

## **Agenda**

1. Call To Order  
**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. blueprint Program Update  
**Speaker(s):** Dr. Josh Wilken
  - 6.2. 2019/2020 Professional Development and Opening Session Schedules  
**Speaker(s):** Dr. Mark Adler
  - 6.3. Legislative Services Contract Discussion  
**Speaker(s):** Dr. Mark Adler
  - 6.4. Government Relations Update  
**Speaker(s):** Dr. Mark Adler
  - 6.5. NASB Updates and Information  
**Speaker(s):** Dr. Jay Irwin
  - 6.6. Enrollment Update  
**Speaker(s):** Dr. Mark Adler
  - 6.7. Board of Education Professional Development  
**Speaker(s):** Ms. Linda Richards
7. Standards Based School Improvement
8. Policy Review
  - 8.1. 2019-2020 Board of Education Policy Update (Action)  
**Speaker(s):** Dr. Mark Adler
  - 8.2. 2019-2020 Ralston Public Schools Staff Handbook (Action)  
**Speaker(s):** Dr. Michael Rupprecht
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

## **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

## **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.

**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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Monday, July 8, 2019 6:00 PM

**REGULAR MEETING – July 8, 2019**

The regular meeting of the Board was called to order at 6:05 pm. The board voted to excuse Mr. Overkamp. In addition to the board members, those in attendance included Mr. Jason Buckingham, Dr. Mike Rupprecht, and Mr. Jeremy Maskel. Motion by Mrs. Johnson and seconded by Dr. Irwin.

Mrs. Johnson:	Yea
Ms. Roarty:	Yea
Mrs. Kumru:	Yea
Mrs. Richards:	Yea
Dr. Irwin:	Yea

**CONSENT AGENDA**

Consent agenda items include minutes from the June 24 meeting; June Financial Reports, June bills in the amount of \$632,140.09 for the General Fund, and \$580.00 for the Building Fund. Prior to the meeting Heather Johnson and Mary Roarty reviewed the bills. Teaching contract for E. Danielle Jackson, Reading Specialist BL/KW. Motion by Dr. Irwin and seconded by Mrs. Johnson.

Mrs. Richards:	Yea
Dr. Irwin:	Yea
Mrs. Johnson:	Yea
Ms. Roarty:	Yea
Mrs. Kumru:	Yea

**BUSINESS ITEMS / BOARD DEVELOPMENT / COMMUNICATION**

**Board Comments**

Dr. Irwin stated the annual 4<sup>th</sup> of July parade in Ralston was great and there has been a lot of activity going on in the Ralston community. Mrs. Kumru congratulated Ella N. Johnson who participated in the storytelling kids camp and said she did a wonderful job. Ms. Roarty echoed the sentiments about the 4<sup>th</sup> of July parade and stated it is always a wonderful celebration and great to see all the students who participate. Ms. Roarty also congratulated RMS and the 140 students who participated in the first day of the Bridge to Middle School program. Mrs. Johnson reiterated all of the positive comments regarding

the Independence Day celebration in Ralston. She also shared that she is very busy with softball and other family activities. Mrs. Richards received great news as a past president of NASB that Texas schools will now be using the Sparq meeting platform. The business which is run by NASB allows the association to increase services at a lower member cost in Nebraska. Mrs. Richard's son, Tyler Richards, is enjoying his cardiothoracic surgery internship at Stanford University. He had said "it is because of the medical academy at RHS and the UNMC alliance" that he has a lead on fellow students and he has been asked back to expand his role in the coming summer. Tyler is one of only a couple of students at the elite program who has already earned his CNA.

### **Superintendent's Report**

Mr. Jason Buckingham gave a brief update on construction projects which include RHS bleachers, a compressor at RMS and RHS each, a chiller cable and control board at RHS, a heat exchanger at KW, and yearly asphalt projects.

### **District Communications Update**

Mr. Jeremy Maskel provided an update on district communications and external relations.

### **2019/20 Draft District Budget**

Mr. Buckingham presented the draft district budget for the 2019-2020 school year.

### **Government Relations Update**

Mrs. Richards provided a brief update on interim activities regarding the state legislature. Some studies are underway and there are conversations about engaging state senators in the months to come this fall.

### **NASB Update**

Dr. Irwin echoed Mrs. Richards previous statements about the Texas adoption of NASB's Sparq Data platform. Dr. Irwin shared NASB regional meeting dates coming up this fall.

### **2019/20 School Lunch Prices**

Federal regulations require annual analysis of school lunch prices for organizations that participate in the Federal school lunch program. Mr. Buckingham had outlined current lunch prices and options for increases at the June 24<sup>th</sup> meeting. The board voted to pass the new lunch prices at the proposed amounts of \$2.50 for Elementary, \$2.95 for Middle

School and \$3.00 for High School. Motion made by Mrs. Johnson and seconded by Mrs. Kumru.

Ms. Roarty:	Yea
Dr. Irwin:	Yea
Mrs. Kumru:	Yea
Mrs. Johnson:	Yea
Mrs. Richards:	Yea

### **2019/20 Student Fees**

Prior to the meeting, the Board of Education conducted a public hearing to encourage feedback and input on the recommended 2019/2020 Student Fees for Ralston Public Schools. Motion by Dr. Irwin and seconded by Mrs. Johnson to approve the 2019/20 student fees list as proposed.

Mrs. Johnson:	Yea
Ms. Roarty:	Yea
Mrs. Richards:	Yea
Mrs. Kumru:	Yea
Dr. Irwin:	Yea

### **Policy Review**

Board members reviewed the draft of Policy 2015 which would create two student board liaison positions for one RMS and one RHS student each. Board members will vote on adopting the policy at the next meeting.

### **2019/20 Elementary, Middle and High School Student Handbooks**

The board voted to approve to 2019/20 student handbooks. Motion by Mrs. Johnson and seconded by Mrs. Kumru.

Mrs. Kumru:	Yea
Mrs. Richards:	Yea
Mrs. Johnson:	Yea
Dr. Irwin:	Yea
Ms. Roarty:	Yea

Board members reviewed proposed policy changes as drafted by the legal policy service we subscribe to. The package will come back for approval at the next meeting.

Dr. Mike Rupprecht covered draft updates to the RPS employee handbook.

**Adjournment**

The board voted to adjourn at 8:46 pm. Motion by Mrs. Johnson and seconded by Mrs. Kumru.

Mrs. Johnson:	Yea
Dr. Irwin:	Yea
Ms. Roarty:	Yea
Mrs. Kumru:	Yea
Mrs. Richards:	Yea

The next regular meeting is Monday, July 22, 2019, at 6:00 pm at the Virginia Moon Administration Center

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Mrs. Linda Richards, President

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Dr. Jay Irwin, Secretary



- Completed during 4th period (homeroom) at RHS
- 746 respondents in grades 9-12
- Seniors were largest group of respondents (35%)
- Generally even response rate among grades 9-11



### How students report learning about blueprint opportunities:



- Classroom teacher (54%)
- Counselor (33%)
- Registration handbook (14%)

\*students selected all that applied

48% of respondents agree they have a "good idea" of career opportunities at RHS. That number increases dramatically among 9th and 10th grade students (since 9th grade orientation changed).


Overwhelmingly, the responses revealed that face-to-face conversations are critical for student recruitment in CTE.



25% of respondents said transportation is a barrier to pursuing off-site blueprint opportunities.

Respondents who chose not to enroll in off-site blueprint opportunities offered the following reasons as examples:

- "needed a paying job"
- "too much going on"
- "credits don't transfer to my college"



About half of all respondents said the registration handbook was helpful in selecting classes at RHS.

The spread was even across grades 9-12.



How do students report learning about general opportunities at Ralston High School?

- #1: Homeroom Teacher    #2: Counselor
- #3: Friends    #4: Classroom Teacher
- #5: Website (half the selections)



blueprint

RALSTON PUBLIC SCHOOLS

RPS blueprint Update-July 22, 2019

## Focus Area #1: Student Experiences

- Customized senior internships and shadowing
- Hands on learning and career speakers



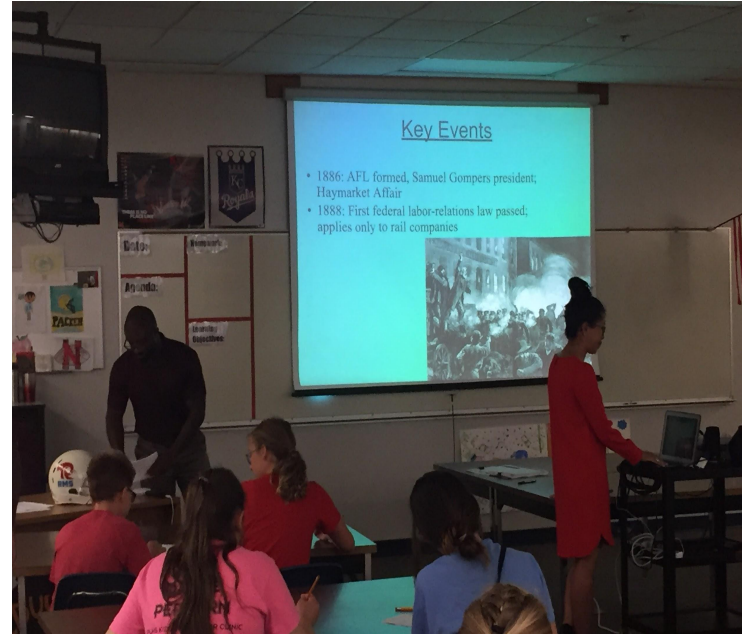
## Focus Area #2: Structures and Systems

- Student planning and ownership
- Online application for Academies



## Focus Area #3: Collaborative Partnership Development

- blueprint advisory with community partners
- Data tracking system



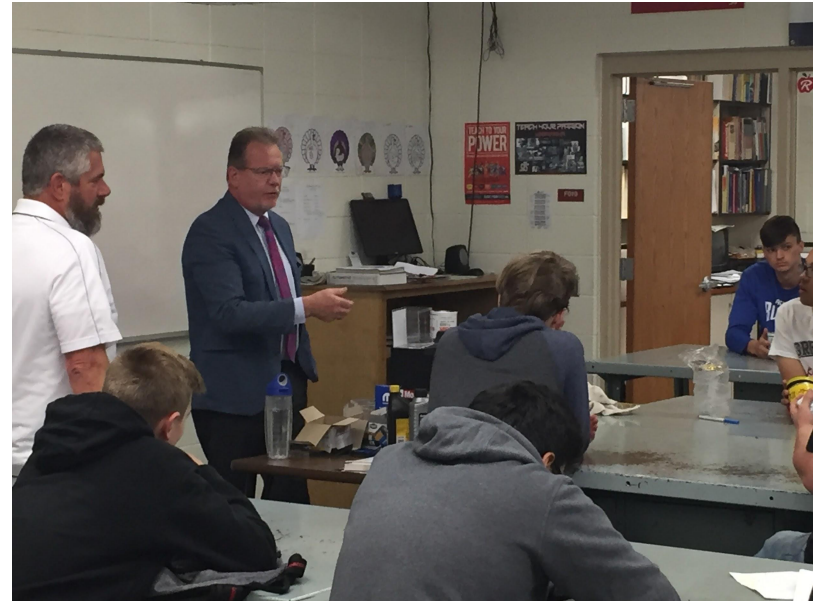
## Focus Area #4: Capacity Building

- Work-Based Learning endorsement for all CTE teachers
- Professional development, site visits, teacher externships



## Focus Area #5: Next Steps

- Marketing plan
- teamRPS expansion



# *Legislative Services Contract Between Ralston Public Schools and Kissel, Kohout, ES Associates for 2019-2022*

This agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between Joseph D. Kohout, representing Kissel Kohout ES Associates, L.L.C., hereinafter called "Contractor", and the Ralston Public Schools, hereinafter called "RPS".

Whereas, RPS proposes to engage Contractor in accordance with the terms and conditions set forth herein to render certain special professional services in the area of legislative and governmental affairs activity; and

Whereas, Contractor possesses certain skills, experience, and competency to perform such services, and RPS is agreeable to engaging Contractor for such services upon the terms herein provided.

Now, therefore, the parties do mutually agree as follows:

**1. Engagement of Contractor.**

RPS agrees to engage the contractor and contractor agrees to provide the services and advice as hereinafter set forth. The parties intend to create an independent contractor relationship with this Agreement. RPS is interested only in the results to be achieved. The conduct and control of the work will lie solely with the Contractor. The Contractor is not to be considered an employee of RPS for any purpose and neither the Contractor nor the Contractor's employees are entitled to any of the benefits that RPS provides to its employees. RPS does not agree to use Contractor exclusively, and the Contractor is free to contract to perform similar services for other entities while under contract with the RPS.

**2. Scope of Services.**

RPS agrees to employ the contractor and contractor agrees to provide the services as set forth in the Scope of Services which is attached hereto, marked as Appendix "A".

