to make ride arrangements to be picked up at the conclusion of the dance. Any student on school grounds 30 minutes following a dance may be prohibited from attending the next school dance.

Eligibility Requirements for Dance Royalty

Seniors who are in their 4th year of high school are eligible for Homecoming or Prom royalty provided they meet the following conditions as confirmed by administration:

1. Have been involved in at least two (2) school sponsored activities during high school.
2. No suspensions during the current school year.
3. Seniors can be on court for any or all dances until they have been named King or Queen.

~~**DEMERITS/MERITS**~~

~~Students who are tardy, unexcused absent/truant, disruptive, disrespectful, or failing to follow school rules may accumulate demerits that can result in detention(s), Saturday school,~~

~~suspension, loss of privileges and a recommendation for reassignment or expulsion. Students may be suspended at 10 and 15 demerits and may be recommended for reassignment or expulsion with loss of credit for the semester at 20 demerits. Accumulated demerits apply to the entire year and notification will be sent home.~~

DRESS CODE

The school dress code is based on the principle that student dress is the responsibility of each student's parents/guardians. For this reason, we feel that many of the restrictions on dress code and grooming should originate with the parent/guardian rather than with the school administration.

The dress code should allow for individualism and meet the current trend of changing styles. However, when a style becomes extreme, the matter will be discussed with the student. Students wearing clothing that is deemed inappropriate may be sent home or have proper clothing delivered by a parent or wear clothing stored in the office for dress code violations. Students who refuse to comply will face disciplinary action.

1. Appearance which is disruptive, according to the staff, will not be allowed. Students may be referred to administration for final approval. Automatically included in this category are:
    a. Any clothing that is offensive or distracting to the learning environment. (Clothing with vulgar, obscene, profane, suggestive or otherwise inappropriate drawings or slogans)
    b. No sagging pants. No undergarments may be showing i.e. underwear and/or undershorts.
    c. No bare midriffs or strapless tops
    d. Clothing that reveals excessive skin is not permitted. P~~ants/clothing with tears/missing fabric that reveals excessive skin.~~ **~~Pants with tears/rips must not be on the upper thigh portion of the shorts or pants~~**
2. Students must wear shoes or sandals at all times, no slippers.
3. Students will not be allowed to wear hats, caps, bandanas, hoods, or other head coverings that are not related to an individual's religious/cultural beliefs. Those items are to be kept IN LOCKERS during the day from 7:30 to 3:30.
4. Coats are generally not needed in school and should not be worn in class unless a teacher determines coats are needed.
    ~~a. What is NOT allowed? Any coat that is generally worn as an OUTSIDE coat for warmth is not allowed. Not allowed are heavy overcoats, ski jackets, rainwear, or any lined jackets.~~
    ~~b. What IS allowed? One layer cotton lining inside a windbreaker, unlined windbreaker, and pullover or zippered sweatshirts are acceptable for indoor wear.~~
    c. Sweatshirts with hoods are allowed but the **hoods must be down at all times** during the school day. Students who violate
    d. the dress code policy will be subject to further school discipline which may include loss of privileges, suspension, and or reassignment.
5. Students are expected to carry a school-issued identification card at all times during the school day. See "identification Cards" for more specific details.

ELECTRONIC DEVICES

Ralston High School recognizes the increased use of electronic devices in society and also recognizes their value when used properly. Our primary concern is the academic success of students since the misuse of electronic devices can interfere with student learning. We also understand the need for parents to occasionally contact their student; however, it is best to call the office and a note will be sent to the student. **Students are not allowed to check their device or respond to parent contacts during class time. Students are not allowed to have**

headphones in their ears during class time. The following rules will govern the use of electronic devices at the high school:

1. Students must follow the school electronic policy as stated above. Staff may confiscate electronic devices and or headphones if students fail to comply with those expectations. Students who refuse to turn their electronic devices over to the teacher will be sent to the administrator's office and a parent will be contacted.
2. Electronic devices may be used, before and after school, during lunch, and during passing periods.
3. Electronic devices may NOT be used in the theater, when guest speakers are presenting, during school assemblies or other times as announced.
4. Students must discontinue use of any electronic device when so instructed by any staff member at any time during the school day;
5. Electronic devices that are confiscated by staff will give the student their electronic device back at the end of the class period.
6. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

Student 1:1 Chromebook. Please refer to the Ralston Public Schools Chromebook Usage Handbook.

FIGHTING

Fighting (verbal or physical) or instigating a fight will not be tolerated. Being involved in a fight may result in consequences up to and including reassignment/expulsion and legal authorities being involved.

FIRE AND DISASTER DRILLS

We at Ralston High School take the safety and security of our students and staff very seriously. As a result, we have instituted a safety plan that we feel will be very beneficial in the event that an emergency situation would occur at any of our schools. Included below, you will find a web link for the safety system referred to as the Standard Response Protocol or SRP. The SRP system has been incorporated into several school districts in the Omaha Metro area. Currently all Sarpy County schools have implemented some form of SRP into their current safety plans as well as some Douglas County schools.

At RHS we will practice evacuation drills, sheltering in place drills and lockdown/lockout drills over the course of the school year. We provide this information to you so you have knowledge of our plan and have an idea of how our school will respond in the case of an emergency.

We also have included a listing of our reunification site in case we would need to evacuate RHS. While we hope that these plans will not have to be used, we will continue as a school to prepare as best we can for an emergency event.

Reunification Plan for Ralston High School

In the event of an emergency that would require the evacuation, RHS students and staff would report to the reunification sites listed below. If an emergency were to occur we would attempt to communicate with our parents through the use of our mass call/email/text program to

provide updates along with instructions for how best to help us navigate the emergency. We will need to account for each student during the time of reunification, please prepare yourself mentally that there will be a check out procedure for each student that we will run as efficiently as possible. While we hope that we will never have to use this reunification plan, we feel that preparation is the key to best managing an emergency event.

Ralston High School - Ralston Arena at 7300 Q Street.

FIREWORKS, SMOKE BOMBS, ETC.

The school will have a zero tolerance level for any fireworks, smoke bombs, or any other such disruptive products. Any such offense may result in consequences including, but not limited to suspension and/or recommendation for reassignment/expulsion, and law enforcement being involved.

FOOD AND BEVERAGE

Food and drink may not be taken out of the cafeteria. Pre-packaged food and bottled water may be allowed in classrooms and carpeted areas at the teacher's discretion. Students are responsible for disposal and clean-up associated with food/drink.

~~Due to Federal food regulations, unless prior arrangements have been made with administration, no outside food is allowed during lunch except a sack lunch from home, and food will only be allowed outside the cafeteria in designated areas.~~ Deliveries of food from local establishments to students during the school day are not allowed.

FUNDRAISING ACTIVITIES/CANDY SALES

No fund raising activities will be sponsored without the Athletics/Activities Director's consent.

HALL REGULATIONS

Students will be allowed in the halls only during passing periods or with a signed pass.

HARASSMENT

The school will have a zero tolerance level for any harassment towards any student or adult. Harassment consists of verbal or physical behaviors related to a person's gender, race or sexual orientation which creates an intimidating, hostile, or offensive environment. Conduct, such as intimidation, hostility, rudeness, or name calling can be abusive and, therefore, harassment. (Reference. Title VII,Sec. 703 Civil Rights Act of 1964 - revised Civil Rights Act of 1991)

Consequences for harassment may result in consequences up to and including reassignment/expulsion and legal authorities being involved.

BULLYING (Policy 5054)

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

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

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

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or their 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 bullying behavior, may be subject to discipline to the extent permitted by law.

Sexual Discrimination and Sexual Harassment of Students (Policy 5026)

I. Sex Discrimination
   A. The district prohibits discrimination on the basis of sex in any educational program or activity except when it is necessary to accomplish a specific purpose that does not impinge upon essential equality or fairness in the treatment of students or employees. Employees are required to comply with this policy as well as with Title IX of the Education Amendments of 1972 and the regulations of the U.S. Department of Education as applicable to this district.
   B. Any individual who believes they are being discriminated against on the basis of race, color, national origin, sex (including pregnancy), gender identity, gender expression, sexual orientation, religion, marital status, disability, age or any other classification protected by applicable local, state, or federal laws may seek relief by filing a complaint pursuant to the board's complaint policy or contacting the district's Title IX coordinator.

II. Sexual Harassment
   A. Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment of its students, even when the affected student does not complain to the faculty or the administration.
   B. Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means:
   C. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.
   D. A student who feels they have been sexually harassed should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to the Title IX coordinator or to a teacher, principal or counselor with whom they feel comfortable.
   E. Retaliation against students who make good faith reports of sexual harassment is prohibited.

III. Disciplinary Decisions

A. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.
B. All complaints against staff members will follow the investigation, decision, and appeal process established in the district's complaint policy.
C. Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct, as established in the district's student discipline policy.

HEALTH SERVICES AND REGULATIONS

~~Students are not to leave the building during the school day without permission from the nurse or principal; students must sign out properly before leaving the building. A registered nurse is on call at all times. An ill or injured student may not leave school until permission of the parent/guardian, or the person designated by the parent/guardian, has been received.~~

~~The school district will not purchase, prescribe, or provide any form of medicine to any student. Parents/guardians of students who must take physician prescribed medicine during the school day will consult with the school nurse to make necessary provisions.~~

~~A Health Record Card is on file for each student in the nurse's office. Students are requested to keep this card up to date by reporting to the nurse any booster shots, or any pertinent information that should be recorded.~~

~~All Ralston High School students must comply with state immunization requirements. All students must have dates (month and year) on file for the following immunizations prior to the beginning of school:~~

- ~~3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday~~
- ~~3 doses of polio vaccine~~
- ~~3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent Hepatitis B vaccine if student is 11-15 years of age~~
- ~~2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month~~
- ~~**2 doses of varicella (chickenpox)** or MMRV if given on or after 12 months of age and prior to 13 years of age. If given over 13 years of age, 2 doses of varicella, separated by at least one month. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will BE accepted. **This is a new requirement starting July 1, 2011, previously only 1 dose was required.**~~

~~If you cannot receive the required immunizations for medical or religious reasons, please contact school officials. Failure to do so will result in exclusion from classes. (Nebraska School Law 79.217-233)~~

MEDICAL
Health Services & Regulations

A school nurse or health aide is available at all times during the school day. If a student is not feeling well during school hours they should:

-Tell the teacher and obtain a pass to the Health Office, you must have a pass to go to the Health Office. Please do not go to the Health Office during passing periods.

-When, because of illness or injury to a student, it becomes inadvisable for the student to

remain in school, a parent/guardian will be contacted by telephone and requested to come to school to pick up their student. If a parent/guardian can not be contacted, the emergency number that has been furnished to the school will be used. The person picking up the student must do so **within one hour of being contacted.**

-If parent/guardian/emergency contact can not be contacted and it is the opinion of the school officials that further medical aid is needed immediately, a rescue squad will be called, at the parents expense, and the student will be transported to the nearest hospital.

-Under no circumstances will an ill or injured student be allowed to leave school on their own without parental permission.

FIRST AID

The school attempts to provide a safe environment for your child. First aid will be administered when appropriate. Any treatment beyond first aid is the responsibility of the parents.

IMMUNIZATIONS

Nebraska School Law (79.217-223) requires that all students be immunized against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, mumps, Hepatitis B, and 2 doses or year of infection for Varicella **PRIOR TO ENROLLMENT.** Affidavits for religious or medical reasons are available in the school office.

All students will need to have on file at least 3 DTP, 3 Polio, and 2 doses of MMR (Measles, Mumps, and Rubella) immunizations; 3 doses of pediatric hepatitis B vaccine, or, if the alternate hepatitis B vaccination schedule is used, 2 doses of a licensed adult hepatitis B vaccine specified for adolescents 11-15 years of age, 2 doses or year of infection for varicella (chicken pox).

Kindergarten, seventh grade and all out-of-state transfer students are required to have dates on file for the following immunizations: 3 DTP, 3 Polio, 2 MMR, 3 Hepatitis B, 2 doses or year of infection for varicella (chicken pox). 7th Graders are required to have an additional Tdap booster (contains Pertussis booster).

Please review your child's records to make sure your child has obtained the needed immunizations prior to enrollment. Please check with your child's physician or contact the Douglas County Health Department for information on immunization clinics that are available (444-7213). You may also contact the school nurse if you have questions regarding the law or need assistance in getting your child's immunizations.

Nebraska School Law dictates that your child will not be able to enroll unless dates of immunizations are provided to the school at the time of enrollment.

MEDICATION

Administering Medication to Students
Whenever possible, parents should arrange medication schedules to eliminate the need for giving

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

1. Prescription medication
a. Parents/guardians must provide a physician's written authorization for the administration of the medication.
b. Parents/guardians must sign an Authorization for Medication form provided by the school.
c. The medication must be brought to school by a responsible adult in the prescription container and must be
properly labeled with the student's name, the physician's name, and directions for administering the medication.

2. Nonprescription/over the counter medication.
a. Parents/guardians must provide a physician's written authorization for the administration of the medication. These included, but are not limited to, pain relievers, cold medicine, allergy medicine, etc..
b. Parents/guardians must sign an Authorization for Medication form provided by the school.
c. The medication must be brought to the school by a responsible adult in the manufacturer's container, and will be kept in the Health Office.
d. 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.

At the end of the school year, if there is any medication left over, a responsible adult must pick this up from the Health Office. Any medication left after the school year has completed, will be properly disposed of.

The district will not purchase, prescribe, or provide any form of medication to any student.

The district will stock and use naloxone, when necessary in accordance with policy 3051.

PHYSICAL EXAMINATIONS

The State of Nebraska requires a birth certificate and evidence of a physical examination by a qualified physician for all incoming kindergartners, seventh graders, and all out-of-state transfer

students.

Kindergarten students are required to have an eye examination by a qualified medical professional prior to enrollment.

Evidence of a physical examination must be dated no more than six months prior to entrance, and must be on file prior to the first day of school. **This is a state law.**

If there is objection to a physical examination, a refusal form must be signed and dated at the school by the parent/guardian.

CHRONIC CONDITIONS

It is the parent/guardian's responsibility to notify the school health office of any chronic conditions that students may have including, but not limited to, asthma, allergies, diabetes, heart conditions, lung conditions, or seizures. The school may require a physician's order for treatment or a signed emergency action plan to assist staff in managing these chronic conditions at school. Also very important, is to keep the school notified of any changes in the student's condition.

COMMUNICABLE DISEASES

The School District of Ralston will use the communicable disease regulations set up by the State of Nebraska and local Health Departments concerning children with communicable diseases and their attendance at school.

SUMMARY OF COMMUNICABLE DISEASES AND CONTAGIOUS CONDITIONS

Fever

Children will be sent home if they have a fever of 100 degrees or higher. Children must be fever free for 24 hours prior to returning to school with no medication given.

Vomiting

Children will be sent home if they vomit due to illness. Children must be free from vomiting for 24 hours prior to returning to school.

Chicken Pox - By direct contact and airborne spread.
Approximately 2 weeks, but may be as long as 3 weeks, after exposure a susceptible person may be expected to "break out" with their first crop of blister-like eruptions. New eruptions can be expected to continue for 3-4 days. Students will be excluded from school for 7 calendar days, starting from the time of the first eruption. Due to the degree of severity, the student may stay out of school longer. Students may be sensitive to their appearance even when they are no longer contagious, causing their absence to be longer than 7 calendar days. Secondary infections after apparent recovery may occur. Cellulitis (skin disorder) and Bacteremia (blood poisoning) are the most common kinds of secondary infections. Complications as described below with measles may also occur.

Measles - (Rubella, Red or Hard Measles) By direct contact, droplet spread and less commonly

by airborne spread.

Approximately 10 days after exposure a susceptible person may develop a fever. Within 2-3 days a red blotchy rash will develop, usually starting on the face and neck and becoming generalized. A dry, hacky cough will develop at the same time. This is a serious disease. Students are excluded from school until the 7th day after the initial appearance of the rash. Parents should be cautioned not to send children back to school too soon as complications such as ear infections leading to hearing loss, decreased visual acuity, pneumonia, and encephalitis are not uncommon.

Mumps - By direct contact and droplet spread.
Approximately 18 days after exposure a susceptible person may develop a fever and swelling or tenderness of one or more salivary glands. Students are excluded from school for 9 calendar days from the onset of swelling; complications may occur as above plus some including reproductive organs.

Rubella - By direct contact and droplet spread, may be airborne. (German or 3-day Measles)
Approximately 18 days after exposure a susceptible person may suffer from a low-grade fever, headache, feeling sluggish and cold-like symptoms. Most victims will manifest a rash. Diagnosis may be difficult if a rash is not present. Students should be excluded for 5 calendar days after onset of rash. This disease is highly contagious, but usually mild.

Impetigo, Scabies, and Ringworm
To be excluded from school upon recognition. To be readmitted when there is no longer evidence of contagion, or upon a written statement from physician or phone call from doctor's office indicating that the condition is under treatment and no longer considered contagious.

Pediculosis - (Head lice)
To be excluded when live vermin and/or eggs are present. To be readmitted morning after treatment is started. Treatment consists of lice shampoo and nit comb. Eggs must be removed prior to the child returning to school. All family members and close contacts that attend school may be inspected by the nurse.

Pinkeye
To be excluded from school upon recognition. May return with a written doctor's statement or phone call from the doctor's office after prescribed treatment or when the eye is normal in appearance.

Fifth Disease
To be excluded upon recognition. May return with a written doctor's statement or phone call from the doctor's office. Characteristically begins on the face and classically produces an intensely red "slapped cheek" appearance. A lace-like rash may appear on the trunk and upper extremities.

DUE TO COVID-19, THERE MAY BE CHANGES TO CURRENT PRACTICES AS WE GET CLOSER TO THE UPCOMING SCHOOL YEAR.

HOMEROOM

Each student will be assigned to a Homeroom led by a certified teacher. All students are expected to report to Homeroom. The homeroom groups will meet regularly for activities that include, but are not limited to: character development and career planning curriculum, team-building activities, "housekeeping" activities such as announcements and voting (class officers, dance royalty, etc.), and registration for the following year's courses. Attendance is required for homeroom as it would be for any other scheduled class and consequences assigned accordingly for tardies and/or failure to attend. Credit will be awarded based on student's participation.

IDENTIFICATION CARDS

All Ralston High School students will be issued an ID Card. The unaltered ID card will be used for student identification, activity card status, lunchroom account use, library use, and other general purposes at school and school events. These pictured cards will be issued at no cost. All ID Cards are the property of RHS and are kept by the student until the end of the school year.

All students must have the ID Card in their immediate possession when they are in school or at school events. This may include hanging from a lanyard worn around the neck, in a purse or wallet, or in the student planner or notebook. Students must present their ID when requested to do so by a staff member. Students without an unaltered ID Card or students refusing to show an ID Card to a staff member may be referred to the office for administrative disciplinary action.

Students will be expected to show their ID at the security camera when requesting access to secured doors during the school day. Students will also be expected to use their ID in the cafeteria. Those who fail to carry their ID card when entering the cafeteria will be expected to wait at the end of the line and utilize a specified checkout station so identity can be verified prior to funds being charged. Students who have their ID will be allowed to access the serving area first and scan their cards at checkout stations for faster service.

Lost cards should be reported to the main office and a replacement will be issued for a charge of $5.00. New lanyards can be purchased for $1.00.

INTERNET AND COMPUTER ACCESS (Policy 5037)

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. Students may use the Internet to gain access to information about current events.
3. Students may use the Internet to conduct research for school-related activities.
4. 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 online auctions, online gaming or mp3/mp4 sharing systems.
5. Students shall not disclose personal information, such as their name, school, address, 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 forge electronic mail messages or web pages.

II. **Enforcement**

A. Methods of Enforcement

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

A. 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.

B. 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.

POLICY 5063 AUDIO & VIDEO RECORDING

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used by students for personal academic purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

LEAVING SCHOOL DURING THE DAY

Students are not allowed to leave the school building during the school day unless permission has been granted from an administrator or the school nurse. Students will not be allowed to leave the school premises without permission from the parents or guardian. This permission can be granted by a phone call to an administrator or the attendance secretary. Students who leave the building without permission and return to the building will be searched and other appropriate consequences assigned.

LOCKERS

The first week of school 9th and 10th grade students will be assigned a locker. Junior and Senior students may see the main office to request a locker. Students may **NOT** switch lockers with another student without permission from the office. Sharing of lockers is not allowed. All lockers are the property of the school and are available to students for their use. As school property, lockers are subject to inspection/search at any time by school officials. Students should not expect privacy regarding any item placed in a locker. Students are responsible for whatever is contained in their lockers.

Students should not give locker combinations to anyone, and should not keep valuable items in a school locker. The school cannot assume any liability for loss or theft of a student's money or valuables.

LUNCH

Each Ralston High student will be provided with a 30-minute period for lunch. Students must report to and remain in one of the designated lunch areas. Students must request a pass to leave an area once they have reported to that location. No food from outside establishments is permitted in the building.

Students are expected to behave with respect, responsibility and safety in mind during the lunch period. This includes picking up their table/space. Students who leave trays/food/trash behind or otherwise cause disruption in the cafeteria will be subject to disciplinary action, up to and including mandatory reassignment from Ralston High School.

Students must have their ID Card with available funds in the account to purchase lunch, or pay with cash. Households are expected to maintain a positive school meals account. All meals are charged to each student's meal account and must be paid for. Any student with a negative meal account will not be allowed to purchase ala carte food items, such as additional entrees, bottles water, etc. Students who fail to carry their ID card when entering the cafeteria will be expected to wait at the end of the line and utilize a specified checkout station so identity can be

verified prior to funds being charged. Students who have their ID will be allowed to access the serving area first and scan their cards at checkout stations for faster service.

IDENTIMETRICS FINGER SCANNING

The Ralston Public Schools use a finger scan system to provide security for your students meal account. All students are assumed to be eligible to participate in this system unless notified by the parent/guardian that they wish to exclude their student. All parents/guardians wishing to exclude their student from this program should contact their school secretary and request exclusion.

Nondiscrimination Statement

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/complaint_filing_cust.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:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(1) Fax: (202) 690-7442; or

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

This institution is an equal opportunity provider.

MAKE-UP WORK DUE TO ABSENCE

It is difficult to make up all work missed due to absence or suspension since student interaction, discussion, and laboratory experiments cannot be replicated. A student may be allowed to make up all possible classroom work when an absence occurs. Students may also make up any missed tests because of absences. **It is advisable for work to be completed prior to**

anticipated absences. Under typical circumstances the student should be allowed 2 days to make up work for each day of **excused** absence. Students who are absent due to a special request during the last 3 days of a term may not be allowed to make up final tests without **advanced** administrative approval.

~~A parent/guardian may request make-up work to be collected and available for pick up in the office for students who will be absent.~~ Students will use their 1:1 device to email teachers about their absence and request make-up work.

MAKE-UP WORK DUE TO SUSPENSION

Refer to section DISCIPLINE, STUDENT on page 18.

MEDIA CENTER / LIBRARY / COMPUTER LAB

General Information and Expectations

1. The library is open from 7:40a.m. until 3:40 p.m. when school is in session.
2. Books may be checked out for a three-week period.
3. Back issues of magazines may be checked out for a three-week period. Current magazines must be read in the library.
4. A total of 10 items can be checked out at one time.
5. Students must use their student ID Card to check out materials. Students are responsible for any late, lost, or damaged materials checked out in their name.
6. Students should not check out books for another student using their ID Cards.
7. Students must have a pass signed by a teacher to be in the Computer Lab or Library during school hours, unless they are with their class or have Open Campus.
8. Food, drink, and electronic devices are only allowed in the Computer Lab or any Media Center area with advanced staff permission.
9. Computers must be used for school purposes only and for the reason assigned by the teacher. Games/social sites and personal e-mail are not permitted without advance staff permission.

MEDIA CENTER / LIBRARY / COMPUTER LAB

Copyright Guidelines for Computer Usage

In order to comply with Public Law 96-517, Section 10(b) which amends Section 117 of Title 17 of the United States Code and Policy EGAAB of the School District of Ralston the following guidelines shall be followed by all faculty, staff, and students.

1. Under no circumstances shall illegal copies of copyrighted software be made or used on school equipment.
2. Software that resides on a school computer's hard drive, network, disk, CD-ROM, or other storage device shall not be copied or transferred to another medium of storage.
3. Shareware and public domain software must be reviewed and registered with the school's Technology Management Team before it may be used on school's equipment.
4. Games or other programs that do not have a specific educational purpose shall not be used on school equipment.
5. Pornographic or obscene materials used via Internet or other software is prohibited. Faculty, staff or students in violation of these guidelines may have computer privileges restricted and other disciplinary action may be taken.

~~**MEDICATION POLICY**~~

~~All medication, prescription and over the counter (OTC), MUST be stored in the nurse's office. The School District, via the school nurse or health aide, will administer medication prescribed by licensed health professionals. Students will be allowed to administer their own prescription medication in the nurse's office with parental permission and authorization of the school nurse or health aide.~~

~~Students who carry medication in purses/bags/locker may face consequences up to and including mandatory reassignment from Ralston High School and law enforcement notification. (Board Policy 5024)~~

~~The district will stock and use naloxone when necessary, in accordance with policy 3051~~

NATIONAL HONOR SOCIETY

To apply for consideration for membership in National Honor Society:

1. Student must be a junior or senior with a *cumulative* GPA of 3.5 or higher.
2. Student must complete a National Honor Society resume listing at least 2 school activities.
3. Juniors must have 20 hours of approved community service turned in by mid October; Seniors, 30 hours.
4. Student must acquire validation of outstanding leadership and character on forms filled out by adult leaders.

PARKING

Students are allowed to park in the East parking lot in designated areas with a parking permit. Students are **NOT** allowed to park in the staff lot or other non-designated areas around the building.

To secure a permit for a parking space, students must show a driver's license, complete an application, and purchase a permit for $5.00. The parking permit must be visible from the aisle. The car will be ticketed if parked in a non-designated area and if the permit is not displayed. Failure to pay fines within one month may result in the parking privilege being revoked. The permit is valid only for the vehicle for which it is issued. Disregarding parking areas or willful reckless driving may result in ticketing, towing, or loss of parking privileges.

Students should keep cars locked at all times. The school cannot assume any liability for damage or theft to vehicles parked on school property.

PERSONAL PROPERTY, STUDENTS

The school does not assume responsibility for lost or stolen personal property. A report may be filed with the school resource officer.

PHYSICAL EDUCATION, MEDICAL EXCUSES

Any student who must be excused from physical education classes for a day must secure a medical excuse form from the school nurse prior to the period to be missed. Parent/Guardian permission must be given. The student must attend the class period, but need not follow the rigorous activities for the day. Students who miss physical education classes in such fashion may lose points and/or be expected to make up the missed time.

PLAGIARISM

Plagiarism is a form of copying another's work and using it as one's own. Plagiarism shall be considered an academic offense in any Ralston High School class. Any student found guilty of plagiarism shall be penalized. Penalties may include a failing grade for the assignment and other appropriate consequences.

Examples of plagiarism:

- Copying and pasting a passage of text unchanged from an internet or online resource without citing the source.
- Copying slides from another student's PowerPoint and including them in your project.
- Copying pictures from Google Images and inserting those into your paper or project without citing the source (photographer's credit or location where the picture was found).

- Copying word-for-word from a printed resource (encyclopedia, magazine, etc.) and claiming it as your own.
- Copying an idea or format for a story or poem and claiming it as your own.

POSSESSION OR USE OF TOBACCO PRODUCTS

The use or possession of any tobacco products, 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 (Policy 3016).

Any student caught in violation of this policy may be assigned consequences up to and including mandatory reassignment from Ralston High School. Additional disciplinary action may be invoked for students involved in extracurricular activities or athletics (refer to the activities/athletic portion of the handbook).

POSSESSION OR USE OF ALCOHOL AND/OR OTHER DRUGS (Policy 5035)

When a student is found using, possessing or under the influence of alcohol, marijuana, unauthorized prescription or OTC drugs, or other illegal drugs including paraphernalia or look-alikes either at school or at school related functions, whether they take place during the school day or at sporting events, dances, plays, intramurals, or retreats held outside the school day, on or off campus, the following disciplinary actions may be taken and law enforcement notified.

1. Sanctions on School Grounds or at School Events
   a. First Offense. Suspension from school for 5-19 days. Parents/Guardians, at their own expense, may choose to enroll their student in a District approved drug/alcohol education program. Legal authorities will be contacted. (79-293 Reissue 1996)
   b. Second Offense. Mandatory reassignment/expulsion. Legal authorities shall be contacted. (79-267(6), 293 Reissue 1996).

POSTERS, SIGNS and PUBLICATIONS

A sponsor and an administrator must approve all posters, signs and publications before they can be displayed or distributed. Display areas are provided. ONLY painter's tape may be used to hang posters in the building.

R-KIDS

RKIDS is the school management portal for student information. Parents will be provided a username and password for their student's RKids account. Parents are encouraged to monitor their student's progress.Parent may contact the main office to set up an RKIDS account to access students' grades, assignments, and attendance.

SCHEDULE CHANGE AND WITHDRAWAL FROM CLASS

Due to the time spent with the Individual Learning Plans and the focus spent on planning for a career, along with the commitments to hiring and resources being based on students' course requests, there are only a few ways a schedule will be changed: if there is an irresolvable conflict caused by the master schedule; if there was an "F" in the specific curriculum area on the previous report card; if a student picks up an approved class from Metro, UNO, or an internship; if the student is scheduled into a course for which credit was previously earned; if a course has been scheduled out of sequence (ex. French 2 before French 1); if a Senior is missing a class required for graduation~~; or if a student is scheduled with a teacher from whom they previously earned an "F" for the class in question.~~ These changes *should* be made in advance of the start of the term, but must otherwise be made within the first TWO DAYS of the term.

Students' schedules will not be changed to secure a late start/early release or to leave early for work; to request a specific teacher; drop a semester/year long course prior to completion; to

request a specific lunch period; to match a friend's schedule; drop a course that was requested to improve GPA and/or take a different course to raise GPA; drop a course to sign up for an online class instead; or drop a course that was requested because the student no longer "needs" the credit or has "lost interest" (students are encouraged to take a full load of classes to earn more than the minimum 240 credits required for graduation). Any requests for such schedule changes need to be directed to the counseling department prior to August 1.

After the second day of class, consideration will be given only to students who are academically misplaced. In rare circumstances during a term, a parent may wish to withdraw their student from a class against the educational recommendations of the high school counseling staff and administration. These students will be dropped with a "WF" for the term that counts against the student's grade point average.

Please note: Seniors must be enrolled in 3 out of 4 class periods per day (plus Homeroom) in order to be eligible for many commencement honors, scholarships, college admission and or varsity athletic participation. It is ultimately the student and parent/guardian's responsibility to ensure the student is enrolled in and participating in the number of courses required for these purposes.

SIXTH GRADE OUTDOOR EDUCATION COUNSELOR

Students may be ineligible to participate in the Outdoor Education experience if, during the present or previous semester, they were suspended. Attendance and academics must be in good standing.

SKATEBOARDS

Skateboards are not permitted in the building. Students who bring skateboards to school will be required to check them in to the office or store them in their locker immediately upon arrival. Skateboards are not allowed to be ridden outside on the sidewalk or in the parking lot.

TELEPHONES

~~The telephones located in the high school office are **business phones** and are to be used for that purpose only. In emergency situations, students may request to use an office phone.~~
There is a dedicated phone for student use in the counseling office.

TESTING POLICY OF RALSTON PUBLIC SCHOOLS (Policy 6004)

Ralston Public School follows the required state guidelines for standardized testing. The Board of Education shall receive an annual written report consisting of the results of all components of the school system performance program including, but not limited to, standardized norm-referenced assessments, criterion-referenced assessments, student performance, school system demographics, financial information, follow-up studies of graduates, and learning climate surveys. These reports shall be made available to all patrons of the district.

Copies of the most recent standardized and criterion-referenced tests used in the district will be available for parental/guardian review. Requests should be made to the building principal. In the case of secure tests, such as the ACT, parents/guardians must contact the publisher.

1. Parents/guardians may obtain individual test results of their child by contacting the teacher or building principal.
2. Building principals will excuse a student from specific tests through written request by the student's parents/guardians when they object on political, moral, or religious grounds.

Parents may opt their student(s) out of mandated assessments. To opt out of a state mandated assessment a parent/guardian must provide a written notification to the school principal prior to the beginning of the assessment window.

THEFT

Any theft or attempted theft of school, student, or school employee property that occurs on school grounds or at a school activity may result in consequences including, but not limited to suspension and/or recommendation for reassignment or expulsion. Legal authorities will be contacted.

TRANSFER OR WITHDRAWAL FROM SCHOOL

If a student moves to another city, transfers to another school, or withdraws, they must obtain a withdrawal slip from the office. All textbooks and other materials belonging to the school must be checked in and fees paid before the student is released. School files or records concerning a student will be provided at no charge, upon request of the principal, to any public or private school to which the student transfers.

VENDING MACHINES

Vending machines are placed in the building for students' convenience. **Ralston High School is not responsible** in any way for the machines' malfunctions. Students are expected to dispose of containers and wrappers in the waste receptacles provided. There are no refunds given on machine malfunctions.

WEAPONS & FIREARMS (Policy 5049)

Weapons. No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. ***Definition of Weapon.*** The term "weapon" 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 person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. ***Definition of Firearm.*** The term "firearm, 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).

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 provides 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. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, 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 or weapon to school.

ACTIVITIES AND ATHLETICS

Extracurricular Activity Philosophy

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens. Students who participate in extracurricular activities are subject to the rules, regulations, and stipulations in the entire student handbook. Students who violate the student handbook and/or the law of the state of Nebraska are subject to consequences up to and including not being allowed to participate in extracurricular activities.

ATHLETIC and ACTIVITY OFFERINGS

- **Fall Sports:** Volleyball*, Football*, Softball*, Boys Tennis*, Boys and Girls Cross Country*, Girls Golf*, Unified Bowling*
- **Winter Sports:** Boys and Girls Basketball*, Wrestling*, Boys and Girls Swim and Dive.*
- **Spring Sports:** Baseball*, Boys and Girls Soccer*, Girls Tennis*, Boys Golf*, Boys and Girls Track.*
- **Clubs and Activities:** Art Club, Cheerleading, Dance, Class Officers, Color Guard, Debate*, DECA, Drama, FCA, FCCLA, French Club, GSA, Green Club, HOSA, Instrumental Music*, Key Club, NHS, Spanish Club, Speech*, Student Council, Thespians, Vocal Music*, Yearbook, Educators Rising, Skills USA, Robotics, RAMclucity.

Note: Sports and activities with a * are NSAA sanctioned activities and are subject to the by-laws of the NSAA. The NSAA bylaws can be found at nsaahome.org.

ACTIVITY TICKETS

All Ralston students may buy a Student Activity Ticket admitting them once to each regularly scheduled athletic event sponsored by Ralston, free or at a reduced price. All students who participate in extracurricular activities must purchase a Student Activity Ticket. These cards are not transferable and refunds will not be made. Students abusing the use of these cards may lose their privileges. Lost cards should be reported to the office and a new one will be issued for a charge of $5.00. The cost of a card is $40.00 per year. The $40 activity fee can be waived for students who are on the free and/or reduced lunch program. Students who wish to waive this fee must have the proper paperwork on file in the Principal's office.

ATHLETIC PARTICIPATION

Any student going out for athletics at Ralston High School will check out through the Athletic/Activities Director's office. In order to participate in athletics, the athlete must have on file in the Athletic/Activities Director's office, the following:

1. Completed Physical Form*
2. NSAA Student / Parent Consent Form*
3. Student Activity Ticket purchased
4. Completed Student Handbook Signature Form
5. Ralston athletes must participate in the "Impact Testing Program"
6. Complete paperwork from the Athletic Trainer's office.

An athlete will check out a lock from the Activities /Athletic office for use in the school locker rooms.

All athletes must have all equipment from other sports turned in before participating in the next sport.

*The physical form, consent form, and signature form can be found online at the school website, https://www.ralstonschools.org/RHS

STUDENT ELIGIBILITY

Ralston High School adheres to the policies of the Nebraska State Activities Association (NSAA) in relation to student eligibility for NSAA sanctioned sports and activities. Those requirements are listed below with references to where the requirement can be found in the NSAA activity by laws.

In order to represent a Nebraska High School in interscholastic activities competition, a student must abide by the eligibility rules of the Nebraska School Activities Association. A summary of the major rules is given below. Contact the principal or activities director for an explanation of the complete rule.

2.2.1 Student must be a bonafide student of their member school and have not graduated from any high school. 2.2.2 After a student's initial enrollment in grade nine, they shall be ineligible after eight semesters of school membership beginning with their enrollment in grade nine. 2.3 Student is ineligible if nineteen years of age before August 1 of the current school year. (Student in grades 7 or 8 may participate on a high school team if they were 15 years of age prior to August 1 of the current school year.) 2.4.1 Student must be enrolled in some high school on or before the eleventh school day of the current semester. 2.5.1 Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school they wish to represent in interscholastic competition. 2.5.2 Student must have been enrolled and received twenty hours of credit in school the immediate preceding semester. 2.6.2.1 Guardianship does not fulfill the definition of a legal parent. If a guardian has been appointed for a student, the student is eligible in the school district where their legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling. 2.6.3 A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by their parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, they have established their eligibility at the high school where they participated. If the student elects to attend another high school upon entering ninth or tenth grade, they shall be ineligible for ninety school days. Student eligibility related to domicile can be attained in the following manners: 2.6.9.1 If the change in domicile by the parents occurs during a school year, the student may remain at the school they are 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. 2.6.9.2 If the domicile is changed 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 they have been

attending and retain eligibility. 2.6.9.3 If a student elects to remain at the high school where they initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, they are eligible at that school, or are eligible at a high school located within the school district in which the parents established their domicile. 2.6.10 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. 2.7.7 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. 2.7.8 Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which they intend to enroll for the 2020-21 school year prior to May 1, 2020; for the student to be eligible. The school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2019. The student would become ineligible for ninety school days the next fall if the student were to change their mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to their 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, 2020, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines. 3.5 / 3.1 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 their school. Any other competition will render the student ineligible for a portion of, or all of, the season in the sport. The season of a sport begins with the first date of practice as permitted by NSAA rules. 3.5.1 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. *(Refer to 3.5.1.1 for exception in Swimming & Diving.) 3.6 A student shall not participate on an all-star team while a high school undergraduate. 3.7 A student must maintain their amateur status.