**3. Terms of Contract.**

The term of the contract shall be for a period of three (3) years, commencing on August 1, 2019 and may either terminate on July 31, 2022 or be renewed upon mutual agreement of both parties prior to the aforementioned termination date.

**4. Compensation.**

For the period beginning on August 1, 2019, RPS agrees to pay to the Contractor compensation for services set forth in Appendix B. Contractor shall not be entitled to reimbursement for expenses and agrees to pay all expenses incurred in the service to RPS from the agreed upon fees. Such amount shall be billed to client in monthly installments.

**5. Registered Lobbyist.**

The contractor shall at all times be registered as a lobbyist for RPS for the duration of this contract pursuant to Nebraska law. The contractor shall file in a timely manner all forms and reports required by law to be filed with the Nebraska Accountability and Disclosure Commission or any other administrative agency with jurisdiction over contractor or RPS.

**6. Personal Performance.**

The contractor agrees to personally perform the services set forth in this agreement.

**7. Support Services.**

When deemed necessary by RPS and its representatives in consultation with Contractor, RPS shall make its staff and/or Board Members available to Contractor to provide testimony and information needed to further RPS's purposes before the Legislature.

***Legislative Services Contract Between  
Ralston Public Schools and Kissel, Kohout, ES Associates  
for 2019-2022***

**8. Interest of Contractor.**

Contractor covenants that the firm presently has no interests and shall not acquire any direct interest that would conflict in any manner or degree with performance of services required under this contract. Contractor will notify RPS of Contractor's intent to represent clients relevant to the fields of interest to RPS. Principal recognizes that Contractor is engaged in the business of lobbying for a number of clients. From time to time an issue of legislative concern may affect more than one of the Contractor's clients. RPS and Contractor further recognize that the legislative interests of RPS and the other clients of Contractor may not always be compatible. Any conflict of interest which arises with respect to any legislative issue will be brought to the attention of all affected clients by the Contractor and will be resolved in the following manner: 1) An attempt will be made to resolve or compromise the conflict between clients; 2) If a client elects to withdraw the conflicting issue from its legislative program, the conflict of interest will be considered resolved; 3) If a conflict is not resolved by a client's withdrawal of the issue or the mutual compromise of the conflicting points of view, Contractor shall continue to represent, on the conflicting issue, only the legislative interests of the client which has had the Contractor for the longer period of time. In this circumstance, RPS agrees that it will not object in any manner to this continued representation.

**9. Findings and Reports Confidential.**

Any reports, information, data, statistical forms, procedures, systems, studies, and any other communications or form of knowledge given to or prepared or assembled by contractor under this contract with RPS requests to be kept as confidential shall not be made available to any individual or organization by the contractor without the prior written approval of RPS.

**10. Termination.**

This Agreement may be terminated before the end of the Term or any subsequent term upon the mutual written agreement of the parties; by the RPS if RPS determines that there is "cause" for termination; or by the Contractor. If either party chooses to terminate this agreement by any method other than by mutual written agreement, the party seeking to terminate must provide thirty (30) days written notice to the other party. For the purpose of this Agreement, "cause" shall include without limitation, the Contractor's failure, refusal, or neglect to perform any duty required hereunder, negligence or alleged criminal misconduct or a change of state or federal law or the interpretation of existing law by Nebraska state courts or any administrative or executive agency with jurisdiction over RPS that renders any aspect of this agreement void or unlawful.

Executed by Contractor this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

By: \_\_\_\_\_  
**Mr. Joseph D. Kohout**  
**Managing Member**

Executed by Ralston Public Schools this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

By: \_\_\_\_\_  
**Dr. Mark Adler**  
**Superintendent of Schools**

***Legislative Services Contract Between  
Ralston Public Schools and Kissel, Kohout, ES Associates  
for 2019-2022***

**APPENDIX A**

Legislative Scope of Services

Read and Review all Legislation  
Identify bills and amendments of importance  
Monitor Hearings  
Prepare Testimony  
Organize Public Hearing Testimony for clients  
Maintain Contacts with Senators and Staffs  
Work with Committee Staffs and Legislative Staff  
Work individually with Senators on Committees of importance  
Discuss issues with all Senators  
Coordinate strategy with Senators, staffs and other lobbyists  
Sponsor and attend fund-raisers  
Sponsor and attend Legislative Events  
Work with Executive Branch and State personnel  
Maintain daily records of legislative action  
Alert clients when action is required  
Client communication  
Maintain legislative files for clients  
Prepare Legislative Newsletters as needed  
Prepare Updates to clients as needed  
Prepare end of Session Report as requested  
Assess and Communicate Legislative Impacts  
Monitor Interim Study Resolutions  
Attend meetings when needed and requested  
Provide access to cellular phone  
Return calls promptly  
Year-round updates to clients  
Administer Political Action Funds  
Participate in Senatorial Elections  
Screen Candidate Policy Positions  
Meet with Senators and Staff during offseason

***Legislative Services Contract Between  
Ralston Public Schools and Kissel, Kohout, ES Associates  
for 2019-2022***

**APPENDIX B**

August 1, 2019 – July 31, 2020	\$41,500 per year	\$3,458.33 per month
August 1, 2020 – July 31, 2021	\$42,750 per year	\$3,562.50 per month
August 1, 2021 – July 31, 2022	\$44,000 per year	\$3,666.66 per month



## Board of Education Legislative Goals 2018/2019

### 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 strategic plan areas of Achievement, Character, 21st Century Learning, AdvancED School Improvement, 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.
- 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.
- Oppose any legislation that advances any initiative addressing charter schools or voucher systems that reduce funding and opportunities for public schools.

**2019 LEGISLATIVE COMMITTEES**  
Committee on Committees Preliminary Report  
Standing Committees

Updated 1/9/19

**Agriculture (8)**

***Rm. 1524 - Tuesday***

Halloran (C), Albrecht, Blood, Chambers, Hansen, B., Lathrop, Moser, Slama

**Appropriations (9)**

***Rm. 1003 - Monday, Tuesday, Wednesday, Thursday, & Friday***

Stinner (C), Bolz, Clements, Dorn, Erdman, Hilkemann, McDonnell, Vargas, Wishart

**Banking, Commerce and Insurance (8)**

***Rm. 1507 - Monday & Tuesday***

Williams (C), Gragert, Howard, Kolterman, La Grone, Lindstrom, McCollister, Quick

**Business and Labor (7)**

***Rm. 1524 - Monday***

Hansen, M. (C), Chambers, Crawford, Halloran, Hansen, B., Lathrop, Slama

**Education (8)**

***Rm. 1525 - Monday & Tuesday***

Groene (C), Brewer, Kolowski, Linehan, Morfeld, Murman, Pansing Brooks, Walz

**General Affairs (8)**

***Rm. 1510 - Monday***

Briese (C), Albrecht, Arch, Blood, Hunt, Lowe, Moser, Wayne

**Government, Military and Veterans Affairs (8)**

***Rm. 1507 - Wednesday, Thursday, & Friday***

Brewer (C), Blood, Gragert, Hansen, M., Hilgers, Hunt, Kolowski, Lowe

**Health and Human Services (7)**

***Rm. 1510 - Wednesday, Thursday, & Friday***

Howard (C), Arch, Cavanaugh, Hansen, B., Murman, Walz, Williams

**Judiciary (8)**

***Warner Chamber - Wednesday, Thursday, & Friday***

Lathrop (C), Brandt, Chambers, DeBoer, Morfeld, Pansing Brooks, Slama, Wayne

**Natural Resources (8)**

***Rm. 1525 - Wednesday, Thursday, & Friday***

Hughes (C), Albrecht, Bostelman, Geist, Halloran, La Grone, Moser, Quick

**Nebraska Retirement Systems (6)**

***Rm. 1525 - At call of Chair***

Kolterman (C), Bolz, Groene, Kolowski, Lindstrom, Stinner

**Revenue (8)**

***Rm. 1524 - Wednesday, Thursday, & Friday***

Linehan (C), Briese, Crawford, Friesen, Groene, Kolterman, Lindstrom, McCollister

**Transportation and Telecommunications (8)**

***Warner Chamber - Monday & Tuesday***

Friesen (C), Bostelman, Brandt, Cavanaugh, DeBoer, Geist, Hilgers, Hughes

**Urban Affairs (7)**

***Rm. 1510 - Tuesday***

Wayne (C), Arch, Briese, Crawford, Hansen, M., Hunt, Lowe

## Select Committees

### **Committee on Committees (13)**

Hilkemann (C)

#### District 1:

Bostelman

Hilgers

Pansing Brooks

Morfeld (VC)

#### District 2:

Howard

Lathrop

Lindstrom

Vargas

#### District 3:

Erdman

Friesen

Groene

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, Howard, Hansen, M., Lathrop, Scheer (ex officio)

## Special Committees

### **Building Maintenance (6)**

### **Education Commission of the States (3)**

### **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)**

### **Legislative Performance Audit (7)**

### **Legislature's Planning (9)**

### **Midwestern Higher Education Commission (Midwest Compact) (2)**

### **State-Tribal Relations (7)**

**2019 NEBRASKA UNICAMERAL LEGISLATURE**  
**Alphabetical List**

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

*As of 1/09/2019*

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

**2018 NEBRASKA UNICAMERAL LEGISLATURE**  
**District List**

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

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

# 2019 Legislative Session

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

Sun	Mon	Tue	Wed	Thur	Fri	Sat
<b>February</b>						
					1 DAY 17	2
3	4 DAY 18	5 DAY 19	6 DAY 20	7 DAY 21	8 DAY 22	9
10	11 DAY 23	12 DAY 24	13 DAY 25	14 DAY 26	15 RECESS	16
17	18 HOLIDAY	19 DAY 27	20 DAY 28	21 DAY 29	22 DAY 30	23
24	25 RECESS	26 DAY 31	27 DAY 32	28 DAY 33		

Sun	Mon	Tue	Wed	Thur	Fri	Sat
<b>March</b>						
					1 DAY 34	2
3	4 DAY 35	5 DAY 36	6 DAY 37	7 DAY 38	8 RECESS	9
10	11 RECESS	12 DAY 39	13 DAY 40	14 DAY 41	15 DAY 42	16
17	18 DAY 43	19 DAY 44	20 DAY 45	21 DAY 46	22 RECESS	23
24	25 DAY 47	26 DAY 48	27 DAY 49	28 DAY 50	29 RECESS	30
31						

Sun	Mon	Tue	Wed	Thur	Fri	Sat
<b>April</b>						
	1 RECESS	2 DAY 51	3 DAY 52	4 DAY 53	5 DAY 54	6
7	8 DAY 55	9 DAY 56	10 DAY 57	11 DAY 58	12 RECESS	13
14	15 DAY 59	16 DAY 60	17 DAY 61	18 DAY 62	19 RECESS	20
21	22 RECESS	23 DAY 63	24 DAY 64	25 DAY 65	26 DAY 66*	27
28	29 DAY 67	30 DAY 68				

Sun	Mon	Tue	Wed	Thur	Fri	Sat
<b>May</b>						
			1 DAY 69	2 DAY 70	3 RECESS	4
5	6 RECESS	7 DAY 71	8 DAY 72	9 DAY 73	10 DAY 74	11
12	13 DAY 75	14 DAY 76	15 DAY 77	16 DAY 78	17 RECESS	18
19	20 RECESS	21 DAY 79	22 DAY 80	23 DAY 81	24 DAY 82	25
26	27 HOLIDAY	28 DAY 83	29 DAY 84	30 DAY 85	31 DAY 86	

Sun	Mon	Tue	Wed	Thur	Fri	Sat
<b>June</b>						
						1
2	3 DAY 87	4 DAY 88	5 DAY 89	6 DAY 90	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## Legislative Recess Days

February 15, 25  
 March 8, 11, 22, 29  
 April 1, 12, 19, 22  
 May 3, 6, 17, 20

## Federal & State Holidays

January 21 – Martin Luther King Jr. Day  
 February 18 – Presidents' Day  
 April 26 – Arbor Day\*  
 May 27 – Memorial Day

\*The Legislature will be in session on Friday, April 26, the Arbor Day holiday.  
 Any Legislative employees who work that day will receive compensatory time for hours worked on the holiday.

# ADVOCACY HANDBOOK

FOR THE 2019 LEGISLATIVE SESSION

NASB'S LEGISLATIVE & LEADERSHIP INITIATIVES FOR 2019  
AND A GUIDE FOR EFFECTIVE ADVOCACY



AS ADOPTED BY THE NASB DELEGATE ASSEMBLY ON NOVEMBER 16, 2018

FOR THE 106<sup>TH</sup> LEGISLATURE, 1<sup>ST</sup> SESSION

# Welcome | Know Your Data

106<sup>TH</sup> LEGISLATURE, 1<sup>ST</sup> SESSION

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

Can YOU really make a difference? YES YOU CAN! Let NASB help share your story.

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. The same constituents who elected your State Senator elected you!

This Handbook is designed to keep you better informed, and be utilized as a resource throughout the legislative session. We encourage you to include a legislative update as a part of each meeting, and to discuss/share key legislative info with other board members and key individuals in the community.

More important than ever, we encourage you to KNOW YOUR DATA!

Understand the data that will make a difference. Arm yourself to be a better storyteller. Know where you're at, where the Legislature is going, AND HOW TO ALIGN! Advocacy is year-round, although much of the attention is garnered during the session itself. Build the relationship with your Senator(s) early. Be a resource.

We encourage you to bookmark and frequent the *Government Relations* section of [www.NASBonline.org](http://www.NASBonline.org) for updates and information, including all of the bills pertinent to your schools. Another great resource is the website [www.NebraskaLegislature.gov](http://www.NebraskaLegislature.gov) ... as well as social media, using the hashtag [#neleg](https://twitter.com/neleg).

NO ONE IS MORE QUALIFIED TO TALK ABOUT YOUR SCHOOL DISTRICT THAN YOU!

## Table of Contents

Welcome   Know Your Data	2
NASB Beliefs   #liveNASB	3
Advocacy Tips, Tools & Resources	4-5
2019 Senators	6-7
2018-19 Legislation Committee	8
NASB Positions: What Does This Represent?	9
2019 Legislative Resolutions	10
2019 Standing Positions	11-17

## 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.

Based on LIVE, everything NASB does should focus on the beliefs below:

- 1) All Nebraska children shall have equitable access to a high quality public education that prepares them to thrive in the evolving 21st century.
- 2) Schools and communities need to address the whole child, which includes the physical, developmental, behavioral, and mental health of children.
- 3) Local school boards must have the resources and authority to serve ALL children.
- 4) Local school boards shall have board governance standards that address the role and expectations of individual school board members and the board as a whole.
- 5) Local school boards must have the ability to evaluate the effectiveness and fiscal solvency of the programs established by the district.
- 6) Local school boards need to adequately support its administration and staff and hold them accountable.
- 7) Local school boards must have maximum flexibility to govern their schools.
- 8) Local school boards must engage the community and be responsive to the needs, desires and concerns of their families to ensure student success.
- 9) Nebraska public schools must have adequate, predictable and equitable funding.
- 10) The NASB board, staff and members have a responsibility to lead a vision for education in the state of Nebraska to promote these beliefs.

# Advocacy Tips, Tools & Resources

106<sup>TH</sup> LEGISLATURE, 1<sup>ST</sup> SESSION

As NASB represents the state's 260 member districts and ESUs, effective communication is key to the success of the Association's advocacy work. NASB advocates for the standing positions and legislative resolutions approved by delegates from all member boards at the annual NASB Delegate Assembly. It is here, in person, but also throughout the entire year where our focus is to keep you and your board up-to-date on all of the issues that impact public education, while also helping tell the story of your district and how specific legislation will impact your students.

**CAN YOU REALLY MAKE A DIFFERENCE?  
YES YOU CAN!**

You too 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.

## 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 as various bills are introduced:

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 BUSES, 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

We encourage all boards to be engaged in the legislative process and include a legislative update as a part of each meeting, and to share key legislative info with other board members and key individuals in the community who can also make a difference. While much of the attention is garnered during each Session, advocacy is year-round.

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

# Advocacy Tips, Tools & Resources

106<sup>TH</sup> LEGISLATURE, 1<sup>ST</sup> SESSION

**ADVOCACY IS ON-GOING.  
IT IS IMPORTANT TO STAY UP TO SPEED ON THE LEGISLATURE YEAR-ROUND.**

Relationship are key ... Have the relationship BEFORE you need it.

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. Be ENGAGED!

Pass board policy specific to how you deal with legislative issues.

Reach out to NASB's Legislative Team, and/or a member of the NASB Legislation Committee.  
Attend the various Legislative Lunches and events throughout the year across Nebraska.

Stay up to speed with your local newspaper, social media, senator emails/newsletters, etc.

## **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:**

Colby Coash - Associate Executive Director, Director of Government Relations - [ccoash@NASBOnline.org](mailto:ccoash@NASBOnline.org)

Matt Belka - Director of Marketing, Communications & Advocacy - [mbelka@NASBOnline.org](mailto:mbelka@NASBOnline.org)

John Spatz - Executive Director - [jspatz@NASBOnline.org](mailto:jspatz@NASBOnline.org)

Nebraska Association of School Boards | 1311 Stockwell Street | Lincoln, NE 68502  
800-422-4572 | 402-423-4951 | [www.NASBOnline.org](http://www.NASBOnline.org)

NASB Twitter: [www.twitter.com/NASBOnline](http://www.twitter.com/NASBOnline)

NASB Facebook: [www.facebook.com/NASBOnline](http://www.facebook.com/NASBOnline)

NASB Videos: [www.vimeo.com/NASBOnline](http://www.vimeo.com/NASBOnline)

Key Hashtags: #liveNASB #neleg

Nebraska Legislature: [www.nebraskalegislature.gov](http://www.nebraskalegislature.gov)

Senators Web Pages: [www.nebraskalegislature.gov/senators](http://www.nebraskalegislature.gov/senators)

National School Board Association Advocacy: [www.nsba.org/advocacy](http://www.nsba.org/advocacy)

# 2019 Senators

106<sup>TH</sup> LEGISLATURE, 1<sup>ST</sup> SESSION

Photo  
Coming  
Soon

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

Photo  
Coming  
Soon

Sen. Machaela Cavanaugh  
District 6  
Omaha



Sen. Tony Vargas  
District 7  
Omaha  
*Former School Board Member*

Photo  
Coming  
Soon

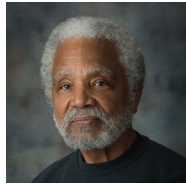
Sen. Megan Hunt  
District 8  
Omaha



Sen. Sara Howard  
District 9  
Omaha

Photo  
Coming  
Soon

Sen. Wendy DeBoer  
District 10  
Omaha



Sen. Ernie Chambers  
District 11  
Omaha

Photo  
Coming  
Soon

Sen. Steve Lathrop  
District 12  
Omaha



Sen. Justin Wayne  
District 13  
Omaha  
*Former School Board Member*

Photo  
Coming  
Soon

Sen. John Arch  
District 14  
Papillion



Sen. Lynne Walz  
District 15  
Fremont

Photo  
Coming  
Soon

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

Photo  
Coming  
Soon

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

# 2019 Senators

106<sup>TH</sup> LEGISLATURE, 1<sup>ST</sup> 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

Photo  
Coming  
Soon

Sen. Myron Dorn  
District 30  
Adams



Sen. Rick Kolowski  
District 31  
Omaha

Photo  
Coming  
Soon

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

Photo  
Coming  
Soon

Sen. Dave Murman  
District 38  
Glenvil

Former School Board Member



Sen. Lou Ann Linehan  
District 39  
Elkhorn

Photo  
Coming  
Soon

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

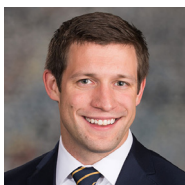


Sen. Dan Hughes  
District 44  
Venango

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

Photo  
Coming  
Soon

Sen. Andrew La Grone  
District 49  
Gretna



Gov. Pete Ricketts

# Your NASB Legislation Committee

106<sup>TH</sup> LEGISLATURE, 1<sup>ST</sup> SESSION



Stacie Higgins, Chair  
NASB Vice President  
Nebraska City



Lanny Boswell  
NASB President  
Lincoln



Steve Blocher  
NASB President-Elect  
West Point



Member 1  
Lou Ann Goding  
Omaha



Member 2  
Ben Perlman  
Omaha



Member 3  
Lacey Merica  
Omaha



Member 4  
Connie Duncan  
Lincoln



Member 5  
Kathy Danek  
Lincoln



Member 6  
Linda Poole  
Millard



Member 7  
Sarah Centineo  
Bellevue



Member 8  
Beth Morrisette  
Westside



Member 9  
VACANT



Member 10  
Patti Gubbels  
Norfolk



Member 11  
Laura Schneider  
Hastings



Member 12  
Larry Grosshans  
Norris



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  
VACANT



Appointed Member  
Skip Altig  
North Platte



Appointed Member  
Linda Richards  
Ralston



Appointed Member  
Stephanie Summers  
David City



Appointed Member  
Brad Wilkins  
Ainsworth

# Mark Your Calendars

106<sup>TH</sup> LEGISLATURE, 1<sup>ST</sup> SESSION

January 9	2019 Legislative Session begins Leadership/Committee Chair Determined
January 23	Day 10: All bills must be introduced by this date
January 27	Legislation Committee Meeting
January 27-28	Legislative Issues Conference Cornhusker Marriott - Lincoln
June 6	Day 90: 2019 Legislative Session ends
July 1	Call for Legislative submissions from NASB Membership Due
July 20	Legislation Committee Meeting
November 22	2019 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 2019 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

106<sup>TH</sup> LEGISLATURE, 1<sup>ST</sup> SESSION

... as approved by the Legislation Committee on July 21, 2018  
... and approved by the Board of Directors on August 11, 2018  
... and adopted by the Delegate Assembly on November 16, 2018

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

### CONFLICT OF INTEREST

NASB will support legislation to eliminate any potential conflict of interest problems with NASB board members and their votes on their local board.

### 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.

### 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.

### 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.

### 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.

### 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.



# NASB's Standing Positions

106<sup>TH</sup> LEGISLATURE, 1<sup>ST</sup> SESSION

- ... as approved by the Legislation Committee on July 21, 2018
- ... and approved by the Board of Directors on August 11, 2018
- ... and adopted by the Delegate Assembly on November 16, 2018

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

### 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)

### 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)

### BUSINESS AND EDUCATION PARTNERSHIPS

NASB encourages boards of education to develop mutually beneficial partnerships with business to ensure mutual understanding and cooperation. (1995)

### COLLABORATIVE SERVICES TO YOUTH

NASB urges collaborative linkages between schools and other public and private agencies that serve children. (prior to 1995)

### 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)

### PARENT INVOLVEMENT

NASB urges boards of education to support partnerships between parents and schools that encourage parent involvement in the education process. (1997)

### 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

### ABUSE OF ALCOHOL, TOBACCO, AND 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)

### 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)

# NASB's Standing Positions

106<sup>TH</sup> LEGISLATURE, 1<sup>ST</sup> SESSION

## 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)

## 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. (amended 2016)

## 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. (amended 2016)

## 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. (amended 2016)

## 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)

## 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)

## 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)

## STUDENT DISCIPLINE

NASB supports student discipline as an essential, mutual responsibility of parents, teachers, and administrators, with final responsibility resting with school boards. (1999)

## Curriculum and Instruction

### 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)

### ACHIEVEMENT TEST SCORE USE

NASB opposes the use of test scores for the comparison of school districts or for the ranking of schools. (1998)

### 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)

### 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)

### 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)

### 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)

### 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)

## Funding and Finance

### ACCOUNTING OF FUNDS

NASB supports transparent accounting and full disclosure of all funds received and expended for public education consistent with federal regulations. (2005)

# NASB's Standing Positions

106<sup>TH</sup> LEGISLATURE, 1<sup>ST</sup> SESSION

## 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)

## 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)

## 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)

## ELIMINATION OF EXPENDITURE LIMITATION

NASB supports legislation eliminating the limitation on general fund expenditures. (2000, amended 2011)

## 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)

## FINANCING CAPITAL IMPROVEMENTS

NASB supports adequate funding for school districts and ESUs for maintenance or replacement of our rapidly deteriorating facilities. (1997, amended 2015)

## 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)

## 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)

## 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)

## 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. (amended 2016)

## 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)

## 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)

## LEGISLATIVE REVIEW OF STATUTORY DEADLINES

NASB urges legislative review of the conflicting mandatory deadlines that affect school revenues and expenditures. (2011)

## 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)

## 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)

## 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)

# NASB's Standing Positions

106<sup>TH</sup> LEGISLATURE, 1<sup>ST</sup> SESSION

## 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. (2018)

## 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, amended 2018)

## 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)

## 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.

## Governance and Structure

### 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)

### ALLIED SCHOOLS

NASB opposes legislation that would mandate the formation of an allied system of school districts. (amended 2016)

### 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)

### AUTHORITY OF SCHOOL BOARDS

NASB supports the authority of boards of education to effectively govern and execute their statutory responsibilities. (1997, amended 2015)

### 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)

### 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)

### EDUCATIONAL SERVICE UNIT GOVERNANCE

NASB supports governance of ESUs by elected boards and supports local determination of specific mechanisms of that governance. (2005)

### 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)

# NASB's Standing Positions

106<sup>TH</sup> LEGISLATURE, 1<sup>ST</sup> SESSION

## 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)

## ORGANIZATION

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)

## 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)

## 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)

## SCHOOL ACTIVITIES

NASB supports direct involvement by boards of education in the governance and activities of the Nebraska School Activities Association. (prior to 1995)

## SCHOOL CALENDARS

NASB opposes state mandated uniform opening and closing dates for local school districts. (prior to 1995)

## Professional Standards & Employee Relations

### 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)

## 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)

## 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)

## 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)

## 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)

## 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)

## 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)

## 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)

## 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)

# NASB's Standing Positions

106<sup>TH</sup> LEGISLATURE, 1<sup>ST</sup> SESSION

## State Policy

### 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)

### 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)

### CONSTITUTIONAL RIGHTS AND 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)

### CORPORATE SPONSORSHIPS IN SCHOOLS

NASB opposes restrictions on school districts' ability to exercise their best judgment in entering into corporate sponsorship agreements. (2004)

### 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)

### GUIDING THE P-16 EFFORT: 21<sup>ST</sup> CENTURY SKILLS

NASB urges state and local policymakers to forge a new working relationship in redesigning Nebraska's public education system for the 21<sup>st</sup> 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. (amended 2016)

### 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)

### 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)

# NASB's Standing Positions

106<sup>TH</sup> LEGISLATURE, 1<sup>ST</sup> SESSION

## LOCAL DISTRICT ADVOCACY

NASB supports the right and obligation of local school districts to advocate for legislative action that impacts their individual interests. (1996)

## 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)

## 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)

## 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)



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## BRINGING THE GOOD LIFE TO THE GREAT WALL

BY STEPHANIE SUMMERS

DAVID CITY SCHOOL BOARD PRESIDENT, NASB LEGISLATION COMMITTEE

Earlier this summer, six individuals from across the United States with varying backgrounds and interests were given the opportunity to experience China's culture, economy, and government through a partnership between the non-profit organization American Council of Young Political Leaders (ACYPL) and China's All-China Youth Federation (ACYF).