Further explanation of NSAA eligibility rules can be found at nsaahome.org. Parents/guardians and students can also contact the AD office at Ralston High School for clarification of any NSAA by-laws.

RISK OF INJURY WARNING

The purpose of this WARNING is to bring to your attention the existence of potential dangers associated with athletic and activity participation. Participation in any sport and/or activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body,bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck, and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis, or death. Even with the best coaching, the use of the best protective equipment and the strict observance of guidelines, injuries are still a possibility.

It is understood that if an Inhaler/EpiPen needs to be accessible, it will be the student's responsibility to provide a separate Inhaler/EpiPen which will be kept with the coach's first aid supplies or training staff until the end of that sport season.

"BLUE CARDS" AND ELIGIBILITY

Students who participate in NSAA sanctioned activities must adhere to the following explanation of the school's "F" program (also known as the "blue card" program).

Each Friday the school will be provided a list from ESU 3 of all students currently participating in an NSAA sanctioned activity who are failing one or more classes. The activities director's office will inform each student participant of each class in which that student is failing.

Each student participant who is failing will be directed to meet with teachers to get support to achieve passing grades.

Before each season, the AD office will announce dates (Mondays that are approximately three weeks apart) where student participants who are failing will receive a blue card for each class the participant is failing. Any student failing two or more classes on those predetermined dates will be immediately ineligible for competition or to participate in any event at any level. Students who are failing one class will have until Wednesday at 4 pm to achieve a passing grade or that student becomes immediately ineligible. Students must show the Activities Director or his designee that they are passing before being allowed to participate. In either scenario as soon as the blue card (s) is signed the participant is immediately eligible. After finding that a student is passing all classes, the AD or his designee will then sign the blue card and the student will give that blue card to the coach or sponsor.

If there are questions or concerns about this process from a teacher, coach, sponsor, parent or student, the AD office should be contacted.

If a student is suspended from play due to the "F" policy, a parent/guardian will be contacted. Other activities that are not NSAA activities may choose to participate in the blue card program

CODE OF CONDUCT

The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, vocal music, band, speech, drama, FCCLA, Spanish Club, Art Club, Student Council, National Honor Society, DECA, HOSA, Green Club, Math Club, French Club, ACADEC, Key Club, class officers, FCA, Color Guard, Thespians, Robotics and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension. Students who are under an expulsion that continues into the next school year will not be allowed to participate in summer workouts and/or other activities connected to the school during the summer months.

Grounds for Extracurricular Activity Discipline. Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self

respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been established to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.

2. Use of violence, force, coercion, threat, intimidation, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.

3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.

4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.

5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.

6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.

7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. (Note: Refer to "Drug and Alcohol Violations" for further information).

8. Public indecency.

9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.

10. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;

11. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.

12. Repeated violation of any of the school rules.

13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.

14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. 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.

15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

16. Willfully violating the behavioral expectations for those students riding Ralston Public School buses or vehicles used for activity purposes.

17. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.

18. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.

19. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.

20. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.

21. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

REGULAR SCHOOL ATTENDANCE

Students who participate in clubs, activities, and athletics are expected to have a good attendance record at school. Unexcused absences from school and classes, and/or excessive tardies, and/or lunch skips may lead to consequences in relation to participation in extracurricular activities. These consequences may include but are not limited to a warning, restricted practice time, restricted participation in events, suspension from participation, and possible removal from the team or activity. The previous list is not all-inclusive and are in addition to the policies of the coach or sponsor. Decisions on consequences will be made by the activities director in consultation with the coach or sponsor. A parent/guardian will be informed of decisions regarding consequences related to extracurricular activities.

Students are expected to attend practices, meetings, events, and other activities related to their particular extracurricular activity. Each coach and sponsor will have attendance policies and participants are subject to those policies.

ABSENCE AND ACTIVITY PARTICIPATION

Students may not participate in a school activity or practice unless they have been in attendance for periods 3,4 and 5 or excused in advance for that school day.

Any student unexcused for any part of the school day who is also a member of an extracurricular activity, club, or team will not be allowed to participate in the activity, club, or team performance or practice with their team that day without approval from an administrator.

ACTIVITIES, CONFLICT IN SCHEDULING

If a student is involved in 2 different school activities and if each activity has an event scheduled for the same time, then the student must choose the event in which to participate. This decision should be made after the student has consulted parents/guardians and the sponsors involved.

If one of the events is a state or district event, the student may be expected to participate in the state or district event.

BEHAVIOR IN SCHOOL

Students who participate in clubs, activities, and athletics, are expected to behave in school. Any student suspended from school is prohibited from participating in or attending any extracurricular activity or practice until the suspension is over. The student is also subject to additional consequences in relation to extracurricular activities. The participant may also be subject to consequences of the coach or sponsor per their expectations.

Poor behavior at school can lead to consequences in relation to extracurricular activities. Poor behavior may be just a single event or a series of events where a student has accumulated a number of referrals and/or demerits. These consequences may include but are not limited to a warning, restricted practice time, restricted participation in events, suspension from participation for a specific period, removal from the team or activity, and/or suspension from attending or participating in extracurricular activities for up to one year. The previous list is not all-inclusive and are in addition to the policies of the coach or sponsor. Decisions on consequences will be made by the activities director, in consultation with the high school administration and the coach or sponsor. A parent/guardian will be informed of decisions regarding consequences related to extracurricular activities.

Students who participate in extracurricular activities are subject to the stipulations in the entire student handbook when participating in or attending any school event.

BEHAVIOR AT EXTRACURRICULAR EVENTS

Student participants in extracurricular activities are expected to follow the ideals of being respectful, being responsible, and being safe at all home and away events. Students and/or participants are expected to display good sportsmanship and respect opponents, officials, fans, and all participants. Students are subject to stipulations in the entire student handbook while participating or attending school events at home or away. Violation of any part of the student handbook may result in school consequences determined by the administration and/or consequences related to activities.

DRESS FOR EVENTS

Student participants in extracurricular activities are expected to dress appropriately when travelling to and from away events. In addition to being subject to the student dress code in the student handbook, participants are subject to the dress and grooming expectations of the head coach or sponsor. The same stipulations apply to home events.

TEAM PICTURES

Team and individual pictures are taken by a professional photographer and students, parents, and/or guardians can make the appropriate arrangements for purchase (generally an order form is given to the students). The photo sessions are scheduled between the coach or sponsor and the photographer. Students not in attendance the day of the scheduled photo shoot will not appear in the pictures.

SOCIAL MEDIA

Ralston High School recognizes the importance and power of social media. There are many ways social media can enhance the experience of participants in extracurricular activities. Ralston High School encourages the positive use of social media to promote students and activities.

The misuse of social media by students who participate in extracurricular activities is subject to consequences. Examples of misuse of social media includes but is not limited to the following list.

1. Making profane or disparaging remarks about another student or students, a staff member, a sponsor or coach, or someone in the community.
2. Bullying another student or students, a staff member, a sponsor or coach, or someone in the community.
3. Use of language that is profane, sexist, racist, or otherwise disparaging to a certain group of people.
4. Sending out inappropriate pictures.
5. Use of social media for purposes that are in violation of the law.
6. Any other use of social media that a reasonable person could consider harmful to someone or to a group of people.

If it is brought to the attention of the AD office that there has been misuse of social media by a participant in extracurricular activities, an investigation will ensue and decisions will be made regarding consequences in consultation with the head coach or sponsor and the high school administrative team. These consequences may include but are not limited to a warning, restricted practice time, restricted participation in events, suspension from participation, and removal from the team or activity. The previous list is not all-inclusive and are in addition to the policies of the coach or sponsor. A parent or guardian will be informed of any decision affecting a student's participation in extracurricular activities.

TOBACCO, VAPING

Per school board policy, Ralston High School is a smoke free campus. The use or possession of tobacco or vaping products by any student on campus or at any school event home or away is prohibited. The offending participant will visit with an administrator for school consequences. The student will not be able to participate in any practices or contests during any suspension, and cannot practice, attend, or participate in any event the day of the possession or use. Any student who receives consequences for vaping, tobacco use or having materials associated with vaping and/or tobacco at school or at a school event will not be allowed to practice or participate in any activities during the time period of school consequences and will be suspended for one contest and/or event in each activity the student is currently participating in. Any event missed during the school consequences will count toward the 1 event suspension. If a student is not currently in any activity the consequence will take place during the students next activity. Once the suspension is announced, the student cannot join an activity in order to fulfill the requirements of the suspension. If there are not enough competitions or events left for a student to fulfill the suspension requirement then the suspension carries over to the next season and/or activity. If a student is vaping and it is found that the vaping included the use of drugs the student is subject to the school and activity drug and alcohol procedures.

POSSESSION OR USE OF ALCOHOL AND/OR OTHER DRUGS

Student participants in extracurricular activities are subject to the student handbook and to the tobacco, drug, and alcohol policy contained therein. Students who participate in extracurricular activities are also subject to the athletic and activities portion of the handbook.

Any student who is participating in or plans to participate in any extracurricular activity and has been cited by the police for or found through investigation by school administration to have been using, in possession of, and/or under the influence of alcohol, marijuana, unauthorized prescription or OTC drugs, or other illegal drugs including paraphernalia or look-a-likes either at school or at school sponsored functions, whether they take place during the school day or outside the school day, on or off campus is subject to the following consequences:

Suspension from attending and participating in any RHS activity sanctioned by the NSAA for a period that equates to 30% of each activities season that the student is currently participating in. If the activity includes competitions against other schools the student is suspended from 30% of the competitions instead of 30% of the season. This suspension can be reduced to 20% of the season or 20% of competitions if the student self-reports* and upon agreement to participate in a district approved evaluation and treatment program** at the expense of the student, parent, and/or guardian;
During the length of the suspension, the student is not allowed to attend any extracurricular activity as a spectator or participant;
If the student is out of season the consequences carries over to the next extracurricular activity in which the student participates;
If there is not enough season left to complete the suspension, the consequence carries over to the next extracurricular activity in which the student participates.
The student must complete all activities affected to the satisfaction of the sponsor or coach and activities director or the suspension starts over upon the next extracurricular activity in which the student participates;
The student may not join an activity once the suspension is announced in order to fulfill the requirements of the student's suspension.

Any student who is in an activity or activities that are not an NSAA sanctioned activity will be suspended from that activity for a period of 14 days; this 14 days must include at least 2 events or competitions. If there are not two events within the 14 day suspension the student will still be required to fulfill that part of the suspension even if the initial 14 days suspension has expired. Events do not include regular meetings. Events that qualify will be determined by the AD in conjunction with the sponsor. Students who are in an NSAA sanctioned activity and other activities will serve both suspensions.

Some activities may have additional consequences that are not listed in this handbook. Students who participate in such activities will be informed of those consequences by the activity sponsor.

Any student who participates in any extracurricular activities-and has been cited by the police for or found through investigation by school administration to have been using, in possession of, and/or under the influence of alcohol, marijuana, unauthorized prescription or OTC drugs, or other illegal drugs including paraphernalia or look-alikes off school grounds and not at a school sponsored event at any time of the year is subject to the following consequences:

Suspension from attending and participating in any RHS activity sanctioned by the NSAA for a period that equates to 30% of each activities season that the student is currently participating in. If the activity includes competitions against other schools the student is suspended from 30% of the competitions instead of 30% of the season. This suspension can be reduced to 20% of the season or 20% of

competitions if the student self-reports* and upon agreement to participate in a district approved evaluation and treatment program** at the expense of the student, parent, and/or guardian;
During the length of the suspension, the student is not allowed to attend any extracurricular activity as a spectator or participant;
If the student is out of season the consequences carries over to the next extracurricular activity in which the student participates;
If there is not enough season left to complete the suspension, the consequence carries over to the next extracurricular activity in which the student participates.
The student must complete all activities affected to the satisfaction of the sponsor or coach and activities director or the suspension starts over upon the next extracurricular activity in which the student participates;
The student may not join an activity once the suspension is announced in order to fulfill the requirements of the student's suspension.

Any student who is in an activity or activities that are not an NSAA sanctioned activity will be suspended from that activity for a period of 14 days; this 14 days must include at least 2 events or competitions. If there are not two events within the 14 day suspension the student will still be required to fulfill that part of the suspension after the 14 days are over. Events do not include regular meetings. Events that qualify will be determined by the AD in conjunction with the sponsor. Students who are in an NSAA sanctioned activity and other activities will serve both suspensions.

Some activities may have additional consequences that are not listed in this handbook. Students who participate in such activities will be informed of those consequences by the activity sponsor.

Once a student has satisfied the terms of the activity suspension from NSAA sanctioned activities, from non NSAA sanctioned activities or both, the student can resume participation. If a student is not in any activity at the time of the suspension it carries over to the next activity or activities the student participates in. A student cannot join any activity once the suspension is given as a means to satisfy the suspension.

*Self-report requires that the student report the violation within 24 hours to the student's coach/sponsor or to an administrator. If there is no school within 24 hours of the violation but there is a practice or a competition the student must report the violation to the coach/sponsor or to an administrator on duty. If there is no school, practice, or competition within 24 hours of the violation the student must self-report at the next reasonable opportunity. All students are expected to be honest and forthright with school officials. In making a self-report, the student must identify the events that took place, location of the event, what conduct the student participated in and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

**The student must participate in the treatment program if recommended by the evaluation. If the student does not complete any recommended treatment program the consequence reverts to the 30% of the season or competitions length of suspension.

Procedures for Extracurricular Discipline*

The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances.

2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate. The suspension may be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practical. The student is responsible for cooperating in the scheduling of the meeting.

3. Notice Letter. Within five school days or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parent/guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.

4. The student and parent or guardian may follow the due process procedures.

* The "blue card" procedures are outside of these procedures and information can be found in the "blue card" section.

In regard to activities that include practices for competitions, the student will be allowed to practice but must meet all attendance requirements expected of every participant. Students may not attend practice during any suspension from school.

SUBSEQUENT OFFENSES

A second offense of the drug and alcohol portion of the student handbook as it related to activities will result in a one year suspension from attending and participating in activities. A third offense and the student is suspended from attending and participating in activities until the end of the student's high school career.

DUE PROCESS

Students who participate in extracurricular activities and have their participation curtailed for violation of the code of conduct, attendance, behavior, breaking the drug and/or alcohol policy, or for any other reason have due process rights. Students who are suspended from extracurricular activities will have the reasons explained to them and their parent/guardian will be contacted with an explanation. Students held out of activities for the "F" or "Blue Card" policy will have their parent/guardian contacted by their coach or sponsor or the AD. Due process for activities will consist of the following process:

1. An appeal is made to the high school Principal. The Principal will inform the student and parent or guardian of the decision in writing within 3 school days.
2. An appeal is made to the district Superintendent. The Superintendent inform the student and parent or guardian of the decision in writing within 3 school days.

All appeals must be in writing and within five days after the notice of consequences to the student and parent or guardian and within 5 days of subsequent decisions by school administrators.

FACILITY USAGE / ATHLETIC LOCKERS

Students may use the physical education/athletic areas after school only if a sponsor is present. Priority for facility usage will be given to organized extracurricular activities and/or classes at Ralston High School. Use of facilities should be arranged in advance through the activities director's office. No student is to be in the physical education areas or using school facilities without supervision.

Students who participate in sports will be checked out a locker and will be provided a lock for a fee of $5. It is the athlete's responsibility to take care of the lock and locker. All clothing and equipment should be removed by the participant after each season. The Ralston School District is not responsible for lost or stolen articles or articles left in lockers after the season or school year is over. Students may not switch locks or lockers once they have been checked out without permission. Students are not to share lockers. Vandalizing or damaging school property will result in school consequences as well as consequences related to activities.

TEAM SELECTION

Head coaches and sponsors will make decisions regarding which students will be selected to participate in any given activity. The coach or sponsor will also make decisions as to what level each student will participate (freshman, reserve, junior varsity and varsity). If a coach or sponsor determines that a cut will be made, they will announce the process in advance of any tryouts. Any student who is cut from any activity will have the opportunity for an evaluation if requested. The head coach or sponsor will determine the evaluation process. Students not selected for an activity or sport will be given the opportunity to tryout for another sport that season if so desired.

PLAYING TIME

The amount of playing time and/or participation in an activity is determined by the coaching staff or sponsor of that activity. Playing time and participation is determined by a number of factors and is up to the discretion of the head coach or sponsor and assistants.

EQUIPMENT AND UNIFORMS

Any equipment supplied by the school district to participants in any extracurricular activities must be returned at the end of season. Students will be issued appropriate fines for any school property not returned. Students can also be fined for the damage or loss of any equipment and/or uniforms put in their charge. All fines must be paid or equipment (including uniforms) returned before a student is allowed to participate in any other activity or, in the case of a senior, before receiving a diploma. Participants are expected to take proper care of any equipment or uniform supplied by the district.

INCLEMENT WEATHER

If school must be canceled or dismissed early because of inclement weather, practices and contests will be postponed as a rule. Occasionally, weather and road conditions clear by early afternoon, if it is determined that athletes can travel safely, a varsity practice or contest may be held with permission from the athletic director in conjunction with the Superintendent or their designee. Certified staff members are directly responsible for all students under their supervision at any school-sponsored activity. When severe weather strikes, staff members will determine what action will be in the best interest concerning safety for their students. At away events when severe weather becomes a concern, coaches/sponsors along with bus drivers will determine the best course of action to be taken. Coaches/sponsors will make every effort to keep students, school officials and parents informed of any changes or deviations from the normal routine if weather dictates that such actions are necessary.

TRANSPORTATION

The District generally will provide transportation to away events. There are occasions where students are allowed to drive. Any student who drives must have a permission slip signed

by a parent or guardian on file in the activity director's office prior to the event. Students who ride with other students must also have a permission slip signed by a parent or guardian in the AD's office prior to the event. Parents wishing to pick up students from school-sponsored activities may do so at any time. However, if return transportation is being provided and the student is not returning with the school group, coaches, sponsors, or school officials must be notified. No student will be released to anyone other than their parent or guardian, or an adult designated by the parent/guardian.

INSURANCE

Ralston Public Schools provides no insurance coverage and is not responsible for any such expenses. It is the responsibility of the parents/guardians to provide adequate insurance to cover any medical expenses which may be incurred while a student is participating in a school sponsored activity. This insurance may be under a family coverage plan.

COMMUNICATION PROTOCOL

If a student and or parent has a concern the proper communication protocol will be followed:

1. Student participant meets with coach(es) to try to solve the issue;
2. If the problem still exists, the parent can email or call the coach to make an appointment for a meeting. The coach will inform the AD about the meeting and what the concern is.
3. If the student/parent still have a concern, the parent will then email or call the activities director to set up a meeting.
4. If a resolution to the issue is not obtained after meeting with the AD, the parent will call or email the Principal of the high school to meet.
5. If the situation is still not resolved, the parent can call the Central Office and request a meeting with the Superintendent or their designee.

Anonymous letters or other forms of anonymous communications involving a complaint or other issue sent to any coach or sponsor or any administrator may or may not be dealt with depending on the subject matter of the letter. Ralston Public Schools strongly discourages the use of anonymous letters, or other forms of anonymous communication to express a complaint or other issue. The AD, Principal, Superintendent or their designee will not discuss playing time and will not talk about other players on the team.

SPECTATOR EXPECTATIONS

Ralston parents, families, and fans are expected to display good sportsmanship at home and away events. Encourage our team and your athlete, respect the opponents and their fans, accept the decisions of the officials, and accept the outcome. Fans who behave in a manner inconsistent with good sportsmanship by berating officials, making disparaging comments about anyone, or engage in behavior that may put others at harm may be asked to leave the event and could be banned and barred from Ralston Public School property. All parents/guardians, families, and fans are asked to cooperate with on-site supervisors who may include Ralston administrators, staff, and/or coaches. Law enforcement will be called if deemed necessary by on-site supervisors.

ATHLETIC AWARDS

The following is a list of the different athletic and activity awards presented to the athletes at Ralston High School:

Activities Students of the Year

An award given to two students who participates in several activities over the course of their high school career. Students are nominated and selected for the award by activity sponsors. The student must not have been suspended from the school during the year of selection and must have finished each activity in good standing.

Dozen Award

An award presented to any senior who participates in three sports a year for all four years. The student athlete must finish each sport in good standing (athletes who quit or are removed from a sport for disciplinary reasons are not eligible).

Athlete of the Year Award

An award presented to one male and one female athlete at the end of each school year who meet certain criteria in addition to showing superior athletic ability. Students are nominated by head coaches and chosen by a vote of head coaches. The criteria for the athlete of the year award include being a junior or senior, displaying superior ability in athletics, and not being suspended from sports or school during the year of selection. Other possible considerations include attendance at school, behavior at school and events, character, support of Ralston High School.

Spirit Athlete Award

Given to one male and one female athlete at the end of each school year who have demonstrated quality leadership and support of their activity and has shown support for other activities at RHS. Students are nominated and voted on by head coaches. Nominees must be seniors and cannot have had a suspension from school or extracurricular activities during the year of selection. Other considerations are attendance at school, behavior at school, character, and support of Ralston High School in general.

School Letters

Lettering in any school activity is based on the criteria set up by each individual head coach or sponsor. The only requirement from the AD office is that the student finish the season in good standing (the participant has not been removed from the team or quit).

Ralston Wall of Fame

Athletes recognized in the Ralston Wall of Fame must meet at least one of the following criteria:

- Win an individual or team state championship in state competition sponsored by the Nebraska Schools Activities Association;
- Be selected 1st team class A/B by either the *Omaha World-Herald* or *Lincoln Journal Star;*
- Be selected as a male/female athlete of the year
- Be selected as a male/female spirit athlete of the year;
- Set an individual school record in any activity.
- Be selected as activities student of the year.

Awards Night Ceremonies

At the discretion of the coaches/sponsors, an awards ceremony may be organized to recognize students for their achievements following their season. Coaches and parent representatives will pick a night, format, and location for this ceremony. Coaches will present letters, certificates, etc.

The dozen awards, athlete of the year awards, and spirit awards are given at the Senior or Underclass awards ceremonies.

NCAA CLEARINGHOUSE

The National Collegiate Athletic Association (NCAA) has established guidelines that Division I and II member schools must follow before awarding scholarships and granting eligibility to high school students who wish to compete as freshmen on college athletic teams after completion of high school. THE CLASS OF 200 MUST BE AWARE OF NCAA REGULATIONS! Student athletes who wish to participate in NCAA Division I or Division II sports MUST BE CERTIFIED by the NCAA initial-Eligibility Clearinghouse which will analyze your academic information to determine if you meet the NCAA initial eligibility requirements. The three steps for being certified are clearly explained online at www.ncaaclearinghouse.net.

Students who have questions should see guidance office regarding items such as whether a college is a Division I or II institution in the sport in which they are interested. Students interested in participating in athletics at NCAA Division III colleges, or NAIA colleges should obtain the appropriate athletic guidelines that pertain to these institutions.

CONCUSSION AWARENESS

Pursuant to Nebraska Statute 71-9104 (The Nebraska Concussion Awareness Act) the following information is provided to students, parents, and/or guardians.

Heads Up: Concussion in High School and Middle School Sports A Fact Sheet for Parents

What is a concussion?

A concussion is a brain injury. concussions are caused by a bump, blow, or jolt to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even a "ding" or a bump on the head can be serious.

What are the signs and symptoms of concussion?

You can't see a concussion. signs and symptoms of concussion can show up right after the injury or can take days or weeks to appear. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

Signs Observed by Coaching Staff	Signs Reported by Athlete	Signs Observed by Parent(s)
Appears dazed or stunned	Headache	Appears dazed or stunned
Is confused about assignment	Nausea	Appears confused
Forgets plays	Balance problems or dizziness	Forgets known items
Is unsure of game, score, or opponent	Double or fuzzy vision	Is unsure of name, usual surroundings
Moves clumsily	Sensitive to light or noise	Moves clumsily
Answers questions slowly	feeling sluggish	Answers questions slowly
Loses consciousness	Feeling foggy or groggy	Loses consciousness
Show behavior or personality changes	Concentration of memory problems	Shows behavior or personality changes
Can't recall events prior to hit on the head	Confusion	Can't recall events prior to hit on the head

Can't recall events after the hit on the head		Can't recall events after the hit on the head

What should you do if you think your child has a concussion?

1. Seek medical attention right away. A health care professional will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
2. Keep your child out of play. Concussions take time to heal. Don't let your child return to play until a health care professional says it's OK. Athletes who return to play too soon -- when the brain is still healing -- risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
3. Tell all of your child's coaches and the school athletic trainer about any recent concussion. Coaches should know if your child had a recent concussion in ANY sport. Your child's caches may not know about a concussion your child received in another sport or activity unless you tell them. Knowing about the concussion will allow the coach to keep your child from activities that could result in another concussion.
4. Remind your child. It's better to miss one game than the whole season.

WHEN IN DOUBT, SIT THEM OUT!

Heads Up: Concussion in High School and Middle School Sports
• A Fact Sheet for Student-Athletes

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head.
- Can change the way your brain normally works.
- Can range from mild to severe.
- Can occur during practices or games in any sport.
- Can happen even if you haven't been knocked out.
- Can be serious even if you're just "dinged" or had your "bell rung"

How can I prevent a concussion?

- It's different for every sport. But there are steps you can take to protect yourself from concussion:Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Use proper sports equipment, including personal protection equipment. In order for the equipment to protect you, it must: 1. Be appropriate for the game, position, and activity. 2. Be well maintained. 3. Properly fitted. 4. Used every time you play.

How do I know if I've had a concussion?

- You can't see a concussion, but you might notice some of the symptoms right away. Pay attention to how you are feeling after any bump, blow, or jolt to the head.
- If you notice any of the symptoms, tell your parents, coach, and school athletic trainer right away.
- Other symptoms of a concussion can show up days or weeks after the injury.
- It's best to see a healthcare professional if you think you might have a concussion. An undiagnosed concussion can affect your ability to do schoolwork, other everyday activities, as well as your athletic play. An undiagnosed concussion also raised your risk for additional, serious injury.

What are the symptoms of a concussion?

- Nausea (feeling like you might vomit)

- Balance problems or dizziness.
- Double or fuzzy vision
- Sensitivity to light or noise
- Headache
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems (such as forgetting plays)
- Confusion

What should I do if I think I have a concussion?

- Tell your coaches, parents, and school athletic trainer
- Never ignore a bump,blow, or jolt to the head
- Get a medical check-up. A health care professional can tell you if you have had a concussion and when you are OK to return to play.
- Give yourself time to recover. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause permanent brain damage, and even death in rare cases. Severe brain damage can change your whole life.
- Tell your coaches and the school athletic trainer if one of your teammates might have a concussion.

As a reminder, always report any injury to your coach and school athletic trainer right away. It's better to miss one game than the whole season. Take care of yourself and enjoy your participation in athletics. When in doubt, sit them out!

MISCELLANEOUS RIGHTS AND RESPONSIBILITIES

ACCIDENT INSURANCE

All students are given the opportunity to participate in a group accident insurance plan provided by an independent carrier. The fee is nominal and covers an accident en route to and from school, on school grounds, during school sponsored events, and intramural and interscholastic athletics except football. All students participating in athletics are required to have accident insurance (either a family policy or the school's plan) or sign a responsibility waiver. Football insurance is available at a higher cost. The Ralston School District is not liable for injuries to students, nor can they pay the medical costs for accidents that occur in athletic contests, on school premises, at school activities, or on the way to and from school.

EXPEDITED APPEALS PROCEDURE

Effective procedures will be developed, including an expedited appeals procedure, by which concerned parents, students, teachers, and area residents will be able to directly participate in local decisions that impact programs offered under this act.

INTERROGATIONS AND SEARCHES (Policies 5022 & 3045)

School officials will respect the privacy of students pursuant to the provisions of law, and the policies of the school district.

1. Law enforcement representatives wishing to interrogate students at schools must show proper credentials.
2. Law enforcement representatives shall not interrogate a student on school premises unless it is an extraordinary matter in scope that necessitates the questioning of the student on school premises. In such a case, the principal or designated school representative shall be present during the interrogation.
3. School authorities shall make reasonable attempt to contact students' parents or guardians before interrogation is permitted.

School representatives may search lockers, personal belongings, and vehicles that students drive to school when there is reasonable cause to do so. This includes, but is not limited to, clothes, book bags, purses, books, and gym bags.

The district superintendent or designee may authorize the use of a canine trained in the detection of narcotics, explosives or any other contraband at any time.

The district superintendent or designee may authorize the use of preliminary breath tests (or alcohol sensors) on school property and/or school sponsored activities.

PARENTAL/GUARDIAN INVOLVEMENT IN EDUCATIONAL PRACTICES (Policy 5018)

The Ralston Public School District recognizes the importance of parental/guardian involvement in the education of children.

Parental/Guardian Review of Textbooks and Other Materials

The District will provide access to textbooks and other curriculum materials used in Ralston Schools.

1. Textbooks may be checked out by parents/guardians for review. Other curriculum materials, including video and audio recordings and teacher manuals, can be reviewed by parents/guardians within a time frame which does not disrupt the instructional process. Requests should be made to the teacher or the building principal.
2. If parents/guardians object to textbooks or other materials used in the district, they may file a written request with the building principal to request that these textbooks or other materials be reviewed by a committee of teachers and parents/guardians.

Parental/Guardian Attendance at Courses, Assemblies, Counseling Sessions, and Other Instructional Activities

Parents/guardians are always welcome in the buildings, but they must check in at the office at the time of arrival.

1. Parents/guardians are invited to make appointments with the teacher or building principal to attend and observe classes, assemblies, and other instructional activities.
2. School counseling service providers are bound by law to notify parents/guardians if there is a danger to the student, danger to others, or involvement in illegal activities. Parents/guardians will be notified of ongoing counseling sessions. Permission to attend counseling sessions may be granted to parents/guardians by the principal after consultation with the student's counselor.

Parental/Guardian Option to Remove From Classroom Instruction and Other School Experiences

Building principals may excuse a student from specific classroom instruction and other school experiences through a written request by the student's parents/guardians when they object on political, moral or religious grounds. Alternative assignments of comparable effort may be provided for the student by the school.

Parental/Guardian Access to Student Records (Policy 5016)

Parents/Guardians may review their child's files and records at any time. The building principal is responsible for maintaining and protecting the privacy of such files. Outside agencies, such as, but not limited to, physicians, probation officers, psychologists, child guidance clinics, and other reputable agencies who are working with the child, may access these files with parental/guardian consent or by court order.

Parental/Guardian Notification of Student Surveys

All internal surveys which are intended to gather information from students in the district will be approved by the building principal prior to being made available to students. Student participation in surveys is voluntary.

All surveys from external sources will be approved by the Superintendent. Student participation in surveys is voluntary. Parents/guardians will be notified in writing prior to school district participation in surveys by students and may restrict their child from participating in any survey through written request. (Legal reference: 79-531, 79-532)

Routine Directory Information (Policy 5017)

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Name of parent and/or guardian
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Social media usernames or handles
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, use 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 personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information does not include a student's social security number.

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student's parents have notified the district that they do not want this information disclosed without their prior written consent.

The district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act (FERPA). Parents will be given the opportunity to prevent the release of this directory information by filing a written objection with the district.

Any student who is 18 years of age or older should communicate to the district office if they do not want this information disclosed without their prior written consent.

VISITORS TO SCHOOL

The Board of Education and staff of the District welcome visits to the schools. Such visitations will be governed by those rules and regulations established by the district to provide a safe environment.

I. In accordance with building and District safety procedures, parents/guardians, students, and others may visit schools. These visits shall be in compliance with all building and District safety guidelines. The principal or appropriate Central Office administrator authorizing the visits shall consider the following
    A. Disruption to the educational environment;
    B. Distraction to students and staff;
    C. Confidentiality for students and staff;
    D. Safety of students and staff.

II. Parent/Guardians
    A. Parents wishing to attend and monitor courses, counseling sessions, and other instructional activities, must obtain prior approval of the appropriate teacher, counselor, or administrator as defined by the building handbook.
    B. Parents attending or monitoring courses with prior approval who, by their conduct or presence, interfere with the educational process or constitute an interference with school purposes, will be asked to leave.
    C. Parents attending building assemblies, building activities, classroom activities/parties during school hours will sign in at the office in accordance with building procedures.
    D. Unless otherwise restricted by law or court order, parents/guardians may visit their child's class.
    E. All visitors will report to the school office.

III. Visitation by Students
    A. Visits by students from other school districts or buildings must be cleared through the building principal. If approval is given, a visitor's pass will be issued.
    B. Children below legal school age wishing to visit the school must be accompanied by their parent or guardian
    C. Non-students (graduates, etc.) will not be allowed to visit in a building without special permission from the building principal.

IV. Program Visitation
    A. Persons wishing to visit schools for the purpose of viewing new programs, organizational patterns, facilities, etc. must obtain clearance from the appropriate Central Office administrator.

STUDENT FEES, FINES AND CHARGES

PART ONE:

The district's general policy is to provide for instruction in accordance with the Nebraska State Constitution. The district offers some activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction and as such may require additional expenditures which are properly borne by students as a separate charge. Such charges shall be kept to a minimum to maintain the activity, program or service. Students qualifying under part 3 of this policy may receive a fee waiver. No fees, materials, specialized or non-specialized attire or equipment shall be required of students except as expressly permitted below.

A. Extracurricular activities and spectator events: A fee will be charged for participation in extracurricular activities and to spectators of extracurricular activities. Each school building shall annually submit its extracurricular fee list to the District for approval and publication in that school's handbook.

1. Fees may be charged for participation in extracurricular activities. Extracurricular activities are those activities or organizations where student participation is voluntary and does not count toward graduation or advancement between grades.

2. Schools may require students to furnish specialized equipment and attire, or pay a reasonable fee for use of district owned equipment and attire, for participation in extracurricular activities including such activities as extracurricular music.
3. Clubs, teams and organizations for which there may be a fee required for participation may also, as a club, team or organization, decide to make purchases, and may fundraiser and/or seek donations according to district policy to assist in the funding of such purchases, which may include, but are not limited to, apparel and trips. The decision of an organization to require members to participate in fundraising or otherwise fund purchases is not a fee charged by the District.
4. Fees may be charged for admission to activities and events which occur at the facilities of Ralston Public Schools and for transportation to and from activities and events which occur at other schools, when those activities do not count toward graduation or advancement between grades and when student participation is voluntary.
5. A school may sell an activity ticket that admits students to activities and events that do not count toward graduation or advancement between grades.
6. Field trip fees may only be charged if participation by the student is voluntary and it does not relate to the required curriculum or if the field trip occurs after school hours and does not count toward school attendance.

B. Minor personal consumable items: The district may require students to be responsible for the purchase of minor consumable items that are used by the student for extracurricular activities. The District will establish a master list of those items, which are considered minor personal consumable items, which may be required. Each school building shall choose those items on the list, which it will require of students attending the school. No item, which is not on the District's master list, will be required. Each school shall annually submit its list of required personal consumable items to the district for approval and publication in that school's handbook.

C. School Store: The District authorizes the operation of school stores in which students may purchase food, beverages and personal or consumable items. A school store need not have a permanent physical presence and may provide order forms for students to voluntarily purchase items from the school or another vendor. School stores may stock required personal and consumable items and make such items available to students for voluntary purchase. Schools may not require students to purchase an item directly from the school store.

D. Clothing: In addition to school guidelines about general appropriateness of attire, school buildings may require students to furnish and wear non-specialized clothing meeting general guidelines for the specified courses and activities, if the guidelines are reasonably related to the course. Each school's clothing guidelines shall be submitted to the District for approval and publication into the student handbook.

E. Musical Instruments: Students who take an elective band course shall be required to supply their own instrument or rent an instrument except those students who qualify under part 3 of this policy. For those students qualifying under part 3 the District shall not be required to provide for the use of a particular type of musical instrument for any student. The District shall supply the music for such courses.

1. Personal supplies related to musical instruments including, but not limited to, items such as reeds, cork lubricant, pipe cleaners, cleaning cloths and other supplies of general upkeep and considered personal consumable items shall be the responsibility of the student.
2. Schools may require students to furnish their own musical instruments, stands, music and specialized attire for participation in extracurricular music organizations and activities.

F. Lost or damaged school property: A school may require a student to reimburse the school district for repair or replacement of school district property, which is entrusted to the student and is lost or damaged, as well as property of the district damaged through the acts of a student. The Board of Education authorizes assessment of fines for damaged, lost or overdue books purchased by the district and loaned to students free of charge.

G. Donations: The District may request donations of money, materials, equipment or attire to help defray costs of educational programs. The request for donations will clearly indicate the request as a donation and not a requirement.

H. Parking: Students may be required to pay to park their cars on school property. The district shall annually determine the amount to be charged for parking and publish it in the student handbook.

I. Yearbook, class rings and other optional purchases: Students may be charged for the purchase of items such as yearbooks, class rings, class sweatshirts, graduation announcements and other such voluntary purchases.

J. Graduation attire: Students may be required to pay the necessary fee to cover the cost of graduation attire required to participate in graduation ceremonies.

K. Food: Students may be charged a fee for the purchase of breakfast and/or lunch. Students may be charged for the cost of food, beverages, and the like that students purchase from a school store, a vending machine, a booster club or similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

L. Summer school: The District may annually set fees for student participation in classes offered during the summer. Any and all fees collected pursuant to this subsection shall be deposited into, and expended from, the Student Fee Fund.

M. Night school/Adult education: The District may annually set feed for student participation in classes offered to students taking classes through the district's night school/adult education program. Any and all fees collected pursuant to this subsection shall be deposited into, and expended from, the Student Fee Fund.

N. Post-Secondary education costs: A student may be charged the actual tuition and fees associated with obtaining credits from a post-secondary educational institution when a student receives both high school credit and post-secondary education credit from a course being taken as part of an approved accelerated or differentiated curriculum program. Any and all fees collected pursuant to this subsection shall be deposited into, and expended from, the Student Fee Fund unless paid directly to the post-secondary educational institution.

O. Student files and records: Fees may be charged for copies of student files or records. Parents of students have the right to inspect and review the student's' file or records without the payment of a fee, and no fee shall be charged to search for or retrieve any student's files or records.

P. 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 materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

PART TWO:
Student Fee Fund
Fees that are charged to students pursuant to PART ONE, subsections A.1, A.2, L, M, and N shall be deposited into the Student Fee Fund and expended for the purpose for which they were collected from students.