Our two week exchange marked the 40 year anniversary of United States (ACYPL), and China (ACYF) exchanges, as well as the 40 year anniversary of normalized US-China diplomatic relations.

This life changing experience exposed us to four cities throughout China where we toured Chinese businesses related to the fields of smart technology, renewable energy, global economy, and agriculture.

We were given tours of Chinese-American partnerships in business and education, such as Cummins Inc., a leader in state of the art diesel and natural gas powered engines, and University of Dayton-Suzhou, a Masters Degree program where American students experience Chinese culture and earn credits toward their declared specialty.

We were also given ample opportunities to explore Chinese culture through tours of museums, exhibits, cultural and historical sites, and food ... lots and lots of food. If I wasn't a pro with chop sticks before my trip, I most certainly am now!



JULY 2019

### UPCOMING EVENTS

NASB ORIENTATION  
July 24 | Lincoln

### AREA MEMBERSHIP MEETINGS

August 20 | Valentine  
August 21 | Fremont  
August 22 | La Vista  
August 26 | Gering  
August 27 | North Platte  
August 28 | Kearney  
September 4 | York  
September 18 | Nebraska City  
September 25 | Norfolk

STATE CONFERENCE REGISTRATION  
OPENS SEPTEMBER 11TH

LABOR RELATIONS CONFERENCE  
September 11-12 | Lincoln

SCHOOL BOARD MEMBER  
OF THE YEAR  
Nominations Due September 27

4TH ANNUAL SPARQ DATA SOLUTIONS  
TAILGATE PARTY  
September 28 | Lincoln

FACILITIES & CONSTRUCTION WORKSHOP  
October 10 | Kearney

2019 STATE EDUCATION CONFERENCE  
'Taking It To The Streets'  
November 20-22  
CHI Health Center Downtown Omaha

NASB DELEGATE ASSEMBLY  
November 22

#liveNASB

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My discussions with local Chinese community leaders and parents centered around the differences in curriculum and educational processes between the Chinese and American systems of education.

While we as educators hear often the comparison of American students with students from countries around the world, what we may not be aware of is the desire by some in other countries to implement the American way of educating the whole child.

Curriculum centered around social and emotional skills as well as academics is highly regarded as a way to produce productive, creative citizens able to communicate and contribute on a global scale.

In addition, the current trend in the United States centered around Career and Technical Education was a topic I discussed with university students majoring in education as well as Chinese business leaders and one they would like to focus on and expand in their country as well. With only 70% of Chinese middle school students accepted into high schools and 30% of Chinese high school graduates accepted into Universities, there is a growing awareness of the need

for additional pathways for students not attending traditional higher education. While there are vast differences in our education systems to be sure, my discussions taught me there are more commonalities than we might initially think.

It's quite possible for me to write paragraphs upon paragraphs about this unbelievable opportunity, but one commonality among all the tours, translations, meetings, and meals was the people. The relationships I built with the five Americans and dozens of Chinese leaders who guided me through a personal evolution will be cherished forever.

*As mentioned in the June edition of Board Notes, Stephanie did an amazing job of capturing her trip on her social media account when she was able to. You can recap any of those photos and posts at:*

<https://twitter.com/meteachmath>  
<https://www.facebook.com/steph.summers>

CONTINUED ON PAGE 2



LEADERSHIP

INNOVATION

VISION

ENGAGEMENT

CONTINUED FROM PAGE 2





Did you know ... 10 of the current 49 Senators first sat in your chair as a school board member?

This is the second installment where we sit down with a former school board member now serving as a state senator to learn a little bit more about the transition, how their experience on the school board has helped them inside the Capitol, and get their thoughts on some of the key items regarding public education in Nebraska.

Next up is Senator Tim Gragert. Senator Gragert was elected to the Nebraska State Legislature for his first term last November to represent District 40, which includes Boyd, Cedar, Dixon, Holt, Knox, and Rock Counties. Prior to being elected to the Legislature, Senator Gragert served in the military from 1977 to 2017 and worked at the Natural Resources Conservation Service. In the military, Senator Gragert served in the U.S. Air Force, the Nebraska Air National Guard, and most recently as a helicopter pilot for the Nebraska Army National Guard. He is a graduate from Creighton Community Schools and the University of Nebraska at Lincoln. He served on Creighton Community Schools' Board of Education for three years. Senator Gragert is an avid fisherman, and he can most likely be found spending time with wife, Donna, and his bloodhound, Maggie. Now, on to the questions ...



*Starting off, which is more fun school board or state legislature?*

I'm not sure that "fun" is the right word for either situation. I have found the state legislature more of a challenge than the school board because we deal with such a wide range of issues, not just educational issues.

*How did your experience as a school board member help you this past year?*

I believe my experience on the school board gave me a better understanding of how a school operates and the importance of providing adequate funding to school districts.

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*What have you learned as a Senator that you wish you would have known when you served as a school board member?*

I have learned that it is much more complicated to work on school finance issues that must address the needs of all school districts rather than just one school district. While one school district may have many students from low income families, another may have a high number of students needing special education services, and another may be dealing with a high rate of growth in their student enrollment. The school finance formula should recognize all these different issues and try to address them fairly. In order to accomplish this, each school district has to assess their needs, based on what is best for their students, and communicate this with their senator.



*What do current school board members need to know about interacting with senators?*

School board members need to stay in contact with their senator and work with them. It is important to relay their needs to their senator with suggestions for solutions to specific situations. A personalized email or telephone call are the best ways to communicate with senators.

*How has your perspective of school finance changed as a result of your new role?*

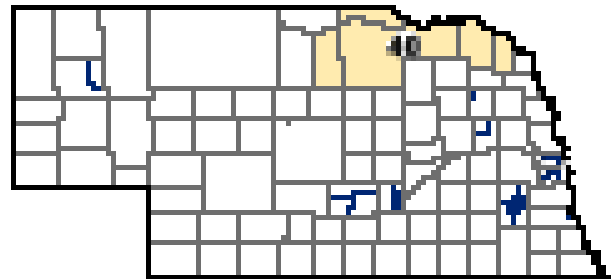
My perspective on school finance has not changed. I believe that the formula needs to change, as approximately only one-third of the districts currently receive equalization aid. By adding a per pupil foundation aid factor, it would lower the burden on property taxpayers. However, if the state does take on a bigger part in financing K-12 education, we can expect to see a change in accountability requirements from each school district. School boards will have to evaluate the best direction to go for their specific district and may have to justify current per pupil cost.

*When you were a school board member, what priority issue(s) did you want the Legislature to address?*

When I was a school board member, I wanted fair state aid/equalization for all school districts.

*What are your priorities as it relates to education?*

My priority is that all students get an opportunity for a good education, no matter where they live.



*How can a current school board member support you in advancing areas of mutual importance?*

I encourage school board members to keep me informed of their specific situations and to provide me with alternatives to solving their specific issues. Every district is different and there will have to be give and take. Each district will have to continually evaluate their operations.

*Final thoughts ...*

School board members have a tough job. They have to stay focused on what is best for the students and balance all other factors in operating as efficiently and effectively as possible. Some rural schools may have an extra difficult job in determining when the time has come to look at options including consolidation with other schools, in an effort to do what is best for their students.

## 2019 AREA MEMBERSHIP MEETINGS

Training | Recognition | Networking | Vision

Valentine | Fremont | La Vista | Gering | North Platte | Kearney | York | Nebraska City | Norfolk

### CHANGING THE NARRATIVE

**A 2019 Legislative Recap & How Your Engagement Impacted the Process**

**Board Policy: What Boards Want Vs. What Others Want**

**Strategic Planning: Leadership Accountability**

**Cohesive Leadership is More Than a Catchphrase!**

**Let's Talk About It: Networking & Open Dialogue with Peers on Key Topics**

**The Do's and Don'ts of School Safety, School Insurance and School Claims**

**MARK YOUR CALENDAR & REGISTER AT [WWW.NASBONLINE.ORG](http://WWW.NASBONLINE.ORG)**

**Tuesday, August 20 | Valentine**

**Wednesday, August 21 | Fremont**

**Thursday, August 22 | La Vista**

**Monday, August 26 | Gering**

**Tuesday, August 27 | North Platte**

**Wednesday, August 28 | Kearney**

**Wednesday, September 4 | York**

**Wednesday, September 18 | Nebraska City**

**Wednesday, September 25 | Norfolk**

#### **AGENDA**

**Registration, Networking & Exhibitors | 4:30 PM**

**Vision Session | 5:00 to 5:45 PM**

**Break | 5:45 to 6:00 PM**

**Training Sessions #1 | 6:00 to 6:35 PM**

**Break | 6:35 to 6:45 PM**

**Training Sessions #2 | 6:45 to 7:20 PM**

**Networking Dinner & Awards/Recognition | 7:25 PM**

**15 awards of achievement points will be earned for attending**

# A SUMMER ROAD TRIP WITH THE NASB BOARD OF DIRECTORS



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## WHAT ARE YOUR FAVORITE THINGS ABOUT SUMMER IN NEBRASKA?



Steve Blocher  
President  
West Point

**GOLF**



Stacie Higgins  
President-Elect  
Nebraska City

**THE SMELL OF CORN GROWING & THE  
SOUNDS OF LOCUSTS IN THE EVENING**



Brad Wilkins  
Vice President  
Ainsworth

**HOMEMADE  
ICE CREAM**



Lanny Boswell  
Past President  
Lincoln

**SPENDING EXTRA TIME WITH MY  
KIDS HOME FROM SCHOOL**



Region 1  
Neal Kanel  
HTRS

**EVENINGS WITH FRIENDS**



Region 2  
Sarah Centineo  
Bellevue

**NO RUSH IN THE A.M. TO GET  
THE KIDS OFF TO SCHOOL**



Regions 3, 6 & 7  
Shavonna Holman  
Omaha

**VISITING FREMONT WATER  
STATION WITH MY DAUGHTER**



Regions 3, 6 & 7  
Ricky Smith  
Omaha

**LOOKING FORWARD TO  
FOOTBALL SEASON**



Regions 3, 6 & 7  
Nancy Kratky  
Omaha

**FAMILY VACATIONS, SPENDING  
TIME WITH ONE ANOTHER**



Regions 4 & 5  
Bob Rauner  
Lincoln

**BIKING NEBRASKA'S TRAILS**



Regions 4 & 5  
Kathy Danek  
Lincoln

**LONG WALKS IN THE PARK**



Region 8  
Jay Irwin  
Ralston

**A BEVERAGE IN A POOL**



Region 9  
Alan Moore  
ESU 3

**DRIVING THE STATE SEEING  
NEW & DIFFERENT THINGS**



Region 10  
Paul Brune  
Heartland

**ANY OUTSIDE ACTIVITY**



Region 11  
Jim Vlach  
Lyons-Decatur Northeast

**NOTHING, TOO HOT!**



Region 12  
Lisa Wagner  
Central City

**GOLF, LAKES & POOLS**



Region 13  
Marilyn Bohn  
Ravenna

**BBQ'S W/ FAMILY/FRIENDS &  
TOASTING MARSHMALLOWS**



Region 14  
Sandy Noffsinger  
Dundy County Stratton

**RIDING MY MOTORCYCLE**



Region 15  
Barb Svoboda  
Mullen

**SWEET CORN &  
SANDHILLS SUNSETS**



Region 16  
Patti Gubbels  
Norfolk

**BIRDS CHIRPING, FLOWERS  
BLOOMING, & STEAKS GRILLING**



Region 17  
Richard Dohma  
Ponca

**GRILLING &  
FAMILY VACATIONS**



Region 18  
Kim Burry  
Bayard

**ANNUAL 4TH OF JULY  
HOG ROAST**



Region 19  
Stacy Jolley  
Millard

**SWIMMING AT THE  
PUBLIC POOL**

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

**LEADERSHIP                      INNOVATION                      VISION                      ENGAGEMENT**

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 Friday, September 27, 2019. For further details you may visit [www.NASBonline.org](http://www.NASBonline.org), or contact Marcia Herring at 800-422-4572. Previous winners include:

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





**4th ANNUAL  
TAILGATE  
PARTY**

**NE vs OHIO STATE**

Saturday, September 28th, 2019  
Haymarket Park  
North Parking Lot  
403 Line Drive Circle



*Free*  
**FOOD**  
BBQ, HILLTOP, BUFFALO, SMOKED PORK  
including sides, soups, and beverages

**PRIZES**  
TV, Laptop, Air Fryer, Smart TV

**GAMES**



RSVP to Nicole Kobus  
[nkobus@sparqdata.com](mailto:nkobus@sparqdata.com)  
402.817.0229



## **CERTIFIED Contractors**

The One Source Certified Contractors (OSCC) program is a must have for school security in contracted services. Through our OSCC program, we require applicants have no criminal convictions or ongoing criminal obligations as well as screening through our TotalCheck Plus® package. In addition, we offer the option to include drug testing. Anyone who does not meet our high standards is restricted from accessing the site. Even better, OSCC is completely **FREE** for schools to join!

Who is considered a contractor?

- ✓ Security Services
- ✓ Lunch Services
- ✓ General Contractors
- ✓ Janitorial Services
- ✓ And more

Want to learn more about our OSCC program and becoming a participating site? Contact us today!

[oscc@onesourcebackground.com](mailto:oscc@onesourcebackground.com)

800.608.3645 ext. 411

[onesourcebackground.com](http://onesourcebackground.com)

 **onesource**  
The Background Check Company



## ... WHOLE CHILD

There is a strong connection between the phrasing and language used and the capacity to be successful in the school environment. A very small, albeit powerful, method to change the paradigm of correction into a positive teachable opportunity instead of negative commands. For example, instead of saying, "you did this wrong," replace it with a positive request, "could there be another way to go about doing this?"

Contact Kori for all things  
WCP

## ... POLICY

Recent changes made by the Legislature now allow boards to contract for the provision of utility services, refuse disposal, transportation services, maintenance services, financial services, insurance, security services, and instructional materials, supplies, and equipment for periods not to exceed seven years. (Previously four.)

Contact Jim to learn more!

## ... ALICAP & INSURANCE

ALICAP's Board of Trustees meet this month to finalize the budget for the 19-20 year. Members should receive their ALICAP billing statements August 1st.

Thanks, Megan!

## ... BOARD LEADERSHIP

*"Strategy without process is little more than a wish list." – Robert Filek*

The Board Leadership department has had process on the brain more than usual this month as the work of our own NASB strategic plan takes shape. The creation of this plan has led to many discussions as a team of comparing and contrasting the processes and development of our own strategic plan to those we create for school districts across the state.

As with the many school districts we have worked with in creating their three to five-year strategic plans, the creation of a strategic plan is a multi-step process that succinctly builds off of each step. We are often asked how we avoid the very common and understandable fear in strategic planning that the expansive and beautiful document will die on paper. The board leadership department has discerned the best way to combat this fear is two-fold: create a transparent and cooperative process of stakeholder engagement (staff, community, board members, etc.) to really listen, coordinate, and align all involved in the creation of the plan; and to build in actionable objectives so measurable progress is recognized and celebrated along the way.

Just as with any organization, association, and school district, strategic planning turns into the job of strategic management, which is where "the rubber meets the road." Strategic management asks for a two-dimensional plan to become three-dimensional strategic actions of evolution and growth that rationalize and focus the work and the people. Here at NASB we are looking forward to embarking on living our new strategic plan and as one of our valuable stakeholders we look forward to walking alongside you out on that road too.

Marcia, Kori, Melissa & Karla



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



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



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

## Building a better future with Nebraska's Public Finance Partner

D.A. Davidson & Co. has long been a leader in innovative debt financing for school districts. What we're most proud of are the relationships we've nourished and the strong community improvements that are made as a result.

Our public finance professionals take a personal interest and a hands-on approach, carrying our deals from start to finish. Because you deserve solutions tailored to fit you.

- Tax Anticipation / Construction Notes
- Bond Underwriting Services
- Lease-Purchase Financing
- QCPUF Bonds



**D | A | DAVIDSON**

450 Regency Parkway, Suite 400 | Omaha, NE 68114  
dadavidson.com | D.A. Davidson & Co. member FINRA and SIPC

## ... ADVOCACY & GOVERNMENT RELATIONS

Summer is a GREAT time to reach out to Senators! Invite them to first day of school events, etc. Don't forget that advocacy happens all year.

Your Legislation Committee is meeting this weekend to map out the plan for 2020!

### LEGISLATIVE "LUNCHES"

- Fremont | August 6th @ 11:30 AM
- Wayne | August 6th @ 6:30 PM
- O'Neill | August 7th @ 12:00 PM

### Interim Studies to keep an eye on ...

- LR63 - Examine ESUs
- LR151 - Examine the financing of public ed, develop ways to improve school funding
- LR152 - Examine issues under the jurisdiction of the Ed Committee
- LR153 - Examine the administrative costs of local school systems and school districts
- LR157 - Conduct a review of the financing of the public elementary and secondary schools
- LR208 - Examine policies that relate to maintaining a safe & positive learning environment
- LR214 - Examine issues that engage, attract, and retain youth in Nebraska
- LR242 - Examine replacing Native American mascots in Nebraska at nontribal schools

- Call Colby with any questions! -  
#liveNASB

## ... SEARCH, STRENGTHS & AWARDS

### AWARDS OF ACHIEVEMENT

Watch for the list of all award recipients to be sent out soon. Awards recipients will be recognized at your local Area Membership Meeting Register for your local Area Membership Meeting now at [www.NASBOnline.org](http://www.NASBOnline.org)

### GALLUP STRENGTHSFINDER

"Your greatest chance to succeed at work or anywhere else lies in strengthening what you naturally do best."

"An Achiever should team up with Discipline or Focus to be as efficient as possible!"

### FIVE MOST COMMON STRENGTHS:

Achiever, Responsibility, Learner, Relator, Strategic

### FIVE LEAST COMMON STRENGTHS:

Command, Self-Assurance, Significance, Discipline, Context

- Shari -

## ... ENERGY PURCHASING

NJUMP and CJUMP schools have their natural gas supplies hedged at what are historically very competitive prices for the coming winter months. The information provided by our marketing experts and the ability to price our supplies when the market provides opportunities rather than during a fixed annual period allows a great deal of flexibility in getting great utility values for our districts and ESUs.

Contact Jim to learn more!

## ... TECHNOLOGY

Food! Prizes! Games! Join us for the 4th Annual Sparq Tailgate, Saturday, September 28, as Nebraska takes on Ohio State! RSVP to [nkobus@sparqdata.com](mailto:nkobus@sparqdata.com)

## ... MEMBER ENGAGEMENT

July visits have included: Creek Valley, Deshler, Hemingford, Kimball, Mullen, Superior & Thedford ... Looking forward to more the rest of this month, into August, and then seeing everyone during our nine Area Membership Meetings!

- Sharon -

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Nebraska Association of School Boards | 1311 Stockwell Street - Lincoln, NE 68502 | Matt Belka, Editor | John Spatz, Publisher

LEADERSHIP

INNOVATION

VISION

ENGAGEMENT

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://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.*

## Area Membership Meetings | August & September

AUGUST 20   VALENTINE	AUGUST 21   FREMONT	AUGUST 22   LA VISTA
AUGUST 26   GERING	AUGUST 27   NORTH PLATTE	AUGUST 28   KEARNEY
SEPTEMBER 4   YORK	SEPTEMBER 18   NEBRASKA CITY	SEPTEMBER 25   NORFOLK



Mark Your Calendar: State Conference Registration Opens September 11

Labor Relations Conference | September 11-12 | Lincoln

Thriving Children, Families, and Communities Conference | September 16 | Kearney

Learn More & Register at: <http://events.r20.constantcontact.com/register/event?llr=hzuhmhtab&oeidk=a07egbmwu5q06810010>

School Board Member of the Year Nominations - Due September 27

<http://members.nasbonline.org/index.php/ann-mactier-school-board-member-of-the-year-award>

4th Annual Sparq Data Solutions Tailgate Party | Saturday, September 28 | Lincoln

Facilities & Construction Workshop | October 10 | Kearney

2019 STATE EDUCATION CONFERENCE | NOVEMBER 20-22  
CHI HEALTH CENTER - DOWNTOWN OMAHA

Nominate the 2020 Nebraska Teacher of the Year now at [www.NASBonline.org](http://www.NASBonline.org)

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

# YOUR NASB BOARD OF DIRECTORS & STAFF



## YOUR NASB LEADERSHIP TEAM



Steve Blocher  
President  
West Point



Stacie Higgins  
President-Elect  
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Brad Wilkins  
Vice President  
Ainsworth



Lanny Boswell  
Past President  
Lincoln

## YOUR REGION DIRECTORS



Region 1  
Neal Kanel  
HTRS



Region 2  
Sarah Centineo  
Bellevue



Regions 3, 6 & 7  
Shavonna Holman  
Omaha



Regions 3, 6 & 7  
Ricky Smith  
Omaha



Regions 3, 6 & 7  
Nancy Kratky  
Omaha



Regions 4 & 5  
Bob Rauner  
Lincoln



Regions 4 & 5  
Kathy Danek  
Lincoln



Region 8  
Jay Irwin  
Ralston



Region 9  
Alan Moore  
ESU 3



Region 10  
Paul Brune  
Heartland



Region 11  
Jim Vlach  
Lyons-Decatur Northeast



Region 12  
Lisa Wagner  
Central City



Region 13  
Marilyn Bohn  
Ravenna



Region 14  
Sandy Noffsinger  
Dundy County Stratton



Region 15  
Barb Svoboda  
Mullen



Region 16  
Patti Gubbels  
Norfolk



Region 17  
Richard Dohma  
Ponca



Region 18  
Kim Burry  
Bayard



Region 19  
Stacy Jolley  
Millard

## YOUR NASB STAFF

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Colby Coash  
Associate Executive Director/  
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Events Manager &  
Accounting Associate

Rachel Horstman  
Business Manager

Kori Stanosheck  
Board Leadership  
Engagement Associate

Shari Becker  
Director of Education  
Leadership Search Service

Craig Caples  
Director of Technology

Karla Kruse  
Board Leadership/ALICAP  
Admin. Assistant

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Executive Admin. Assistant

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Communications & Advocacy

Sharon Endorf  
Director of  
Member Engagement

Jim Luebke  
Director of Policy Services

Sallie Svatora  
Director of Operations

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Director of ALICAP Insurance

Marcia Herring  
Director of Board Leadership

Melissa Lusk  
Board Leadership  
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Vicki Walter-Winters  
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## LEADERSHIP

## INNOVATION

## VISION

## ENGAGEMENT

### ACCOUNTING

Watts and Hershberger, P.C.  
Jim Watts - 402-483-7512  
jw1cpa@aol.com | www.gowh.com  
(CPA, Accounting)

### ARCHITECTS

BCDM Architects  
Patrick Carson - 402-391-2211  
pcarson@bcdm.net - www.bcdm.net  
(Architectural Services)

BVH Architecture  
Cleve Reeves - 402-475-4551  
creeves@bvh.com - www.bvh.com  
(Architecture)  
\*Silver Level Affiliate

CMBA Architects  
Brad Kissler - 308-384-4444  
kissler.b@cmbaarchitects.com  
Jim Brisnehan - 308-384-4444  
brisnehan.j@cmbaarchitects.com  
Troy Keilig - 308-384-4444  
keilig.t@cmbaarchitects.com  
www.cmbaarchitects.com  
(Architecture, Master Planning,  
Interiors, Bond Promotion/  
Community Engagement)  
\* GOLD LEVEL AFFILIATE

Carlson West Povondra Architects  
Jamie Eckmann - 402-551-1500  
jeckmann@cwparchitects.com  
www.cwparchitects.com  
(Architecture, planning,  
feasibility studies)  
\* GOLD LEVEL AFFILIATE

DLR Group  
Vanessa Schutte - 402-393-4100  
vschutte@dlrgroup.com  
www.dlrgroup.com  
(Architecture, engineering,  
Ed. facility planning)

The Schemmer Associates Inc.  
Terry Wood, AIA - 402-493-4800  
twood@schemmer.com  
Molly Macklin - 402-493-4800  
mmacklin@schemmer.com  
www.schemmer.com  
(Architecture, engineering,  
educational facility planning)

### AWARDS & PLAQUES

Awards Unlimited  
Larry King - 402-474-0815  
larryking@awardsunlimited.com  
www.awardsunlimited.com  
(Trophies, awards, plaques, etc.)