PART THREE:
Waiver of Student Fees
Fees that are charged pursuant to PART ONE, subsections A and E shall be waived for students who qualify for participation in the free or reduced-price lunch program under United States Department of Agriculture child nutrition programs. Actual participation in the free and reduced-price lunch program is not required to qualify for waivers in this section. All students shall be provided forms at the beginning of each school year, upon enrollment in the District, or at the request of the student, which provide the necessary information and permit the District to use this information to determine eligibility for fee waiver. Criteria for fee waiver will be the same as the criteria for participation in the free and reduced-lunch program. Application forms for fee waivers are available from each building Principal. Once the school district has received a student's completed fee waiver application form, and has verified the student's eligibility, waiver of the fee shall be granted for the student. The District is not obligated to provide any particular type or quality of equipment or other material to eligible students.

****RALSTON PUBLIC SCHOOLS FEE LIST UPDATED FOLLOWING THE 2nd BOARD MEETING EACH JULY. THE FOLLOWING FEES ARE SUBJECT TO CHANGE.**

Ralston High School Fee List

Fees Assessed:
Extracurricular Activity Fee: $40.00 includes activity ticket
Transcripts: Price for Graduates set by Parchment online order system $4.00;
Current students are free of charge through Naviance
Summer School: $175 resident, $225 non-resident. Night School: $300 maximum / class.
Breakfast Prices: $2.50 Reduced: $0.30
Lunch Prices: $3.00, Reduced Lunch: $0.40
Milk 8 oz: $0.50 Orange/Apple Juice 4 oz: $0.50
Replacement School ID : $5.00
Lost/Damaged library and/or classroom textbook: replacement cost
Lost/Damaged clothing/equipment: replacement cost

Required clothing for classes and extracurricular activities
Gym Shorts and Cotton T-shirt (PE) Undergarments
Swimsuit (Swimming) Towel (PE and swimming)
Rubber-soled athletic shoes Socks
FCS (Year 2 & 3): white shirt, black pants, black shoes, and socks
Medical Science Academy 1 & 2: Lab Coat and Scrubs
Automotive Academy: blue jeans, close-toed shoes, academy shirt
Education Academy: business casual professional attire
SCUBA oxygen tank fee- not to exceed $40

Specialized Equipment or Clothing Specific to Extracurricular Activity Participation
Shoes appropriate for the activity Undergarments appropriate for the activity
Gym Shorts and Cotton T-shirt Athletic socks

Golf clubs, practice golf balls, tees Baseball glove / softball glove, bat(s)
Tennis racquet Protective gear (ex. soccer shin guards)
Choir: Up to $350 for competition shirt, pants, ties, dress, shoes, and stockings

Optional Fees -Not Required
Ralston High School Activity Ticket-$40.00 Physicals for Sports-$50.00
Ralston High School Yearbook-$75.00 Parking-$5.00
Student Picture Packages-$15-$25
Printed Clothing
Books &/or consumable materials for personal ownership (ex. clay, wood, etc.)
Extracurricular activities admission – Maximum $25.00 per event
Extracurricular activities travel fee – Not to exceed $4800 per event

Certification (Optional to student)
Red Cross Lifeguard certification $85.00
OSHA: $25
SCUBA certification-paid directly to certification provider

Donations / Fundraising
Cheer and Dance Uniforms: $1200
As approved by the Superintendent or designee

AHERA NOTIFICATION

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, since as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Ralston Public Schools has conducted a re inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection conducted on January 22, 2013 all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place. Ralston Public Schools developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

The following buildings contain no asbestos-containing building materials; therefore, no

operations and maintenance programs or future inspections are required: Ralston Middle School. During the past year, asbestos containing building materials have been removed, encapsulated, or enclosed in the following buildings: Mockingbird kitchen storage. During the next year, we plan to conduct the following asbestos related activities at the following school buildings removal of kitchen storage room floor tile at Mockingbird Elementary.

It is the intention of Ralston Public School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in school district administrative office or administrative office of the school during regular business hours. Pat Flinn is our designed asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to 402-898-3460.

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 Dianne Young who may be contacted at 402-898-3441.

PROTECTION OF STUDENT RIGHTS

Ralston Public Schools 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 Federal Legislation Act. 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 a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as follows: First Semester. 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.

STAFF QUALIFICATIONS

Notice to Parents
As a parent of a student in Ralston you have the right to know the professional qualifications of the classroom teacher who instructs your child or if there will be a change in staff for more than four weeks of student contact days. Under the Every Student Succeeds Act, federal law allows you to request certain information about your student's classroom teacher. The law also requires the district to give you this information in a timely manner upon request. Listed below is the information about which you have the right to know:

- *Whether the Nebraska Department of Education (NDE) licensed or endorsed your student's teacher for the grades and subjects taught.*

- *Whether NDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.*

- *The teacher's college major; whether the teacher has any advanced degrees, and if so, the subject of the degrees. Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.*

Please contact the if you would like to receive any of this information at 402-331-4700.

FERPA Notification

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth their view about the contested information.
- FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

Summary Page RHS Handbook 20-21

Page	Change
1	Covid Update
2	Name updates
11	Course name changes and items that were grandfathered in that no longer are relevant for current students
13	*Online Platform Name Update *GPA clarification with the term cumulative *Definition of Career Pathway completer
16	Tardy update
17	Rewording of alternative communication as it has evolved
18	*Took out Release Period for 12th grade. A release can occur in the schedule where it needs to occur *Statement added that students must be on track to graduate to have open period with counselor approval
21	Removal of demerits. It is an old system that can not be used equitably and consistently. We have better ways to track and use data. We want to focus on more resolutions and support than a label.
28	Language changed on dress code. We felt it was to specific
29	Added the 1:1 technology handbook information
30	We took out language that said due to federal food regulations. (We could not find that information)
32	New health regulation info added
39	Finger Scanning Information added
41-42	Update to how to communicate about makeup work Medication section no longer needed
43	Took out a statement about requesting a different teacher for an F. This did not make sense because there are many contributing factors to failing a course and should be considered when supporting a student.
44	We designated a phone for student use to be more user friendly

45	We added the statement no refunds on vending machines since we do not own them. There is a phone number on them to report issues.
48	Blue Card Update

Ralston
PUBLIC SCHOOLS

Elementary
Student & Family Handbook
2020-2021

Administrative Office
Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Spanish Hotline: 402.898.3454 Website: www.ralstonschools.org

BOARD OF EDUCATION

Heather Johnson, ~~Vice~~ President
Dr. Jay Irwin, ~~Secretary~~ Vice President
~~Mike Overkamp, Treasurer~~
Marty Roarty, ~~Member~~ Treasurer
Elizabeth Kumru, ~~Member~~ Secretary
Linda Richards, Member
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DISTRICT ADMINISTRATORS

Dr. Mark Adler – Superintendent
Dr. Mike Rupprecht – Executive Director of Human Resources
Mr. Jason Buckingham – Executive Director of Fiscal Affairs
Mrs. Melissa Stolley – Director of Student Services
Dr. Cecilia Wilken – Director of Teaching & Learning
Mrs. Diane L. Meyer - Director of Suburban Schools'/Metro Regional Program

Building	Administrator	Address	Phone
Blumfield Elementary	~~Mrs. Ashley Tomjack~~ Mr. Casey Knight Mr. Malachi Behrens	10310 Mockingbird Drive	402.331.0891
Karen Western Elementary	Mr. Andrew Mather	6224 'H' Street	402.731.7477
Meadows Elementary	Ms. Lisa Schroeder	9225 Berry Street	402.339.6655
Mockingbird Elementary	Mr. Brian Ferguson Mr. Malachi Behrens	5100 South 93rd Street	402.331.6954
Seymour Elementary	Ms. Jody Blessen	4900 South 79th Street	402.331.0540
Wildewood Elementary	Mrs. Ashley Holmes	8071 Ralston Avenue	402.331.6475

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Day to Day - Page 7 Class treats/gifts/flowers/party invitations Lost clothing Skateboards/scooters Sports equipment Student fees, fines and charges Elementary fee list Telephone messages Toys Valuables Visitors to school	**Code of Conduct & Disciplinary Action - Page 11** Student conduct General conduct of students Dress code Use of Tobacco Products Illegal Substances Sniffer Dogs Weapons in the schools School bus/van rules and regulations Student discipline Emergency Exclusion
Acadenics - Page 21 Instructional materials and activities Student assistance teams Field trips Prekindergarten Child Find notice Complaint regarding printed materials	**Meals - Page 22** Breakfast/lunch program Lunch room behavior
Extended Day - Page 24 Extended day care program (Lil' Rams) Intramural activities	**Enrollment & Student Placement - Page 24** Entrance age Change of residence/phone number Placement of students in classes Transfer or withdrawal from school Within district transfers of students
Attendance - Page 26 Time of arrival Absence procedures Compulsory attendance and excessive absenteeism Leaving before the end of the day Release of student to non-custodial parent Nebraska compulsory attendance law	**School Property & Student Safety - Page 28** Safety Safety drills Bicycle rules Inclement weather – School closing/considerations Animals on School Grounds
Medical - Page 29 Communicable diseases Emergency care of a student First aid Immunizations Medication Physical examinations Summary of communicable diseases and contagious conditions	**Family Engagement - Page 31** Parental/Guardian involvement in educational practices Standards and benchmarks for parent involvement Policy 5018 Parent/Guardian involvement in educational practices Title I: School-Parent Compact
Technology - Page 35	**Policies & Procedures - Page 39**

Student internet and computer use Technology in Ralston Elementary & Middle Schools Acceptable Use Policy Cell phones Online grading site Student internet and computer access Policy 5063 Audio & Video Recording	Policy 5022 Investigations, Arrests, & Other Student Contact by Law Enforcement or Healthy & Human Services Policy 3053 Notice of non-discrimination Parent concern procedures Records available for review Grievance procedure for discrimination claims Notice to parents – Professional qualifications Testing Policy Parental/Guardian Notification of Student Surveys

OVERVIEW

RALSTON PUBLIC SCHOOLS PURPOSE STATEMENT

A community dedicated to achieving excellence through purposeful instruction and nurturing a climate of hope.

RALSTON PUBLIC SCHOOLS DIRECTION STATEMENT

Cultivating resilient citizens prepared for the diverse demands of the future.

THE RALSTON PUBLIC SCHOOLS BELIEVES…

- An educational process is a partnership involving the school, the family, the student, and the community.
- Students learn best when they are actively engaged in the learning process.
- All students can learn.
- Students learn best when schools maintain high expectations for learning.
- The foremost responsibility of any educational organization is the student.
- The essence of education is the ability to develop lifelong learners to deal responsibly with choice in a changing world.

ACCREDITATION

Ralston Public School District has achieved AdvancED district accreditation.

BOARD OF EDUCATION POLICIES

Board of Education policies can be accessed on the district website: www.ralstonschools.org.

RIGHT TO HANDBOOK NOTICE

Handbooks will be available on the district and school websites. Notification of the web address and location to links will be provided to all students. In addition, any parent or student may request a printed copy of the handbook. A copy of the general rules of conduct will be posted in a conspicuous place in each school building.

COMMUNICATION

PHONE & EMAIL COMMUNICATION

To ensure effective and timely communication between our school district, staff, and school patrons, Ralston Public Schools uses a messaging platform to announce or remind our students and parents/guardians about important upcoming events. Also, it can serve as an information system to communicate student absences, school cancellations due to inclement weather, and crisis situations that may arise. Messages may come in the form of a pre-recorded phone call, text, push alert through the RPS Mobile App, and in other cases, will be accompanied by an email.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled twice a year. If additional conferences are desired, parents are encouraged to contact their child's teacher or principal. Appointments for the conference will be made at a mutually convenient time. Conferences are designed to share information between parent(s) and teachers. Parents are encouraged to attend each of the scheduled conferences.

PROGRESS REPORTS

Student progress will be formally reported to parents four times each school year. The main purpose of the reporting system is to communicate to the parent and the student, the teacher's assessment of the student's growth and development. A child's achievement in the academic areas is based on his/her ability and performance. Achievement markings are given based on the progress the child has made as they work on those materials that are educationally appropriate for him/her.

SCHOOL PUBLICATIONS

Each building will provide a newsletter to parents with updated information specific to your child's school. School Board policies, handbooks, and curriculum information are available at each school building and online at: www.ralstonschools.org.

NOTICE OF PARENTAL RIGHTS

The Family Education Rights and Privacy Act 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.

Directory information is information from an education record of a student which would not generally be considered harmful or, if it were disclosed, an invasion of privacy. For example, an athletic program, which lists the names of team members, their heights and/or weights, and an academic program which lists the names of students receiving academic awards both contain directory information. Directory information includes the following information about a student:

- Name and grade
- Name of parent and/or guardian
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Social media usernames or handles
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information does not include a student's social security number.

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student's parents have notified the district that they do not want this information disclosed without their prior written consent. Any student who is 18 years of age or older should communicate to the district office if they do not want this information disclosed without their prior written consent.

The district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given the opportunity to prevent the release of this directory information by filing a written objection with the district.

Ralston Public Schools has defined directory information for media purposes.
Several times during the school year, local media (TV, radio, newspaper, etc.) visit Ralston schools for newsworthy items, school happenings, holidays, local interest items and interview/photograph students for newspaper articles, TV news items, and promos. Media events are considered directory information.

Ralston Public Schools has defined directory information for the use of the Web (www.ralstonschools.org).
All Ralston schools and district Internet Web pages are considered directory information. Internet Web pages (schools and district) may contain pictures and names of students.

Internal/External use of information: Whatever choice you make, the school district will be able to use this directory information for internal school purposes and to share it with other educational institutions and professionals in accordance with law. Please refer to this student handbook referencing Parental/Guardian Access to Student Records and Routine Directory Information (Policies 5016 and 5017). If you disagree with the way directory information may be used, please complete a written objection in writing, available at 8545 Park Drive, Omaha, NE 68127. The objection should be completed by the 1st of September of the current school year.

DAY TO DAY

CLASS TREATS/GIFTS/FLOWERS/PARTY INVITATIONS

For the safety of our students, homemade food items will not be permitted. Treats for birthdays or other special occasions must be purchased from a store and must arrive in the original store container. We encourage you to consider alternative non-edible treats such as, pencils, erasers, or buying a book for the classroom as ways to celebrate your child's birthday. Gifts/flowers may be delivered to the office but will be kept in the office until the end of the school day.

Party invitations that include the **entire class** can be distributed at school. Invitations that are only for select students need to be mailed by parents. The school is not permitted to provide other student information to mail or contact other families.

LOST CLOTHING

All clothing the student would normally remove while in school should be marked with the child's first and last names. If an article of clothing is lost, the student should check in the lost and found area. Periodically throughout the year, the school will donate to charitable organizations clothing placed in the lost and found area that has not been claimed.

SKATEBOARDS/SCOOTERS

Safety concerns dictate that skateboards, scooters, and similar play items are not allowed on school property.

SPORTS EQUIPMENT

Such articles as hockey sticks, gloves, mitts, bats, toys, skates, etc. should not be brought to school without prior permission from the principal.

TOYS

To help eliminate classroom disturbance, disagreements on the playground, and to prevent loss or breakage, toys

should not be brought to school. An exception to this rule will be made if the toy is to be used in "show and tell" and has been approved by the teacher. In this case the toy should be brought to school in a sack or book bag and taken out only for the purpose of and during classroom "show and tell" time. **The student and his/her parent assume liability for any personal items brought to school**.

STUDENT FEES, FINES AND CHARGES

The District's general policy is to provide for instruction in accordance with the Nebraska State Constitution. The district offers some activities, programs, and services that extend beyond the minimum level of constitutionally-required free instruction and as such may require additional expenditures that are properly borne by students as a separate charge. Such charges shall be kept to a minimum to maintain the activity, program or service. Students qualifying under part 3 of this policy may receive a fee waiver. No fees, materials, specialized or non-specialized attire, or equipment shall be required of students except as expressly permitted.

PART ONE:
The District's general policy is to provide for instruction in accordance with the Nebraska State Constitution. The district offers some activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction and as such may require additional expenditures that are properly borne by students as a separate charge. Such charges shall be kept to a minimum to maintain the activity, program or service. Students qualifying under part 3 of this policy may receive a fee waiver. No fees, materials, specialized or non-specialized attire, or equipment shall be required of students except as expressly permitted below.

Extracurricular activities and spectator events: A fee will be charged for participation in extracurricular activities and to spectators of extracurricular activities. Each school building shall annually submit its extracurricular fee list to the District for approval and publication in that school's handbook.

1. Fees may be charged for participation in extracurricular activities. Extracurricular activities are those activities or organizations where student participation is voluntary and does not count toward graduation or advancement between grades.

2. Schools may require students to furnish specialized equipment and attire, or pay a reasonable fee for use of district owned equipment and attire, for participation in extracurricular activities including such activities as extracurricular music.
3. Clubs, teams and organizations for which there may be a fee required for participation may also, as a club, team or organization, decide to make purchases, and may fundraise and/or seek donations according to District policy to assist in the funding of such purchases, which may include, but are not limited to, apparel and trips. The decision of an organization to require members to participate in fundraising or otherwise fund purchases is not a fee charged by the District.
4. Fees may be charged for admission to activities and events which occur at the facilities of Ralston Public Schools and for transportation to and from activities and events which occur at other schools, when those activities do not count toward graduation or advancement between grades and when student participation is voluntary.
5. A school may sell an activity ticket that admits students to activities and events that do not count toward graduation or advancement between grades.
6. Field trip fees may only be charged if participation by the student is voluntary and it does not relate to the required curriculum or if the field trip occurs after school hours and does not count toward school attendance.

Materials for course project: The District authorizes the operation of school stores in which students may purchase food, beverages and personal or consumable items. A school store need not have a permanent physical presence and may provide order forms for students to voluntarily purchase items from the school or another vendor. School stores may stock required personal and consumable items and make such items available to students for voluntary purchase. Schools may not require students to purchase an item directly from the school store.

Clothing: In addition to school guidelines about general appropriateness of attire, school buildings may require students to furnish and wear non-specialized clothing meeting general guidelines for the specified courses and activities, if the guidelines are reasonably related to the course. Each school's clothing guidelines shall be submitted to the District for approval and publication in the student handbook.

Musical Instruments: Students who take an elective band course shall be required to supply their own instrument or rent an instrument, except those students who qualify under part 3 of this policy. For those students qualifying under part 3 the district shall not be required to provide for the use of a particular type of musical instrument for any student. The District shall supply the music for such courses.

1. Personal supplies related to musical instruments including, but not limited to, items such as reeds, cork lubricant, pipe cleaners, cleaning cloths and other supplies of general upkeep and considered personal consumable items shall be the responsibility of the student.
2. Schools may require students to furnish their own musical instruments, stands, music and specialized attire for participation in extracurricular music organizations and activities.

Lost or damaged school property: A school may require a student to reimburse the school district for repair or replacement of school district property, which is entrusted to the student and is lost or damaged, as well as property of the district damaged through the acts of a student.

The Board of Education authorizes assessment of fines for damaged, lost or overdue books purchased by the district and loaned to students free of charge.

Donations: The District may request donations of money, materials, equipment or attire to help defray costs of educational programs. The request for donations will clearly indicate the request as a donation and not a requirement.

Yearbook: Students may be charged for the purchase of a yearbook.

Food: Students may be charged a fee for the purchase of breakfast and/or lunch. Students may be charged for the cost of food, beverages, and the like that students purchase from a school store, a vending machine, a booster club or similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

Student files and records: Fees may be charged for copies of student files or records. Parents of students have the right to inspect and review the student's files or records without the payment of a fee, and no fee shall be charged to search for or retrieve any student's files or records.

PART TWO:
Student Fee Fund: Fees that are charged to students pursuant to PART ONE, shall be deposited into the Student Fee Fund and expended for the purpose for which they were collected from students.

PART THREE:
Waiver of Student Fees: Fees that are charged pursuant to PART ONE, subsections A and C shall be waived for students who qualify for participation in the free or reduced-price lunch program under United States Department of Agriculture child nutrition programs. Actual participation in the free and reduced- price lunch program is not required to qualify for waivers in this section. All students shall be provided forms at the beginning of each school year, upon enrollment in the District, or at the request of the student, which provide the necessary information and permit the District to use this information to determine eligibility for fee waiver. Criteria for fee waiver will be the same as the criteria for participation in the free and reduced-lunch program. Application forms for fee waivers are available from each building principal. Once the school district has received a student's completed fee waiver application form, and has verified the student's eligibility, waiver of

the fee shall be granted for the student. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students.

ELEMENTARY FEE LIST

Fees Assessed:
Transcripts: $1.00
Lost/Damaged library and/or classroom textbook: replacement cost
Lost/Damaged clothing/equipment: replacement cost
Lunch Prices: $2.50, Reduced Lunch: $0.40
8 oz. Milk: $0.50, 4 oz. Juice: $0.50
Breakfast: $1.55, Reduced: $0.30
Recommended Items - Not Required
Backpack
Water bottle
Paint shirt

Required clothing
Select vocal music group attire: $25.00
Rubber soled athletic shoes for PE

Optional Items Available for purchase
Ralston High School Activity Ticket-$40.00
Yearbook- $10 to $20
Student Picture Packages-$6.50-$25
Printed clothing
Paperback books for personal ownership

Donations and Fundraising:
As approved by the Superintendent or designee

TELEPHONE MESSAGES

Except in an emergency, placing telephone calls to a student during the school day is discouraged. When it is necessary to get a message to a student, please call the school office. We will attempt to deliver the message to the student. **Please call 30 minutes prior to dismissal to ensure that staff have adequate time to get the message to your child.**

VALUABLES

Students are discouraged from bringing valuables to school. Secure locations for personal items may not be available and the school does not assume responsibility for non-approved items brought to school.

VISITORS TO THE SCHOOL

The Board of Education and staff of the District welcome visits to the schools. Such visitations will be governed by those rules and regulations established by the district to provide a safe environment.

I. In accordance with building and District safety procedures, parents/guardians/patrons, students, and others may visit schools. These visits shall be in compliance with all building and District safety guidelines. The principal or appropriate Central Office administrator authorizing the visits shall consider the following:
   a. Disruption to the educational environment;
   b. Distraction to students and staff;
   c. Confidentiality of students and staff;

d. Safety of students and staff.

II. Parent/Guardians/Patrons
   a. Parents/Guardians wishing to attend and monitor courses, counseling sessions, and other instructional activities, must obtain prior approval of the appropriate teacher, counselor, or administrator.
   b. Parents/Guardians attending or monitoring courses with prior approval who, by their conduct or presence, interfere with the educational process or constitute an interference with school purposes, will be asked to leave.
   c. Parents/Guardians/Patrons attending building assemblies, building activities, classroom activities/parties during school hours will sign in at the office in accordance with building procedures.
   d. Unless otherwise restricted by law or court order, parents/guardians may visit their child's class for a segment of time that does not interfere with the educational process.
   e. All visitors will report to the school office upon arrival and departure.

III. Visitation by Students
   a. Visits by students from other school districts or buildings must be cleared through the building principal. If approval is given, a visitor's pass will be issued.
   b. Children below legal school age wishing to visit the school must be accompanied by their parent or guardian.

IV. Program Visitations
   a. Persons wishing to visit schools for the purpose of viewing new programs, organizational patterns, facilities, etc. must obtain clearance from the appropriate Central Office administrator.

CODE OF CONDUCT & DISCIPLINE

STUDENT CONDUCT

Bullying Prohibited. Bullying disrupts a school's ability to educate students, threatens public safety by creating an atmosphere in which such behavior can escalate into violence.

Bullying Prevention and Education. Students and parents are expected to immediately 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 and bullying prevention.

Bullying Defined. Bullying means any intentionally hostile or offensive verbal, written, graphic, demonstrative, electronic, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, oppressing, or adversely controlling the student, and that is disruptive of the educational process, or any ongoing pattern of physical, verbal, written, graphic, demonstrative, or electronic abuse, on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events. This may include, but is not limited to, verbal, graphic, written, or electronic activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing, or physical or demonstrative activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, tripping, and damaging clothing.

Sexual Harassment. Sexual harassment is defined as any unwelcome act of a sexual nature. It may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and verbal or non-verbal sexual comments or physical conduct of a sexual nature. Any offenses that meet the definition of sexual harassment

may result in suspension or potential reassignment based on the severity of the incident. Legal authorities may be contacted.

GENERAL CONDUCT OF STUDENTS

Students are expected to conduct themselves in an orderly, dignified, and respectful manner at all times. This applies to student interactions with other students, staff members, and visitors. Violence will not be tolerated. Any such actions on the part of students will result in immediate consequences, as outlined in school board policy and/or Nebraska statutes. Consequences may include student exclusion, suspension and/or expulsion. (See Appendix) Student discipline shall conform to the general rules of conduct that are stated in the Board approved handbooks. (Policy 5035)

Principles and General Procedures: It is the philosophy of the School District of Ralston that appropriate behavior is of great importance in schoolwork, and that all feasible means should be employed to help each student develop skills in self-discipline. Students are expected to follow school and classroom rules, and to be courteous to all of their associates. Such learning may call for control of student conduct by adults.
Any Ralston student is subject to disciplinary procedures for inappropriate actions that take place at his/her building of attendance or any other district building and/or school related activity or for any other action prohibited by state statute.

Students may be kept after school at the discretion of a staff member. In such cases, every effort will be made to notify the parents. If a parent cannot be reached, the student will be allowed to leave, but may be kept before or after school on another day after parent notification. If two students are involved in an act of misconduct, the school is not permitted to share the consequences of another student with the other parties parents/guardians.

DRESS CODE

The school dress code is based on the principle that student dress is the responsibility of each student's parents/guardians. For this reason, we feel that many of the restrictions on dress code and grooming should originate with the parent/guardian rather than with the school administration.

The dress code should allow for individualism and meet the current trend of changing styles. However, when a style becomes extreme, the matter will be discussed with the student. Students wearing clothing that is deemed inappropriate may be sent home or have proper clothing delivered by a parent or wear clothing stored in the office for dress code violations. Students who refuse to comply will face disciplinary action.

1. Appearance which is disruptive, according to the staff, will not be allowed. Students may be referred to administration for final approval. Automatically included in this category are:
    a. Any clothing that is offensive or distracting to the learning environment. (Clothing with vulgar, obscene, profane, suggestive or otherwise inappropriate drawings or slogans)
    b. Sagging pants.
    c. No bare midriffs
    d. No spaghetti straps, tank tops with less than 2 inch sleeves on both arms, or strapless tops may be worn.
    e. Pants/clothing with tears/missing fabric that reveals excessive skin.
2. Students must wear shoes or sandals at all times, no slippers.
3. Students will not be allowed to wear hats, caps, bandanas, bandanas worn as headbands, or other head coverings that are not related to an individual's religious/cultural beliefs. Those items are to be kept in backpacks ~~IN LOCKERS~~ during the day from 7:30 to 3:30. Bandana printed items may not be worn or displayed.

ILLEGAL SUBSTANCES

State law and Board of Education policy strictly prohibits students from having tobacco products, alcoholic

beverages or drugs at school. Violation of this policy will result in appropriate disciplinary action, and may cause the student to be suspended or expelled from school.

USE OF TOBACCO PRODUCTS

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

SNIFFER DOGS

The superintendent, or the building principal with the superintendent's permission, may initiate the use of specially trained sniffer dogs to conduct an inspection (Policy 3045).

WEAPONS IN SCHOOLS

Weapons. No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitors under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. ***Definition of Weapon.*** The term "weapon" 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 person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. ***Definition of Firearm.*** The term "firearm, 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).

SCHOOL BUS/VAN RULES AND REGULATIONS

These rules apply to all means of district provided transportation.

1. The driver is responsible for the students and the safety of the bus
2. Students will be picked up and /or dropped off at the pre-arranged location and time.
3. The driver will wait for up to 3 minutes for a student at a stop, after which time the driver will travel to the next stop.
4. Students are to follow school rules while riding on the bus: Be Safe, Be Responsible, Be Respectful.
    a. Students are to follow the directions of the bus driver
    b. No food or drink allowed on the bus at any time
    c. Hands and feet must remain in the bus at all times
    d. Students will remain seated while the bus is moving
    e. Students will wear seat belts when available
5. Students are responsible for any damages they create to the bus
6. Students will be discharged ONLY to regular stops unless otherwise pre-approved through the Director of Transportation.

Students may be suspended from riding privileges for failure to follow any of these regulations.

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, 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. 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.

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

Any statement, notice, recommendation, determination, or similar action specified in this 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 or guardian.

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.

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. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended will be given the opportunity to complete classwork including but not limited to examinations or other forms of student work showing academic progress.

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
Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

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 then twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Expulsion

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

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

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

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

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the 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;
g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
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; and
m. Any other violation of a 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. 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 charges.

2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:

    a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;

    b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;

c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;

d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;

e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.

6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

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

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

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.

TOBACCO & VAPING

The use or possession of any tobacco products, 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 (Policy 3016).

Per school board policy, our campuses are smoke-free. The use or possession of tobacco or vaping products by any student on campus or at any school event home or away is prohibited. The offending participant will visit with an administrator for school consequences. The student will not be able to participate in any practices or contests during any suspension, and cannot practice, attend, or participate in any events the day of the possession or use.

EMERGENCY EXCLUSION

Grounds for Emergency Exclusion. Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

(a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

(b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers that prompted the exclusion.

Extension of Exclusion. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit an oral request for a hearing on the proposed extension of the exclusion within two school days of receiving the initial notice. If the initial request for a hearing is oral, they shall confirm the request in writing.

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within five school days after the school district receives the initial oral or written request; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony. The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify.

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension of the exclusion. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, the student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

ACADEMICS

INSTRUCTIONAL MATERIALS AND ACTIVITIES

The District will provide access to textbooks and other curriculum materials used in Ralston schools for parental review. If any materials appear questionable to a parent / guardian, a request may be made to have the material reviewed by a panel of teachers and parents. It is Ralston Public School's intent to keep parents well informed. Parents and guardians are welcome at any assembly, counseling session, or other special educational activity. Please contact the building principal prior to the event to insure space may be provided.

STUDENT ASSISTANCE TEAMS

When a student experiences difficulties with learning or behavior in school, the teacher will consult the student's parent(s). If the problem persists the teacher or other school personnel may also seek the advice or suggestions of other teachers. Sharing of expertise among educators whether the problem is simple or complex, often promotes desirable solutions. At each elementary school, appropriate personnel, referred to as the Student Assistance Team (S.A.T.), meet regularly to assist in providing the most desirable education opportunities for the students.

The S.A.T. usually consists of regular educators including the student's teacher, parent(s), and other personnel who may be appropriate to consider the problem at hand. Staff members who will be included on the team are general education classroom teachers, administrators and school counselors or reading specialists. Special education staff may be involved occasionally as needed. ~~Parents will receive a notice and invitation to attend all S.A.T. Meetings~~. Parents will receive a notice and be involved throughout the SAT process.

The goal of the team is to share information in a problem-solving discussion. The classroom teacher will bring evidence to demonstrate the difficulty occurring within the classroom. As a team, the members will discuss possible causes for the difficulty. After a cause has been identified team members will give recommendations. The recommendations will become interventions. Once the interventions have been identified, persons responsible will be identified as well as a timeline. Generally a S.A.T. intervention will be tried for approximately 30-45 hours of intervention. This allows for accurate data collection on whether the intervention was appropriately identified and successful. At the end of approximately 30-45 hours of intervention a S.A.T. 2 meeting will occur. At this meeting results of the interventions will be shared. The team will determine if the appropriate level of success has been reached. Additional interventions may be put in place and monitored for another 30-45 hours of intervention. If the team feels that appropriate interventions have been in place and the child is not making significant progress a further recommendation for testing may be made. Parents are encouraged to participate and be involved throughout the entire S.A.T. process.

FIELD TRIPS

Students in prekindergarten through sixth grade will have the opportunity to participate in field trips throughout their educational experience. Information about specific field trips where students leave the building will be sent home to parents and guardians prior to the field trip. This includes transportation to other buildings for school-related events (e.g. concerts, orientation, etc.). Parents/guardians will sign a ~~electronic~~ permission slip as part of the student information verification process completed annually.

On field trips, parents are not typically able to ride the bus due to the limited amount of space on the bus. Therefore, if parents/guardians plan on attending field trips, they may be asked to provide their own transportation.

PREKINDERGARTEN

Ralston Public Schools offers prekindergarten programming in all elementary buildings. Prekindergarten Handbooks are provided to each parent/guardian over the summer before school begins. Prekindergarten screenings are held in the spring and summer for the following school year. For information please contact the District Office at 402-331-4700.

CHILD FIND NOTICE

Ralston Public Schools has an ongoing goal of locating and identifying all children, birth through age 21, who have special needs. The district will provide any child or youth who has a disability an appropriate public education at no cost to the parents of the child. Children or youth with disabilities are those who have hearing impairments, vision impairments, behavioral disorders, deafness, blindness, health impairments, specific learning disabilities, mental disabilities, autism, or traumatic brain injuries. In addition, children and youth with any disability which substantially limits a major life activity may receive modifications to allow them access to an appropriate education (Section 504 of the Rehabilitation Act, as amended).

Ralston Public Schools requests your help in locating children and youth with disabilities who are eligible to benefit from Special Education. If you know of a child or youth who is a resident of the District, who may have a disability and is not receiving needed services, please contact the Director of Student Services, 8545 Park Drive, Ralston, NE 68127.

COMPLAINT REGARDING PRINTED MATERIALS

Patrons, students or faculty members desiring to make a complaint about any textbook, workbook, or materials used within the Ralston School system should file a written complaint with the building principal. Each building principal serves as a chairperson of a committee composed of faculty, librarian, and lay citizens who will review each complaint on an individual basis and make a decision based upon this review. All decisions are subject to review by the Superintendent of Schools. Patrons in disagreement with the decision reached by the committee and/or the Superintendent may appear before the Board of Education with their complaint

MEALS

BREAKFAST / LUNCH PROGRAM

Each elementary school will provide a hot lunch for students in grades kindergarten through six for a nominal fee. Students are encouraged to eat at school by purchasing a hot lunch, or they may bring a sack or cold lunch.

The Ralston Public Schools use a finger scan system to provide security for your students meal account. All students are assumed to be eligible to participate in this system unless notified by the parent/guardian that they wish to exclude their student. All parents/guardians wishing to exclude their student from this program should contact their school secretary and request exclusion.

The cost for a hot lunch is $2.50 per meal. All hot lunch trays include a carton of milk. Any student who is

allergic to milk will be offered a substitute. To qualify for this substitution a written statement from a doctor stating the student is unable to drink milk must be on file in the office of the school.

Students bringing a cold lunch may purchase milk for $.50 or juice for $.50. Carbonated/soda drinks with cold lunches are discouraged.

All Ralston elementary schools offer breakfast. The cost is $1.55.
Parents are strongly encouraged to use the online lunch payment option and to maintain a positive balance in the student's account. For information on how to sign up for and use this option please visit the school's website and click on the "Online Lunch Payment" button.

Any parent wishing to eat with their child will follow the school visitation policy outlined in the Student/Parent Handbook. Anyone planning to eat at school should call the school office by 8:30 a.m. to be included in that day's lunch count. Adult meals cost $2.50 for breakfast and $3.25 for lunch.

A free and reduced price lunch program is available for those qualifying. The cost is $.40 for a reduced lunch and $.30 for a reduced breakfast. Application forms for this program were mailed in August to the parents/guardians of students enrolled in the school district. Additional forms are also available in the school office.

Nondiscrimination Statement

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/complaint_filing_cust.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.

LUNCH ROOM BEHAVIOR

Students will:

1. Talk in normal voice tones at all times.
2. Conduct themselves in a manner that is acceptable to dining in a large group.
3. Eat only their own food.
4. Display good manners.
5. Respect the rights of others.
6. Ask and receive permission before leaving the lunchroom.

Infractions of the above rules will lead to appropriate disciplinary actions by the administrator or the persons assigned to monitor the lunchroom.

EXTENDED DAY

EXTENDED CHILD CARE PROGRAM - LIL' RAMS

The Ralston Schools Foundation offers parent pay extended childcare in each elementary building if there is adequate interest. The hours are 7:00 - 8:15 a.m. and 3:30 - 6:00 p.m. on days school is in session. Extended hours are offered for schools with weekly early dismissal. Please call Sara Ryan, Lil' Rams Director, at (402) 898-3491 for registration and fee information. Registration forms are available at the Ralston Administrative Office, 8545 Park Drive and at ralstonschoolsfoundation.org.

Tuition for Fall 2020:

$ 30.00 weekly for Early Release only (1:30-6:00 pm)
$ 50.00 weekly a.m. only
$ 55.00 weekly p.m. only
$ 70.00 weekly full time
$ 35.00 per day – inservice

INTRAMURAL ACTIVITIES

Intramural activities will be scheduled intermittently throughout the year. Detailed information, along with participation permission slips will be sent to the parent(s) of the students eligible for intramural programs. **For supervision reasons, siblings are not permitted to wait for students participating in intramurals.**

ENROLLMENT & STUDENT PLACEMENT

ENTRANCE AGE

The Ralston School District will admit a child

a. who is age eligible for kindergarten based on their age (must be 5 on or before July 31st of the current year)
b. who is age eligible for prekindergarten based on their age and meeting eligibility criteria
c. whose parent or guardian requests such entrance and provides an affidavit stating that the child attended kindergarten in another jurisdiction; or
d. whose parent or guardian requests such entrance and provides an affidavit that the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or
e. whose parent or guardian requests such entrance and is recommended for admission through the Early Entrance Evaluation procedures.

CHANGE OF RESIDENCE/PHONE NUMBER

Current contact information is vital for the safety and well being of your child if an emergency occurs. **PARENTS ARE REQUIRED TO PROVIDE A CURRENT PHONE NUMBER AND EMAIL IN CASE OF EMERGENCY.** Parents are required to notify the secretary of the school whenever there is an address, a home telephone or work telephone number change. Also, please report any change in emergency numbers.

Upon written recommendation of the principal and the approval of the superintendent, any K-12 student regularly enrolled in the school who transfers his/her residence to another school district may continue to attend Ralston Schools until the end of the current semester without payment of tuition. It is understood that the parent(s) or guardian assumes responsibility for the regular and punctual attendance of the child and any transportation that may be needed. The parent will also need to complete an Option Enrollment form if the student will continue to attend Ralston Public Schools.

PLACEMENT OF STUDENTS IN CLASSES

The Ralston Elementary Schools use the following guidelines in determining classroom placement:

- A range of academic ability
- Input from previous teacher(s)
- Social/behavioral relationships

The final decision on classroom placement is the responsibility of the building principal.