### BUILDING CONTROLS/ SERVICES

Control Management Inc.  
Nathan Haug - 402-571-9454  
nathan@cmiomaha.com  
www.cmiomaha.com  
(Building Automation, Security and  
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Existing Systems)

Duro-Last Roofing  
Mark Akagi - 785-232-6563  
mark@morrisgrup.com  
www.duro-last.com  
(Representative for Duro-Last  
roofing system)

### CONSTRUCTION SERVICES

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Marsha Wilkerson - 308-234-1836  
mwilkerson@bdconstruction.com  
www.BDconstruction.com  
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Emily Bannick - 402-550-1808  
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Douglas Klute - 402-477-6745  
dklute@cheeverconstruction.com  
www.cheeverconstruction.com  
(Construction Services)

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Dennis Feeken - 800-334-2271  
dennisfeeken@heartlandpella.com  
www.heartlandpella.com  
(Commercial Window & Door  
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### ENERGY SERVICES

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David Goebel - 308-392-3283  
402-370-8822  
dgoebel@ameresco.com  
www.ameresco.com  
(Capital Improvements, Energy  
Efficiency & Renewable Energy  
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### ENERGY SERVICES

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Randy Harrick - 402-680-6390  
rherrick@ctsgroup.com  
www.ctsgroup.com  
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Johnson Controls  
Jason Peck - 308-708-9479  
jason.peck@jci.com - www.jci.com  
(HVAC, Building Automation,  
Service Agreements, Security and  
Fire, among others)  
\* GOLD LEVEL AFFILIATE

TRANE  
Dave Raymond  
402-596-8000 - 402-452-7762  
dave.raymond@trane.com  
www.trane.com/omaha  
(Building Construction &  
Energy Services)  
\* GOLD LEVEL AFFILIATE

### EQUIPMENT AND FURNITURE

Sheppard's Business Interiors  
Ken Sigmon - 402-393-8888  
ksigmon@sbi-omaha.com  
www.sbi-omaha.com  
(Furniture, Space Planning, Asset  
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### FINANCIAL SERVICES

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Jay Spearman  
jspearman@ameritas.com  
Scott Keene  
skeene@ameritas.com  
Brad Slaughter  
bslaughter@ameritas.com  
Marc Munford  
mmunford@ameritas.com  
Bruce Lefler  
blefler@amertias.com  
Dallas Watkins  
dallas.watkins@ameritas.com  
800-700-2362 - 402-384-8088  
(Bonds, Refunding Bonds,  
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### FINANCIAL SERVICES

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Paul Grieger - 402-392-7986  
pgrieger@dadco.com  
Cody Wickham - 402-392-7989  
cwickham@dadco.com  
Andy Forney - 402-392-7988  
aforney@dadco.com  
www.dadavidson.com  
(Bonds/Election Services, Lease  
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\* GOLD LEVEL AFFILIATE

First National Capital Markets  
Tobin Buchanan - 308-352-8328  
tbuchanan@fnni.com  
www.fncapitalmarkets.com  
(Public Finance, Election Guidance)  
\* GOLD LEVEL AFFILIATE

First Nebraska Credit Union  
Elly Heckel - 402-492-9100  
marketing@firstnebraska.org  
www.firstnebraska.org  
(Taking care of your  
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Nebraska Liquid Asset Fund - NLAFF  
Barry Ballou - 402-705-0350  
balloub@pfm.com  
www.NLAFFpool.org  
(Liquid Asset Fund,  
financing programs)  
\* GOLD LEVEL AFFILIATE

Nebraska Public Agency  
Investment Trust  
Becky Ferguson - 402-323-1334  
becky.ferguson@ubt.com  
www.npait.com  
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short-term and long-term funds)  
\* GOLD LEVEL AFFILIATE

Union Bank & Trust  
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Jennifer Ainsworth - 402-323-1815  
jennifer.ainsworth@ubt.com  
www.ubt.com/health  
(Financial Services, Banking)  
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Wells Fargo Bank  
Andrew J. Detlefsen - 402-434-6701  
andrew.j.detlefsen@wellsfargo.com  
www.wellsfargo.com  
(Financial Services, Banking)

# NASB AFFILIATES

## LEADERSHIP

### FOOD SERVICE

Lunchtime Solutions  
Deni Winter  
605-235-0939 Ext 106  
deni@lunchtimesolutions.com  
www.lunchtimesolutions.com  
(Progressive Food Service Management)  
\* GOLD LEVEL AFFILIATE

Opaal! Food Management of Nebraska  
Greg Frost - 636-812-0777  
www.opaafood.com  
(Contract Food Service Management)

Taher, Inc. - Food Service Management  
Tom Johnson - 952-945-0505  
t.johnson@taher.com  
www.taher.com  
(Providing a fresh take on Food Service Management)  
\* GOLD LEVEL AFFILIATE

### INSURANCE SERVICES

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Cortney Ray - 402-458-4823  
cortney.ray@nebraskablue.com  
www.nebraskablue.com  
(Group health insurance)  
\* GOLD LEVEL AFFILIATE

National Insurance Services  
Steve Ott - 800-627-3660  
sott@nisbenefits.com  
www.nisbenefits.com  
(Group LTD, Life, Vision, Special Pay Plans, HRA's)

Public Risk Management  
Sheri Shonka  
402-884-3751 - 877-649-4612  
sheri.shonka@prmne.com  
www.alicap.org  
(ALICAP, Insurance services)  
\* GOLD LEVEL AFFILIATE

### LEGAL SERVICES

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

## INNOVATION

### MECHANICAL CONSTRUCTION

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Jennifer Coggins - 712-323-0514  
jennifer.coggins@rasmech.com  
www.rasmech.com  
(Your Single Source Service Provider)

### MENTORING

TeamMates Mentoring  
Hannah Miller - 319-610-8538  
hannah@teammates.org  
www.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 and site furnishings)  
\* GOLD LEVEL AFFILIATE

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

### SAFETY & SECURITY SERVICES

One Source  
The Background Check Company  
Neal Josten  
800-608-3645 ext. 5600  
njosten@onesourcebackground.com  
www.onesourcebackground.com  
(Employment, Volunteer, Contractor Screening)  
\* GOLD LEVEL AFFILIATE

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

## VISION

### STUDENT INFORMATION SERVICES

JMC Computer Services  
Paul Freid - 651-345-4654  
Paul@jmcinc.com  
www.jmcinc.com  
(Easy ADVISOR reporting and student information management)  
\* GOLD LEVEL AFFILIATE

### TECHNOLOGY CONSULTING

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

### TECHNOLOGY/ SOFTWARE

Sparq Data Solutions  
Craig Caples - 402-423-4951  
ccaples@sparqdata.com  
www.sparqdata.com  
(Paperless Board Meetings, Teacher 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  
www.cnrehab.com  
(Providing PT, OT and Speech therapy in the school system)

### TRANSPORTATION

Body Worx Inc.  
Josh Goodbrake - 308-293-3109  
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## ENGAGEMENT





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# NASB BOARD NOTES

A monthly publication from the Nebraska Association of School Boards



LEADERSHIP

INNOVATION

VISION

ENGAGEMENT

## IN THIS EDITION

- BRINGING THE GOOD LIFE TO THE GREAT WALL
- FROM SCHOOL BOARD TO THE STATE CAPITOL W/ SEN. GRAGERT
- CHANGING THE NARRATIVE
- A SUMMER ROAD TRIP WITH THE NASB BOARD OF DIRECTORS
- IS THIS YEAR'S BOARD MEMBER OF THE YEAR ON YOUR BOARD?
- TRAINING, NETWORKING, ENGAGEMENT & EVENTS
- YOUR NASB BOARD OF DIRECTORS & STAFF
- ... AND MUCH MORE!

## AS WELL AS "THIS MONTH IN ..."

- ... ADVOCACY & GOVERNMENT RELATIONS
- ... ALICAP & INSURANCE
- ... BOARD LEADERSHIP
- ... ENERGY PURCHASING
- ... MEMBER ENGAGEMENT
- ... NEBRASKA WHOLE CHILD PROJECT
- ... POLICY
- ... SEARCH, STRENGTHS & AWARDS
- ... TECHNOLOGY

# Student / Staff Count 2019-2020 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	30	3	27	3	51	2	50	3	52	2	53	2	48	2	49	20	330		
KW	2	29	2	6	1	28	2	20	2	32	2	26	1	28	1	17	11	157		
MEAD	2	54	2	25	2	39	2	45	2	41	2	36	2	49	2	43	14	278		
MOCK	1	20	3	17	2	55	3	55	3	45	3	52	2	48	2	48	18	320		
SEY	1	20	2	24	1.5	33	1.5	31	1.5	33	1.5	33	1.5	29	1.5	38	11	221		
WW	2	56	2	12	2	39	2	33	2	30	2	45	2	47	2	37	14	243		
Totals By Gr	10	209	14	111	11.5	245	12.5	234	13.5	233	12.5	245	10.5	249	10.5	232	88	1549		
															*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		252		223											0	475				
RHS						240		257		259		302	0	1058						
Totals	Staff	*Stud	Ratio	*Stud 18-19	Change for 19-20															
BLUM	22	360	16/1	390	-30	*Includes PS														
KW	13	186	14/1	194	-8															
MEAD	16	332	21/1	344	-12															
MOCK	19	340	18/1	383	-43															
SEY	12	241	20/1	247	-6															
WW	16	299	19/1	287	12															
Elem. Totals	98	1758	18/1	1845	-87															
RMS	36	475	13/1	453	22															
RHS	70	1058	15/1	1039	19															
Sec. Totals	106	1533	14/1	1492	41															
Dist. Totals	204	3291	16/1	3337	-46															
															July 22 2019					
															9:44 AM					

2. Is your accountability system based on best practice and sound research?
3. Do you embrace vigorous standards?
4. Do you recognize that sustained or pervasive underperformance cannot be tolerated?
5. Do you see that advocacy is the only way to shift state and federal policy matters from mandatory prescriptive programs to providing assistance and resources to spur innovation?
6. Are you a catalyst for innovation with a customer service approach to the education of every student?
7. Do you realize year-round or other non-traditional school calendars and extended days and years will be common in the school district of the future?
8. Do you see the need to expand innovation to business operations and infrastructure (outsourcing, facility sharing, job sharing, etc.)?
9. Do you respect the fact that parents and students have choices?
10. Do you see the need to provide a portfolio of public school options in your jurisdiction to help parents and students determine their best option?
11. What is the ideal school year?
12. What is the ideal school day?
13. Do you think the curriculum that your students need most can be taught effectively within a traditional classroom setting?
14. How much freedom should students be given in deciding when, where, and how they connect to learning?
15. How do we ensure that all children have access to the full range of connective technologies and are taught the skills necessary to use them effectively?

16. Do you educate your students with educational constructs that were created to serve the agricultural and industrial ages?

The answers to these and similar questions can help board members reflect on actions needed now to achieve the envisioned future. A well-developed and clearly articulated vision for your school system can help you see a bit farther into the distance.

Defining your vision means taking charge of your destiny. For school districts, that destiny must be improving student achievement for each and every student. Anything less can't fulfill the core mission of public education. After all, our obligation to our students is to prepare them for the world they will inherit.

### SAMPLE VISION STATEMENTS

- To create a school district that is focused on personalized learning so that our students will be successful in college, career, and life.
- To create a school district that prepares students for what they will encounter in life beyond their K-12 experiences.
- To create a school district that prepares students for our changing world.
- To create a school district that is highly regarded for its academic excellence and for improving the community in which it operates.
- To create a school district that produces very high levels of student achievement and helps make its community a more pleasant place to live and work.

#### Translating Vision Into Action

Your vision cannot end with a written statement. Organizations that complete the writing process and believe that they have a vision are mistaken. They have a vision statement. Writing is only the beginning. Moving the vision from paper into practice is the real challenge.

A powerful vision should guide the district's strategic planning process. A vision without a plan to achieve it is like a great movie title with no script. This is where the board starts developing a mission statement, which is the focal point of all goals, objectives, and strategies undertaken by the board, administration, and teaching and support staffs. It should be concise and understood by every district employee.