TRANSFER OR WITHDRAWAL FROM SCHOOL

Students transferring or withdrawing from school must be cleared through the school office. Parents are requested to notify the school as soon as possible that a withdrawal or transfer is pending.

WITHIN DISTRICT TRANSFER OF STUDENT

Upon written request of the parent or guardian and approval of the involved principals and the superintendent, any student residing within the school district boundaries may receive permission to attend an elementary school other than the one in his/her prescribed attendance area if enrollment permits.

Application for transfer from one attendance center to another within Ralston Public Schools is required by February 14th. Transfer requests will be considered in the order in which they are received and notification of the transfer decision might not be made until late summer. Transfers will be granted at any time during the school year, if enrollment permits. It should be understood that when such a transfer occurs any needed transportation to or from school is the responsibility of the parent(s) or guardian in accordance with the school's beginning and dismissal times.

ATTENDANCE

TIME OF ARRIVAL

Regular School Days

Kindergarten-6th grade Breakfast: 7:55 a.m. - 8:15 a.m.
Kindergarten-6th grade School Hours: 8:15 a.m. - 3:30 p.m.
Prekindergarten Hours: 8:00-3:30pm on Monday, Tuesday, Thursday, and Friday

Early Release Days: 8:15 a.m. to 1:30 p.m.

Wednesday: Meadows, Mockingbird, Seymour
Thursday: Blumfield, Karen Western, Wildewood

Unless the student is participating in a designated school activity or the student is registered for the extended day care program, students should arrive at 7:55 a.m. at the earliest. Please plan with your child the appropriate

time for leaving home so they do not arrive earlier than the specified time. IN THE MORNING PRIOR TO THE STARTING OF SCHOOL AND AFTER SCHOOL PLAYGROUND SUPERVISION IS UNAVAILABLE.

Supervision of the student before the first bell and after the dismissal bell is the responsibility of the parent/guardian. Students on the grounds 15 minutes after the dismissal bell will have to be signed out in the office by a parent. **Principals may contact the proper authorities if students are dropped off and/or not picked up within thirty minutes of designated arrival and dismissal times.** Please deliver and pick up your children on time.

Students will not be permitted to return to the classroom after dismissal for items left in the classroom unless supervised by a staff member.

ABSENCE PROCEDURES

When it is necessary for a student to be tardy or absent from school, parents are asked to call the school office between the hours of **7:45 and 8:15 a.m**. If the school has not received a call, the school shall call the parent/guardian to verify the student's whereabouts. Parents/guardians are expected to call each day that the student is to be absent from school, unless other arrangements have been made with the school.

COMPULSORY ATTENDANCE AND EXCESSIVE ABSENTEEISM

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

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

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

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

Discontinuing Enrollment – 5 Year Old Students
The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request 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 re-enroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students
Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached

form in considering requests to disenroll.

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

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

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

Reporting Excessive Absenteeism
The building administrator shall report to the county attorney of the county in which the student resides when the school has documented the efforts made that the collaborative plan to reduce barriers identified to improve regular attendance has not been successful and that the child has been absent more than 20 days per year.

LEAVING BEFORE THE END OF THE DAY

Students leaving school early must be signed out by a parent/guardian. Students must check out of the office prior to them leaving the building. We encourage you to contact the school via written or phone communication to notify the staff of the early departure if possible.

If a student must leave school during school hours for a doctor's appointment or other valid reason please note:

- Students leaving the school prior to dismissal must report to the office before leaving the building.
- Depending upon time of day this could count as an absence.

RELEASE OF STUDENT TO NON-CUSTODIAL PARENT

As specified in current law, **the school may release a student to a non-custodial parent** unless a court order specifically barring such a release has been filed in the school office. A current, original court document must be brought to the school office for copying. The non-custodial parent will be required to provide a valid driver's license to confirm their identity.

Nebraska Compulsory Attendance Law

Every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child who will reach six (6) years of age prior to January 1 of the current school year and did not reach sixteen (16) years of age prior to July 16, 2005 ~~July 16, 2004~~, and has not reached eighteen (18) years of age shall cause such child to attend regularly the public, private, denominational, or parochial day schools each day that such schools are open and in session except when excused by school authorities, unless such child has graduated from high school, or unless such child has reached the age of sixteen (16) and such child's parent or guardian has signed a notarized release disenrolling the child on a form provided by the school.

SCHOOL PROPERTY & STUDENT SAFETY

SAFETY

Instruction in safety practices begins in every elementary classroom the first day of school and continues throughout the year. The home and school must work together until safe living is a natural practice of the child. Parents should constantly set an example of safety for their children. You can do your part by helping your children learn the following:

The student will…

- go directly home after school.
- walk the safest route to and from school.
- look and be sure the way is clear before crossing the street.
- cross the street only at marked crossings.
- stay on the sidewalk. Avoid lawns, vacant lots, etc.
- walk on the left side of the street if there are no sidewalks.
- observe and obey traffic rules.
- get in and out of the car on the curbside.
- make safe choices when crossing the street and in the parking lot.
- observe the rules of good bicycle riding.
- cross railroad tracks at proper places and make safe choices while near the tracks.
- leave items on the ground that belong on the ground.
- refuse all gifts, invitations or rides from strangers.
- obey general safety rules.

SAFETY DRILLS

Students and staff will practice routine safety drills. During a fire drill all people in the building are required to leave.

During tornado drills all students will receive instructions concerning safe areas of the building and precautions to be followed during a tornado.

BICYCLE RULES

All bicycles must be placed in the bicycle rack immediately upon arrival at school. No riding is permitted on school grounds. Bicycles must be chained and padlocked to the bicycle rack. **The school assumes no responsibility for theft or vandalism that occurs to bicycles.**

INCLEMENT WEATHER - SCHOOL CLOSING/CONSIDERATIONS

When the Superintendent or his representative deems it necessary to close school for all or part of the day notice will be provided through the ~~Connect 5~~ Blackboard calling system and local radio and television stations. When school is dismissed during the school day, parents may pick up their students or they will be sent home by regular means (bus or walk). Be sure to communicate to your building's office if your contact or emergency information changes.

As a general guideline students will participate in outdoor activities unless the **wind chill is 10° F or below,** above 95 degrees Fahrenheit, or precipitation necessitates students remaining indoors. The building principal

may restrict outside activity when inclement weather is present in concern for the health and safety of students and staff.) The Safety Patrol may not be on duty in the case of extreme weather conditions.

ANIMALS ON SCHOOL GROUNDS

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent except as provided in this policy. See Board Policy 3046 regarding Service Animals and Therapy Dogs for more information.

MEDICAL
Health Services & Regulations

A school nurse or health aide is available at all times during the school day. If a student is not feeling well during school hours they should:

-Tell the teacher and obtain a pass to the Health Office, you must have a pass to go to the Health Office. Please do not go to the Health Office during passing periods.

-When, because of illness or injury to a student, it becomes inadvisable for the student to remain in school, a parent/guardian will be contacted by telephone and requested to come to school to pick up their student. If a parent/guardian can not be contacted, the emergency number that has been furnished to the school will be used. The person picking up the student must do so **within one hour of being contacted.**

-If parent/guardian/emergency contact can not be contacted and it is the opinion of the school officials that further medical aid is needed immediately, a rescue squad will be called, at the parents expense, and the student will be transported to the nearest hospital.

-Under no circumstances will an ill or injured student be allowed to leave school on their own without parental permission.

FIRST AID

The school attempts to provide a safe environment for your child. First aid will be administered when appropriate. Any treatment beyond first aid is the responsibility of the parents.

IMMUNIZATIONS

Nebraska School Law (79.217-223) requires that all students be immunized against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, mumps, Hepatitis B, and 2 doses or year of infection for Varicella **PRIOR TO ENROLLMENT.** Affidavits for religious or medical reasons are available in the school office.

All students will need to have on file at least 3 DTP, 3 Polio, and 2 doses of MMR (Measles, Mumps, and

Rubella) immunizations; 3 doses of pediatric hepatitis B vaccine, or, if the alternate hepatitis B vaccination schedule is used, 2 doses of a licensed adult hepatitis B vaccine specified for adolescents 11-15 years of age, 2 doses or year of infection for varicella (chicken pox).

Kindergarten, seventh grade and all out-of-state transfer students are required to have dates on file for the following immunizations: 3 DTP, 3 Polio, 2 MMR, 3 Hepatitis B, 2 doses or year of infection for varicella (chicken pox). 7th Graders are required to have an additional Tdap booster (contains Pertussis booster).

Please review your child's records to make sure your child has obtained the needed immunizations prior to enrollment. Please check with your child's physician or contact the Douglas County Health Department for information on immunization clinics that are available (444-7213). You may also contact the school nurse if you have questions regarding the law or need assistance in getting your child's immunizations.

Nebraska School Law dictates that your child will not be able to enroll unless dates of immunizations are provided to the school at the time of enrollment.

MEDICATION

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

1. Prescription medication
a. Parents/guardians must provide a physician's written authorization for the administration of the medication.
b. Parents/guardians must sign an Authorization for Medication form provided by the school.
c. The medication must be brought to school by a responsible adult in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

2. Nonprescription/over the counter medication.
a. Parents/guardians must provide a physician's written authorization for the administration of the medication. These included, but are not limited to, pain relievers, cold medicine, allergy medicine, etc..
b. Parents/guardians must sign an Authorization for Medication form provided by the school.
c. The medication must be brought to the school by a responsible adult in the manufacturer's container, and will be kept in the Health Office.
d. 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.

At the end of the school year, if there is any medication left over, a responsible adult must pick this up from the Health Office. Any medication left after the school year has completed, will be properly disposed of.

The district will not purchase, prescribe, or provide any form of medication to any student.

The district will stock and use naloxone, when necessary in accordance with policy 3051.

PHYSICAL EXAMINATIONS

The State of Nebraska requires a birth certificate and evidence of a physical examination by a qualified physician for all incoming kindergartners, seventh graders, and all out-of-state transfer students.

Kindergarten students are required to have an eye examination by a qualified medical professional prior to enrollment.

Evidence of a physical examination must be dated no more than six months prior to entrance, and must be on file prior to the first day of school. **This is a state law.**

If there is objection to a physical examination, a refusal form must be signed and dated at the school by the parent/guardian.

CHRONIC CONDITIONS

It is the parent/guardian's responsibility to notify the school health office of any chronic conditions that students may have including, but not limited to, asthma, allergies, diabetes, heart conditions, lung conditions, or seizures. The school may require a physician's order for treatment or a signed emergency action plan to assist staff in managing these chronic conditions at school. Also very important, is to keep the school notified of any changes in the student's condition.

COMMUNICABLE DISEASES

The School District of Ralston will use the communicable disease regulations set up by the State of Nebraska and local Health Departments concerning children with communicable diseases and their attendance at school.

SUMMARY OF COMMUNICABLE DISEASES AND CONTAGIOUS CONDITIONS

Fever

Children will be sent home if they have a fever of 100 degrees or higher. Children must be fever free for 24 hours prior to returning to school with no medication given.

Vomiting

Children will be sent home if they vomit due to illness. Children must be free from vomiting for 24 hours prior to returning to school.

Chicken Pox - By direct contact and airborne spread.
Approximately 2 weeks, but may be as long as 3 weeks, after exposure a susceptible person may be expected to "break out" with their first crop of blister-like eruptions. New eruptions can be expected to continue for 3-4 days. Students will be excluded from school for 7 calendar days, starting from the time of the first eruption. Due to the degree of severity, the student may stay out of school longer. Students may be sensitive to their appearance even when they are no longer contagious, causing their absence to be longer than 7 calendar days. Secondary infections after apparent recovery may occur. Cellulitis (skin disorder) and Bacteremia (blood poisoning) are the most common kinds of secondary infections. Complications as described below with measles may also occur.

Measles - (Rubella, Red or Hard Measles) By direct contact, droplet spread and less commonly by airborne spread.

Approximately 10 days after exposure a susceptible person may develop a fever. Within 2-3 days a red blotchy rash will develop, usually starting on the face and neck and becoming generalized. A dry, hacky cough will develop at the same time. This is a serious disease. Students are excluded from school until the 7th day after the initial appearance of the rash. Parents should be cautioned not to send children back to school too soon as complications such as ear infections leading to hearing loss, decreased visual acuity, pneumonia, and encephalitis are not uncommon.

Mumps - By direct contact and droplet spread.
Approximately 18 days after exposure a susceptible person may develop a fever and swelling or tenderness of one or more salivary glands. Students are excluded from school for 9 calendar days from the onset of swelling; complications may occur as above plus some including reproductive organs.

Rubella - By direct contact and droplet spread, may be airborne. (German or 3-day Measles)
Approximately 18 days after exposure a susceptible person may suffer from a low-grade fever, headache, feeling sluggish and cold-like symptoms. Most victims will manifest a rash. Diagnosis may be difficult if a rash is not present. Students should be excluded for 5 calendar days after onset of rash. This disease is highly contagious, but usually mild.

Impetigo, Scabies, and Ringworm
To be excluded from school upon recognition. To be readmitted when there is no longer evidence of contagion, or upon a written statement from physician or phone call from doctor's office indicating that the condition is under treatment and no longer considered contagious.

Pediculosis - (Head lice)
To be excluded when live vermin and/or eggs are present. To be readmitted morning after treatment is started. Treatment consists of lice shampoo and nit comb. Eggs must be removed prior to the child returning to school. All family members and close contacts that attend school may be inspected by the nurse.

Pinkeye
To be excluded from school upon recognition. May return with a written doctor's statement or phone call from the doctor's office after prescribed treatment or when the eye is normal in appearance.

Fifth Disease
To be excluded upon recognition. May return with a written doctor's statement or phone call from the doctor's office. Characteristically begins on the face and classically produces an intensely red "slapped cheek" appearance. A lace-like rash may appear on the trunk and upper extremities.

DUE TO COVID-19, THERE MAY BE CHANGES TO CURRENT PRACTICES AS WE GET CLOSER TO THE UPCOMING SCHOOL YEAR.

MEDICAL

COMMUNICABLE DISEASES

The School District of Ralston will use the communicable disease regulations set up by the State of Nebraska and local Health Departments concerning children with communicable diseases and their attendance at school.

EMERGENCY CARE OF A STUDENT

When, because of illness or injury to a student, it becomes inadvisable for the child to remain in the classroom, the parent will be contacted by telephone and requested to come to school to pick up the child. If the parent(s) cannot be contacted, the emergency numbers that have been furnished to the school will be used. The person from the emergency list will be contacted to come pick up the student within one hour.

If parents or persons on the emergency list cannot be contacted, the student will remain at school during school hours and will return home by regular means except in such cases where in the opinion of school officials, medical aid is needed immediately. In such circumstances an ambulance will be called, at the parents' expense, and the child will be transported to the emergency room of the nearest hospital. Under no circumstances will ill or injured children be allowed to walk home during school hours without parental permission.

FIRST AID

The school attempts to provide a safe environment for your child. First aid will be administered when appropriate. Any treatment beyond first aid is the responsibility of the parents.

IMMUNIZATIONS

Nebraska School Law (79.217-223) requires that all students be immunized against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, mumps, Hepatitis B, and 2 doses or year of infection for Varicella **PRIOR TO ENROLLMENT.** Affidavits for religious or medical reasons are available in the school office.

All students will need to have on file at least 3 DTP, 3 Polio, and 2 doses of MMR (Measles, Mumps, and Rubella) immunizations; 3 doses of pediatric hepatitis B vaccine, or, if the alternate hepatitis B vaccination schedule is used, 2 doses of a licensed adult hepatitis B vaccine specified for adolescents 11-15 years of age, 2 doses or year of infection for varicella (chicken pox).

Kindergarten, seventh grade and out-of-state transfer students are required to have dates on file for the following immunizations: 3 DTP, 3 Polio, 2 MMR, 3 Hepatitis B, 2 doses or year of infection for varicella (chicken pox). 7th Graders are required to have an additional Tdap booster (contains Pertussis booster).

Please review your child's records to make sure your child has obtained the needed immunizations prior to enrollment. Please check with your child's physician or contact the Douglas County Health Department for information on immunization clinics that are available (444-7213). You may also contact the school nurse if you

have questions regarding the law or need assistance in getting your child's immunizations.

Nebraska School Law dictates that your child will not be able to enroll unless dates of immunizations are provided to the school at the time of enrollment.

MEDICATION

Administering of medication will be done in compliance with the Medication Aide Act. The Ralston school district will not purchase medication for or prescribe medication to any student. Students will be allowed to administer their own prescription medication with parental permission and authorization of the school nurse.
Non-prescription, over-the-counter medication will be administered with written documentation from a licensed health care provider. These medications include, but are not limited to, pain relievers, fever reducers, cold medications, allergy medications, etc.

The school district will administer medication prescribed by licensed health professionals. Any student required to take physician prescribed medication at school must have an Authorization for Medication in School form, signed by his/her parent(s), on file in the school office. The form may be secured from the school secretary. All medications must be brought to school by the parent/guardian, or an adult authorized in writing by the parent/guardian. All medication must be left in the school office. Medication must be in a container appropriately labeled with the student's name, date prescribed, name of medication, directions for use detailing dosage, time medication is to be taken and the physician's name. The school reserves the right to limit the amount of medication to be kept at school.

The district will stock and use naloxone, when necessary in accordance with policy 3051.

PHYSICAL EXAMINATIONS

The State of Nebraska requires a birth certificate and evidence of a physical examination by a qualified physician for all incoming kindergartners, seventh graders, and all out-of-state transfer students.

Kindergarten students are required to have an eye examination by a qualified medical professional prior to enrollment.

Evidence of a physical examination must be dated no more than six months prior to entrance, and must be on file prior to the first day of school.

If there is objection to a physical examination, a refusal form must be signed and dated at the school by the parent/guardian.

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FAMILY ENGAGEMENT

PARENT/GUARDIAN INVOLVEMENT IN EDUCATIONAL PRACTICES

Ralston Public School District recognizes the importance of parental/guardian involvement in the education of children. The partnership between home and school is critical for student success. A few notes for parents are found below regarding parental involvement. Ralston Public Schools policy for parental involvement may be

found in the Appendix.

STANDARDS AND BENCHMARKS FOR PARENT INVOLVEMENT

Parenting:
Assist families with parenting skills and setting home conditions to support children as students and assist schools to understand families.

- Students will develop positive personal qualities, habits, beliefs, and values taught by family
- Students will be aware of the importance of school
- Parents will be self-confident about parenting
- Parents will have a sense of support from school and other parents
- Teachers will have respect for families' strengths and efforts
- Teachers will use their training and skills to share information on child development

Communication:
Conduct effective communications from school to home and from home to school about school programs and children's progress.

- Students will be aware of own progress in subjects and skills
- Students will understand school programs and policies
- Parents will monitor child's progress in subjects and skills
- Parents will understand school programs and policies
- Teachers will be able to communicate clearly with parents
- Teachers will elicit help with child's progress from the family

Volunteering:
Organize volunteers and audiences to support the school and students.

- Students will be aware of the many skills, talents, occupations, and contributions of parents and other volunteers
- Students will develop skills in communicating with adults
- Parents will be self confident about ability to work in school and with children
- Parents will have an understanding of the teacher's job
- Parents will feel that families are welcome and valued at school
- Teachers will be aware of parents' talents and interests in school and children
- Teachers will be skilled in organization, training, and use of volunteers

Learning at Home:
Involve families with their children on homework and other curriculum-related activities and decisions

- Students will have a positive attitude about homework and school
- Students will view parents as more similar to teacher and of home as more similar to school
- Parents will be confident and skilled in how to support, encourage, and help his or her child at home
- Parents will have an understanding of instructional program and what the child is learning in each subject
- Parents will have an appreciation of teacher's skill
- Teachers will have a respect of family time
- Teachers will recognize the helpfulness of all families in motivating and reinforcing student learning

Decision Making:
Include families as participants in school decisions, and develop parent leaders and representatives.

- Students will understand the benefits linked to policies enacted by parent organizations
- Parents will feel they have input into policies that affect their child's education
- Teachers will be accepting of equality of family representatives on school committees and in leadership roles

Collaborate with the Community:

Coordinate resources and services from the community for families, students, and the school, and provide services to the community.

- Students will have the opportunity to know and explore careers and options for future education and work
- Students will feel like a valued member of the community
- Students will develop positive relationships with adults in the community
- Parents will use local resources to increase skills and talents or to obtain needed services
- Parents will be aware of community's contributions to the school
- Parents will participate in activities to strengthen the community
- Teachers will use community resources to enrich curriculum and instruction
- Teachers will be skilled in working with mentors, business partners, community volunteers, and others to assist students and teaching practices

POLICY 5018 PARENT/GUARDIAN INVOLVEMENT IN EDUCATIONAL PRACTICES

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

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.

    a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
    b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
    c. A parental request to review specific standardized and criterion- referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide ~~NeSA~~ NSCAS assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.

2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.

    a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies, and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
    b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.

3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.

   a. Building principals may excuse a student from any single school experience at the parent's written request.
   b. When appropriate, alternative experiences will be provided for the student by the school.

4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.

5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.

6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.

   a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
   b. State Assessments
   The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.
   c. National Assessment of Educational Progress
   As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

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

7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.

   a. The principal must approve all surveys intended to gather information from students before they are administered to students.
   b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

School-Caregiver Compact

Ralston Public Schools: Elementary

~~2017 / 2018~~ 2020/2021 School Year

This Title I School-Parent Compact has been jointly developed with parents and outlines how parents, the entire 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

academic standards. At the annual parent-teacher conferences the compact shall be discussed as it relates to the individual child's achievement.

Teacher / School:
It is important that students achieve. I agree to do the following:
1. Provide high-quality curriculum and instruction in a supportive and effective learning environment to enable children to meet challenging state academic standards.
2. Regularly communicate with parents on their child's progress.
3. Demonstrate professional behavior and positive attitude.

Parent / Caregiver:
I want my child to achieve; therefore I will encourage him/her by doing the following:
1. Communicate and work with teachers and school staff on an ongoing basis to be involved and support my child's learning.
2. Support your child's learning--volunteer in their classroom; participate, as appropriate, in decisions related to their education, guide positive use of extracurricular time.
3. Make sure my child is at school every day and on time, unless they are ill.

TECHNOLOGY

STUDENT INTERNET AND COMPUTER USE

Students are expected to use computers and the Internet as an educational resource. Procedures and guidelines governing the use of computers and the Internet at school are provided in the Appendix (Policy 5037).

Technology in Ralston Elementary & Middle Schools

Vision Statement. To develop 21st century skills through relevant instruction to create learners who are academically competitive, technology literate, motivated, and college and career ready.
Purpose Statement. To enable secure access and effective delivery of curriculum, sustainable and proactive instructional technology support, and efficient and reliable information for decision making for all stakeholders.

WEBSITES
District, School, & Teacher
Ralston Public Schools district website address is www.ralstonschools.org. Some of the services provided include school and teacher websites, Board of Education, calendars, community connections, enrollment, handbooks, lunch menus, online lunch payment, student services, & instructional resources.

GOOGLE APPS FOR EDUCATION. Ralston Public Schools actively uses Google Apps for Education(GAFE). The applications that students have access to include gmail, calendars, and drive. All students grades 3-12 have an email account. Each account is password protected. All students K-12 have a drive account. The drive app includes the ability to create documents, spreadsheets, presentations, and drawings. GAFE gives all our students equal access to the same products. The only requirement for the student is internet access.
R-KIDS. All Ralston schools offer the R-KIDS (Ralston Knowledge, Information, Data Site) online grading. This site will encourage greater communication between the school, teacher, student, and parent. Grades are a way for students, teachers and parents to communicate the progress and achievement level of each student. An on-line grading system enhances this communication and creates a more efficient way for parents and students to monitor their progress in school. Teachers will post grades in a timely manner, based upon the assignment and the teacher's schedule. Parents are encouraged to monitor their child's progress by checking the system weekly. Please note that some classes may not have graded assignments each week. When a student is missing an

assignment/assessment, the incomplete box will be checked. Once the work is made up, the grade will be entered and the late box will be checked.

What is an Acceptable Usage Policy? An acceptable use policy (AUP),is a set of rules applied by the owner or manager of a network, website or large computer system that restrict the ways in which the network, website or system may be used. AUP documents are written for corporations, businesses, universities, schools,internet service providers, and website owners, often to reduce the potential for legal action that may be taken by a user, and often with little prospect of enforcement. See reverse side for Ralston's AUP.

Ralston's AUP

The use of school-owned technology, including computers, whether stand-alone, as a part of a local area network, or as part of a wide area network such as the Internet, is a privilege, not a right, and must be consistent with and driven by the educational objectives of the Ralston School District.

The Ralston School District exercises exclusive control over all school-owned technology, and students should not expect privacy regarding their use of any such equipment or network because school property is subject to search and inspection at any time by school officials. This search and inspection includes, but is not limited to, electronic mail, Internet access, file storage and transfer. Students are responsible for whatever is contained in computer files assigned to them.

Students using computers connected to the Internet, an international computer network, are able to access computers and people all over the world. The Ralston School District does not condone student access to any unsuitable materials which exist on the Internet. The Ralston School District recognizes that it cannot control the information on other computer systems and that it may not be physically possible to screen out all such inappropriate information and materials. All student Internet activities are subject to being monitored.

The Ralston School District makes no warranties of any kind, whether expressed or implied, for the technological services it provides. The District will not be responsible for any damages a user suffers. This includes loss of data.

Technology will be supplied for student use on an "as is, as available" basis. The availability of on-line resources does not indicate endorsement of their contents by the Ralston School District. The District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

The purchase of services or merchandise through the Internet, including the use of credit cards by students through District technological services is prohibited. The Ralston School District shall not be liable for any costs arising out of such transactions.

The Ralston School District will not be responsible for any liability or expense the user may incur in connection with the use of District technology. The user agrees to indemnify (hold harmless) the Ralston School District for any expenses, including attorney's fees, arising out of the use of District technology in violation of this agreement.

It is the responsibility of the parents/guardians to establish and convey the standards that their child should follow. In support of parents/guardians, the Ralston School District will enforce the minimum appropriate technology use standards set in the Technology Procedures (Code of Ethics for Technology).

ON-LINE GRADING SITE

R-KIDS (Ralston Knowledge, Information, Data Site) on-line grading enhances communication between the school, teacher, student, and parent. It also creates a more efficient way for parents and students to monitor their progress in school. Teachers post grades in a timely manner and parents are encouraged to monitor their child's

progress by checking the system weekly.
R-KIDS is available for all students in grades kindergarten through twelve. Parents can register for R-KIDS by visiting Ralston Public Schools website at www.ralstonschools.org.

CELL PHONES

Cell phones are not to be used during school and may be confiscated if the cell phone is causing a disruption. Students will be expected to follow the building cell phone security expectations that may include phones being kept in a designated place in the classroom or the office during school hours.

STUDENT INTERNET AND COMPUTER ACCESS

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. Education About Appropriate On-Line Behavior
   A. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
   B. Staff will specifically educate students on
      i. Appropriate interactions with other individuals on social networking websites and in chat rooms.
      ii. Cyberbullying awareness and response.
   C. The School District's Assistant Superintendent of Learning shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy.

II. Student Expectations in the Use of the Internet
   A. Acceptable Use
      i. Students may use the Internet to conduct research assigned by teachers.
      ii. Students may use the Internet to conduct research for classroom projects.
      iii. Students may use the Internet to gain access to information about current events.
      iv. Students may use the Internet to conduct research for school-related activities.
      v. Students may use the Internet for appropriate educational purposes.
   B. Unacceptable Use
      i. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
      ii. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
      iii. 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.
      iv. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
      v. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
      vi. 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.
      vii. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
      viii. 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.
      ix. 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.
      x. 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.

xi. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.

xii. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.

III. Enforcement

A. Methods of Enforcement

i. 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.

ii. 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.

iii. 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.

iv. 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

i. 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:

1. Loss of computer privileges;
2. Short-term suspension;
3. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
4. Other discipline as school administration and the school board deem appropriate.

ii. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

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

A. 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.

B. 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.

Legal Reference: Children's Internet Protection Act and Protecting Children in the Twenty-First Century Act; Children's Online Privacy Protection Act (COPPA); 47 C.F.R., Ch. 1.

POLICY 5063 AUDIO & VIDEO RECORDING

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used by students for personal academic purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings without a specific purpose or for a specific purpose when such recordings are deemed necessary or appropriate by the administration. The district will not maintain the recordings unless the

recording is purposefully copied and saved, and the recordings will only be available for review for a limited time based on the district's then-current recording capacity. The district administrators estimate that this is approximately 10 days but may change at any time.

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

Permitted Classroom Recordings by Students. Students may make audio or video recordings of classroom lectures or discussions:
(1) For their convenience after providing notice to the classroom teacher and receiving the teacher's permission; (2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission; (3) If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

Staff may revoke permission to record if the recording distracts from or disrupts the classroom environment, unless the recording is necessary to accommodate a student's disability.

Permitted Non-classroom Recordings. Students may make audio or video recordings otherwise prohibited by this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws and district policy. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

POLICIES & PROCEDURES

POLICY 5022 INVESTIGATIONS, ARRESTS & OTHER STUDENT CONTACT BY LAW ENFORCEMENT OR HEALTH & HUMAN SERVICES

The school district and its administrators and staff desire to maintain a positive working relationship with law enforcement officers and other representatives of governmental bodies in the discharge of their duties. However, this desire must be balanced against other equally important factors such as a student's legal rights, ensuring that a student's time spent in school is for education, and acknowledging that the school stands *in loco parentis* to the students.

"Law enforcement officer" means police officers, county sheriffs, state patrolmen, Health and Human Service workers, Child Protective Services workers, Office of Juvenile Services workers, probation officers, U.S. Immigration and Customs Enforcement (ICE) agents, Federal Bureau of Investigations agents, or any other government investigatory workers.

"Parent" means the biological or adoptive mother or father, guardian, responsible relative, or any other person who has claimed legal or actual charge or control of the student pursuant to Nebraska law or Title 92 Nebraska Administrative Code Chapter 19.

Law enforcement officers are encouraged whenever possible to talk to a student away from the school before or after school hours so as to cause as little disruption as possible to the student's education.

Law enforcement officers may be called to the school at the request of school administration, or they may initiate contact with the school for their own purposes. Contact between the school and law enforcement officers on matters involving students shall be made through the office of the superintendent or building principal and the law enforcement officer. All reasonable attempts should be made to avoid embarrassing the student before his or her teachers and peers, and to avoid disrupting the student's and school's education program. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.

School staff shall promptly notify the superintendent when a student is questioned, arrested, or removed from school grounds by law enforcement officers.

School Related Criminal Activity. This section applies to alleged or suspected criminal activity that 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.

Law enforcement officers will be allowed to contact and question students at school regarding school related criminal activity as provided below.

The building principal must be notified before a student may be questioned in school or taken from a classroom by law enforcement. The building principal should request identification of the officers, their affiliation with the identified law enforcement agency, and whether their purpose is to interview, interrogate, or take custody of the student.

The building principal will make reasonable attempts to contact a student's parent for their consent and/or presence before the student is interviewed. In the event that a parent cannot be contacted after reasonable attempts, the student will be questioned only if the law enforcement officer identifies emergency circumstances requiring immediate questioning. A building principal or designee shall be present for such questioning. The student will be brought to a private room and the contact will be made out of sight of others as much as practicable.

If the student is suspected of criminal activity, it is the responsibility of the law enforcement officer to advise a student of his or her rights against self-incrimination.

If at any time the district's representative believes that the questioning is being conducted in an inappropriate manner and clearly contrary to the rights of the student, then the representative shall request that the law enforcement activities cease. The building principal will also make another attempt to contact the student's parent.

The building principal shall document steps taken to notify parents, summarize the law enforcement activities, identify the actions taken by the District on behalf of the student, and any further contacts with law enforcement officer.

Non-School Related Criminal Activity. Law enforcement officials may not question students at school unless parental consent is obtained or the law enforcement authorities have a warrant or court order.

Taking a Student into Custody. Law enforcement officers seeking custody of a student must contact the superintendent or building principal. The principal will request the arresting law enforcement officer to provide a copy of the arrest warrant, written parental consent, court order, or other document giving authority to take the student into legal custody. If there is no document presented, the principal should obtain the officer's name, badge number identifying the law enforcement agency, date, time, the reason for the arrest, and the place to which the student is reportedly being taken. Whenever practicable, the arrest or release of the student should be conducted in a location and in a manner that minimizes observation by others.

When a law enforcement officer removes a student from the school, the building principal will take immediate steps to notify the parent about the student's removal and the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse.

Child Abuse and Neglect. When law enforcement officers seek to investigate reports of alleged child neglect or abuse regarding a student, the building principal shall obtain a proper identification from the authorities or officials. If a student interview is conducted on school grounds, the building principal or designee and such other school personnel as appropriate shall observe the interview.

If the law enforcement officer decides to remove the student from school, school officials shall provide the law enforcement authorities with the address and telephone number of the student's parent or guardian. The principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign a statement certifying that the child is being removed from school premises because he or she is believed to be the victim of child abuse and that the officer understands and will comply with the legal requirements of NEB. REV. STAT. § 79-294.

Student Records. Student records will be shared with law enforcement officers only as allowed by state and federal law.

NOTICE OF NON-DISCRIMINATION

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

Name: Dr. Mike Rupprecht
Title: Executive Director of Human Resources and School Improvement
Address: 8545 Park Drive, Ralston, Nebraska 68127
Telephone: 402-898-3483
E-mail: mrupprecht@ralstonschools.org

For further information on notice of nondiscrimination, please visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call 1-800-421-3481.
For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

PARENT CONCERN PROCEDURES

The policy of the Ralston School District is to solve problems at the level at which they occur. If a parent has a concern about anything that has happened at school, they should contact the person who has the most information about the matter. In most instances this will be the student's classroom teacher. Parents/guardians

are encouraged to work with building principals to bring about resolution(s).

When a concern relates to a special area (such as physical education, music, art or media) that teacher should be contacted. If, after conferencing with the teacher, a satisfactory solution has not been reached, the principal of the building should then be contacted.

RECORDS AVAILABLE FOR REVIEW

Parents/guardians may review their child's files and records at any time. The building principal is responsible for maintaining and protecting the privacy of such files. Outside agencies, such as, but not limited to, physicians, probation officers, psychologists, child guidance clinics, and other reputable agencies who are working with the child, may access these files with parental/guardian consent or by court order. (Policy 5016)

Schools are required to provide information concerning the progress and activities of a student to the custodial and non-custodial parent equally, unless restricted by court order. If a restriction is to apply, a copy of the certified court order outlining the rights and restrictions must be placed on file in the school office. A copy of the school's files or records concerning a student will be provided at no charge, upon request, to any public or private school to which the student transfers. The building principal may authorize a total charge of $1.00 for copies of student records that are not being mailed to another school district for transfer purposes.

GRIEVANCE PROCEDURE FOR DISCRIMINATION CLAIMS

Grievances, complaints, and communications should be initiated and processed in the following manner. This procedure is to be followed for any and/or all alleged acts of discrimination.

1. If a student has a grievance or complaint, the person should present the matter to the building principal in an effort to resolve the problem informally. The grievance or problem should be signed and dated by the building principal.
2. If the principal has the authority to resolve the problem it will be done as quickly as possible. If the principal does not have the authority it shall be reported to the superintendent in a timely manner.
3. Within 10 days, if the principal has not resolved the grievance, the aggrieved party may provide a written, signed, and dated copy of the grievance to the superintendent.
4. Within 10 days of the superintendent's decision, the aggrieved party may provide a written, signed, and dated copy of the grievance to the president of the board of education. The superintendent may also provide a copy of the grievance to the president of the board of education if the superintendent believes the problem is policy and not administration.
5. The Board of Education shall make an investigation, either as a board or as a committee, and shall provide the aggrieved party an opportunity to appear before the full board in person, either privately or accompanied by legal counsel, with the right to present facts and witnesses in full hearing. At the conclusion of the investigation, the Board of Education shall, within 30 calendar days, render its determination in writing.

NOTICE TO PARENTS - PROFESSIONAL QUALIFICATIONS

As a parent of a student in Ralston you have the right to know the professional qualifications of the classroom teacher who instructs your child or if there will be a change in staff for more than four weeks of student contact days. Under the Every Student Succeeds Act, federal law allows you to request certain information about your student's classroom teacher. The law also requires the district to give you this information in a timely manner upon request. Listed below is the information about which you have the right to know:

- *Whether the Nebraska Department of Education (NDE) licensed or endorsed your student's teacher for the grades and subjects taught.*
- *Whether NDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.*

- *The teacher's college major; whether the teacher has any advanced degrees, and if so, the subject of the degrees. Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.*

Please contact the Executive Director of Human Resources if you would like to receive any of this information at 402-331-4700.

TESTING POLICY

The Ralston School District follows the required state guidelines for standardized testing. The Board of Education shall receive an annual written report consisting of the results of all components of the school system performance program including, but not limited to, standardized norm-referenced assessments, criterion-referenced assessments, student performance, school system demographics, financial information, follow-up studies of graduates, and learning climate surveys. These reports shall be made available to all patrons of the district. (Polices IL and ILC)

1. Copies of the most recent standardized and criterion-referenced tests used in the district will be available for parental/guardian review. Requests should be made to the building principal. In the case of secure tests, such as the ACT, parents/guardians must contact the publisher.
2. Parents/guardians may obtain individual test results of their child by contacting the teacher or building principal.
3. Building principals will excuse a student from specific tests through written request by the student's parents/guardians when they object on political, moral, or religious grounds.

Parents have the option to opt out of NAEP, but not out of state mandated assessments. To opt out of a state NAEP assessments a parent/guardian must provide a written notification to the school principal prior to the beginning of the assessment window.

PARENTAL/GUARDIAN NOTIFICATION OF STUDENT SURVEYS

All internal surveys which are intended to gather information from students in the district will be approved by the building principal prior to being made available to students. Student participation in surveys is voluntary.

All surveys from external sources will be approved by the Superintendent. Student participation in surveys is voluntary. Parent/Guardians will be notified in writing prior to school district participation in surveys by students and may restrict their child from participating in any survey through written request.

RPS Elementary Family and Student Handbook Updates - 2020-2021

Below are the updates and changes made to the Ralston Elementary Student/Parent Handbooks for 2020-2021 school year.