The vital nature of the statement is that it reflects the district's true mission with integrity, clarity and inspiration. To fulfill its purpose, a mission statement must be memorable and capture the purpose for which a district exists and its function. As a board develops its mission statement, it should consider the following criteria:

1. Does the statement capture the essential nature of the district's reason for being?
2. Is the statement student-oriented as opposed to being inwardly or organizationally bound?
3. Does the statement represent a relatively stable anchor point for the district, one that will not require frequent change?
4. Does the statement describe the desired result rather than focusing on activities?
5. Does the statement reflect the district's values or philosophy relevant to today and the future?

With the vision and mission statements identified, the board must create a strategic plan. This requires the board-staff leadership team to develop a process to identify goals and strategies to achieve them. Staff members subsequently are responsible for creating work plans within the strategies; reviewing the goals, strategies, and work plans with the board; and reporting regularly on the progress, needs, and adjustments necessary to continue moving toward the vision.

### **Ensuring Vision Becomes Reality**

Leaders in public education can only meet today's challenges if they can clearly see the "tomorrow" they seek to create. That might sound simplistic, but it takes

hard work to convert foresight into reality. Accountability means taking your fair share of responsibility for outcomes. Being accountable means that you answer not only for your actions, but also for the results of your actions. Accountability includes taking credit for achieving the desired results and accepting responsibility when targets are missed. School boards need to ensure that they do the following:

1. Establish an accountability process based on the board's strategic plan with measurable criteria and an annual review.
2. Participate in work sessions to understand accountability measures, including data analysis and how the board administration and staff should use this information.
3. Ensure that the superintendent's evaluation includes accountability measures.
4. Ensure effective and timely communications on the accountability system and progress.
5. Ensure that an annual report is developed containing data on student achievement and district performance data related to goals and standards.
6. Ensure funding for implementation of accountability measures.
7. Use student achievement results to drive decision-making.
8. Ensure compliance with state accountability measures.

Your state school boards association is a good source of expertise in assessing your mission and vision statement and also assisting with strategic planning. Because this is a complex process, it might be helpful to have an informed, objective voice to lend a different perspective.

### **Implementing Your Vision**

Saying it and writing it down is only the beginning. School leaders who complete the writing process and believe they have a vision are mistaken. What they have is

**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. 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.

- 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.
- v. The vice president or secretary may sign any warrant in the absence of either the president or the treasurer.

### 3. 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.

### 4. 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. 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 22, 2019

Revised on:

Reviewed on: July 8, 2019

## 2006 Complaint Procedure

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

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

### **Complaint and Appeal Process.**

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

- 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.

- c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
  - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

**Special Rules Regarding Educational Services and Related Services to Students with Disabilities.** Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

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

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

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

**Bad Faith or Serial Filings.** The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Adopted on: July 22, 2019

Revised on:

Reviewed on: July 8, 2019

**2014**  
**Relationship with District Legal Counsel**

The board will engage legal counsel to assist it and the administration in dealing with legal issues. When the district faces circumstances in which legal counsel may be needed between board meetings, the board president or superintendent may engage legal counsel on the board's behalf.

The superintendent and the board president shall have the authority to contact the school's legal counsel on behalf of the district. The superintendent may give other members of the administration permission to contact the district's legal counsel on an as-needed basis. Individual board members other than the president may not contact the district's legal counsel on behalf of the board without the approval of the board president or a majority of the board.

Any board member who contacts the district's legal counsel without board approval may be personally responsible for any legal fees incurred as a result of the unapproved contact.

The superintendent will, to the extent permitted by law, keep the board informed of matters in which the district's legal counsel is involved.

Adopted on: July 22, 2019

Revised on:

Reviewed on: July 8, 2019

**2015**  
**Student Involvement in Decision Making**

The Ralston Public Schools Board of Education recognizes the unique perspectives held by students on issues impacting the school district. Therefore, one middle school and one high school student of the Ralston Public School District may serve as a nonvoting student advisor to the Board pursuant to this policy.

Students interested in serving as a student advisor to the Board will submit a one to two-page essay to the student leadership selection committee explaining how they would represent the students on the Board. The student leadership selection committee will be made up of the building principals from both Ralston Middle School and Ralston High School and two members of the Board of Education appointed by the Board President. The student leadership committee will select two (2) or three (3) candidates to be presented to the RMS and RHS student body for election to the Board as the student advisor for their school. The election will be held in November each year for a term of the next calendar year. The student advisor may only serve one (1) term per building unless the seat available is vacant. The student advisor exists at the discretion of the Board.

A student must be a seventh or eighth-grade student for middle school and a sophomore or junior student for high school to be eligible for the position. In addition, the student must be enrolled as a full-time student (may include dual enrollment or academy programs) in the district throughout his or her one-year term. The student selected may not have been suspended from school or suspended from any school-sponsored activities before or during his or her term. The student advisor shall not violate any of the provisions of the code of conduct as set forth in the RMS or RHS student handbook. The Board reserves the right to remove a student as a student advisor for any reason including, but not limited to, situations where the student is suspended from school, violates the law, fails to attend the necessary meetings, or is no longer enrolled in school. In the event a vacancy is created due to removal or resignation, the student leadership committee will nominate another student for the remainder of the term upon appointment by the Board.

The student advisor from each level is expected to attend all regular Board meetings unless excused by the Board. Each student advisor may be directed by the Board to report on particular issues or invite guests to the Board Meetings once per month. The student advisors will be expected to communicate with district students on a regular basis. The student advisors may not vote on any issue and will not have access to closed or confidential information. The student advisors will receive the same Board packet distributed to the rest of the Board, except for any closed or confidential information. Once appointed, the student advisors will be informed of the Nebraska Public Records Law, basic parliamentary procedure under the Nebraska Open Meetings Act, and Board policies affecting the operation of Board meetings.

Adopted on: July 22, 2019

Revised on:

Reviewed on: July 8, 2019

**2017**  
**Indemnification and Liability Insurance**

In addition to circumstances where it is obligated to provide indemnity or procure insurance, the school board has broad authority to purchase insurance or otherwise indemnify school board members, officers, employees, or agents of the school district. The school board will purchase liability insurance and provide indemnification at its discretion and review its current coverages and indemnification obligations when it deems appropriate.

In the event the school district's current insurance, indemnification agreements, contract obligations, or other promises to indemnify do not cover a situation which the school board can agree to cover, the school board may authorize indemnification. The school board may elect to indemnify any board member, officer, agent, or employee if he or she is a party or is threatened to be made a party in any pending or completed suit, proceeding, or any other action, whether criminal, civil, administrative, or investigative, if the individual is involved because of current or past service on the board, employment, or agency relationship with the school district. However, the indemnification and defense will only be considered if such person acted in good faith and in a manner he or she reasonably believed to be in the best interests or not opposed to the best interests of the school district, including in a criminal proceeding if he or she had no reasonable cause to believe the conduct was unlawful.

In circumstances involving employees, the board delegates to the Superintendent the authority to provide the indemnification to the extent the Superintendent is authorized to procure legal services, as long as the indemnification is otherwise consistent with the authority granted under the law.

Adopted on: July 22, 2019  
Revised on:  
Reviewed on: July 8, 2019

## 3003.1

### **Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds**

#### **I. Applicability of the Policy**

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$100,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

#### **II. All projects undertaken pursuant to this policy will be subject to the following bond requirements**

- A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.**
- B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.**
- C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.**

#### **III. Construction Projects with an Anticipated Cost of Under \$250,000**

##### **A. Methods of Bidding/Soliciting Quotations or Estimates**

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made

or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy “reasonable” means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

2. Construction with an Anticipated Cost of between \$10,000 and \$250,000 (Small Purchase Procedures)

For construction projects subject to this policy, small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district’s standard policies on purchasing and on bid letting and contracts.

**B. Construction Projects with an estimated cost of between \$100,000 and \$249,999 will be made pursuant to the District’s Policy on Bid Letting and Contracts.**

Pursuant to Nebraska law, construction projects which have an anticipated aggregate cost of \$100,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$100,000 and \$250,000.

#### **IV. Construction Projects with an Anticipated Cost Over \$250,000**

##### **A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$250,000 or more will be publicly solicited using the sealed bid method**

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publically advertised;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. Sealed bids will be publically opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
4. The contract will be awarded to the lowest responsive and responsible bidder.
  - a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
  - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
  - c) Any or all bids may be rejected if there is a sound documented reason.
5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.
6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

##### **B. Advertising for Bids.**

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

##### **C. Bid Documents**

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received

or opened.

2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

**D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.**

**V. Other Contract Matters.**

**A. Required Terms**

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

**B. Contracting with Certain Vendors**

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or

products produced in US or processed in US substantially using agricultural commodities produced in US.

### **C. Full and Open Competition**

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

### **D. Debarment and Suspension**

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

### **E. Settlements of Issues Arising Out of Contract**

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

### **F. Record Keeping**

#### **1. Record Retention**

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
  - c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.
2. Maintenance of Construction Records for Projects Financed with Federal Funds
- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
  - b) Retention of construction records shall be in accordance with applicable law and Board policy.

## **VI. Conflict of Interest and Code of Conduct**

**A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.**

**B. Contracts covered by this policy are subject to the following additional provisions.**

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

### **C. Favors and Gifts**

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

### **D. Enforcement**

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

Adopted on: July 22, 2019

Revised on:

Reviewed on: July 8, 2019

## 3004.1

### Fiscal Management for Purchasing and Procurement Using Federal Funds

#### I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

#### II. Procurement System

The District maintains the following purchasing procedures.

##### A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

##### B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

##### 1. Purchases up to \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

## **2. Purchases between \$10,000 and \$250,000 (Small Purchase Procedures)**

Small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

## **3. Purchases Over \$250,000**

### **a) Sealed Bids (Formal Advertising)**

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

### **b) Contract/Price Analysis**

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

## **4. Noncompetitive Proposals (Sole Sourcing)**

### **a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:**

- 1) The item is available only from a single source;
- 2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- 3) The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or
- 4) After solicitation of a number of sources, competition is determined inadequate.

### **b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.**

### **c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.**

## **C. Use of Purchase (Debit & Credit) Cards**

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

#### **D. Federal Procurement System Standards**

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

#### **E. Debarment and Suspension**

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

#### **F. Settlements of Issues Arising Out of Procurements**

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

### **III. Conflict of Interest and Code of Conduct**

**A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.**

**B. Purchases covered by this policy are subject to the following additional provisions.**

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

### **C. Favors and Gifts**

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

### **D. Enforcement**

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

## **IV. Property Management Systems**

### **A. Property Classifications**

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
  - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
  - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

### **B. Inventory Procedure**

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

### **C. Inventory Records**

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;
4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

### **D. Physical Inventory**

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

### **E. Maintenance**

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

### **F. Lost or Stolen Items**

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

### **G. Use of Equipment**

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

### **H. Disposal of Equipment**

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

## **V. Other Contract Matters.**

### **A. Required Terms**

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

### **B. Contracting with Certain Vendors**

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

### **C. Record Keeping**

#### **1. Record Retention**

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.
- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for

audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

## 2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

### **D. Privacy**

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: July 22, 2019

Revised on:

Reviewed on: July 8, 2019

**3016**  
**Use of Tobacco Products**

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

Adopted on: July 22, 2019

Revised on:

Reviewed on: July 8, 2019

## **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 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.

**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.

**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.

Adopted on: July 22, 2019

Revised on:

Reviewed on: July 8, 2019

**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.

**3050**  
**Technology in the Classroom**

I. In General

The district desires to use technology in a way that aides in the education of students. New devices and applications offer a number of helpful tools that can improve the student experience and increase learning. Many of these devices and applications also create concerns about student privacy. It is the goal of the district to embrace the helpful elements of technological advancement while remaining mindful of potential student privacy issues.

II. Devices

A. Non-district issued electronic devices may be provided by teachers for use in their classroom, so long as the use of such devices is supervised by a staff member and subject to the conditions set forth below.

Teachers who wish to bring a device into the classroom should inform the principal before deploying the device. The building principal may at his or her discretion prohibit the use of such devices or otherwise limit their use. The building principal may at any time direct that a teacher discontinue use of a given device.

1. Smart speakers such as Google Home, Amazon Echo, Apple HomePod, and similar devices may be approved for use in the classroom. The device must be registered to an account linked to the classroom teacher's school email address. The district will not maintain any records created by use of the smart speaker device. Any record of use will be considered non-record communications pursuant to Nebraska's Records Management Act, and not be maintained by the district.
2. All other electronic devices that connect to the internet that a staff member wishes to use for the education of students should be disclosed to the administration prior to use.

B. Assistive technology may be used in district classrooms. Any assistive technology, such as an AngelSense device, that actively or passively create or transmit audio or video recordings must have that function disabled while the student uses the device in a district classroom unless required by law. No assistive technology devices will be permitted to record or transmit the classroom activity of other students unless required by law.