Page 2 -Updated Board Members and Administrative Staff Changes

Page 11, 24 -Updated fees (specifically lunch & breakfast prices), changed language on telephone messages

Page 13 **-**Changed lockers to backpacks as we don't have lockers at elementary

Page 22 -Changed wording on notice to parents for SAT Meetings, updated permission slip wording for field trips

Page 23 -Added finger scan system section for meals

Page 28 -Updated year on Nebraska Attendance Law

Page 29 -Added piece about decision making for inclement weather

Page 30 -Added & Updated Medical section including COVID-19 regulations

Page 39 -Changed dates on school year

RMS Family and Student Handbook Updates - 2020-2021

The following is a summary of changes made to the Ralston Middle School Family and Student Handbook for the 2020-2021 school year -

Page 1 - Cover Page
- Updated dates, names and titles

Page 3 - Welcome Letter
- Updated dates

R. G c text ome l

Page 4 - RMS Vision, Guiding Mantra and Collective Commitments
- Updated based off current School Improvement Plan

Page 5 - Building Bell-Schedule
- Dropped Well-Managed Schools and added Choose Love Movement as part of character education transition
- Deleted Advisement Schedule and Well-Managed Schools graphics from 2019-2020 school year

Page 6 - What I Need (WIN) Time
- Added WIN Time description

Page 10 - Cell Phone/ Electronic Items (Policy 6025)
- Updated language in accordance with Board Policy

Page 19 - Kids Count
- Updated start date for Kids Count program

Page 27 - Audio and Video Recording (Policy 5063)
- For some reason, this policy was listed twice in the 2019-2020 Handbook

Page 44 - Health Services at School (Policy 5023)
- Updated language in accordance with Board Policy

Page 48 - Breakfast and Lunch
- Added in information regarding Finger Scanning

Page 48 - Student Fees
- Updated student fees for RMS Show Choir

Page 49
- Updated student fees for RMS Cheer and Dance (new activity being piloted for the Trailblazer Conference)

Page 50 - Ralston Public Schools - Chromebook Usage Handbook
- Added in information regarding technology changes for the 2020-2021 school year

Policy Update
2020-2021
Summary of Changes

	Page 1	**KSB Policy Update**
2002	Organization of the Board, Board Officers, Committees, and Check Signing Page 19	**Change is required**--This change clarifies board officer positions as well as who can sign checks, warrants, and other instruments of the District.
3004	General Purchasing and Procurement Page 35	**Change is Recommended--**This policy change is desired locally. This change would allow the administration to purchase items up to $25,000 without prior board approval. The current threshold is $10,000.
3034	Disbursements Page	**This policy number has now been left blank as 3034 has been included in Policy 2002.**
3039	Threat Assessment Page 41	**Change is highly recommended but not required**-- The policy change defines differences between threat levels and allows students and staff discretion in which threats are reported.
3046	Animals at School Page 59	**Change is highly recommended but not required**--This change outlines a process to follow in reviewing and approving a request from a student to have a service animal at school. This process would utilize the IEP Team or a Section 504 Plan.
3055	School Resource Officer Page 76	**Required Change**--This new policy is required as the result of changes in Nebraska Law. On January 1, 2021, any school who uses the services of a School Resource Officer must have a MOU in place with a law enforcement agency.

3061	Golden Age Pass	**Policy Number Change**--Golden Age Pass has been policy 3055 but with the addition of School Resource Officer we have had to move Golden Age Pass to Policy 3061

4003	Drug Testing of Drivers Page 78	**Required Change**--This change puts our policy in line with DOT expectations in making sure drivers have been made aware of the District's drug and alcohol testing program.
5016	Student Records Page 90	**Change is required**--This policy change further defines "school officials" who would have appropriate legitimate educational interest in student records.
5035	Student Discipline Page 98	**Change is Required**--This change outlines the opportunity within the policy for school leaders to use restorative justice practices when working with students. The policy change also outlines the ability for school staff to assign consequences to students making false statements or knowingly providing false information.
5054	Student Bullying Page 123	**Change is Recommended**--This change provides a more clear definition of bullying and provides guidance to students on the reporting of bullying to school staff.
6020	Multicultural Education Page 129	**Change is Recommended**--NDE Rule 10 requires that Districts have various items that address Multicultural Education. Recent Rule 10 Audits have uncovered some schools having deficiencies in these areas. RPS did have appropriate documentation to meet the requirements of our recent Rule 10 audit.

6021	District Criteria for Selecting Evaluators to be Used for Special Education Evaluation Page 134	**Change is Required**--This change is to clarify geographic restriction and that it is to be measured by miles from the students building to the evaluator. Previous policy stated 100 miles, we have suggested 50 miles due to the access within the metro area. The policy is also reflective of higher standards required for an IEE that align with educational best practices and requirements, which we require our own evaluators to follow.
6033	Restraint and Seclusion Page 139	**Change is Required**-- The policy defines physical restraint, mechanical restraint, chemical restraint, and seclusion that are provided by the Office for Civil Rights in relation to its Civil Rights DATA Collection. The policy now provides specific procedures regarding the use of restraining and seclusion techniquest. It also calls for all staff members to be provided notice of this policy and trained on its contents.

2002

Organization of the Board, Board Officers, Check Signing, and Committees

1. Membership, Term and Election

    a. The Board of Education shall be comprised of six members who will be elected at large.

    b. Those who wish to serve on the board shall file, be elected, and serve terms of office on the board according to law.

2. Internal Organization and Officers

    a. President

        i. At the regular January meeting, the board shall elect from among its members a president who shall serve in that capacity for one year.

        ii. The president shall preside at all board meetings, and shall perform such other duties as may be prescribed by law or by action of the board.

    b. Vice President

        i. At the regular January meeting, the board shall elect from among its members a vice president who shall serve in that capacity for one year.

        ii. The vice president shall preside in the absence of the president, and shall perform such other duties as are assigned by the board.

    c. Secretary

        i. At the regular January meeting, the board shall elect a secretary who need not be a member of the board. The secretary shall serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.

        ii. The secretary shall see that an accurate record of the proceedings of the board is kept, that a copy of the proceedings is provided to each board member and to the superintendent, and that a concise summary of each month's meeting is published along with a list of all approved claims. The secretary shall perform such other duties as are prescribed by law and assigned by the board.

    d. Treasurer

        i. At the regular January meeting, the board shall elect, employ, or appoint a treasurer who need not be a member of the board if permitted by law. The treasurer shall serve in that capacity for one year, unless the board designates a longer term for the treasurer.

        ii. The treasurer may be designated to sign checks and certain other documents. The treasurer is the custodian of the monies of the district.

iii. The treasurer shall give bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.

iv. The treasurer shall issue no warrant of payment of claim against the district until such claim has been duly authorized.

3. Signing and Authorizing Checks, Warrants, and other Instruments.

   a. Unless otherwise delegated by the board, the president and secretary of the board shall sign checks, warrants, and other instruments of the district.

   b. The board may delegate another person to sign and validate any checks, warrants, and other instruments. Facsimile signatures of board members may be used.

   c. The board delegates that the vice president or treasurer may sign any warrant in the absence of either the president or the secretary.

4. Board Officer Voting and Tie Breakers

   a. The vote to elect board officers may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

   b. In the event any officer cannot be elected by a majority after 10 votes; no votes occur after ten motions fail for lack of a "second,"; or no member volunteers to serve as an officer for a particular position, the tie will be broken by the applicable method:

      i. If the board is split between two members, the officer will be determined by coin flip. The winning member will be the officer for the upcoming year unless the position changes by action of the board.

      ii. If the board is split between more than two members who wish to serve as the officer, any member wanting to serve as the officer will put his or her name into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

      iii. If no member is willing to serve as an officer for a position which is required to be a member of the board, all non-officers' names will be put into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

5. Committees

   a. The board shall authorize such special committees as it deems necessary. The board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work.

b. On or before the beginning of each calendar year, the board shall appoint three members to form a Committee on American Civics. The committee's duties shall be those prescribed by Nebraska statutes, which include:

i. Hold no fewer than two public meetings annually, at least one when public testimony is accepted;

ii. Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;

iii. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section 79-760.01 and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;

iv. Review and approve the social studies curriculum to ensure that it stresses the services of the men and women who played a crucial role in the achievement of national independence, establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education as set forth in sections 79-719 to 79-723 in order to instill a pride and respect for the nation's institutions and not be merely a recital of events and dates;

v. Ensure that any curriculum recommended or approved by the committee on American civics is made readily accessible to the public and contains a reference to this section;

vi. Ensure that the district develops and utilizes formative, interim, and summative assessments to measure student mastery of the social studies standards adopted pursuant to section 79-760.01;

vii. Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:

1. Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or

2. Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body as defined by section 84-1409 followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or

3. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by a holiday listed in section 79-724(6) or on a topic related to such person or persons or event;

viii. Take all such other steps as will assure the carrying out of the provisions of this section and provide a report to the school board regarding the committee's findings and recommendations.

6. Vacancies

a. A vacancy on the board of education shall exist when any one of the following occurs:

i. A member submits his or her formal resignation from the board.

ii. A member removes himself or herself from the district or is absent from the district for a continuous period of sixty days.

iii. A member misses more than two consecutive regular board meetings unless excused by a majority of the remaining members.

iv. Such other reasons as are set forth in Nebraska statutes.

b. The board shall make note the vacancy in its minutes and shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term to (1) the election commissioner or county clerk, and (2) the public by published notice in a newspaper of general circulation in the district.

c. Vacancies shall be filled in the manner set forth in Nebraska statutes.

Adopted on: July 13, 2020
Revised on:
Reviewed on: June 22, 2020

3004
General Purchasing and Procurement

I. **Applicability of this policy.**

1. Purchases made 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 Purchasing and Procurement with Federal Funds, which is found elsewhere in this section.

2. This policy applies to all other purchases made by the school district other than construction, remodeling, repair and site improvements.

II. **General Purchasing Policy**

A. The school district's budget shall be the guide for all purchases. No employee of the district may make a purchase that is not provided for in the budget without board or administrative approval.

B. The board intends to purchase competitively, whenever possible, without prejudice and to seek maximum educational value for every dollar expended.

C. 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.

D. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

III. **Building-Specific Purchasing**

A. School buildings are operationally under the control of building principals. Principals have control and responsibility for the building and grounds, for all supplies and equipment housed at the building, for all school-related activities in the building, and for all pupils, teachers, and other employees assigned to the building.

B. Principals, in consultation with their staff, are responsible for requisitioning, managing, distributing, and utilizing supplies within the building.

C. The superintendent of schools or his designee is responsible for the requisitioning, managing, distributing, and utilizing of supplies for maintenance and transportation.

D. The administration is responsible for purchasing of goods, services and supplies and for providing the necessary forms for establishing efficient procedures to facilitate the process.

IV. Purchasing Procedures

A. School personnel must secure the approval of an authorized administrator before making any purchases.

B. Employees seeking reimbursement for a purchase made with their personal funds must attach an itemized receipt or invoice to all requests for reimbursement; must sign all purchase receipts or charge slips; and must submit itemized receipts and any purchasing card or credit card receipts to the office of the superintendent by the 25th of the month prior to the next regular board meeting. A non-itemized credit card receipt is not sufficient.

C. Employees making purchases with a school district credit card or purchasing program must comply with the steps set forth in the district's Purchasing (Credit) Card Program.

D. All purchases of goods and services made with district funds must be made on a properly executed purchase order.

E. All purchases shall be initiated with a purchase order. Purchase orders are signed by the person responsible for that particular budget and finally by the superintendent.

F. For purchases of more than $25,000, authorized staff members must secure written quotes and/or estimates from a reasonable number of vendors to establish a competitive market. Staff will purchase from a responsible vendor with the lowest price unless circumstances and further information would provide rationale for selecting another competitive bid. Any purchase in excess of $25,000 will require board approval.

V. Relations with Vendors

A. The board wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. The school shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery, with past services being a factor if all other considerations are equal. The administrative team may, in its discretion, use a Nebraska a 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.

B. No purchase shall be made that violates any conflict of interest policy or law.

C. No employee shall endorse any product of any type or kind in such a manner as will identify him/her in any way as an employee of the school district.

D. The board believes in patronizing local businesses. Consequently, when proposals are judged to be equal in terms of quality, price, and/or service, the contract or purchase will be awarded to the firm that is located within the district. However, the board will not sacrifice either quality or economy to patronize local businesses.

Adopted on: July 13, 2020
Revised on:
Reviewed on: June 22, 2020

3039

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 a 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 identifying and responding to serious threats 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 Team

The threat assessment team (team) shall consist of the Superintendent or their designee, building principal, counselor, school resource officer and at least one other crisis team member. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator, or their designee, 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 team 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 team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team 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 its 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.

5. Communication with the Public about Reported Threats

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

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team 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 Safety Plan.

Adopted on: July 13, 2020
Revised on:
Reviewed on: June 22, 2020

3046
Animals at Schools

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent or their designee except as provided in this policy or as otherwise required by law.

I. Use of Animals for Instructional Purposes

Animals that support a district program or curriculum or that are used for instructional purposes are allowed in school district buildings or on school district property with the written permission of the superintendent or building principal.

II. Service Animals

The school district does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. An individual with a disability is permitted to be accompanied by their service animal on school property when required by law, subject to the conditions of this policy.

Service Animal. A "service animal" is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Work or tasks ***do not*** include the crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship. The work or tasks performed by a service animal must be directly related to the handler's disability or necessary to mitigate a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. ***See also***, Miniature Horses below.

School District Inquiries. School officials ***may*** ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do ***unless*** the answers to these inquiries are readily apparent. School officials ***may not*** ask about the nature or extent of a person's disability and may not require documentary proof of certification or licensing as a service animal.

Procedural Requirements. The following requirements must be satisfied ***before*** a service animal will be allowed in school buildings or on school grounds:

> **Request.** A person who wants to be accompanied by their service animal must submit a written request form to a principal or superintendent. The request form is attached to this policy. These requests must be renewed each school year or whenever a different service animal will be used. When a request to be accompanied by a service animal is submitted by, or on behalf of, a student who has an Individualized Education Program (IEP) and/or a Section 504 Plan, then the request shall be promptly referred to the student's respective IEP Team and/or 504 Team for its consideration and/or input.
>
> **Health and Vaccination.** The owner or handler must have proof of current licensure from the local licensing authority including proof of the service animal's current vaccinations and immunizations required by law.

Service animals will not be allowed in school buildings or other school property until the school has approved the request.

Control. A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, vest identifying the dog as a trained service dog, leash, or other tether. If the handler is unable to use a harness, backpack, vest, leash, or other tether, because of a disability or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, the use of these items is not required. However, the service animal must be otherwise under the handler's control.

Exclusion or Removal from School. A service animal may be excluded from school property and buildings if a school administrator determines that:

(1) A handler does not have control of the service animal;
(2) The service animal is not housebroken;
(3) The service animal presents a direct and immediate threat to others in the school; or
(4) The animal's presence fundamentally alters the nature of the service, program, or activity.

The handler or the student's parent or guardian shall be required to remove the service animal from school premises immediately upon such a determination. If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

Allergic Reactions. If any student or school employee assigned to a classroom or mode of transportation in which a service animal is permitted suffers an allergic reaction to the service animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by an administrator. The school will arrange a meeting between school personnel, the individual with the disability, and the parents or guardian(s) of the person with the disability if that person is a student to develop an alternate plan.

Supervision and Care of Service Animals. The owner or handler of a service animal is solely responsible for the supervision and care of the animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The student's parent or guardian is responsible for providing for the supervision and the care of the animal in the event that his or her student is not able to do so. The school district is not responsible for providing any care, supervision, or assistance for a service animal.

Extra Charges. The owner or handler of a service animal will not be required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

Damage to School Property and Injuries. The owner or handler of a service animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the animal.

Miniature Horses. Requests to permit the use of a miniature horse by an individual with a disability will be addressed on a case-by-case basis by considering the following factors:

(1) The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
(2) Whether the handler has sufficient control of the miniature horse;
(3) Whether the miniature horse is housebroken; and

(4) Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.

Service Animal in Training. This policy shall also be applicable to service animals in training that are accompanied by a bona fide trainer.

Denial of Access and Grievance. If a school official denies a request for access of a service animal, the disabled individual or parent or guardian can file a written grievance with the school's Section 504 Coordinator.

III. THERAPY ANIMALS

The school district supports the use of therapy animals by teachers or other qualified school personnel ("Owner") for the benefit of its students subject to the conditions of this policy.

Therapy Animal. A "therapy animal" is an animal that has been individually trained and certified to work with its Owner to provide emotional support, well-being, comfort, or companionship to school district students. Therapy animals are not "service animals" as that term is used in the American with Disabilities Act. The animal must be well behaved and have a temperament that is suitable for interaction with students and others in a public school. Therapy animals are personal property of the Owner and are not owned by the school district.

Therapy Animal Standards and Procedures. The following requirements must be satisfied ***before*** a therapy animal will be allowed in school buildings or on school grounds:

Request. An Owner who wants to bring a therapy animal to school must submit a written request form to a principal or superintendent. The request form is attached to this policy. The request must be renewed each school year or whenever a different therapy animal will be used. When a request to bring a therapy animal to school is submitted by, or on behalf of, a student who has an Individualized Education Program (IEP) and/or a Section 504 Plan, then the request shall be promptly referred to the student's respective IEP Team and/or 504 Team for its consideration and/or input.

Training and Certification. The Owner must submit training and certification information requested by the Superintendent or their designee. Any certification required by the school district must remain current at all times.

Health and Vaccination. The therapy animal must be clean, well groomed, in good health, house broken, and immunized against diseases common to such animals. The Owner must submit proof of current required licensure from the local licensing authority and proof of the therapy animal's current vaccinations and immunizations from a licensed veterinarian, if applicable.

Control. A therapy animal must be under the control of the Owner at all times.

Identification. The therapy animal must have appropriate identification identifying it as a therapy animal.

No Disruption. The therapy animal must not disrupt the educational process by any of its behaviors.

Health and Safety. The therapy animal must not pose a health and safety risk to any student, employee, or other person at school.

Supervision and Care of Therapy Animals. The Owner is solely responsible for the supervision and care of the therapy animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a therapy animal.

Authorized Area(s). The Owner shall only allow the therapy animal to be in areas in school buildings or on school property that are authorized by school district administrators.

Insurance. The Owner must submit a copy of an insurance policy that provides liability coverage for the therapy animal while on school property.

Exclusion or Removal from School. A therapy animal may be excluded from school property and buildings if a school administrator determines that:

(1) A handler does not have control of the therapy animal;
(2) The therapy animal is not housebroken;
(3) The therapy animal presents a direct and immediate threat to others in the school; or
(4) The animal's presence otherwise interferes with the educational process.

The Owner shall be required to remove the therapy animal from school premises immediately upon such a determination.

Allergic Reactions. If any student or school employee assigned to a classroom in which a therapy animal is permitted suffers an allergic reaction to the therapy animal, the Owner of the animal will be required to remove the animal to a different location designated by an administrator.

Damages to School Property and Injuries. The Owner of a therapy animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy animal.

Other Therapy Animals. Therapy animals (1) owned by students, patrons, or other non-school employees or (2) owned by school employees for their own benefit will not be allowed on school grounds or school property except as otherwise required by law.

Adopted on: July 13, 2020
Revised on:
Reviewed on: June 22, 2020

PROCEDURE: 3046

THERAPY DOG REQUEST FORM

_____ _____
Date School Building

_____
Employee/Animal Owner

Type of Dog: _____ Name of Dog: _____

Is the dog AKC Canine Good Citizen certified? □ Yes □ No

Has the dog received training or certification from another organization? □ Yes □ No
If yes, please provide details: _____
_____

Is the dog current on all required immunizations and vaccinations? □ Yes □ No

Does the dog have an ID that indicates that the dog is a therapy dog? □ Yes □ No

I have attached the following documentation:

□ Proof of current licensure
□ Proof of current vaccinations and immunizations from a licensed veterinarian
□ Declaration page indicating adequate liability insurance coverage

I have read and understand the school district's Therapy Dog Policy. I will abide by the terms of that Policy. I understand that if the therapy dog is out of control, not housebroken, presents a direct and immediate threat to others in the school, or otherwise interferes with the educational process, the school district may exclude or remove my therapy dog from its property.

I agree to be responsible for any damage to school property or injury to personnel, students, or others caused by the therapy dog. I agree to indemnify, defend, and hold harmless the school district from and against any and all claims, actions, suits, judgments and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my therapy dog.

_____ _____
Owner Signature Date

APPROVAL

_____ _____
School Official Signature Date

Printed Name: _____ Title: _____

Note: This form is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different therapy dog will be used.

3055
School Resource Officers

The school district must have in effect a memorandum of understanding (MOU) with any law enforcement agency or any security agency prior to using the services of a school resource officer (SRO) or security guard. The MOU shall comply with all state law requirements.

Employer. The SRO or security guard are employees of the law enforcement agency or security agency.

Required Training. Each SRO and security guard and at least one administrator in each elementary or secondary school where an SRO or security guard is assigned must attend a minimum of twenty hours of training focused on school-based law enforcement, including, but not limited to, coursework focused on school law, student rights, understanding special needs students and students with disabilities, conflict de-escalation techniques, ethics for school resource officers and security guards, teenage brain development, adolescent behavior, implicit bias training, diversity and cultural awareness, trauma-informed responses, and preventing violence in school settings.

Prosecution Referral Records. The district must create and maintain records on each student referral for prosecution from an SRO in response to an incident occurring at school, on school grounds, or at a school-sponsored event. The records must allow for analysis of related data and must include the reason for the referral and the federally identified demographic characteristics of each student.

Parent or Guardian Notification. School officials are not required to notify a parent or guardian or give them an opportunity to be present if the student is subjected to questioning or interrogation by a school official. School officials will notify a parent or guardian or give them an opportunity to be present if the student is subjected to questioning or interrogation by an SRO or security guard operating in conjunction with a school official as provided in the school's separate policy regarding investigations, arrests, and other student contact by law enforcement, Health and Human Services, or other child welfare agencies.

Rights Advisement. School officials will not advise students of any constitutional rights before student questioning or interrogation. The advisement, if any, shall be made by the SRO or security guard as provided by their agencies' policies and procedures.

Referral to Law Enforcement for Prosecution. The school district's student discipline policy is the school policy required by state law that addresses the student conduct or actions that will be referred to law enforcement for prosecution and the type of student conduct or actions that will be resolved as a disciplinary matter by a school official and not referred to law enforcement.

Restraint and Seclusion. The school district's restraint and seclusion policy applies to the use of restraint and seclusion on students by school district employees. SROs and security guards that are not employees of the school district are not governed by the school district's restraint and seclusion policy. Instead, they will be governed by the restraint and seclusion policies, practices, and procedures implemented by their employers.

Filing and Posting the MOU. The superintendent shall provide a copy of any initial MOU entered into under this policy to the Nebraska Department of Education (Department) or post a copy on the school district's website within three months of its adoption. The superintendent shall thereafter file any changes to the MOU with the Department or post it on the school district's website no later than January 1st of each year.

Complaint Process. Any student or parent who wishes to express a concern or file a complaint about an SRO or security guard and the practices of the SRO or security guard must follow the school district's complaint procedure.

Adopted on: July 13, 2020
Revised on:
Reviewed on: June 22, 2020

3061
Golden Age Pass

The Ralston Public Schools will issue a Golden Age Pass to any Ralston School District resident, or any parent/guardian or grandparent of any current or open enrolled student. The recipient must be 54 years of age or older. The Golden Age pass identification card will admit the card holder to any Ralston School District sponsored activity without payment of admission, excluding special competitions or tournament games. The card will remain valid during the lifetime of the card holder.

Adopted on: July 13, 2020
Revised on:
Reviewed on: June 22, 2020

4003
Drug Policy Regarding Drivers

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

Designated Contact. The school district has designated the Executive Director of Human Resources as the individual any driver may contact with questions about this policy or the school district's drug testing program and procedures for drivers. This individual further maintains and will provide drivers informational materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

The Executive Director of Human Resources may be contacted at 402-331-4700.

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

Covered Workday. A driver is required to comply with this policy and the terms of the school district's drug testing program and procedures for drivers at all times they are assigned, or may be assigned, to perform safety-sensitive functions. This includes all time from the time a driver begins to work or is required to be in readiness to work until the time they are relieved from work and all responsibility for performing work. Safety-sensitive functions include: (1) all time at a school district facility or property, contractor facility or property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the school district; (2) all time inspecting equipment as required by state or federal law or regulation and any and all other time inspecting, servicing, or conditioning any commercial motor vehicle; (3) all time spent at the driving controls of a commercial motor vehicle in operation; (4) all time, other than driving time, in or upon any commercial motor vehicle; (5) all time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and (6) all time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

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

No driver shall: (1) report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any drug or substance identified in 31 CFR 1308.11 Schedule 1; (2) report

for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any non-Schedule I drug or substance that is identified in the other Schedules in 21 CFR part 1308 except when the use is pursuant to the instructions of a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle; or (3) report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive or has adulterated or substituted a test specimen for controlled substances.

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

Refusal to Submit to Testing. A driver shall not refuse to submit to testing. A driver will be considered to have refused to submit to testing if the driver fails to provide a sample or specimen necessary for testing upon a lawful request, consistent with the required testing protocols. The refusal to submit to the testing used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers.

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

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

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

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

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

Post-Accident Testing. A driver who has been involved in a reportable accident must submit to drug and alcohol testing as soon as possible. A reportable accident includes any accident in which there is a fatality, a person is injured and must be treated away from the accident site, the driver receives a citation

for a moving violation, or a vehicle is towed from the scene. The driver must notify the district immediately regarding any reportable accident.

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

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

Frequency of Random Testing. Under DOT regulations, the district must test at least 50 percent of its average number of driver positions for drugs and 25 percent of its average number of driver positions for alcohol each year. The tests must be unannounced and spread evenly throughout the year. DOT regulations also require that every driver selected at random must have their name placed back in the random pool for the next selection period.

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

Medical Resource Officer. All laboratory test results will be reported by the laboratory to a medical review officer (MRO) designated by the district. Negative test results will be reported as such by the MRO to the district. Before reporting a positive test result to the district, the MRO will attempt to contact the driver to discuss the test result. If the MRO is unable to contact the driver directly, the MRO will contact a district official designated in advance by the district, who shall in turn contact the driver and direct the driver to contact the MRO. Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. If required by DOT regulations, personal information collected and maintained pursuant to this policy shall be reported to the Clearinghouse by the MRO in the event of: (1) a verified positive, adulterated, or substituted drug test result; (2) an alcohol confirmation test with a concentration of 0.04 or higher; (3) a refusal to submit to any test required by this policy and the school district's drug testing program and procedures; (4) an employer's report of actual knowledge that a driver has used alcohol or controlled substances based on the employer's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances or an employee's admission of alcohol or controlled substance use; (5) on duty alcohol use as prohibited above; (6) pre-duty alcohol use as prohibited above; (7) alcohol use following an accident as prohibited above; (8) controlled substance use as prohibited above; (9) a substance abuse professional report of the successful completion of the return-to-duty process; (10) a negative return-to-duty test; and (11) an employer's report of completion of follow-up testing.

Confidentiality. Pursuant to DOT regulations, individual test results for applicants and drivers will be released to the district and will be kept confidential unless the tested individual consents to their release or release is required by law (such as the release of information to the Clearinghouse.) Any person who has

submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

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

Adopted on: July 13, 2020
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Reviewed on: June 22, 2020

5016
Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is SIMS.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when they have a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing their tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education

records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: July 13, 2020
Revised on:
Reviewed on: June 22, 2020

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 or guardian 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.

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

Any statement, notice, recommendation, determination, or similar action specified in this 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 or guardian.

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.

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. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at

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

4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations or other forms of student work showing academic progress.

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

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension

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

Expulsion

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

balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

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

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the 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;
g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual 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. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
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; and
n. Any other violation of a 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. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:

    a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
    b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
    c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
    d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
    e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
    f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

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: July 13, 2020
Revised on:
Reviewed on: June 22, 2020

5054
Student Bullying

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

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

Reporting Bullying. Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district's anonymous platform safe2help located at www.Safe2helpNE.org or at 531-299-7233 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: July 13, 2020
Revised on:
Reviewed on: June 22, 2020

6020
Multicultural Education

In every curriculum area and at all grades, the school district will provide programs which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize human relations, sensitivity toward all races, and the rich diversity of the population of the United States. The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations.

Philosophy, Mission, and Program Goals. The school district respects and appreciates cultural diversity and seeks to promote the understanding of unique cultural and ethnic heritage. The district will promote the development of a culturally responsible and responsive curriculum. The school district's program will explore the attitudes, skills, and knowledge necessary to function in various cultures.

District Guides, Frameworks, or Standards. Appropriate district staff and/or committee(s) will review the school district curriculum guides, frameworks, or standards to determine that they appropriately incorporate multicultural education.

Selecting Appropriate Instructional Materials. Appropriate school district staff and/or committee(s) will review instructional materials and make a recommendation regarding those that are appropriate for the school district's multicultural education program.

Providing Staff Development. Appropriate school district staff and/or committee(s) will review the staff development provided for administrators, teachers, and support staff to determine that it includes appropriate multicultural education that is consistent with school district and program goals.

Periodic Assessment. Appropriate school district staff and/or committee(s) will periodically review the school district's multicultural education program by reviewing the criteria in this policy to assess whether the school district is adequately and appropriately incorporating multicultural education in all curriculum areas in all grades.

Annual Status Report. The superintendent will provide the board with a report on the status of the school district's multicultural education program annually.

Adopted on: July 13, 2020
Revised on:
Reviewed on: June 22, 2020

6021

District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations

The following criteria shall be used for selecting evaluators according to 92 Nebraska Administrative Code 51-006.07B:

1. Those in-state service agencies that have approved rates for the current year established by the Nebraska Department of Education. A list of service agencies with approved rates, including state agencies, individual providers, and in-state providers may be found at https://www.education.ne.gov/sped/service-agencies/.

2. Those Nebraska providers located within 50 miles of the building of the district where the child attends when driving by ordinary public roadways.

3. Evaluations must consider the educational, health, or other student records of the student provided by the district. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.

4. Evaluations must be provided to the district, including all educational, health, student, or other records created as part of or relied upon to complete the evaluation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.

5. Evaluations must be conducted by a provider that is authorized, available, and willing to discuss, confer, or otherwise cooperate with the district regarding the evaluation, its results, or any other information related to the evaluation. Such cooperation may include reasonable participation in, or the submission of additional reports or information to, an IEP, MDT, or SAT team. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records or information unless disclosure is already authorized by state and federal law.

6. Evaluations must be sufficiently comprehensive for the evaluator to submit to the district a report that specifically details whether the student should be considered eligible for special education and related services, the nature of special education and related services recommended to accommodate the student's suspected disability, and the particular facts or findings underlying the evaluator's conclusions. This report must be submitted to the district within 45 days after the conclusion of the evaluation.

7. Evaluations must meet the then-current state standards for reliability, research-based processes, and educational or professional best practices.

8. Reimbursement to any evaluator chosen in conformance with this policy shall not exceed the cost that would be charged by the school district's contracted providers for the same or substantially similar evaluation.

All special education evaluations, including those independently obtained at the district's expense, must be obtained in a manner consistent with the criteria set forth above, unless state or federal law requires waiver of one or more criteria in order to accommodate unique circumstances.

Adopted on: July 13, 2020
Revised on:
Reviewed on: June 22, 2020

6033
Restraint and Seclusion of Students

Restraint and seclusion, as defined below, are behavioral interventions. The use of such behavioral interventions must be in accordance with this policy. The following interventions do not constitute seclusion and restraint, and are not governed by this policy: voice control, limited to loud, firm commands; time-limited ignoring of specific behaviors; brief physical prompts to interrupt or prevent a specific behavior; physical interventions which a student's health care provider has indicated are medically necessary for the treatment or protection of the individual; or other similar interventions.

Definitions

Physical restraint refers to a personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location. Physical restraint does not include incidental touching that comes along with movement inside a classroom, lunch line, or other areas of the school building where maintaining order is required.

Mechanical restraint refers to the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:

- Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
- Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
- Restraints for medical immobilization; or
- Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

Chemical restraint refers to the administration of medication for the purpose of restraint, but does not include the administration of medication in accordance with the directions and prescription of a physician with the consent of the student's parent or guardian.
Seclusion refers to the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.

Use of Restraint and Seclusion

The use of chemical restraint is strictly prohibited. The use of any seclusion or restraint intervention for punitive or disciplinary purposes is strictly prohibited. Similarly, the use of any technique that constitutes corporal punishment, which is the infliction of bodily pain as a penalty for disapproved behavior, is strictly prohibited. Seclusion and/or restraint shall not be used for the convenience of staff or as a substitute for an educational program. When restraint or seclusion is used to respond to the danger of harm posed by a student's behavior, the intervention shall be discontinued as soon as the danger of harm has dissipated.

The use of physical restraint, mechanical restraint, and seclusion is permitted in a manner consistent with this policy:

- as reasonably necessary where the student's behavior risks causing physical harm to self, others, and property;
- in accordance with the student's IEP, Section 504, or behavior intervention plan; *or*
- as otherwise prescribed, recommended, or suggested by a medical or related services provider.

Procedures

No technique shall restrict a student's breathing, deprive a student of basic needs, or unnecessarily expose a student to physical pain or discomfort.

Seclusion shall not be used for students who are severely self-injurious or suicidal. When seclusion is utilized as permitted by this policy, the following procedures shall be followed:

- The student shall be monitored by an adult in close proximity who is able to regularly observe the student;
- The confining space shall be approved for such use, unless the use of such a space is impossible or impracticable under the circumstances;
- The confining space shall be appropriately lighted, ventilated, and heated or cooled; *and*
- The confining space shall be free from objects that unreasonably expose the student or others to harm.

If a pattern of behavior emerges that requires or is anticipated to require the use of restraint and/or seclusion for the student, the appropriate educators and/or team members shall review what assessments, evaluations, supports, services, programs, or placements are appropriate in light of the student's needs and circumstances.

Recording and Reporting

Each incident of restraint or seclusion must be recorded and reported as required by the building administrators.

Training

All staff members shall be provided notice of this policy and will be trained on its contents. The Superintendent or their designee will identify school staff members likely to implement the restraint or seclusion interventions authorized by this policy and arrange for those individuals to receive appropriate training on the appropriate implementation of such interventions and the use of other behavioral supports and interventions.

Adopted on: July 13, 2020
Revised on:
Reviewed on: June 22, 2020

Ralston
PUBLIC SCHOOLS

Board of Education
Policy Update
2020/2021 School Year

Version 1--June 22, 2020

Respectfully Submitted by:
Dr. Mark Adler
Superintendent

Ralston PUBLIC SCHOOLS

Policy Update
2020-2021
Summary of Changes

	Page 1	**KSB Policy Update**
2002	Organization of the Board, Board Officers, Committees, and Check Signing Page 19	**Change is required**--This change clarifies board officer positions as well as who can sign checks, warrants, and other instruments of the District.
3004	General Purchasing and Procurement Page 35	**Change is Recommended--**This policy change is desired locally. This change would allow the administration to purchase items up to $25,000 without prior board approval. The current threshold is $10,000.
3034	Disbursements Page	**This policy number has now been left blank as 3034 has been included in Policy 2002.**
3039	Threat Assessment Page 41	**Change is highly recommended but not required**-- The policy change defines differences between threat levels and allows students and staff discretion in which threats are reported.
3046	Animals at School Page 59	**Change is highly recommended but not required**--This change outlines a process to follow in reviewing and approving a request from a student to have a service animal at school. This process would utilize the IEP Team or a Section 504 Plan.
3055	School Resource Officer Page 76	**Required Change**--This new policy is required as the result of changes in Nebraska Law. On January 1, 2021, any school who uses the services of a School Resource Officer must have a MOU in place with a law enforcement agency.

3061	Golden Age Pass	**Policy Number Change**--Golden Age Pass has been policy 3055 but with the addition of School Resource Officer we have had to move Golden Age Pass to Policy 3061

4003	Drug Testing of Drivers Page 78	**Required Change**--This change puts our policy in line with DOT expectations in making sure drivers have been made aware of the District's drug and alcohol testing program.
5016	Student Records Page 90	**Change is required**--This policy change further defines "school officials" who would have appropriate legitimate educational interest in student records.
5035	Student Discipline Page 98	**Change is Required**--This change outlines the opportunity within the policy for school leaders to use restorative justice practices when working with students. The policy change also outlines the ability for school staff to assign consequences to students making false statements or knowingly providing false information.
5054	Student Bullying Page 123	**Change is Recommended**--This change provides a more clear definition of bullying and provides guidance to students on the reporting of bullying to school staff.
6020	Multicultural Education Page 129	**Change is Recommended**--NDE Rule 10 requires that Districts have various items that address Multicultural Education. Recent Rule 10 Audits have uncovered some schools having deficiencies in these areas. RPS did have appropriate documentation to meet the requirements of our recent Rule 10 audit.

6021	District Criteria for Selecting Evaluators to be Used for Special Education Evaluation Page 134	**Change is Required**--This change is to clarify geographic restriction and that it is to be measured by miles from the students building to the evaluator. Previous policy stated 100 miles, we have suggested 50 miles due to the access within the metro area. The policy is also reflective of higher standards required for an IEE that align with educational best practices and requirements, which we require our own evaluators to follow.
6033	Restraint and Seclusion Page 139	**Change is Required**-- The policy defines physical restraint, mechanical restraint, chemical restraint, and seclusion that are provided by the Office for Civil Rights in relation to its Civil Rights DATA Collection. The policy now provides specific procedures regarding the use of restraining and seclusion techniquest. It also calls for all staff members to be provided notice of this policy and trained on its contents.

KAREN A. HAASE
STEVE WILLIAMS
BOBBY TRUHE

KSB SCHOOL LAW

COADY H. PRUETT
JORDAN JOHNSON
SHARI RUSSELL, Paralegal

MEMORANDUM

TO: KSB Policy Service Subscribers

FROM: KSB School Law

DATE: May 29, 2020

RE: Annual Policy Updates

Attached are the (first round) 2020 KSB School Law policy updates. We have also included changes to our standard forms and updates on some other laws which do not require changes to policies but do present new obligations or things to keep in mind as you enter the 2020-21 year. We have broken these down in 3 sections: "Policy Changes;" "Forms Changes;" and "Other Issues to Consider."

Unfortunately, due to COVID-19, we also know that there will be at least two additional rounds of policy updates over the next several months. We have added a section on that at the end of the memo, as well.

To assist subscribers in implementing these policy changes and the other considerations laid out in this Memo, **KSB will hold a webinar on Monday, June 1, 2020 at 10:00 a.m. Central Time**. In the webinar, we will give a brief overview of the changes and then answer questions from attendees regarding the policies and other considerations. We have included the link to the ZOOM conference in the cover e-mail that transmitted these updates. We will also record the webinar and will post it on the KSB School Law website in the Policy Updates section.

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

Policy Changes

REVISION OF POLICY 2002: Organization of the Board, Board Officers, Committees, and Check Signing

We have modified this policy in two ways, based on questions we continue to receive regarding who can serve in board officer positions and who can sign checks, warrants, and other instruments of the district. We have also renamed the policy to make it easier to find the different board officer duties and the board committees, including the new Committee on American Civics.

The president and vice president must be members of the board, but the secretary and treasurer, in most cases, do not need to be board members. Class III school boards may elect and appoint/employ a secretary and treasurer who are not board members, so long as it is permitted by law.

Section 79-564 lays out the simple requirements for choosing a president, vice president, and secretary:

> At the first meeting of each school board or board of education elected in a Class III school district, and annually thereafter, the board shall elect from among its members a president and vice president. The board shall also elect a secretary who need not be a member of the board. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.

Authority for appointing a non-board member treasurer is a bit more limited. Sections 79-589 and 79-590 state that the board may "employ" a non-board member to the treasurer position, outside of schools that fall into this exception:

> In a Class III school district which lies outside of the corporate limits of any city or village or of which more than one-half is geographically within a city of the metropolitan class, *the board of education shall elect one of its members*, other than the secretary, as treasurer of the school district and the provisions of section 79-590 [that allow employment of a non-member] shall not apply to the selection of a treasurer of such a district.

You must elect a board member if your district lies outside the corporate limits of a city or village, and more than one-half of that city or village is geographically within a city of the metropolitan class.

Second, we added a section on signing checks, warrants, and other instruments, and we moved some other provisions into that section. The statutory default is that the secretary signs checks, and the president countersigns them:

> The secretary of a school district shall draw and sign all orders upon the treasurer for all money to be disbursed by the district and all warrants upon the county treasurer for money raised for district purposes or apportioned to the district by the county treasurer and shall present the same to the president to be countersigned. No warrant, check, or other instrument drawn upon bank depository funds of the district shall be issued until so countersigned. No warrant, check, or other instrument drawn upon bank depository funds of the district shall be countersigned by the president until the amount for which it is drawn is written upon its face. *Facsimile signatures of board members may be used, and a person or persons delegated by the board may sign and validate all warrants, checks, and other instruments drawn upon bank depository funds of the district*.

The statute specifically authorizes the board to "delegate" another "person or persons" to sign and validate any warrants, checks, or other instruments. Under Mike Foley, the State Auditor's position in several audit letters was that the president *must* countersign. We do not necessarily agree with that assessment. The statute says more than one person can be delegated to "sign and validate." The safest process is to have the president countersign (or use a facsimile signature for the president), though we have not seen this exact issue pop up in school audit responses in several years.

This change is required to the extent you must align your practices to the policy.

DELETION OF POLICY 3034: DISBURSEMENTS (NOW "INTENTIONALLY LEFT BLANK")

By including the provisions for signing warrants, checks, and other instruments in policy 2002 along with other board duties, there is no longer a need for this policy. We have deleted it from the service, and number 3034 will read "Intentionally Left Blank" in complete policy service indexes.

This change is required.

REVISION OF POLICY 3039: Threat Assessment

When your board adopted policy 3039, you chose from three options (the team concept; the superintendent as primary investigator and decisionmaker; a school-district controlled law enforcement unit as the investigator). Regardless of the option your board selected, we have revised this policy based on the experiences several schools have had in responding to student threats over the past several years.

First, we have added a definition of what constitutes a "threat" and what we mean by "threat assessment." We have had several districts struggle with explaining to parents how administrators distinguish between off-handed students comments which do not constitute an imminent threat from statements about harming others which need an immediate response. The new definitions are based in large part on research from the National Association of School Psychologists as well as recommendations from the Federal Commission on School Safety. Those definitions are then incorporated throughout the rest of the policy.

Second, we have made it clear that the process of threat assessment is a separate thing from student discipline and special education. The purpose of threat assessment is to predict and prevent acts of school violence. While school districts will also need to address student discipline and special education as appropriate, the revisions to this policy make it clear that those are different processes. We reiterate that distinction at the end of the section titled "Threat Assessment Investigation and Response."

Third, schools have struggled to explain to their communities the difference between a threat which requires an immediate and urgent call to law enforcement from threats which, although serious, are appropriate to be managed in a more deliberate manner. The new paragraph under "Threat Assessment Investigation and Response" makes that distinction clear.

Finally, we have revised the section of the policy that describes the threat assessment investigation process. These edits align the policy more closely to the procedures recommended by the Nebraska Department of Education. Additionally, we have added a provision requiring the threat assessment team, school superintendent or law enforcement unit to confer with a staff member who has expertise in the IDEA and/or Section 504 of the Rehabilitation Act. Students with disabilities make up a large proportion of students who make threats of school violence. We believe that this additional provision will protect the district from inadvertent violations of those laws as part of the threat assessment process.

This change is recommended.

REVISION OF POLICY 3046: Animals at Schools

We have added a provision to this policy addressing the procedure for handling requests for service animals. When a request to be accompanied by a service animal is submitted by, or on behalf of, a student who has an Individualized Education Program (IEP) and/or a Section 504 Plan, then the request shall be promptly referred to the student's respective IEP Team and/or 504 Team for its consideration and/or input. This addition is recommended so that a decision on whether to grant (or deny) a request for a service animal is considered by the IEP/504 Team, its input is provided, and (where appropriate) the IEP Team has the opportunity to decide whether the allowance of a service animal is required in order for the student to receive a Free and Appropriate Public Education (FAPE).

As before, the District has a choice as to whether it will allow therapy animals to be brought to school grounds. If the District has decided to allow such therapy animals, then these updates provide a similar provision so that requests for therapy animals made by, or on behalf of, a student with an IEP or a 504 plan are referred to the appropriate team for consideration.

This change is recommended.

NEW POLICY 3055: School Resource Officers

On and after January 1, 2021, school must have a memorandum of understanding in effect with any law enforcement agency that provides school resource officers and any security agency which provides security guards to schools in a school district. Each MOU must include policies that address:

- Required minimum training for SROs, security guards, and school district administrators.
- Maintenance of prosecution referral records.
- Notice to parents of when they will be notified or present when their student is questioned by a school official or by a school resource officer or security guard operating in conjunction with a school official.
- Under what circumstances a student will be advised of constitutional rights prior to being questioned or interrogated.

- When a student will be referred for criminal prosecution and when a student's actions will be resolved as a disciplinary matter by school officials.
- A complaint process.

We have developed this policy to ensure that every policy provision required by the new SRO statutes exists and can be incorporated into any MOU.

This new policy is required IF you have an SRO or security guard.

NEW POLICY 3056: Guest Speakers

Several school districts had rather unpleasant experiences with guest speakers during the 2019-20 school year and, at times, found themselves receiving unwarranted criticism and unwanted attention. These experiences arose, at least in part, due to a lack of procedure for vetting potential guest speakers. We drafted this policy to ensure that a process and procedure exists to research guest speakers so that everyone involved has a clear understanding of the guest speaker's purpose and message. This will help the school determine if the proposed message complies with school district policies and its fundamental values and to avoid unwanted surprises for everyone involved. New accompanying forms have also been created.

This new policy is not required but is recommended if you use or plan to use guest speakers.

REVISION OF POLICY 4003: Drug Testing of Drivers

We updated this policy to address concerns raised by the Department of Transportation's Federal Motor Carrier Safety Administration, when they have been conducting audits of school districts in Nebraska this spring. Under 49 CFR § 382.601, school districts must provide drivers with specific information regarding the district's drug and alcohol testing program and procedures for drivers. Until now, we know that most of our schools were providing the drivers this information in packets of informational materials, often upon hire. While this practice is entirely permissible under the regulatory language, the DOT has taken the position that this information must now be included *in the policy itself*. Lately, the DOT has begun to enforce their interpretation by issuing notice of violation to schools that did not incorporate that information into their policy. While we disagree with the DOT's position on this issue, the DOT itself will ultimately be enforcing the relevant regulations and it is most prudent to avoid the time and expense of responding to a violation by amending this policy.

This policy now discusses each category of information required by the regulations. You should review the updated language carefully, and revise it as necessary to ensure it is consistent with the terms and procedures of your district's driver drug and alcohol testing program. We know that some school districts may contract with drivers and administer testing protocols directly, while others may contract with a third party to provide one or both of those services. If you contract with a third party for either of these services, you should carefully review this policy with your provider to ensure its terms are consistent with your testing programs and protocols. You may also wish to designate an individual with that third party provider as the contact person for the drug and alcohol testing policy and program, as appropriate. As a reminder, you must also ensure you receive a signed, written statement from all drivers that they received this policy and any related materials.

This change is required.

NEW POLICY 4062: Locker Room Supervision

We have been stressing the importance of supervising locker rooms for many years at our school district presentations and inservices. Many hazing and bullying incidents occur in unsupervised or poorly supervised locker rooms. Some incidents are serious enough to result in litigation. This policy was created in response to a school's request for policy guidance in this area. It is important that the school's practice matches its policy, so this policy should be modified to fit your practice in the event you choose to adopt it.

This new policy is not required.

REVISION OF POLICY 5016: Student Records

We have updated this policy to more broadly define "school officials", ensuring the district maintains the discretion to share records with any agent, contractor, consultant, or volunteer that serves an institutional function and has a legitimate educational interest in the records.

This change is required.

REVISION OF POLICY 5035: Student Discipline

In 2019, the Unicameral amended the Student Discipline Act to add referrals to restorative justice practices or services to the list of actions that administrators and teachers may take in addition to student suspensions, expulsions, and alternative assignments. We also updated this policy to reflect the ability of the school to provide consequences to students who knowingly make a false statement or knowingly submit false information during the Title IX grievance process or any other school investigation.

This change is required.

REVISION OF POLICY 5054: Student Bullying

We have made three revisions to this policy. First, we have edited the definition of bullying slightly to make it clear that school administrators may consider both the definition contained in Nebraska law as well as the definition from the Centers for Disease Control when determining whether particular conduct constitutes bullying.

Second, we have added a section which requires students to report all bullying that they experience and/or observe. There have been lawsuits in other states where families claimed that a student suffered terribly from bullying but did not inform the school district about the situation. This makes it clear that a student is obligated to tell a teacher or administrator about bullying so that the district can take responsive action. We have also had situations where parents want to be the intermediary between a bullying victim and the administration. The revisions to the policy require that student to speak directly to a teacher or administrator. Many school districts have adopted anonymous reporting systems to report threatening or bullying behavior. If your district has such a platform, insert it into the policy where indicated. If you do not have such a system, just delete the highlighted sentence.

The third revision states that the school district does not have a special bullying investigation process, but that the staff will follow the same steps that they follow with any other student investigation. Courts that have held school districts financially liable for bullying have stated that schools may not be deliberately indifferent to student bullying. This revision adopts that standard, which is also consistent with the standard you will be required to adopt in your new Title IX policy later this summer.

This change is recommended.

REVISION OF POLICY 6020: Multicultural Education

The multicultural education section of Rule 10 requires the district to have:

- A statement of philosophy or mission;
- Local program goals;
- Curriculum guides, frameworks, or standards that incorporate multicultural education;
- A process for selecting appropriate instructional materials;
- A process for provision of staff development; and
- A process for periodic assessment of the program.

None of these items is required to be included in any school district policy. However, NDE auditors have been looking for these items in your school policy when conducting Rule 10 audits. In order to proactively address this issue, we have amended the policy to include and address each of these areas.

This revision is not required by is highly recommended.

REVISION OF POLICY 6021: 6021 District Criteria for Selecting Evaluators to be Used for Special Education Evaluation

This policy was updated to clarify that any geographic restriction on an evaluation is to be measured by miles that would be traveled by a vehicle on a road traveling from the student's school building to the evaluator. You must be mindful in setting a distance that the district cannot impose any requirements that are more restrictive than those it would impose upon itself. Consequently, you should make clear if any specific evaluations or categories of evaluations would require a larger geographical radius apply. In doing so, you should confer with your special education staff and service providers, such as your regional ESU, to determine whether any of the evaluations you would seek would require an exception to the general geographical boundary. For instance, many schools seek certain visual or related evaluations from NCBVI, which may be outside of the geographical radius that would apply to other evaluations that could be conducted by your local ESU or specialists.

We have also updated this policy to heighten the standards required for independent educational evaluations. Lately, we've seen more and more parents seeking specific evaluations from professionals whose practices or

assessments do not align with commonly accepted educational best practices. We've also seen more parents seeking evaluations from professionals that do not fully consider the student's performance in the educational setting, or collaborate with the school district to appropriately determine the student's special education and related services needs. In response, we want to make explicit many of the requirements you've long imposed upon your own evaluations and evaluators; specifically, the evaluations must consider information about the student's performance and needs from the district, must be provided to the district, and must be conducted by a professional willing to cooperate with the relevant student teams. Further, the policy will require that evaluations be sufficiently comprehensive as to be helpful to the team, and conducted in conformance with accepted standards for reliability. Finally, the policy caps reimbursement for an evaluation at the rate charged by the school district's contracted providers for the same or substantially similar violation.

This change is required.

REVISION OF POLICY 6033: Restraint and Seclusion

In light of the recent emphasis and guidance on the use of restraint and seclusion, we've overhauled our restraint and seclusion policy. This updated policy first incorporates the definitions for physical restraint, mechanical restraint, chemical restraint, and seclusion provided by the Office for Civil Rights in relation to its Civil Rights DATA Collection (CRDC). Overall, we believe these definitions are a useful and fair representation of what schools in Nebraska already recognize. This approach also provides the added benefit of easing your data collection and reporting.

The policy provides several options so that it can be modified to accurately reflect your district's practices. Option A is the most aggressive approach, which recognizes that Nebraska law permits administrative and teaching personnel to take actions reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process, including the use of restraint and seclusion. While this approach is wholly lawful under state and federal law, it is inconsistent with best practices guidance from the state and federal departments of education, and may garner pushback from those agencies if they review your policy. Option B offers a slightly more conservative approach, limiting the circumstances in which physical restraint, mechanical restraint, or seclusion may be used to instances reasonably necessary to present physical harm to self, others, *and* property, in addition to therapeutic or medical uses. Option C offers the most conservative approach that trends closely to state and federal guidance. Notably, Option C limits the use of physical restraint and seclusion

to situations where a student's behavior risks causing physical harm to self or others, but does not consider harm to *property*. If you wish to revise any of these options to better fit your district's needs, we'll be happy to help and discuss the nuances of this area of the law.

Next, this policy now provides specific procedures regarding the use of restraint and seclusion techniques. These procedures satisfy the expectations of the state and federal departments of education, and provide additional evidence that the district was not negligent in implementing these techniques. These procedures recognize that a student's pattern of behavior necessitating the use of restraint or seclusion should be referred to the appropriate student team for consideration. The policy also calls for instances of restraint and seclusion to be recorded in some manner, so that the district can meet its reporting obligations.

Finally, this policy calls for all staff members to be provided notice of this policy and trained on its contents. Staff members identified as likely to implement the restraint or seclusion interventions authorized by the policy are to receive additional training as appropriate. This is another important piece of evidence to demonstrate that the school district met its standard of care in implementing the restraint and seclusion policy, and is a focal point of relevant guidance.

This change is required.

Forms Changes

Collaborative Plan Addressing Barriers to Attendance

Section 79-209 requires schools to hold one or more meetings between, at a minimum, a school attendance officer, a school social worker, or a school administrator or his or her designee, the person who has legal or actual charge or control of the child, and the child, when appropriate, to attempt to address the barriers to attendance. The result of the meeting or meetings is to develop a collaborative plan to reduce barriers identified to improve regular attendance. Section 79-209 was amended to require the plan to consider referrals to restorative justice practices or services. This form has been amended to add this requirement.

This form is required.

Guest Speaker Request Forms

Two guest speaker request forms have been created. One is for classroom or activity guest speakers. The other is for multi-grade assembly guest speakers.

This form is not required by is highly recommended if you adopt new Policy 3056.

Other Issues To Consider

Title VII and Transgender Staff and Student Cases

In the chaos of COVID-19 and new Title IX sexual harassment regulations, it has been easy to forget that the U.S. Supreme Court will likely decide some or all of the legal issues regarding the rights of LGBTQ+ individuals under Title VII (for employees) and Title IX (for employees and students). The Supreme Court combined three cases that will be decided in the next few weeks, involving two homosexual individuals and one transgender individual suing their former employer for sex discrimination based on their LGBTQ+ status.

Courts have always looked to Title VII's prohibition against discrimination "based on sex" when interpreting Title IX's prohibition against discrimination "on the basis of sex." It was clear from the transcripts of the arguments that the Justices see the impact these employment cases will have on public schools. The Justices pointedly noted that the Court's decision in these cases will be used by individuals and advocates when addressing Title IX issues in schools--no matter which way they decide it. They focused on the fact that if the Court decides it is discriminatory to fire or take other adverse employment action based on an individual's sexual orientation or gender identity, the proverbial floodgates will open. Several Justices asked specific questions about things like locker rooms, bathrooms, and participating in activities such as contact sports. The Court's decision may not necessarily require policy changes, but it could fundamentally alter the legal landscape we have been talking about for years.

There is also ongoing litigation in Connecticut regarding a policy permitting participation in athletics by transgender individuals. This case has made recent headlines, and OCR has determined that the policy actually violates Title IX by allowing biological male students to compete in female activities,

consistent with their gender identity. The Obama Administration encouraged the exact opposite, so this is another in a line of circumstances where the Trump Administration's OCR has declared a policy invalid based on changes required by the Obama Administration's OCR!

EDGAR Audits

In 2017 we provided you with Policy 3003.1 and 3004.1 to address the new requirements of the federal Education Department General Administrative Regulations (EDGAR). EDGAR regulations to all federal grants that are made by the US Department of Education to local school districts directly and to all funds that pass from the federal government through state departments of education to local schools. This means that EDGAR governs most local school districts' special education, school breakfast and lunch, and Title I programs. Our policy 3004.1 includes everything that is required by those regulations to be in policy. Unfortunately, some of the individuals who have been contracted by the Nebraska Department of Education believe that schools must adopt a free-standing policy for nutrition services or are telling schools that they must revise their policy. This is not the case, and we have worked closely with the NDE Nutrition Services staff to vet policy 3004.1. However, many of the auditors are contracted staff working from checklists that are not Nebraska-specific. If you are a policy service subscriber and you receive a corrective action notice regarding your EDGAR procurement policy, forward that notice to one of us so that we can resolve this issue for you.

Future Ready District Technology Profiles

NDE has been gathering technology profiles from each school district as part of its Future Ready Framework and Nebraska's Educational Technology and Digital Learning Plan. Section 4 of the survey asks about whether the district has staff policies in place addressing specific topics. For your ease of reference when you or your staff are completing the profile, the content areas that the profile asks about are listed below, with the corresponding policy referenced:

Section 4 Question 1 (staff policies)	
Acceptable Use Policy	5037
Cyberbullying	5054

Children's Online Privacy Protection Act (COPPA) Compliance	5037
Email Usage and Security	5037
Family Educational Rights and Privacy Act (FERPA) Compliance	5016 and 5017
Social Media Use	4051
Universal Design or Digital Accessibility for Learning	No policy (A policy on this is not required)
Section 4 Question 3	
Acceptable Use Policy	5037
Cyberbullying	5054
Digital Citizenship	5054
Children's Online Privacy Protection Act (COPPA) Compliance	5037
Email Usage and Security	5037
Family Educational Rights and Privacy Act (FERPA) Compliance	5016 and 5017
Social Media Use	No policy (any attempt to broadly govern student social media use in policy will likely violate the First Amendment. Instead we advise schools to take an educational approach in teaching students about appropriate social media use.)

Leave Under the Families First Coronavirus Response Act

As we have shared through our email updates and webinars, earlier this spring Congress passed the Families First Coronavirus Response Act ("FFCRA") which created two types of employer-paid leave: Employer-Paid Sick Leave and Emergency Family and Medical Leave. These types of leave can be taken for certain reasons related to the novel coronavirus and COVID-19. Many of the requirements of this new leave program are mandatory, but employers (like the school district) do have some discretion and/or choices to make with respect to how you administer the leave and respond to requests.

There are at least two details for the district to consider. First, whether you will allow employees to supplement the amount of pay that they receive pursuant to the FFCRA with pre-existing paid leave under the terms of their employment agreement with you. Second, how you will handle requests from employees to take Emergency Family and Medical Leave (and in certain narrow instances Emergency Paid Sick Leave) on an intermittent basis.

As of now, FFCRA leave is only available through December 31, 2020. As a result, we decided that at this point it probably does not make sense for your board to formally adopt FFCRA-specific provisions to be part of your regular board policies. So, you will not see any FFCRA leave-specific policies in these updates. Still, we recommend that you think about how you will administer FFCRA leave (including the two specific issues identified above) and have a plan to respond to requests. We are happy to discuss these details and options with you.

HANDBOOKS

With all of the uncertainty surrounding what school will look like for the 2020-21 school year, we are reluctant to advise permanent policy changes addressing COVID-19 issues. However, it is almost certain that school operations will have to be modified substantially next school year. And we know that many districts send their handbooks to be printed in the early summer. In order to put families on notice about possible rule modifications based on the pandemic while still maintaining maximum flexibility, we are suggesting that schools add the following wording into their handbooks:

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

> In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

While this isn't a cure-all, it should put families on notice that the rules may change for 2020-21. Notice that the district will have an affirmative obligation to distribute any changes, although the format of that distribution will be up to you. If you use KSB's model handbooks, this wording will be included in the 2020-21 updates which will be available in mid-June. If you do not use our model handbooks, you can insert this wording into your handbooks on the receipt page, right above the student and parent signature blocks.

Policies to be Expected In Updates 2 and 3

COVID-19 really wreaked havoc on our plans to have all policy and handbook updates done for June board meetings. Based on the unique deadlines and effective dates we've laid out below, we may even recommend that school boards schedule their meetings slightly differently this fall.

The Unicameral session is tentatively scheduled to resume July 20 and adjourn *sine die* on August 13. That means any laws passed between teh start of session in January and through August 13 that do not have an emergency clause will become effective three months after August 13. If all goes according to plan, this should be on or about **Friday, November 13, 2020**. Most schools would likely have November board meetings on November 9, the second Monday. If your board meeting is not scheduled to be held prior to that date, you may want to consider doing so to avoid having the effective date change your meeting notice requirements.

The U.S. Department of Education (finally) released their new Title IX regulations in early May, which have now been published officially in the Federal Register. They will become effective **August 14, 2020** unless they

are delayed by Congress or by judicial action. Most schools will meet on August 10, the second Monday. Although we will have Title IX policies and other items for you to begin reviewing prior to that date, you should consider moving your board meeting to a date before August 14 if possible to avoid a special meeting to implement the new Title IX policies prior to the effective date.

The typical meeting schedules line up fairly well with effective dates, but schools and ESUs will still need to have policies, handbooks, and notices ready this summer to begin the 2020-2021 school year, even if there are relatively few changes until those dates noted above. There will almost certainly be additional policy, handbook, and other impacts related to COVID-19 as we move toward the fall, as well. This is why we are stuck with three separate sets of updates this year.

We will try to make this as painless and straightforward as possible, but we know administrators and boards are already preparing for some tough decisions and longer board meetings. In light of that, here is our tentative schedule for additional updates in the coming weeks and months.

May 29: Initial policy and form revisions sent. Initial handbook updates available. *However*, if your district has the luxury of time because you don't have to send them to a printer, you may want to discuss if you can wait to finalize handbooks until the COVID-19 and Title IX updates are clearer.

June 1: Initial policy webinar. This will be recorded and posted on our website.

Sometime between July 1 - August 7: Second policy, form, and handbook revisions sent. These will include COVID-19-related considerations for reopening this fall and Title IX policies, handbook updates, and forms. These will be sent based on planned training schedules, litigation tracking, and additional federal guidance on implementation. You may have your own updates to make based on your individual COVID-19 plans, as well.

We do want to note that we plan to make the handbook updates available in two forms: (1) updates included in our full handbooks, and (2) 20-21 handbook "supplements" for those schools that have already completed handbook updates and do not want to reprint or resend the entire handbook.

On or before October 30: Third policy, form, and handbook revisions sent to accommodate the effective dates of new legislative action from

the Unicameral. If there are any additional handbook updates or changes, we will again provide them in two forms.

October 31: Everyone from KSB will trick-or-treat dressed as "attorneys really sick of COVID-19 and policy updates."

Tuesday, November 3: Presidential election that may or may not unravel a lot of this work.

At least the following policies will be coming in later rounds of updates:

Title IX (new): due to new regulations effective Aug. 14, but with plenty of time in between now and then for legislative delays or court injunctions. Lawsuits are already pending.

COVID-19-related changes: your guess is as good as ours.... We plan to consider changes throughout June and July, as information develops. We also plan to collaborate with NRCSA and its committees on reopening issues.

Meetings (2008): due to LB 148 and delayed effective date.

Budget (3001): due to LB 148 and delayed effective date. Because the effective date will be after the budget submission deadline, then these changes will be effective in November but likely will not affect the budget process until 2021. However, they could impact any budget amendments, which may be prevalent this year based on ever-changing COVID-19 relief aid and impacts from the virus.

Parental Involvement (5018): this may be updated based on ongoing discussions with NDE regarding the conflict between the rights of a parent to request an opt out from state assessments and the state and federal law that requires "all students" to be assessed.

CONCLUSION

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

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Organization of the Board, Board Officers, Check Signing, and Committees

1. Membership, Term and Election

    a. The Board of Education shall be comprised of six members who will be elected at large.

    b. Those who wish to serve on the board shall file, be elected, and serve terms of office on the board according to law.

2. Internal Organization and Officers

    a. President

        i. At the regular January meeting, the board shall elect from among its members a president who shall serve in that capacity for one year.

        ii. The president shall preside at all board meetings, and shall perform such other duties as may be prescribed by law or by action of the board.

    b. Vice President

        i. At the regular January meeting, the board shall elect from among its members a vice president who shall serve in that capacity for one year.

        ii. The vice president shall preside in the absence of the president, and shall perform such other duties as are assigned by the board.

    c. Secretary

        i. At the regular January meeting, the board shall elect a secretary who need not be a member of the board. The secretary shall serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.

ii. The secretary shall see that an accurate record of the proceedings of the board is kept, that a copy of the proceedings is provided to each board member and to the superintendent, and that a concise summary of each month's meeting is published along with a list of all approved claims. The secretary shall perform such other duties as are prescribed by law and assigned by the board.

d. Treasurer

i. At the regular January meeting, the board shall elect, employ, or appoint a treasurer who need not be a member of the board if permitted by law. The treasurer shall serve in that capacity for one year, unless the board designates a longer term for the treasurer.

ii. The treasurer may be designated to sign checks and certain other documents. The treasurer is the custodian of the monies of the district.

iii. The treasurer shall give bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.

iv. The treasurer shall issue no warrant of payment of claim against the district until such claim has been duly authorized.

3. Signing and Authorizing Checks, Warrants, and other Instruments.

a. Unless otherwise delegated by the board, the president and secretary of the board shall sign checks, warrants, and other instruments of the district.

b. The board may delegate another person to sign and validate any checks, warrants, and other instruments. Facsimile signatures of board members may be used.

c. The board delegates that the vice president or treasurer may sign any warrant in the absence of either the president or the secretary.

4. Board Officer Voting and Tie Breakers

    a. The vote to elect board officers may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

    b. In the event any officer cannot be elected by a majority after 10 votes; no votes occur after ten motions fail for lack of a "second,"; or no member volunteers to serve as an officer for a particular position, the tie will be broken by the applicable method:

        i. If the board is split between two members, the officer will be determined by coin flip. The winning member will be the officer for the upcoming year unless the position changes by action of the board.

        ii. If the board is split between more than two members who wish to serve as the officer, any member wanting to serve as the officer will put his or her name into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

        iii. If no member is willing to serve as an officer for a position which is required to be a member of the board, all non-officers' names will be put into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

5. Committees

    a. The board shall authorize such special committees as it deems necessary. The board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work.

    b. On or before the beginning of each calendar year, the board shall appoint three members to form a Committee on American Civics. The committee's duties shall be those prescribed by Nebraska statutes, which include:

i. Hold no fewer than two public meetings annually, at least one when public testimony is accepted;

ii. Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;

iii. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section 79-760.01 and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;

iv. Review and approve the social studies curriculum to ensure that it stresses the services of the men and women who played a crucial role in the achievement of national independence, establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education as set forth in sections 79-719 to 79-723 in order to instill a pride and respect for the nation's institutions and not be merely a recital of events and dates;

v. Ensure that any curriculum recommended or approved by the committee on American civics is made readily accessible to the public and contains a reference to this section;

vi. Ensure that the district develops and utilizes formative, interim, and summative assessments to measure student mastery of the social studies standards adopted pursuant to section 79-760.01;

vii. Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:

1. Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or

2. Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body as defined by section 84-1409 followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or

3. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by a holiday listed in section 79-724(6) or on a topic related to such person or persons or event;

viii. Take all such other steps as will assure the carrying out of the provisions of this section and provide a report to the school board regarding the committee's findings and recommendations.

6. Vacancies

a. A vacancy on the board of education shall exist when any one of the following occurs:

i. A member submits his or her formal resignation from the board.

ii. A member removes himself or herself from the district or is absent from the district for a continuous period of sixty days.

iii. A member misses more than two consecutive regular board meetings unless excused by a majority of the remaining members.

iv. Such other reasons as are set forth in Nebraska statutes.

b. The board shall make note the vacancy in its minutes and shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term to (1) the election commissioner or county clerk, and (2) the public by published notice in a newspaper of general circulation in the district.

c. Vacancies shall be filled in the manner set forth in Nebraska statutes.

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

2002
Organization of the Board

1. Membership, Term and Election

    a. The Board of Education shall be comprised of six members who will be elected at large.

    b. Those who wish to serve on the board shall file, be elected, and serve terms of office on the board according to law.

2. Internal Organization and Officers

    a. President

        i. At the regular January meeting, the board shall elect from among its members a president who shall serve in that capacity for one year.

        ii. The president shall preside at all board meetings, and shall perform such other duties as may be prescribed by law or by action of the board.

    b. Vice President

        i. At the regular January meeting, the board shall elect from among its members a vice president who shall serve in that capacity for one year.

        ii. The vice president shall preside in the absence of the president, and shall perform such other duties as are assigned by the board.

    c. Secretary

        i. At the regular January meeting, the board shall elect a secretary who need not be a member of the board. The secretary shall serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.

        ii. The secretary shall see that an accurate record of the proceedings of the board is kept, that a copy of the

proceedings is provided to each board member and to the superintendent, and that a concise summary of each month's meeting is published along with a list of all approved claims. The secretary shall perform such other duties as are prescribed by law and assigned by the board.

d. Treasurer

i. At the regular January meeting, the board shall elect, employ, or appoint a treasurer who need not be a member of the board if permitted by law. The treasurer shall serve in that capacity for one year, unless the board designates a longer term for the treasurer. ~~A treasurer from the board will be~~~~The board will employ or~~ ~~designated~~ a treasurer ~~on a year-to-year basis as permitted by law~~.

ii. The treasurer ~~will~~ may be designated to sign checks and certain other documents. The treasurer is the custodian of the monies of the district.

iii. The treasurer shall give bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.

iv. The treasurer shall issue no warrant of payment of claim against the district until such claim has been duly authorized ~~by the board and has been duly countersigned by the president~~.

3. Signing and Authorizing Checks, ~~—~~Warrants, and other ~~Orders~~Instruments.

~~e.~~a. Unless otherwise delegated by the board, the president and secretary of the board shall sign checks, warrants, and ~~warrants~~other instruments of the district.

~~f.~~b. The board may delegate another person to sign and validate ~~all~~any ~~warrants, checks~~checks, warrants, and other instruments. Facsimile signatures of board members may be used.

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c. The board delegates that the vice president or treasurer may sign any warrant in the absence of either the president or the secretary.~~The board may delegate another person to sign and validate all warrants, checks, and other instruments. Facsimile signatures of board members may be used~~.

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~~3.~~4. Board Officer Voting and Tie Breakers

a. The vote to elect board officers may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

b. In the event any officer cannot be elected by a majority after 10 votes; no votes occur after ten motions fail for lack of a "second,"; or no member volunteers to serve as an officer for a particular position, the tie will be broken by the applicable method:

i. [Option 1]: If the board is split between two members, they will each serve as the officer for six months of the year. The initial six-month term will be determined by coin flip.

[Option 2]: If the board is split between two members, the officer will be determined by coin flip. The winning member will be the officer for the upcoming year unless the position changes by action of the board.

ii. If the board is split between more than two members who wish to serve as the officer, any member wanting to serve as the officer will put his or her name into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

iii. If no member is willing to serve as an officer for a position which is required to be a member of the board, all non-officers' names will be put into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

~~4.~~5. Committees

a. The board shall authorize such special committees as it deems necessary. The board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work.

b. On or before the beginning of each calendar year, the board shall appoint three members to form a Committee on American Civics. The committee's duties shall be those prescribed by Nebraska statutes, which include:
   i. Hold no fewer than two public meetings annually, at least one when public testimony is accepted;
   ii. Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;
   iii. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section 79-760.01 and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;
   iv. Review and approve the social studies curriculum to ensure that it stresses the services of the men and women who played a crucial role in the achievement of national independence, establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education as set forth in sections 79-719 to 79-723 in order to instill a pride and respect for the nation's institutions and not be merely a recital of events and dates;
   v. Ensure that any curriculum recommended or approved by the committee on American civics is made readily accessible to the public and contains a reference to this section;
   vi. Ensure that the district develops and utilizes formative, interim, and summative assessments to measure student mastery of the social studies standards adopted pursuant to section 79-760.01;

vii. Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:
    1. Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or
    2. Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body as defined by section 84-1409 followed by the completion of a project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or
    3. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by a holiday listed in section 79-724(6) or on a topic related to such person or persons or event; and

viii. Take all such other steps as will assure the carrying out of the provisions of this section and provide a report to the school board regarding the committee's findings and recommendations.

~~5.~~6. Vacancies

a. A vacancy on the board of education shall exist when any one of the following occurs:

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    iii. A member misses more than two consecutive regular board meetings unless excused by a majority of the remaining members.

iv. Such other reasons as are set forth in Nebraska statutes.

b. The board shall make note the vacancy in its minutes and shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term to (1) the election commissioner or county clerk, and (2) the public by published notice in a newspaper of general circulation in the district.

c. Vacancies shall be filled in the manner set forth in Nebraska statutes.

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

2002
Organization of the Board

1. Membership, Term and Election

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    4. Treasurer

        i. A treasurer from the board will be designated on a year-to-year basis.

        ii. The treasurer will sign checks and certain other documents. The treasurer is the custodian of the monies of the district.

iii. The treasurer shall give bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.

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3. Vacancies shall be filled in the manner set forth in Nebraska statutes.

Adopted on: July 22, 2019
Revised on:
Reviewed on: July 8, 2019

3004
General Purchasing and Procurement

I. **Applicability of this policy.**

1. Purchases made 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 Purchasing and Procurement with Federal Funds, which is found elsewhere in this section.

2. This policy applies to all other purchases made by the school district other than construction, remodeling, repair and site improvements.

II. **General Purchasing Policy**

A. The school district's budget shall be the guide for all purchases. No employee of the district may make a purchase that is not provided for in the budget without board or administrative approval.

B. The board intends to purchase competitively, whenever possible, without prejudice and to seek maximum educational value for every dollar expended.

C. 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.

D. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

III. **Building-Specific Purchasing**

A. School buildings are operationally under the control of building principals. Principals have control and responsibility for the building and grounds, for all supplies and equipment housed at the building, for all school-related activities in the building, and for all pupils, teachers, and other employees assigned to the building.

B. Principals, in consultation with their staff, are responsible for requisitioning, managing, distributing, and utilizing supplies within the building.

C. The superintendent of schools or his designee is responsible for the requisitioning, managing, distributing, and utilizing of supplies for maintenance and transportation.

D. The administration is responsible for purchasing of goods, services and supplies and for providing the necessary forms for establishing efficient procedures to facilitate the process.

IV. Purchasing Procedures

A. School personnel must secure the approval of an authorized administrator before making any purchases.

B. Employees seeking reimbursement for a purchase made with their personal funds must attach an itemized receipt or invoice to all requests for reimbursement; must sign all purchase receipts or charge slips; and must submit itemized receipts and any purchasing card or credit card receipts to the office of the superintendent by the 25th of the month prior to the next regular board meeting. A non-itemized credit card receipt is not sufficient.

C. Employees making purchases with a school district credit card or purchasing program must comply with the steps set forth in the district's Purchasing (Credit) Card Program.

D. All purchases of goods and services made with district funds must be made on a properly executed purchase order.

E. All purchases shall be initiated with a purchase order. Purchase orders are signed by the person responsible for that particular budget and finally by the superintendent.

F. For purchases of more than $25,000, authorized staff members must secure written quotes and/or estimates from a reasonable number of vendors to establish a competitive market. Staff will purchase from a responsible vendor with the lowest price unless circumstances and further information would provide rationale for selecting another competitive bid. Any purchase in excess of $25,000 will require board approval.

V. Relations with Vendors

A. The board wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. The school shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery, with past services being a factor if all other considerations are equal. The administrative team may, in its discretion, use a Nebraska a 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.

B. No purchase shall be made that violates any conflict of interest policy or law.

C. No employee shall endorse any product of any type or kind in such a manner as will identify him/her in any way as an employee of the school district.

D. The board believes in patronizing local businesses. Consequently, when proposals are judged to be equal in terms of quality, price, and/or service, the contract or purchase will be awarded to the firm that is located within the district. However, the board will not sacrifice either quality or economy to patronize local businesses.

Adopted on: August 27, 2018
Revised on:
Reviewed on: August 14, 2018

3004
General Purchasing and Procurement

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B. No purchase shall be made that violates any conflict of interest policy or law.

C. No employee shall endorse any product of any type or kind in such a manner as will identify him/her in any way as an employee of the school district.

D. The board believes in patronizing local businesses. Consequently, when proposals are judged to be equal in terms of quality, price, and/or service, the contract or purchase will be awarded to the firm that is located within the district. However, the board will not sacrifice either quality or economy to patronize local businesses.

Adopted on: August 27, 2018
Revised on:
Reviewed on: February 25, 2019

3039

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 a 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 identifying and responding to serious threats 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 Team

The threat assessment team (team) shall consist of the Superintendent or their designee, building principal, counselor, school resource officer and at least one other crisis team member. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator, or their designee, 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 team 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 team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team 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 its 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.

5. Communication with the Public about Reported Threats

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

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team 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 Safety Plan.

3039

Threat Assessment and Response

~~**[Option 1: Team Concept]**~~

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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 identifying and responding to serious threats 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

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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.

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~~1.~~2. **Obligation to Report Threatening Statements or Behaviors.**

All staff and students must report **substantive threats** ~~any threatening statements or behavior~~ 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~~2~~. Threat Assessment Team

The threat assessment team (team) shall consist of _____. **[Note to be deleted: This team should include at least the superintendent of schools, building principal(s), guidance counselor and local law enforcement. It also could include information technology staff, the school nurse, members of the mental health profession who would be willing to work with the school. It should not include parents or board members. Members of the school crisis team may also serve on the threat assessment team.]** Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation

Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4~~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 team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- ~~All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include I~~interviews with the individuals involved including students, ~~person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other~~ staff members ~~who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior~~, and ~~, interviews of~~ family members as necessary and/or appropriate;

- Review of school and other records for any prior history or interventions with the students involved;
- ~~A, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and a~~any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team 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 its 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.

54. Communication with the Public about Reported Threats

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

65. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team 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 Safety Plan.

[Option 2: Superintendent as Primary Investigator and Decision-Maker]

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.

Definitions

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.

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

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

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

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.

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

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emergency exclusion without complying with state law and board policy related governing those actions.

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.

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1. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to any threatening statements or behavior 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.

23. 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;

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- IAll reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the superintendent. Upon receipt of an initial report of any threat, the superintendent will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the individuals involved including students, person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members, and , who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any , physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the law enforcement unit superintendent 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.

34. Communication with the Public about Reported Threats

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~~To the extent possible, the superintendent will keep members of the school community informed about possible 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.~~

~~45. 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.~~

[Option 3: Law Enforcement Unit as Primary Investigator; Superintendent as Primary Decision Maker – Please note, this option is only available if you have adopted the pPolicy 3054 designating a Law Enforcement Unit]

The board 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.

Definitions

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.

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

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

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.

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.

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.

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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.

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1. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** any threatening statements or behavior 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.

2. Threat Assessment Investigation and Response

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All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the designated law enforcement unit. Upon receipt of an initial report of any threat, the law enforcement unit shall initiate an initial inquiry/triage and make a determination of the seriousness of the threat as expeditiously as possible. The law enforcement unit must contact local law enforcement if it determines that an individual poses a clear and immediate threat of serious violence.

will take steps to verify the information, make an initial assessment, and document any decision involving further action. If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the law enforcement unit will meet to evaluate and respond to the threatening behavior. The law enforcement unit 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.

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This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the unit determines to be reasonable and useful. The law enforcement unit must confer with at least one member of the school's guidance counseling staff as part of the 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 law enforcement unit will share its findings with the superintendent. The superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of the 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 the investigation to the student's individualized education plan team.

43. Communication with the Public about Reported Threats

To the extent possible, the superintendent will keep members of the school community informed about possible 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.

~~**45. 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.~~

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

3039

Threat Assessment and Response

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

1. Obligation to Report threatening Statements or Behaviors.

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

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

2. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the threat assessment team. Upon receipt of an initial report of any threat, the threat assessment team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the unit determines to be reasonable and useful. The threat assessment team must confer with at least one member of the school's guidance counseling staff as part of the investigation.

At the conclusion of the investigation, the threat assessment team will share its findings with the superintendent. Superintendent or designee will determine what, if any, response to the threat is appropriate. The superintendent, or designee, is authorized to disclose the results of the investigation to law enforcement and to the target(s) of any threatened acts. The superintendent or designee 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 the investigation to the student's individualized education plan team.

3. Communication with the Public about Reported Threats

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

4. Coordination with the Crisis Team After Resolution of Threat

The superintendent may 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.

Adopted on: July 22, 2019
Revised on:
Reviewed on: July 8, 2019

3046
Animals at Schools

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent or their designee except as provided in this policy or as otherwise required by law.

I. Use of Animals for Instructional Purposes

Animals that support a district program or curriculum or that are used for instructional purposes are allowed in school district buildings or on school district property with the written permission of the superintendent or building principal.

II. Service Animals

The school district does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. An individual with a disability is permitted to be accompanied by their service animal on school property when required by law, subject to the conditions of this policy.

Service Animal. A "service animal" is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Work or tasks ***do not*** include the crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship. The work or tasks performed by a service animal must be directly related to the handler's disability or necessary to mitigate a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. ***See also***, Miniature Horses below.

School District Inquiries. School officials ***may*** ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do ***unless*** the answers to these inquiries are readily apparent. School officials ***may not*** ask about the nature or extent of a person's disability and may not require documentary proof of certification or licensing as a service animal.

Procedural Requirements. The following requirements must be satisfied ***before*** a service animal will be allowed in school buildings or on school grounds:

Request. A person who wants to be accompanied by their service animal must submit a written request form to a principal or superintendent. The request form is attached to this policy. These requests must be renewed each school year or whenever a different service animal will be used. When a request to be accompanied by a service animal is submitted by, or on behalf of, a student who has an Individualized Education Program (IEP) and/or a Section 504 Plan, then the request shall be promptly referred to the student's respective IEP Team and/or 504 Team for its consideration and/or input.

Health and Vaccination. The owner or handler must have proof of current licensure from the local licensing authority including proof of the service animal's current vaccinations and immunizations required by law.

Service animals will not be allowed in school buildings or other school property until the school has approved the request.

Control. A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, vest identifying the dog as a trained service dog, leash, or other tether. If the handler is unable to use a harness, backpack, vest, leash, or other tether, because of a disability or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, the use of these items is not required. However, the service animal must be otherwise under the handler's control.

Exclusion or Removal from School. A service animal may be excluded from school property and buildings if a school administrator determines that:

(1) A handler does not have control of the service animal;
(2) The service animal is not housebroken;
(3) The service animal presents a direct and immediate threat to others in the school; or
(4) The animal's presence fundamentally alters the nature of the service, program, or activity.

The handler or the student's parent or guardian shall be required to remove the service animal from school premises immediately upon such a determination. If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

Allergic Reactions. If any student or school employee assigned to a classroom or mode of transportation in which a service animal is permitted suffers an allergic reaction to the service animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by an administrator. The school will arrange a meeting between school personnel, the individual with the disability, and the parents or guardian(s) of the person with the disability if that person is a student to develop an alternate plan.

Supervision and Care of Service Animals. The owner or handler of a service animal is solely responsible for the supervision and care of the animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The student's parent or guardian is responsible for providing for the supervision and the care of the animal in the event that his or her student is not able to do so. The school district is not responsible for providing any care, supervision, or assistance for a service animal.

Extra Charges. The owner or handler of a service animal will not be required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

Damage to School Property and Injuries. The owner or handler of a service animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the animal.

Miniature Horses. Requests to permit the use of a miniature horse by an individual with a disability will be addressed on a case-by-case basis by considering the following factors:

(1) The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
(2) Whether the handler has sufficient control of the miniature horse;
(3) Whether the miniature horse is housebroken; and
(4) Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.

Service Animal in Training. This policy shall also be applicable to service animals in training that are accompanied by a bona fide trainer.

Denial of Access and Grievance. If a school official denies a request for access of a service animal, the disabled individual or parent or guardian can file a written grievance with the school's Section 504 Coordinator.

III. THERAPY ANIMALS

The school district supports the use of therapy animals by teachers or other qualified school personnel ("Owner") for the benefit of its students subject to the conditions of this policy.

Therapy Animal. A "therapy animal" is an animal that has been individually trained and certified to work with its Owner to provide emotional support, well-being, comfort, or companionship to school district students. Therapy animals are not "service animals" as that term is used in the American with Disabilities Act. The animal must be well behaved and have a temperament that is suitable for interaction with students and others in a public school. Therapy animals are personal property of the Owner and are not owned by the school district.

Therapy Animal Standards and Procedures. The following requirements must be satisfied ***before*** a therapy animal will be allowed in school buildings or on school grounds:

Request. An Owner who wants to bring a therapy animal to school must submit a written request form to a principal or superintendent. The request form is attached to this policy. The request must be renewed each school year or whenever a different therapy animal will be used. When a request to bring a therapy animal to school is submitted by, or on behalf of, a student who has an Individualized Education Program (IEP) and/or a Section 504 Plan, then the request shall be promptly referred to the student's respective IEP Team and/or 504 Team for its consideration and/or input.

Training and Certification. The Owner must submit training and certification information requested by the Superintendent or their designee. Any certification required by the school district must remain current at all times.

Health and Vaccination. The therapy animal must be clean, well groomed, in good health, house broken, and immunized against diseases common to such animals. The Owner must submit proof of current required licensure from the local licensing authority and proof

of the therapy animal's current vaccinations and immunizations from a licensed veterinarian, if applicable.

Control. A therapy animal must be under the control of the Owner at all times.

Identification. The therapy animal must have appropriate identification identifying it as a therapy animal.

No Disruption. The therapy animal must not disrupt the educational process by any of its behaviors.

Health and Safety. The therapy animal must not pose a health and safety risk to any student, employee, or other person at school.

Supervision and Care of Therapy Animals. The Owner is solely responsible for the supervision and care of the therapy animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a therapy animal.

Authorized Area(s). The Owner shall only allow the therapy animal to be in areas in school buildings or on school property that are authorized by school district administrators.

Insurance. The Owner must submit a copy of an insurance policy that provides liability coverage for the therapy animal while on school property.

Exclusion or Removal from School. A therapy animal may be excluded from school property and buildings if a school administrator determines that:

(1) A handler does not have control of the therapy animal;
(2) The therapy animal is not housebroken;
(3) The therapy animal presents a direct and immediate threat to others in the school; or
(4) The animal's presence otherwise interferes with the educational process.

The Owner shall be required to remove the therapy animal from school premises immediately upon such a determination.

Allergic Reactions. If any student or school employee assigned to a classroom in which a therapy animal is permitted suffers an allergic reaction to the therapy animal, the Owner of the animal will be required to remove the animal to a different location designated by an administrator.

Damages to School Property and Injuries. The Owner of a therapy animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy animal.

Other Therapy Animals. Therapy animals (1) owned by students, patrons, or other non-school employees or (2) owned by school employees for their own benefit will not be allowed on school grounds or school property except as otherwise required by law.

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

3046
Animals at Schools

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent or his or her designee except as provided in this policy or as otherwise required by law.

I. USE OF ANIMALS FOR INSTRUCTIONAL PURPOSES

Animals that support a district program or curriculum or that are used for instructional purposes are allowed in school district buildings or on school district property with the written permission of the superintendent or building principal.

II. SERVICE ANIMALS

The school district does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. An individual with a disability is permitted to be accompanied by his/her service animal on school property when required by law, subject to the conditions of this policy.

Service Animal. A "service animal" is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Work or tasks ***do not*** include the crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship. The work or tasks performed by a service animal must be directly related to the handler's disability or necessary to mitigate a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. ***See also***, Miniature Horses below.

School District Inquiries. School officials ***may*** ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do ***unless*** the answers to these inquiries are readily apparent. School officials ***may not*** ask about the nature or extent of a person's disability and may not require documentary proof of certification or licensing as a service animal.

Procedural Requirements. The following requirements must be satisfied ***before*** a service animal will be allowed in school buildings or on school grounds:

Request. A person who wants to be accompanied by his/her service animal must submit a written request form to a principal or superintendent. The request form is attached to this policy. These requests must be renewed each school year or whenever a different service animal will be used. When a request to be accompanied by a service animal is submitted by, or on behalf of, a student who has an Individualized Education Program (IEP) and/or a Section 504 Plan, then the request shall be promptly referred to the student's respective IEP Team and/or 504 Team for its consideration and/or input.

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Health and Vaccination. The owner or handler must have proof of current licensure from the local licensing authority including proof of the service animal's current vaccinations and immunizations required by law.

Service animals will not be allowed in school buildings or other school property until the school has approved the request.

Control. A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, vest identifying the dog as a trained service dog, leash, or other tether. If the handler is unable to use a harness, backpack, vest, leash, or other tether, because of a disability or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, the use of these items is not required. However, the service animal must be otherwise under the handler's control.

Exclusion or Removal from School. A service animal may be excluded from school property and buildings if a school administrator determines that:

(1) A handler does not have control of the service animal;
(2) The service animal is not housebroken;
(3) The service animal presents a direct and immediate threat to others in the school; or
(4) The animal's presence fundamentally alters the nature of the service, program, or activity.

The handler or the student's parent or guardian shall be required to remove the service animal from school premises immediately upon such a determination. If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

Allergic Reactions. If any student or school employee assigned to a classroom or mode of transportation in which a service animal is permitted suffers an allergic reaction to the service animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by an administrator. The school will arrange a meeting between school personnel, the individual with the disability, and the parents or guardian(s) of the person with the disability if that person is a student to develop an alternate plan.

Supervision and Care of Service Animals. The owner or handler of a service animal is solely responsible for the supervision and care of the animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The student's parent or guardian is responsible for providing for the supervision and the care of the animal in the event that his or her student is not able to do so. The school district is not responsible for providing any care, supervision, or assistance for a service animal.

Extra Charges. The owner or handler of a service animal will not be required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

Damage to School Property and Injuries. The owner or handler of a service animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the animal.

Miniature Horses. Requests to permit the use of a miniature horse by an individual with a disability will be addressed on a case-by-case basis by considering the following factors:

(1) The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
(2) Whether the handler has sufficient control of the miniature horse;
(3) Whether the miniature horse is housebroken; and
(4) Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.

Service Animal in Training. This policy shall also be applicable to service animals in training that are accompanied by a bona fide trainer.

Denial of Access and Grievance. If a school official denies a request for access of a service animal, the disabled individual or parent or guardian can file a written grievance with the school's Section 504 Coordinator.

[NOTE TO BE DELETED: There are 2 options below. The first option allows therapy animals brought by school employees as approved by the administration. The second does not allow therapy animals "except as required by law." YOU MUST PICK AN OPTION AND DELETE THE OTHER.]

[OPTION 1]

III. Therapy Animals

The school district supports the use of therapy animals by teachers or other qualified school personnel ("Owner") for the benefit of its students subject to the conditions of this policy.

Therapy Animal. A "therapy animal" is an animal that has been individually trained and certified to work with its Owner to provide emotional support, well-being, comfort, or companionship to school district students. Therapy animals are not "service animals" as that term is used in the American with Disabilities Act. The animal must be well behaved and have a temperament that is suitable for interaction with students and others in a public school. Therapy animals are personal property of the Owner and are not owned by the school district.

Therapy Animal Standards and Procedures. The following requirements must be satisfied ***before*** a therapy animal will be allowed in school buildings or on school grounds:

Request. An Owner who wants to bring a therapy animal to school must submit a written request form to a principal or superintendent. The request form is attached to this policy. The request must be renewed each school year or whenever a different therapy animal will be used. When a request to bring a therapy animal to school is submitted by, or on behalf of, a student who has an Individualized Education Program (IEP) and/or a Section 504 Plan, then the request shall be promptly referred to the student's respective IEP Team and/or 504 Team for its consideration and/or input.

Training and Certification. The Owner must submit training and certification information requested by the Superintendent or his or her designee. Any certification required by the school district must remain current at all times.

Health and Vaccination. The therapy animal must be clean, well groomed, in good health, house broken, and immunized against diseases common to such animals. The Owner must submit proof of current required licensure from the local licensing authority and proof of the therapy animal's current vaccinations and immunizations from a licensed veterinarian, if applicable.

Control. A therapy animal must be under the control of the Owner at all times.

Identification. The therapy animal must have appropriate identification identifying it as a therapy animal.

No Disruption. The therapy animal must not disrupt the educational process by any of its behaviors.

Health and Safety. The therapy animal must not pose a health and safety risk to any student, employee, or other person at school.

Supervision and Care of Therapy Animals. The Owner is solely responsible for the supervision and care of the therapy animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a therapy animal.

Authorized Area(s). The Owner shall only allow the therapy animal to be in areas in school buildings or on school property that are authorized by school district administrators.

Insurance. The Owner must submit a copy of an insurance policy that provides liability coverage for the therapy animal while on school property.

Exclusion or Removal from School. A therapy animal may be excluded from school property and buildings if a school administrator determines that:

(1) A handler does not have control of the therapy animal;
(2) The therapy animal is not housebroken;

(3) The therapy animal presents a direct and immediate threat to others in the school; or
(4) The animal's presence otherwise interferes with the educational process.

The Owner shall be required to remove the therapy animal from school premises immediately upon such a determination.

Allergic Reactions. If any student or school employee assigned to a classroom in which a therapy animal is permitted suffers an allergic reaction to the therapy animal, the Owner of the animal will be required to remove the animal to a different location designated by an administrator.

Damages to School Property and Injuries. The Owner of a therapy animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy animal.

Other Therapy Animals. Therapy animals (1) owned by students, patrons, or other non-school employees or (2) owned by school employees for their own benefit will not be allowed on school grounds or school property except as otherwise required by law.

[OPTION 2]

III. Therapy Animals

A "therapy animal" is an animal that has been individually trained and certified to work with its owner to provide emotional support, well-being, comfort, or companionship. Therapy animals are not "service animals" as that term is used in the Americans with Disabilities Act.

Therapy animals will not be allowed on school grounds or school property except as otherwise required by law.

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

3046
Animals at Schools

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent or his or her designee except as provided in this policy or as otherwise required by law.

I. Use of Animals for Instructional Purposes

Animals that support a district program or curriculum or that are used for instructional purposes are allowed in school district buildings or on school district property with the written permission of the superintendent or building principal.

II. Service Animals

The school district does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. An individual with a disability is permitted to be accompanied by his/her service animal on school property when required by law, subject to the conditions of this policy.

Service Animal. A "service animal" is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Work or tasks ***do not*** include the crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship. The work or tasks performed by a service animal must be directly related to the handler's disability or necessary to mitigate a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. ***See also***, Miniature Horses below.

School District Inquiries. School officials ***may*** ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do ***unless*** the answers to these inquiries are readily apparent. School officials ***may not*** ask about the nature or extent of a person's disability and may not require documentary proof of certification or licensing as a service animal.

Procedural Requirements. The following requirements must be satisfied ***before*** a service animal will be allowed in school buildings or on school grounds:

> **Request.** A person who wants to be accompanied by his/her service animal must submit a written request form to a principal or superintendent. The request form is attached to this policy. These requests must be renewed each school year or whenever a different service animal will be used.
>
> **Health and Vaccination.** The owner or handler must have proof of current licensure from the local licensing authority including proof of the service animal's current vaccinations and immunizations required by law.

Service animals will not be allowed in school buildings or other school property until the school has approved the request.

Note: This form is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different therapy dog will be used.

Control. A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, vest identifying the dog as a trained service dog, leash, or other tether. If the handler is unable to use a harness, backpack, vest, leash, or other tether, because of a disability or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, the use of these items is not required. However, the service animal must be otherwise under the handler's control.

Exclusion or Removal from School. A service animal may be excluded from school property and buildings if a school administrator determines that:

(1) A handler does not have control of the service animal;
(2) The service animal is not housebroken;
(3) The service animal presents a direct and immediate threat to others in the school; or
(4) The animal's presence fundamentally alters the nature of the service, program, or activity.

The handler or the student's parent or guardian shall be required to remove the service animal from school premises immediately upon such a determination. If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

Allergic Reactions. If any student or school employee assigned to a classroom or mode of transportation in which a service animal is permitted suffers an allergic reaction to the service animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by an administrator. The school will arrange a meeting between school personnel, the individual with the disability, and the parents or guardian(s) of the person with the disability if that person is a student to develop an alternate plan.

Supervision and Care of Service Animals. The owner or handler of a service animal is solely responsible for the supervision and care of the animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The student's parent or guardian is responsible for providing for the supervision and the care of the animal in the event that his or her student is not able to do so. The school district is not responsible for providing any care, supervision, or assistance for a service animal.

Extra Charges. The owner or handler of a service animal will not be required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

Damage to School Property and Injuries. The owner or handler of a service animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the animal.

Miniature Horses. Requests to permit the use of a miniature horse by an individual with a disability will be addressed on a case-by-case basis by considering the following factors:

Note: This form is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different therapy dog will be used.

(1) The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
(2) Whether the handler has sufficient control of the miniature horse;
(3) Whether the miniature horse is housebroken; and
(4) Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.

Service Animal in Training. This policy shall also be applicable to service animals in training that are accompanied by a bona fide trainer.

Denial of Access and Grievance. If a school official denies a request for access of a service animal, the disabled individual or parent or guardian can file a written grievance with the school's Section 504 Coordinator.

III. Therapy Animals

The school district supports the use of therapy animals by teachers or other qualified school personnel ("Owner") for the benefit of its students subject to the conditions of this policy.

Therapy Animal. A "therapy animal" is an animal that has been individually trained and certified to work with its Owner to provide emotional support, well-being, comfort, or companionship to school district students. Therapy animals are not "service animals" as that term is used in the American with Disabilities Act. The animal must be well behaved and have a temperament that is suitable for interaction with students and others in a public school. Therapy animals are personal property of the Owner and are not owned by the school district.

Therapy Animal Standards and Procedures. The following requirements must be satisfied ***before*** a therapy animal will be allowed in school buildings or on school grounds:

Request. An Owner who wants to bring a therapy animal to school must submit a written request form to a principal or superintendent. The request form is attached to this policy. The request must be renewed each school year or whenever a different therapy animal will be used.

Training and Certification. The Owner must submit training and certification information requested by the Superintendent or his or her designee. Any certification required by the school district must remain current at all times.

Health and Vaccination. The therapy animal must be clean, well groomed, in good health, house broken, and immunized against diseases common to such animals. The Owner must submit proof of current required licensure from the local licensing authority and proof of the therapy animal's current vaccinations and immunizations from a licensed veterinarian, if applicable.

Control. A therapy animal must be under the control of the Owner at all times.

Note: This form is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different therapy dog will be used.

Identification. The therapy animal must have appropriate identification identifying it as a therapy animal.

No Disruption. The therapy animal must not disrupt the educational process by any of its behaviors.

Health and Safety. The therapy animal must not pose a health and safety risk to any student, employee, or other person at school.

Supervision and Care of Therapy Animals. The Owner is solely responsible for the supervision and care of the therapy animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a therapy animal.

Authorized Area(s). The Owner shall only allow the therapy animal to be in areas in school buildings or on school property that are authorized by school district administrators.

Insurance. The Owner must submit a copy of an insurance policy that provides liability coverage for the therapy animal while on school property.

Exclusion or Removal from School. A therapy animal may be excluded from school property and buildings if a school administrator determines that:

(1) A handler does not have control of the therapy animal;
(2) The therapy animal is not housebroken;
(3) The therapy animal presents a direct and immediate threat to others in the school; or
(4) The animal's presence otherwise interferes with the educational process.

The Owner shall be required to remove the therapy animal from school premises immediately upon such a determination.

Allergic Reactions. If any student or school employee assigned to a classroom in which a therapy animal is permitted suffers an allergic reaction to the therapy animal, the Owner of the animal will be required to remove the animal to a different location designated by an administrator.

Damages to School Property and Injuries. The Owner of a therapy animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy animal.

Other Therapy Animals. Therapy animals (1) owned by students, patrons, or other non-school employees or (2) owned by school employees for their own benefit will not be allowed on school grounds or school property except as otherwise required by law.

Adopted on: July 22, 2019
Revised on:
Reviewed on: July 8, 201

Note: This form is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different therapy dog will be used.

THERAPY DOG REQUEST FORM

Date _____ School Building _____

Employee/Animal Owner _____

Type of Dog: _____ Name of Dog: _____

Is the dog AKC Canine Good Citizen certified? □ Yes □ No

Has the dog received training or certification from another organization? □ Yes □ No
If yes, please provide details: _____

Is the dog current on all required immunizations and vaccinations? □ Yes □ No

Does the dog have an ID that indicates that the dog is a therapy dog? □ Yes □ No

I have attached the following documentation:

□ Proof of current licensure
□ Proof of current vaccinations and immunizations from a licensed veterinarian
□ Declaration page indicating adequate liability insurance coverage

I have read and understand the school district's Therapy Dog Policy. I will abide by the terms of that Policy. I understand that if the therapy dog is out of control, not housebroken, presents a direct and immediate threat to others in the school, or otherwise interferes with the educational process, the school district may exclude or remove my therapy dog from its property.

I agree to be responsible for any damage to school property or injury to personnel, students, or others caused by the therapy dog. I agree to indemnify, defend, and hold harmless the school district from and against any and all claims, actions, suits, judgments and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my therapy dog.

Owner Signature _____ Date _____

APPROVAL

School Official Signature _____ Date _____

Printed Name: _____ Title: _____

Note: This form is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different therapy dog will be used.

3055
School Resource Officers

The school district must have in effect a memorandum of understanding (MOU) with any law enforcement agency or any security agency prior to using the services of a school resource officer (SRO) or security guard. The MOU shall comply with all state law requirements.

Employer. The SRO or security guard are employees of the law enforcement agency or security agency.

Required Training. Each SRO and security guard and at least one administrator in each elementary or secondary school where an SRO or security guard is assigned must attend a minimum of twenty hours of training focused on school-based law enforcement, including, but not limited to, coursework focused on school law, student rights, understanding special needs students and students with disabilities, conflict de-escalation techniques, ethics for school resource officers and security guards, teenage brain development, adolescent behavior, implicit bias training, diversity and cultural awareness, trauma-informed responses, and preventing violence in school settings.

Prosecution Referral Records. The district must create and maintain records on each student referral for prosecution from an SRO in response to an incident occurring at school, on school grounds, or at a school-sponsored event. The records must allow for analysis of related data and must include the reason for the referral and the federally identified demographic characteristics of each student.

Parent or Guardian Notification. School officials are not required to notify a parent or guardian or give them an opportunity to be present if the student is subjected to questioning or interrogation by a school official. School officials will notify a parent or guardian or give them an opportunity to be present if the student is subjected to questioning or interrogation by an SRO or security guard operating in conjunction with a school official as provided in the school's separate policy regarding investigations, arrests, and other student contact by law enforcement, Health and Human Services, or other child welfare agencies.

Rights Advisement. School officials will not advise students of any constitutional rights before student questioning or interrogation. The advisement, if any, shall be made by the SRO or security guard as provided by their agencies' policies and procedures.

Referral to Law Enforcement for Prosecution. The school district's student discipline policy is the school policy required by state law that addresses the student conduct or actions that will be referred to law enforcement for prosecution and the type of student conduct or actions that will be resolved as a disciplinary matter by a school official and not referred to law enforcement.

Restraint and Seclusion. The school district's restraint and seclusion policy applies to the use of restraint and seclusion on students by school district employees. SROs and security guards that are not employees of the school district are not governed by the school district's restraint and seclusion policy. Instead, they will be governed by the restraint and seclusion policies, practices, and procedures implemented by their employers.

Filing and Posting the MOU. The superintendent shall provide a copy of any initial MOU entered into under this policy to the Nebraska Department of Education (Department) or post a copy on the school district's website within three months of its adoption. The superintendent shall thereafter file any changes to the MOU with the Department or post it on the school district's website no later than January 1st of each year.

Complaint Process. Any student or parent who wishes to express a concern or file a complaint about an SRO or security guard and the practices of the SRO or security guard must follow the school district's complaint procedure.

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

4003
Drug Policy Regarding Drivers

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

Designated Contact. The school district has designated Dr. Mike Rupprecht as the individual any driver may contact with questions about this policy or the school district's drug testing program and procedures for drivers. This individual further maintains and will provide drivers informational materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

Dr. Mike Rupprecht may be contacted at 402-898-3483 or via email at mrupprecht@ralstonschools.org

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

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

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

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

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

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

Refusal to Submit to Testing. A driver shall not refuse to submit to testing. A driver will be considered to have refused to submit to testing if the driver fails to provide a sample or specimen necessary for testing upon a lawful request, consistent with the required testing protocols. The refusal to submit to the testing used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers.

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

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

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

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

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

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

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

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

Frequency of Random Testing. Under DOT regulations, the district must test at least 50 percent of its average number of driver positions for drugs and 25 percent of its average number of driver positions for alcohol each year. The tests must be unannounced and spread evenly throughout the year. DOT regulations also require that every driver selected at random must have their name placed back in the random pool for the next selection period.

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

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

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

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

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

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

4003
Drug Policy Regarding Drivers

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

Designated Contact. The school district has designated Dr. Mike Rupprecht as the individual any driver may contact with questions about this policy or the school district's drug testing program and procedures for drivers. This individual further maintains and will provide drivers informational materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

Dr. Mike Rupprecht may be contacted at 402-898-3483 or via email at mrupprecht@ralstonschools.org

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

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

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

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

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

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

~~**Refusal to Submit to Testing**. The refusal to submit to the testing being used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers. Any driver who becomes unqualified on the basis of violation of the terms of this policy will be subject to disciplinary action which may include termination of the driver's employment.~~

Refusal to Submit to Testing. A driver shall not refuse to submit to testing. A driver will be considered to have refused to submit to testing if the driver fails to provide a sample or specimen necessary for testing upon a lawful request, consistent with the required testing protocols. The refusal to submit to the testing used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers.

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

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

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

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

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

Post-Accident Testing. A driver who has been involved in a reportable accident must submit to drug and alcohol testing ~~within 24 hours~~ as soon as possible. A reportable accident includes any accident in which there is a fatality, a person is injured and must be treated away from the accident site, the driver receives a citation for a moving violation, or a vehicle is towed from the scene. The driver must notify the district immediately regarding any reportable accident.

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

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

Frequency of Random Testing. Under DOT regulations, the district must test at least 50 percent of its average number of driver positions for drugs and 25 percent of its average number of driver positions for alcohol each year. The tests must be unannounced and spread evenly throughout the year. DOT regulations also require that every driver selected at random must have his or her name placed back in the random pool for the next selection period.

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

Medical Resource Officer. All laboratory test results will be reported by the laboratory to a medical review officer (MRO) designated by the district. Negative test results will be reported as such by the MRO to the district. Before reporting a positive test result to the district, the MRO will attempt to contact the driver to discuss the test result. If the MRO is unable to contact

the driver directly, the MRO will contact a district official designated in advance by the district, who shall in turn contact the driver and direct the driver to contact the MRO. Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. If required by DOT regulations, personal information collected and maintained pursuant to this policy shall be reported to the Clearinghouse by the MRO in the event of: (1) a verified positive, adulterated, or substituted drug test result; (2) an alcohol confirmation test with a concentration of 0.04 or higher; (3) a refusal to submit to any test required by this policy and the school district's drug testing program and procedures; (4) an employer's report of actual knowledge that a driver has used alcohol or controlled substances based on the employer's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances or an employee's admission of alcohol or controlled substance use; (5) on duty alcohol use as prohibited above; (6) pre-duty alcohol use as prohibited above; (7) alcohol use following an accident as prohibited above; (8) controlled substance use as prohibited above; (9) a substance abuse professional report of the successful completion of the return-to-duty process; (10) a negative return-to-duty test; and (11) an employer's report of completion of follow-up testing.

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

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

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

4003
Drug Policy Regarding Drivers

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

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

Refusal to Submit to Testing. The refusal to submit to the testing used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers. Any driver who becomes unqualified on the basis of violation of the terms of this policy will be subject to disciplinary action which may include termination of the driver's employment.

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

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

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

Post-Accident Testing. A driver who has been involved in a reportable accident must submit to drug and alcohol testing within 24 hours. A reportable accident includes any accident in which there is a fatality, a person is injured and must be treated away from the accident site, the driver receives a citation for a moving violation, or a vehicle is towed from the scene. The driver must notify the district immediately regarding any reportable accident.

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

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

Frequency of Random Testing. Under DOT regulations, the district must test at least 50 percent of its average number of driver positions for drugs and 25 percent of its average number of driver positions for alcohol each year. The tests must be unannounced and spread evenly throughout the year. DOT regulations also require that every driver selected at random must have his or her name placed back in the random pool for the next selection period.

Testing Procedure. All urine and blood specimens collected under the policy will be submitted to an approved laboratory for testing. Specimens that initially test positive for drugs will be subjected to a subsequent confirmation test before being reported by the laboratory as positive.

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

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

Adopted on: July 25, 2016
Revised on:
Reviewed on: July 25, 2016

5016
Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is SIMS.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when they have a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and

use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing their tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights

under this policy and the Family Educational Rights and Privacy Act.

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

5016
Student Records

Field Code Changed

Field Code Changed

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

[OPTION 1] For purposes of the district's compliance with state and federal law, the district "maintains" only those student records which are reduced to paper or physical format and placed within a student's file in the district's central offices or in the file pertaining to the student's special education or Section 504 services. Records which can be printed in paper form must be printed in order to be "maintained." Other records such as video recordings, which constitute student records, must be reduced to a physical medium in order to be "maintained." For example, a video must be put on a compact disk or other compatible hardware and placed within the student's file to be "maintained."

[OPTION 2] For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is_____ [INSERT YOUR SYSTEM, E.G. POWERSCHOOL, INFINITE CAMPUS, ETC.]

[OPTION 3] For purposes of the district's compliance with state and federal law, the district "maintains" as "student records" all records, files, and documents which are located in any format and within any storage unit of the district, whether in hard copy, digital, or otherwise.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required

to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School officials" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

~~attorneys; members of law enforcement acting on behalf of the school district; representatives of insurance providers that provide coverage to the school district; and third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the distric~~

~~t.~~ All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a

period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

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

5016
Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is SIMS.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. "School officials" include attorneys; members of law enforcement acting on behalf of the school district; representatives of insurance providers that provide coverage to the school district; and third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district. All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of

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

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: July 22, 2019
Revised on:
Reviewed on: July 8, 2019

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 or guardian 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.

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

Any statement, notice, recommendation, determination, or similar action specified in this 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 or guardian.

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.

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. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations or other forms of student work showing academic progress.

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

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension

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

Expulsion

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

program/plan and to such other consequences which the school district deems appropriate.

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

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

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

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

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the 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;
g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual 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. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
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; and

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

    a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
    b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
    c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
    d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
    e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

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: _____
Revised on: _____
Reviewed on: _____

Field Code Changed

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 or guardian 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.

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

Any statement, notice, recommendation, determination, or similar action specified in this 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 or guardian.

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.

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. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended will/will not be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: _____.

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

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

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 then twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Expulsion

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

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

3. **Suspension of Enforcement of an Expulsion**: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester

in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

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

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

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

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

any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the 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;
g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual 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. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
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; ~~and~~

~~l.~~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; and

~~m.~~n. Any other violation of a 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. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.

2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:

    a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;

    b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;

    c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;

    d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;

e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.

6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

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

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

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: _____
Revised on: _____
Reviewed on: _____

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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, 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. 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.

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

Any statement, notice, recommendation, determination, or similar action specified in this 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 or guardian.

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.

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. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended will be given the opportunity to complete classwork including but not limited to examinations or other forms of student work showing academic progress.

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

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension

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

Expulsion

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

2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or

guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

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

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

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;

9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;

10. Engaging in any other activity forbidden by the 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:

1. 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;
2. 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;
3. Violating school bus rules as set by the school district or district staff;
4. 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.;
5. 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;
6. Possession of pornography;
7. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
8. 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;
9. 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;

10. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
11. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
12. Using any object to simulate possession of a weapon; and
13. Any other violation of a 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. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.

2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:

1. 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;

2. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;

3. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;

4. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;

5. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

6. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.

6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

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

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

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: July 22, 2019
Revised on:
Reviewed on: December 9, 2019

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 safe2help located at www.Safe2helpNE.org or at 531-299-7233 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: _____
Revised on: _____
Reviewed on: _____

5054
Student Bullying

Definition of Bullying. ~~The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated."~~ Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The 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 District's administrators will consider these definitions when determining ~~are authorized to use both of these definitions to determine~~ whether any specific situation constitutes bullying. ~~Both of t~~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 ~~should~~must immediately report what happened to a teacher or administrator. Students can use the district's anonymous platform 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.

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

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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.

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

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

5054
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Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior.

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

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

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

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

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: July 9, 2018
Revised on:
Reviewed on: June 24, 2019

6020
Multicultural Education

In every curriculum area and at all grades, the school district will provide programs which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize human relations, sensitivity toward all races, and the rich diversity of the population of the United States. The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations.

Philosophy, Mission, and Program Goals. The school district respects and appreciates cultural diversity and seeks to promote the understanding of unique cultural and ethnic heritage. The district will promote the development of a culturally responsible and responsive curriculum. The school district's program will explore the attitudes, skills, and knowledge necessary to function in various cultures.

District Guides, Frameworks, or Standards. Appropriate district staff and/or committee(s) will review the school district curriculum guides, frameworks, or standards to determine that they appropriately incorporate multicultural education.

Selecting Appropriate Instructional Materials. Appropriate school district staff and/or committee(s) will review instructional materials and make a recommendation regarding those that are appropriate for the school district's multicultural education program.

Providing Staff Development. Appropriate school district staff and/or committee(s) will review the staff development provided for administrators, teachers, and support staff to determine that it includes appropriate multicultural education that is consistent with school district and program goals.

Periodic Assessment. Appropriate school district staff and/or committee(s) will periodically review the school district's multicultural education program by reviewing the criteria in this policy to assess whether the school district is adequately and appropriately incorporating multicultural education in all curriculum areas in all grades.

Annual Status Report. The superintendent will provide the board with a report on the status of the school district's multicultural education program annually.

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

6020
Multicultural Education

Field Code Changed

In every curriculum area and at all grades, the school district will provide programs which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize human relations, sensitivity toward all races, and the rich diversity of the population of the United States. The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations.

Philosophy, Mission, and Program Goals. The district respects and appreciates cultural diversity and seeks to promote the understanding of unique cultural and ethnic heritage. The district will promote the development of a culturally responsible and responsive curriculum. The district's program will explore the attitudes, skills, and knowledge necessary to function in various cultures.

District Guides, Frameworks, or Standards. Appropriate district staff and/or committee(s) will review the district curriculum guides, frameworks, or standards to determine that they appropriately incorporate multicultural education ~~by~~.

Selecting Appropriate Instructional Materials. Appropriate district staff and/or committee(s) will review instructional materials and make a recommendation ~~to the board~~ regarding those that are appropriate for the district's multicultural education program.

Providing Staff Development. Appropriate district staff and/or committee(s) will review the staff development provided for administrators, teachers, and support staff to determine that it includes appropriate multicultural education that is consistent with district and program goals.

Periodic Assessment. Appropriate district staff and/or committee(s) will periodically review the district's multicultural education program by reviewing the criteria in this policy to assess whether the district is adequately and appropriately incorporating multicultural education in all curriculum areas in all grades.

Annual Status Report. The superintendent ~~shall~~ will provide the board

with a report on the status of the district's multicultural education program annually.

~~The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations. The superintendent shall provide the board with a report on the status of the district's multicultural education program annually.~~

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

6020
Multi-Cultural Education

The school district will provide programs which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. Multicultural learning experiences will be infused in all subjects of the core curriculum for grades pre K-12. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize the rich diversity of the population of the United States.

The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations. The school district will periodically assess the Multi-Cultural Program and make changes and adjustments as appropriate.

Adopted on: July 25, 2016
Revised on:
Reviewed on: July 25, 2016

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

The following criteria shall be used for selecting evaluators according to 92 Nebraska Administrative Code 51-006.07B:

1. Those in-state service agencies that have approved rates for the current year established by the Nebraska Department of Education. A list of service agencies with approved rates, including state agencies, individual providers, and in-state providers may be found at https://www.education.ne.gov/sped/service-agencies/.

2. Those Nebraska providers located within 50 miles of the building of the district where the child attends when driving by ordinary public roadways.

3. Evaluations must consider the educational, health, or other student records of the student provided by the district. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.

4. Evaluations must be provided to the district, including all educational, health, student, or other records created as part of or relied upon to complete the evaluation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.

5. Evaluations must be conducted by a provider that is authorized, available, and willing to discuss, confer, or otherwise cooperate with the district regarding the evaluation, its results, or any other information related to the evaluation. Such cooperation may include reasonable participation in, or the submission of additional reports or information to, an IEP, MDT, or SAT team. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records or information unless disclosure is already authorized by state and federal law.

6. Evaluations must be sufficiently comprehensive for the evaluator to submit to the district a report that specifically details whether the student should be considered eligible for special education and related services, the nature of special education and related services recommended to accommodate the student's suspected disability, and the particular facts or findings underlying the evaluator's conclusions. This report must be submitted to the district within 45 days after the conclusion of the evaluation.

7. Evaluations must meet the then-current state standards for reliability, research-based processes, and educational or professional best practices.

8. Reimbursement to any evaluator chosen in conformance with this policy shall not exceed the cost that would be charged by the school district's contracted providers for the same or substantially similar evaluation.

All special education evaluations, including those independently obtained at the district's expense, must be obtained in a manner consistent with the criteria set forth above, unless state or federal law requires waiver of one or more criteria in order to accommodate unique circumstances.

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

6021

Field Code Changed

District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations

The following criteria shall be used for selecting evaluators according to 92 Nebraska Administrative Code 51-006.07B:

1. Those in-state service agencies that have approved rates for the current year established by the Nebraska Department of Education. A list of service agencies with approved rates, including state agencies, individual providers, and in-state providers may be found at https://www.education.ne.gov/sped/service-agencies/.

2. Those Nebraska providers located within 100[1] miles of the building of the district where the child attends when driving by ordinary public roadways, except [include here any exceptions to these criteria necessary for specific assessments which the district would not obtain within the indicated area. Based on feedback from ESU Special Education Directors statewide, these exceptions might include the following: vision-related evaluations (miles); evaluations for severe autism spectrum disorder (miles); evaluations for severe psychiatric disorders (miles); evaluations for significant or atypical orthopedic disorders (miles); threat assessments (miles); profound hearing impairments (miles). You should specifically identify such assessments after consulting with your special education or educational service unit staff, and include those and their relevant mileage range. If no assessments would require a deviation from this area, simply conclude this paragraph after the word "roadways."]

Comment [BT1]: Insert mileage that is appropriate to your district's geographic location.

3. Evaluations must consider the educational, health, or other student records of the student provided by the district. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.

4. Evaluations must be provided to the district, including all educational, health, student, or other records created as part of or relied upon to complete the evaluation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal

[1] ~~Insert mileage that is appropriate to your district's geographic location.~~

law.

5. Evaluations must be conducted by a provider that is authorized, available, and willing to discuss, confer, or otherwise cooperate with the district regarding the evaluation, its results, or any other information related to the evaluation. Such cooperation may include reasonable participation in, or the submission of additional reports or information to, an IEP, MDT, or SAT team. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records or information unless disclosure is already authorized by state and federal law.

6. Evaluations must be sufficiently comprehensive for the evaluator to submit to the district a report that specifically details whether the student should be considered eligible for special education and related services, the nature of special education and related services recommended to accommodate the student's suspected disability, and the particular facts or findings underlying the evaluator's conclusions. This report must be submitted to the district within 45 days after the conclusion of the evaluation.

7. Evaluations must meet the then-current state standards for reliability, research-based processes, and educational or professional best practices.

8. Reimbursement to any evaluator chosen in conformance with this policy shall not exceed the cost that would be charged by the school district's contracted providers for the same or substantially similar evaluation.

All special education evaluations, including those independently obtained at the district's expense, must be obtained in a manner consistent with the criteria set forth above, unless state or federal law requires waiver of one or more criteria in order to accommodate unique circumstances.
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Adopted on: _____
Revised on: _____
Reviewed on: _____

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

The following criteria shall be used for selecting evaluators according to 92 Nebraska Administrative Code 51-006.07B:

1. Those in-state service agencies that have approved rates for the current year established by the Nebraska Department of Education. A list of service agencies with approved rates, including state agencies, individual providers, and in-state providers may be found at the Nebraska Department of Education website.

2. Those Nebraska providers located within 100 miles of the school district.

Adopted on: July 25, 2016
Revised on:
Reviewed on: March 11, 2019

6033
Restraint and Seclusion of Students

Restraint and seclusion, as defined below, are behavioral interventions. The use of such behavioral interventions must be in accordance with this policy. The following interventions do not constitute seclusion and restraint, and are not governed by this policy: voice control, limited to loud, firm commands; time-limited ignoring of specific behaviors; brief physical prompts to interrupt or prevent a specific behavior; physical interventions which a student's health care provider has indicated are medically necessary for the treatment or protection of the individual; or other similar interventions.

Definitions

Physical restraint refers to a personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location. Physical restraint does not include incidental touching that comes along with movement inside a classroom, lunch line, or other areas of the school building where maintaining order is required.

Mechanical restraint refers to the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:

- Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
- Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
- Restraints for medical immobilization; or
- Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

Chemical restraint refers to the administration of medication for the purpose of restraint, but does not include the administration of medication in accordance with the directions and prescription of a physician with the consent of the student's parent or guardian.

Seclusion refers to the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.

Use of Restraint and Seclusion

The use of chemical restraint is strictly prohibited. The use of any seclusion or restraint intervention for punitive or disciplinary purposes is strictly prohibited. Similarly, the use of any technique that constitutes corporal punishment, which is the infliction of bodily pain as a penalty for disapproved behavior, is strictly prohibited. Seclusion and/or restraint shall not be used for the convenience of staff or as a substitute for an educational program. When restraint or seclusion is used to respond to the danger of harm posed by a student's behavior, the intervention shall be discontinued as soon as the danger of harm has dissipated.

The use of physical restraint, mechanical restraint, and seclusion is permitted in a manner consistent with this policy:

- as reasonably necessary where the student's behavior risks causing physical harm to self, others, and property;
- in accordance with the student's IEP, Section 504, or behavior intervention plan; *or*
- as otherwise prescribed, recommended, or suggested by a medical or related services provider.

Procedures

No technique shall restrict a student's breathing, deprive a student of basic needs, or unnecessarily expose a student to physical pain or discomfort.

Seclusion shall not be used for students who are severely self-injurious or suicidal. When seclusion is utilized as permitted by this policy, the following procedures shall be followed:

- The student shall be monitored by an adult in close proximity who is able to regularly observe the student;
- The confining space shall be approved for such use, unless the use of such a space is impossible or impracticable under the circumstances;

- The confining space shall be appropriately lighted, ventilated, and heated or cooled; *and*
- The confining space shall be free from objects that unreasonably expose the student or others to harm.

If a pattern of behavior emerges that requires or is anticipated to require the use of restraint and/or seclusion for the student, the appropriate educators and/or team members shall review what assessments, evaluations, supports, services, programs, or placements are appropriate in light of the student's needs and circumstances.

Recording and Reporting

Each incident of restraint or seclusion must be recorded and reported as required by the building administrators.

Training

All staff members shall be provided notice of this policy and will be trained on its contents. The Superintendent or their designee will identify school staff members likely to implement the restraint or seclusion interventions authorized by this policy and arrange for those individuals to receive appropriate training on the appropriate implementation of such interventions and the use of other behavioral supports and interventions.

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

6033
Restraint and Seclusion of Students

Restraint and seclusion, as defined below, are behavioral interventions~~, not educational techniques. They are limited to exigent circumstances and situations that necessitate their.~~ The use ~~to protect the safety~~ of ~~the student, other students, staff and property. When used as safety intervention, they should be used as methods of last resort. When used as behavior intervention, they~~ such behavioral interventions must be ~~used according to the terms of~~in accordance with this policy.

~~This~~The following interventions do not constitute seclusion and restraint, and are not governed by this policy~~ does not cover interventions such as~~: voice control, limited to loud, firm commands; time-limited ignoring of specific behaviors; brief physical prompts to interrupt or prevent a specific behavior; physical interventions which a student's health care provider has indicated are medically necessary for the treatment or protection of the individual; or other similar interventions.

Definitions

Physical restraint refers to a personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location. Physical restraint does not include incidental touching that comes along with movement inside a classroom, lunch line, or other areas of the school building where maintaining order is required.

Mechanical restraint refers to the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:

- Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
- Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
- Restraints for medical immobilization; or

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- Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

Chemical restraint

~~I.~~ refers to the administration of medication for the purpose of restraint, but does not include the administration of medication in accordance with the directions and prescription of a physician with the consent of the student's parent or guardian.

Seclusion

~~A. Definition~~

~~1. Seclusion is a last resort emergency safety intervention that provides an opportunity for the student to regain self-control. Seclusion is the~~refers to the involuntary confinement of a student alone in a room or ~~other space~~area from which the student is physically prevented from leaving~~ and which provides for continuous adult observation of the student.~~. It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.

~~2. A room or area used for seclusion:~~

~~a. must not be locked;~~

~~b. must not prevent the student from exiting the area should staff become incapacitated or leave that area;~~

~~c. must provide for adequate space, lighting, ventilation, viewing, and the safety of the student.~~

~~B. Timeout~~

~~1. Timeout is a behavior intervention in which a student, for a limited and specified time, is placed in an environment where access to positive reinforcement is unavailable.~~

~~2. Timeout should not be confused with seclusion because a student's movement in a timeout setting is not physically restricted.~~

~~3. Timeout lies within a continuum of procedures that help students self-regulate and control their behavior.~~

~~C.~~

Use of Restraint and Seclusion

The use of chemical restraint is strictly prohibited. The use of any seclusion or restraint intervention for punitive or disciplinary purposes is strictly prohibited. Similarly, the use of any technique that constitutes corporal punishment, which is the infliction of bodily pain as a penalty for disapproved behavior, is strictly prohibited. Seclusion and/or restraint shall

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not be used for the convenience of staff or as a substitute for an educational program. When restraint or seclusion is used to respond to the danger of harm posed by a student's behavior, the intervention shall be discontinued as soon as the danger of harm has dissipated.

[Option A: Most Aggressive Approach]
The use of physical restraint, mechanical restraint, and seclusion is permitted in a manner consistent with this policy as reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process.

[Option B: Aggressive Approach]
The use of physical restraint, mechanical restraint, and seclusion is permitted in a manner consistent with this policy:

- as reasonably necessary where the student's behavior risks causing physical harm to self, others, and property;
- in accordance with the student's IEP, Section 504, or behavior intervention plan; *or*
- as otherwise prescribed, recommended, or suggested by a medical or related services provider.

[Option C: Conservative Approach]
The use of mechanical restraint is strictly prohibited. The use of physical restraint and seclusion is permitted in a manner consistent with this policy as reasonably necessary where the student's behavior risks causing physical harm to self or others.

Procedures

No technique shall restrict a student's breathing, deprive a student of basic needs, or unnecessarily expose a student to physical pain or discomfort.

Seclusion ~~is inappropriate~~shall not be used for students who are severely self-injurious or suicidal. When seclusion is utilized as permitted by this policy, the following procedures shall be followed:

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~~D. Time and Duration~~
~~1. Emergency seclusion should be used only as long as necessary to allow a student to regain control of his/her behavior, but generally:~~
~~a) Elementary school students – no longer than 15 minutes; and~~

~~b) Middle and high school students – no longer than 20 minutes.~~

~~c) If an emergency seclusion lasts longer than the suggested maximum time, the staff member should:~~

~~(1) summon additional support (e.g., change of staff, introducing a nurse or specialist, obtaining additional expertise); and~~

~~(2) document the need to explain the extension beyond the time limit.~~

~~E. Staff Requirements~~

~~While using seclusion, staff must:~~

- ~~1. involve~~The student shall be monitored by an adult in close proximity who is able to regularly observe the student;
- The confining space shall be approved for such use, unless the use of such a space is impossible or impracticable under the circumstances;

The confining space shall be appropriately~~-trained key identified personnel to protect the care, welfare, dignity, and safety of the student;~~

- ~~2. continually observe the student in seclusion for indications of physical distress and seek medical assistance if there is a concern;~~ lighted, ventilated, and heated or cooled; *and*

~~3. document observations.~~

~~II. Restraint~~

~~There are three types of restraint: physical, chemical, and mechanical.~~ The confining space shall be free from objects

~~A. *Physical restraint* involves direct physical contact~~ that ~~prevents or significantly restricts a student's movement.~~

~~1.~~ ~~Restraint is a last resort emergency safety intervention. Restraint is an opportunity for~~unreasonably expose the student or others to ~~regain self-control.~~ harm.

~~2. This policy on physical restraint is not intended to forbid actions undertaken:~~

~~a. to break up a fight~~

~~b. to take a weapon away from a student~~

~~c. to hold a student briefly in order to calm or comfort~~

~~d. to escort a student physically from one area to another location within the school building~~

~~e. to assist a student in completing a task/response if the student does not resist or resistance is minimal in intensity or duration.~~

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f. to hold a student briefly in order to prevent an impulsive behavior that threatens the student's immediate safety (e.g., running in front of a car).

B. *Chemical restraint* is the administration of medication for the purpose of restraint.
1. The school district will not, under any circumstances, engage in chemical restraint.
2. Chemical restraint does not apply to medication prescribed by and administered in accordance with the directions of a physician.

C. *Mechanical restraint* means the use of any device or material attached to or adjacent to a student's body that restricts normal freedom of movement and which cannot be easily removed by a student.
1. Mechanical restraint does not include:
a. an adaptive or protective device recommended by a physician or therapist (when it is used as recommended).
b. safety equipment used by the general student population as intended (for example, seat belts, safety harness on school transportation).

III. Limitations in Use
A. Seclusion and/or restraint shall not be used:
1. for the convenience of staff;
2. as a substitute for an educational program; or
3. as a form of discipline/punishment.

IV. Recurring Behavior
A. If a pattern of behavior emerges, that requires or is anticipated, which may to require the use of emergency restraint and/or seclusion, for the school personnel must:
1. conduct a functional behavioral assessment;
2. call a meeting ofstudent, the student's IEPappropriate educators and/or team to develop or revise a positive behavior intervention plan to facilitate the reduction or elimination of the use of seclusion and/or restraintmembers shall review what assessments, evaluations, supports, services, programs, or placements are appropriate in light of the student's needs and circumstances.

B. Given the limited size and training of the school district's staff, students whose behavior routinely requires seclusion and

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~~restraint may not be able to be served in the school district and may require a placement out of the school district.~~

~~V. Prohibited Practices~~

~~A. The following are prohibited under all circumstances, including emergency situations:~~

~~1. corporal punishment;~~

~~2. the deprivation of basic needs;~~

~~3. anything that constitutes child abuse;~~

~~4. the seclusion of preschool children; and~~

~~5. the intentional application of any noxious substance(s) or stimuli which result in physical pain or extreme discomfort~~

Recording and Reporting

Each incident of restraint or seclusion must be recorded and reported as required by the building administrators.

Training

All staff members shall be provided notice of this policy and will be trained on its contents. The Superintendent or his or her designee will identify school staff members likely to implement the restraint or seclusion interventions authorized by this policy and arrange for those individuals to receive appropriate training on the appropriate implementation of such interventions and the use of other behavioral supports and interventions.

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

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6033
Restraint and Seclusion of Students

Restraint and seclusion are behavioral interventions, not educational techniques. They are limited to exigent circumstances and situations that necessitate their use to protect the safety of the student, other students, staff and property. When used as safety intervention, they should be used as methods of last resort. When used as behavior intervention, they must be used according to the terms of this policy.

This policy does not cover interventions such as voice control, limited to loud, firm commands; time-limited ignoring of specific behaviors; brief physical prompts to interrupt or prevent a specific behavior; physical interventions which a student's health care provider has indicated are medically necessary for the treatment or protection of the individual; or other similar interventions.

I. Seclusion

A. Definition

1. Seclusion is a last resort emergency safety intervention that provides an opportunity for the student to regain self-control. Seclusion is the confinement of a student in a room or other space from which the student is physically prevented from leaving and which provides for continuous adult observation of the student.
2. A room or area used for seclusion:
   a. must not be locked;
   b. must not prevent the student from exiting the area should staff become incapacitated or leave that area;
   c. must provide for adequate space, lighting, ventilation, viewing, and the safety of the student.

B. Timeout

1. Timeout is a behavior intervention in which a student, for a limited and specified time, is placed in an environment where access to positive reinforcement is unavailable.
2. Timeout should not be confused with seclusion because a student's movement in a timeout setting is not physically restricted.
3. Timeout lies within a continuum of procedures that help students self-regulate and control their behavior.

C. Seclusion is inappropriate for students who are severely self-injurious or suicidal.

D. Time and Duration

1. Emergency seclusion should be used only as long as necessary to allow a student to regain control of his/her behavior, but generally:
   a) Elementary school students – no longer than 15 minutes; and
   b) Middle and high school students – no longer than 20 minutes.

c) If an emergency seclusion lasts longer than the suggested maximum time, the staff member should:
   (1) summon additional support (e.g., change of staff, introducing a nurse or specialist, obtaining additional expertise); and
   (2) document the need to explain the extension beyond the time limit.

E. Staff Requirements

While using seclusion, staff must:

1. involve appropriately-trained key identified personnel to protect the care, welfare, dignity, and safety of the student;
2. continually observe the student in seclusion for indications of physical distress and seek medical assistance if there is a concern; and
3. document observations.

II. Restraint

There are three types of restraint: physical, chemical, and mechanical.

A. Physical restraint involves direct physical contact that prevents or significantly restricts a student's movement.
   1. Restraint is a last resort emergency safety intervention. Restraint is an opportunity for the student to regain self-control.
   2. This policy on physical restraint is not intended to forbid actions undertaken:
      a. to break up a fight
      b. to take a weapon away from a student
      c. to hold a student briefly in order to calm or comfort
      d. to escort a student physically from one area to another location within the school building
      e. to assist a student in completing a task/response if the student does not resist or resistance is minimal in intensity or duration.
      f. to hold a student briefly in order to prevent an impulsive behavior that threatens the student's immediate safety (e.g., running in front of a car).

B. Chemical restraint is the administration of medication for the purpose of restraint.
   1. The school district will not, under any circumstances, engage in chemical restraint.
   2. Chemical restraint does not apply to medication prescribed by and administered in accordance with the directions of a physician.

C. Mechanical restraint means the use of any device or material attached to or adjacent to a student's body that restricts normal freedom of movement and which cannot be easily removed by a student.
   1. Mechanical restraint does not include:
      a. an adaptive or protective device recommended by a physician or therapist (when it is used as recommended).

b. safety equipment used by the general student population as intended (for example, seat belts, safety harness on school transportation).

III. Limitations in Use

A. Seclusion and/or restraint shall not be used:

1. for the convenience of staff;
2. as a substitute for an educational program; or
3. as a form of discipline/punishment.

IV. Recurring Behavior

A. If a pattern of behavior emerges, or is anticipated, which may require the use of emergency seclusion, the school personnel must:

1. conduct a functional behavioral assessment;
2. call a meeting of the student's IEP team to develop or revise a positive behavior intervention plan to facilitate the reduction or elimination of the use of seclusion and/or restraint

B. Given the limited size and training of the school district's staff, students whose behavior routinely requires seclusion and restraint may not be able to be served in the school district and may require a placement out of the school district.

V. Prohibited Practices

A. The following are prohibited under all circumstances, including emergency situations:

1. corporal punishment;
2. the deprivation of basic needs;
3. anything that constitutes child abuse;
4. the seclusion of preschool children; and
5. the intentional application of any noxious substance(s) or stimuli which result in physical pain or extreme discomfort

Adopted on: July 25, 2016
Revised on:
Reviewed on: July 25, 2016

Bill Review Schedule for 2020

January 13
Jay
Mary

February 10
Heather
Linda

March 9
Robin
Liz

April 13
Mary
Heather

May 11
Linda
Liz

June 8
Robin
Jay

July 13
Mary
Heather

August 10
Jay
Liz

September 14
Heather
Linda

October 12
Robin
Liz

November 9
Mary
Jay

December 14
Robin
Linda

Ralston Public Schools

Annual Food Service Review

July 13, 2020





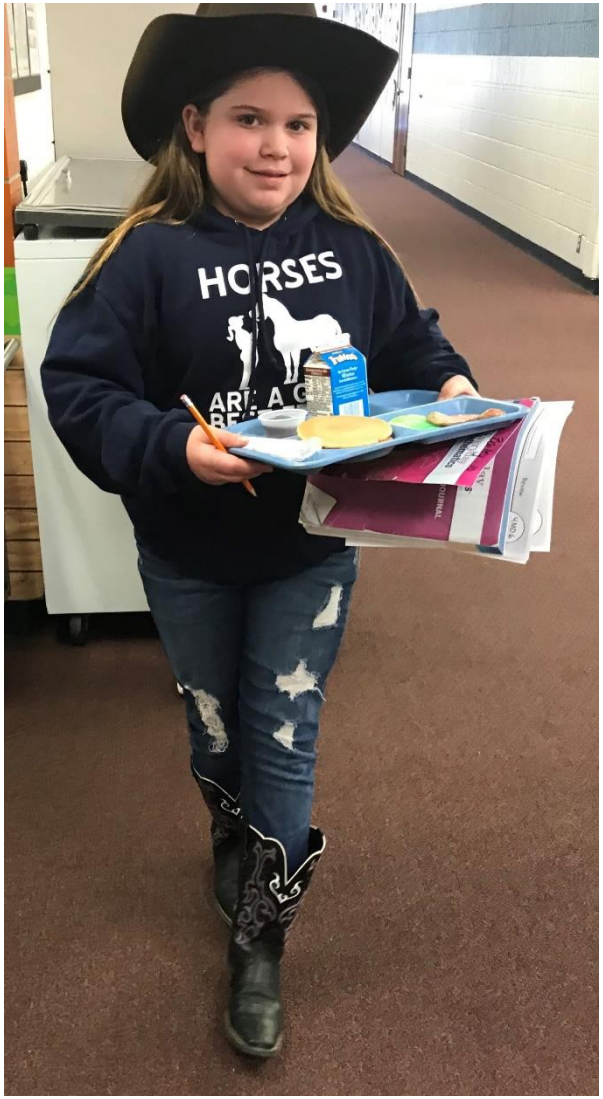
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Free and Reduced – Percentage of Enrollment

	May, 2019	May, 2020	Difference
RHS	54.4%	55.6%	+ 1.2%
RMS	62.8%	67.5%	+ 4.7%
Blumfield	67.7%	70.8%	+ 3.1%
Karen Western	71.7%	76.1%	+ 4.4%
Meadows	50.6%	49.1%	- 1.5%
Mockingbird	78.6%	76.4%	- 2.2%
Seymour	62%	62.5%	+ .5%
Wildewood	54%	57.8%	+ 3.8%
District Average	61%	62.6%	+ 2.6%

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RPS Free and Reduced History



Enrollment		Free & Reduced %
2011	3151	50.1%
2012	3103	55.7%
2013	3130	56.7%
2014	3126	57.7%
2015	3186	57.3%
2016	3339	57.8%
2017	3373	61%
2018	3356	59.1%
2019	3337	61%
2020	3315	62.6%

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Meal Participation

Elementary	2018/19 118 School Days	2019/20 121 School Days	Difference
Enrollment	1845	1846	+ 1
Breakfast Served	107,746 913 daily	114,997 950 daily	+37 daily
Lunch Served	153,171 1298 daily	159,075 1315 daily	+17 daily



These numbers are through February 28 of each year

Secondary	2018/19 118 School Days	2019/20 121 School Days	Difference
Enrollment	1492	1469	- 23
Breakfast Served	50,946 432 daily	52,525 434 daily	+ 2 daily
Lunch Served	107,185 908 daily	109,495 905 daily	- 3 daily

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Financial Highlights

	2018/19	2019/20
Total Revenue	$2,057,620	$1,928,967
Food Cost	$892,698	$769,941
VDA (Rebates)	($172,020)	($142,187)
Labor	$791,624	$820,904
Expenses	$350,028	$264,413
Grants	($4415)	$2424
Total Expenses	$1,857,915	1,713,071
Net Return	$199,705	$218,320

State and Federal Reimbursement to RPS

2009/10 $667,481
2010/11 $714,499
2011/12 $943,238
2012/13 $1,028,816
2013/14 $1,179,137
2014/15 $1,206,772
2015/16 $1,291,124
2016/17 $1,422,564
2017/18 $1,416,582
2018/19 $1,399,239
2019/20 $1,412,965

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WE ARE LOCAL

SODEXO...LEVERAGING GLOBAL RESOURCES TO FULLY SUPPORT YOUR LOCAL COMMUNITIES

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Ralston PUBLIC SCHOOLS

NEBRASKA: RALSTON PUBLIC SCHOOLS

1 EMPLOYEES RALSTON PUBLIC SCHOOLS

2258 MEALS PER DAY

5 VENDOR PARTNERS

$200,000 TOTAL SPEND

SUPPORTING PROGRAMS: NSLP, ASSP, SFSP, CACFP

UNITED STATES: NEBRASKA

156 EMPLOYEES SCHOOLS DIVISION

744 EMPLOYEES ALL DIVISIONS NEBRASKA

6,745,418 MEALS PER YEAR

37,475 MEALS PER DAY

101 VENDOR PARTNERS

$19,603,240 TOTAL SPEND

SUPPORTING PROGRAMS: A variety of special programs are funded and run each year in all segments of Sodexo to support local communities at the state level.

UNITED STATES: SCHOOLS

14,036 EMPLOYEES SCHOOLS DIVISION UNITED STATES

2,053,076 MEALS PER DAY

3,125 VENDOR PARTNERS

SODEXO PROVIDED FREE, NUTRITIOUS SUMMER MEALS FOR 384,067 KIDS IN 23 CITIES AND SUPPORTED 73 LOCAL BACKPACK FOOD PROGRAMS

129,396,202 SQUARE FEET OF FACILITIES UNDER MANAGEMENT

NORTH AMERICA: ALL DIVISIONS

133,606 EMPLOYEES NORTH AMERICA

4,330,799 MEALS PER DAY

14,010 VENDOR PARTNERS

FEEDING OUR FUTURE PROVIDED 424,675 MEALS TO HUNGRY KIDS IN 30 CITIES

680 MILLION SQUARE FEET OF FACILITIES UNDER MANAGEMENT

GLOCALLY

427,000 EMPLOYEES GLOBALLY

80 COUNTRIES

1.3 MILLION COMMERCIAL PARTNERS

FIGHT HUNGER AND MALNUTRITION WITH OVER 1200 PARTNERSHIPS AND LOCAL NGO'S

100 MILLION CONSUMERS SERVED

1.6 BILLION SQUARE FEET OF FACILITIES UNDER MANAGEMENT

82,000 EMPLOYEES VOLUNTEERED IN 41 COUNTRIES TO DISTRIBUTE 6 MILLION MEALS AND RAISE $6.3 MILLION TO FIGHT HUNGER



Stop Hunger



Donations to the RHS Food Pantry during 2019/20 included 118# of peanut butter, 76 boxes of cereal and 41 boxes of macaroni and cheese. There were also multiple donations of miscellaneous groceries and personal toiletries and $174 in cash.

We opened the school year with a gift basket fundraiser at our orientation meeting in August and this raised about $100. We use this money for negative balance seniors.

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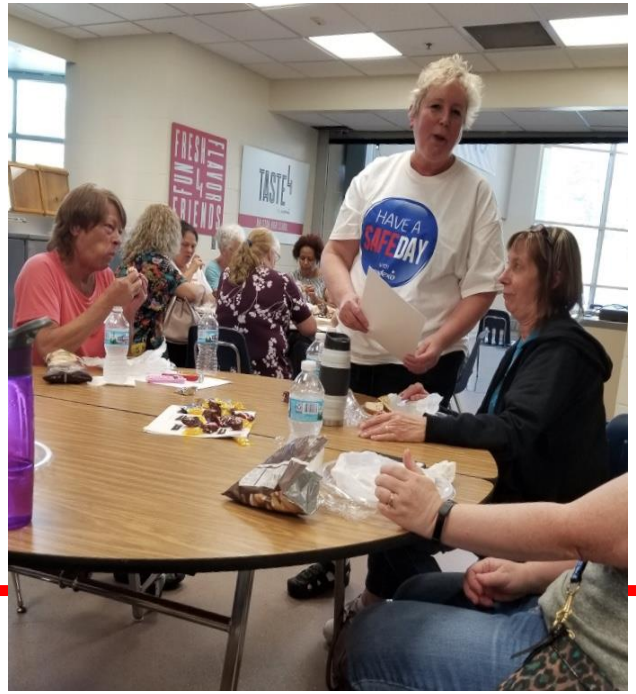
Health and Safety



Our food service training time for 2018/19 averaged 8 hours per person. Training includes everything from knife skills to safe lifting.

Our back to school opening training, in August, 2019 emphasized annual food and physical safety

Sodexo has an independent auditor, Ecosure, that checks schools annually for physical and food safety. These are surprise audits, and are very thorough. Mockingbird and Wildewood were audited in November this year and both had excellent reviews. Our Mockingbird kitchen manager was given an especially strict review, and she handled it with complete professionalism.





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RMS Cooking Club





Cooking Club continued at RMS during 2019/20. We started in November, and meet twice a month. There is a core group of about 6 kids that come every time, then others come and go. The sports seasons also affects student attendance. I began this during the 18/19 school year to replace Cooking Matters that used to come to RPS from time to time.

Food Service Highlights

- In August, the Welcome Back lunch was held at Ralston High.
- Judy held an « Ask A Lunch Lady » table at the Welcome Back lunch. This resulted in more after school groups being aware that they qualified for snacks and increased this participation.
- Tablets were set up in health offices at RHS and RMS. These were set to the SoHappy app so that diabetic students could check their carb counts for the day easily.
- In September, we got a deal on some local sweet corn and most elementary kids helped shuck, and all ate.
- We started with a new produce vendor this year, Liberty Fruit. Liberty has vegetable portions available for our Fresh Fruit and Vegetable Program. Our previous vendor only had fruit.
- Free breakfast was provided for all ACT/SAT testing dates at Ralston High during the school year.
- District Thanksgivings were held at RHS and Karen Western. 6th grade students again served the meal at KW, and they did a terrific job.
- The Chamber of Commerce holiday party was held in November this year and Judy helped the FCS students with this event.
- In December, all elementary students played Elf on the Shelf. We again gave the Ralston library nearly 100 empty milk cartons to use for gingerbread houses.
- In January, the dinner program at RMS was audited by NDE, and all went well. We had no corrective actions.
- In February, we assisted Lisa Schroeder in a « Manners Day » at Meadows Elementary.

Finger Scanning

All students began using the Identimetric finger scanning system during 2019/20.

Information about this system has been added to the school lunch page on the RPS website.







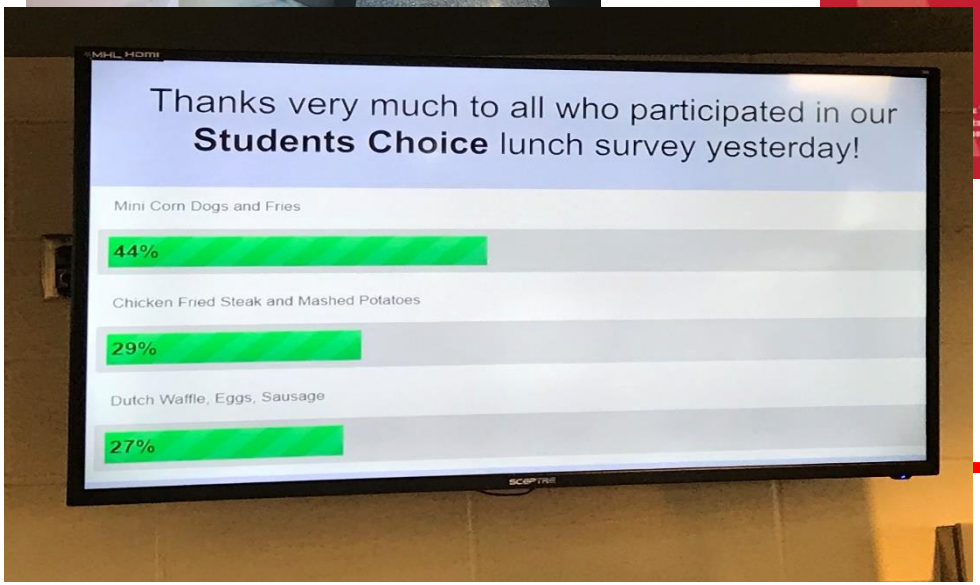


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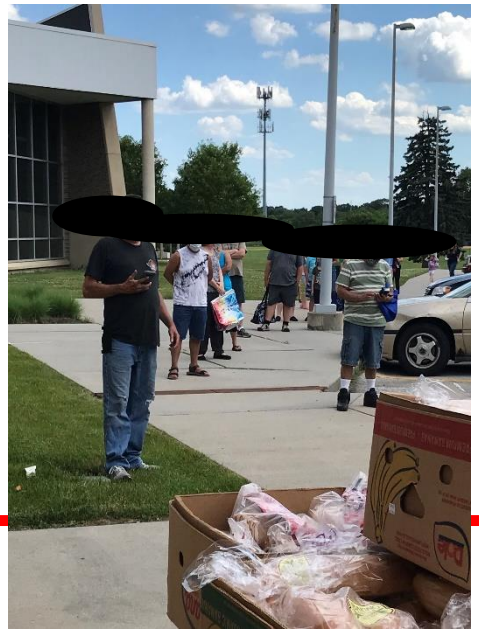
Summer Meals Program

We began serving the summer meals program on March 16, 2020 from RMS and RHS. We initially started serving breakfast and lunch, 5 days a week. As the program was expanded, we began serving breakfast and lunch for 7 days a week. We are now doing this on Tuesdays, from 4:00 – 6:00.

When we first started in March, we were serving about 1600 meals weekly. This past week, we served about 9200 meals.









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Food Service 2020/21

- Work with principals and other administration to best meet student and staff needs during Covid-19.
- Continue to work with food service staff as safety guidelines evolve, and lead in flexibility
- Develop negative balance texting
- Karen Western is becoming a CEP (Community Eligibility Provision) school, which means all meals will be free.
- Develop more student focus groups so that more limited menus are the most desirable



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QUALITY OF LIFE SERVICES

COVID-19 RESPONSE

Working with Schools

Below are shared core principles that local health departments (LHDs) in Nebraska consider when making recommendations and advising our local schools about how to safely reopen and stay open during the COVID-19 pandemic.

- **LHDs statewide are monitoring and evaluating public health data related to COVID-19 in our local jurisdictions daily.**
- **LHDs want Nebraska schools to open and stay open.** We recognize the unique nature of schools and the education system's role in the economic and mental wellbeing of children and adults.
- **LHDs work closely with our local schools and ESUs to develop reasonable plans for social distancing and masking in school facilities to reduce the spread of COVID-19.** These plans need to be locally-responsive and aim to create school environments that will minimize the impact on the school community and the student learning experience when students or staff test positive for COVID-19. **Key recommendations that these plans will include** when community spread is occurring include:
    - All staff and students wear cloth face coverings over their nose and mouth whenever possible.
    - General physical distancing of 6 feet between individuals whenever possible.
    - Frequent hand washing and/or hand sanitizing.
- **When a positive COVID-19 case is confirmed in a school, that individual will be excluded and allowed to return based upon current guidance from CDC at the time. LHDs will work with schools to consider the following questions when determining how that case will impact others in their classroom and/or school building.**
    - What is the level of community spread outside the school building?
    - Was the individual with COVID-19 wearing a mask most of the time?
    - Were other students and staff who were within 6 feet of the individual with COVID-19 for more than 15 minutes masked?
    - Was the individual with COVID-19 part of a cohort within the building or did they interact with a large number of students and staff throughout their day?
    - To what extent is the school community implementing other non-pharmaceutical interventions (hand washing, hand sanitizers, etc.)?
    - The answers to these questions will determine 1) the number of close contacts, 2) if the close contacts who are not symptomatic may stay in the classroom, and 3) the number of other students and staff who will need to be quarantined.

Equity and Diversity
District Overview

Overview of Ideas and Potential Action Steps

- ***Board of Education Resolution***

- ***Add a Board Goal addressing Equity and Diversity***
  - Mission Statement
  - Development of a District Equity and Diversity Plan
  - Regular Reporting on Progress and Activities

- ***District Equity and Diversity Plan*** ***(This may look very similar to a school improvement plan)***
  - Surveying and Assessment Component
    - Empathy Interviews
  - Board Policy Development
  - Leadership Development
    - Cabinet Leadership Team
    - Principal Leadership Team
  - Board of Education Development
    - Collaborative Book Study
  - Professional Staff Development and Continuous Learning
    - Multi Year Staff Development Goals
    - Collaborative Book Study
  - Student, Staff, and Community Engagement
    - Student Leadership Groups
    - Community Events and Forums
  - Curriculum Selection, Alignment, and Development
    - Curriculum Scope and Sequence
    - Infusion into all classrooms
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  - Human Resource Policy and Practices