C. Any classroom recordings made by a staff member will be made pursuant to district policy.

III. Applications

A. School as Agent. The school will serve as an agent for parents/guardians in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. District Applications. The district uses various software applications to record, track, and store student data. Each application selected by the district is in compliance with federal

and state law, to the best of the administration's knowledge. Should the district become aware that an application used by the district has suffered a data breach, or been found to be out of compliance with federal or state law, the district will investigate the scope of the violations and notify students, parents, and staff in accordance with district policy.

C. Staff-Selected Applications.

1. Staff are permitted to select applications for use in the classroom.
2. Staff must perform basic due diligence to ensure that the application is safe for students and serves a pedagogical purpose. Staff must notify their supervising administrator of the application they plan to use as part of their lesson plan prior to their use in the classroom. The district may at any time direct that a teacher discontinue use of a given application. The district will provide training on the relevant student privacy laws to staff members who are selecting and deploying applications in the classroom.

Adopted on: July 22, 2019

Revised on:

Reviewed on: July 8, 2019

## 3051

### Opioid Overdose Prevention and Response

The district will maintain an opioid antagonist, specifically naloxone, otherwise known by its brand name Narcan. Pursuant to Nebraska law and the Naloxone Standing Order issued by the Nebraska DHHS, Division of Public Health, the board will permit school nurses, trained school staff, or other individuals qualified by law to administer naloxone to any person at school or a school event displaying symptoms of an opioid overdose.

This policy shall not create a duty on the part of the school district and/or its personnel to administer naloxone. School representatives will not administer naloxone under the following circumstances:

- a. Naloxone is not available during the overdose emergency;
- b. There is no individual available who is qualified to administer naloxone; or
- c. School representatives are uncertain as to whether an opioid overdose is occurring.

Nothing in this policy is intended to regulate, restrict or otherwise deter a law enforcement officer, emergency medical technician, volunteer fire fighter, licensed medical professional or other authorized individual from administering his/her own supply of naloxone when responding in good faith to a suspected drug overdose occurring on school district property or at a school-sponsored event.

**Procurement and Storage.** The superintendent or his/her designee, in consultation with the school's nursing staff, will make the necessary arrangements to obtain naloxone. The naloxone will be stored unlocked in the nurses' office(s). The superintendent or his/her designee, in consultation with the school's nursing staff, will reorder naloxone.

Naloxone that is nearing its expiration date will be replaced. The school nurse shall maintain a log of naloxone supplies consistent with the district's practices for logging other medications.

**Training.** Licensed health care professionals and school resource officers employed on the high school and middle school levels shall all complete an approved naloxone training prior to carrying and/or administering naloxone. Other school staff members may be trained as determined by the administration. Once trained, staff members shall review the DHHS standing order and applicable naloxone administration protocols as needed.

**Recordkeeping and Reporting.** Any individual who administers naloxone on behalf of the school district will promptly notify the building principal and superintendent or his/her designee of the facts and circumstances surrounding the drug overdose incident. The administration of naloxone to any student will be documented in his/her cumulative health record. The administration of naloxone to any staff member will be documented in his/her personnel file.

Adopted on: July 22, 2019

Revised on:

Reviewed on: July 8, 2019

**3053**  
**Nondiscrimination**

The School District does not discriminate on the basis of prohibited factors in employment and educational programs/activities. The School District affirmatively strives to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40

The Equal Pay Act of 1963 as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions

The Uniformed Services Employment and Reemployment Rights Act (USERRA) – provides job protections and reemployment rights to military reservists and National Guard members called to active duty

The Boy Scouts of America Equal Access Act which prohibits discrimination against groups that wish to access district facilities

The Nebraska Fair Employment Practice Act (FEPA) – prohibits employment discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), disability, marital status, and retaliation

Nebraska Age Discrimination in Employment Act (Age Act) – prohibits employment discrimination on the basis of age for those individuals who are over 40 years of age

The Equal Pay Act of Nebraska – prohibits discriminatory wage practices based on sex

The Nebraska Equal Opportunity in Education Act – prohibits discrimination on the basis of sex (including pregnancy) by any educational institution

Veterans Preference Law (NEB. REV. STAT §§ 48-225 to 48-231) - stipulates categorical preferences for employment for military veterans and for the spouses of disabled veterans

Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, gender identity, gender expression, sexual orientation, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a complaint using the district's complaint procedures.

Inquiries regarding compliance with any of the laws referred to in this policy may be directed to the superintendent or to the district's Title IX and/or Section 504/ADA Coordinator.

Adopted on: July 22, 2019

Revised on:

Reviewed on: July 8, 2019

**3054**  
**Law Enforcement Unit**

The board is committed to providing a safe environment conducive to learning for members of the school community. In furtherance of this commitment, the board designates Ralston Police Department to act as the district's Law Enforcement Unit.

**Authority of the Law Enforcement Unit.** The law enforcement unit is officially authorized to:

- Enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any local, State, or Federal law against; *and*
- Maintain the physical security and safety of the district

In maintaining the physical security and safety of the district, the law enforcement unit may employ surveillance or other safety or security equipment in compliance with state and federal law. The law enforcement unit is responsible for the maintenance and security of any such equipment.

**Records of the Law Enforcement Unit.** All records created and maintained by the law enforcement unit for a law enforcement purpose are considered law enforcement unit records. This would include any records produced by surveillance or other safety or security equipment employed by the law enforcement unit to maintain the physical security and safety of the district.

Law enforcement unit records must be maintained by the law enforcement unit until the unit determines the records may be destroyed. The law enforcement unit is responsible for maintaining law enforcement unit records separate and apart from the student records maintained by the district pursuant to the board's policy regarding student records.

Law enforcement unit records may only be disclosed with the authorization of the Superintendent or his/her designee. Only copies of law enforcement unit records may be disclosed, and the original must be retained by the law enforcement unit and will continue to be considered a law enforcement unit record.

Adopted on: July 22, 2019

Revised on:

Reviewed on: July 8, 2019

**Compensation of Board Members**

No member of the Board except the Secretary shall accept or receive any compensation for services performed in discharging the duties of his/her office.

Members of the Board may participate in the school district's hospitalization, medical, surgical, accident, sickness, or term life insurance coverage, or any one or more of such coverages, with the participating Board members paying both the employee and employer portions of the premium for such coverage.

Members of the board may be reimbursed for their actual and necessary expenses incurred while attending authorized conferences or other activities whose purpose is related to instructional or related operational improvement in the district.

Adopted on: July 22, 2019

Revised on:

Reviewed on: July 8, 2019

## 3058

### Cooperative Programs and Services

The Ralston Board of Education supports cooperative efforts whenever possible with other local, state and regional entities in matters of common concern. Before joining any cooperative effort, the Ralston Board of Education will consider the best interests of the Ralston student population. The cost to the District of development and/or delivery of such cooperative efforts will be limited to a proportionate share. The Superintendent or designee will include in reports to the Board of Education an evaluation of current cooperative efforts. Programs, and the cost of the programs, that are authorized by the Learning Community of Douglas and Sarpy Counties, and involve Ralston Public School students or facilities, require approval by the Ralston Board of Education prior to implementation.

Adopted on: July 22, 2019

Revised on:

Reviewed on: July 8, 2019

**3059**

**Gate Receipts and Admissions**

The principal is responsible for the proper collection, supervision, disbursement, and/or remittance of gate receipts and admissions.

Admission to those school events for which an admission is charged will be by tickets or special passes only. Adequate records will be maintained for accounting purposes.

Adopted on: July 22, 2019

Revised on:

Reviewed on: July 8, 2019

## Assessment Administration and Security

The purpose of all testing and assessments is to measure students' knowledge, skills or abilities in the area tested. All staff members are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. This policy applies to all national, state, and local assessments, including both standardized and general classroom assessments.

### 1. Assessment Responsibilities

- a. Each building principal, in consultation with the Superintendent and classroom teachers, will be responsible for:
  - overseeing the scheduling of state administered assessments, training all staff who administer assessments, and ensuring that all assessments, including make-up testing, is completed within required testing windows;
  - obtaining Standards, Assessment and Accountability Updates from the Department of Education and circulating the relevant portions of those updates to other staff members;
  - informing the board of education of changes to the Nebraska Student-Centered Assessment System Security Procedures; and
  - signing and enforcing the Nebraska Student-Centered Assessment System Security Agreement.
- b. Every classroom teacher or other staff member who administers assessments is responsible for:
  - complying with the Nebraska Student-Centered Assessment System Security Procedures;
  - taking all reasonable and prudent steps to ensure the accuracy and integrity of all academic testing, including statewide assessments; and
  - ensuring the security of all test materials.

### 2. Security Violations and Cheating

#### a. Classroom assessments

Staff members who suspect students of having cheated on a classroom assessment should conduct a reasonable inquiry and impose consequences on the student consistent with classroom rules and the student handbook.

#### b. State Accountability Tests

Staff members who suspect a breach of security on State Accountability Tests, must promptly report their suspicions to the building principal or superintendent. The superintendent must notify the Department of Education's Statewide Assessment Office and follow the Department's protocol for Reporting and Investigating Test Security Violations.

Staff members who engage in or enable students to engage in academic dishonesty in any testing or assessment will be subject to discipline up to and including the immediate cancellation of their employment contract.

Adopted on: July 22, 2019

Revised on:

Reviewed on: July 8, 2019

**Job References to Prospective Employers**

All requests for employment-related references or employment history by prospective employers of current or former employees must be referred to a member of the administrative team. The administrator will either provide a reference in compliance with this policy or will forward the request to the superintendent.

If the school district is subject to a written separation agreement regarding a particular employee, the terms of that agreement will govern the district's response to requests for information, regardless of any written consent provided to the school district.

If the school district is not bound by a separation agreement and receives a legally enforceable written consent to release information, the district may provide the information authorized by that document. The school district may provide additional truthful information to prospective employers of current and former employees in accordance with this policy.

**Employees Suspected of Sexual Misconduct Against a Minor or Student**

Apart from the routine transmission of administrative and personnel files or unless otherwise permitted by law, the district and any employee, contractor, or agent of the school district is prohibited from providing any employee any assistance in obtaining a new job if the school district or the individual acting for the school district has probable cause to believe said employee has engaged in sexual misconduct with a student or minor in violation of the law.

Adopted on: July 22, 2019

Revised on:

Reviewed on: July 8, 2019

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

Students shall be admitted to the school district who are:

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

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

Prior to enrolling any student who is a ward of the state of Nebraska or a ward of any court, the district will ask to review a completed copy of the “Education Court Report Form” promulgated by the Nebraska Supreme Court’s Commission on Children and Families in the Courts – Education Sub-Committee. If there is no such completed form, district staff will offer assistance to the appropriate responsible individual in securing the information necessary to complete the form as part of the district’s enrollment process.

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

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

Adopted on: July 22, 2019  
Revised on:  
Reviewed on: July 8, 2019

## 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

## 5017

### Routine Directory Information

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Name of parent and/or guardian
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Social media usernames or handles
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information does not include a student's social security number.

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

Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, 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.

When a student reaches 18 years of age, the permission or consent required of and the rights accorded to the parents or guardians of such student under this policy shall only be required of and accorded to such student. Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, each school district shall notify each student who is at least 18 years of age or who will reach 18 years of age during such school year of (1) the option to make a written request to the school district that routine

directory information for such student not be released in response to a request made by a military recruiter without such student's written consent and (2) that any such request made previously by a parent or guardian for such student expires upon the student reaching 18 years of age.

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, 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 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 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 22, 2019

Revised on:

Reviewed on: July 8, 2019

**5063**  
**Audio and 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.

Adopted on: July 22, 2019

Revised on:

Reviewed on: July 8, 2019



# **2019-2020 Board Policy Update**

**Respectfully Submitted By:  
Dr. Mark Adler**

Policy Update  
2019-2020  
Summary of Changes

	Page 1	KSB Policy Update
2002	Organization of the Board  Page 23	<b>Change is required</b> --Changes the Committee on Americanism to the Committee on American Civics as required by LB 399. This policy also outlines the duties of the Committee on American Civics.
2006	Complaint Procedure  Page 36	<b>Change is required</b> --Language has been added that makes it clear that parents with students who have IEP's and Section 504 Plans must use the processes found in the Individuals with Disabilities Education Act to file a complaint rather than bypassing the decisions of the IEP team and appealing directly to the Board of Education.
2014	Relationship with District Legal Counsel  Page 52	<b>Change is highly recommended but not required</b> --This change clarifies the relationship with District Legal Counsel and the Board of Education as well as providing the Board President and Superintendent the authority to engage legal services as needed between Board Meetings. The name of this policy will change from Relationship with School Attorney to Relationship with District Legal Counsel.
2017	Indemnification and Liability Insurance  Page 55	<b>Change is highly recommended but not required</b> --This change outlines that the Board of Education may but is not required to provide legal defense to certain parties such as Board members, administrators, or other employees representing the school district and find themselves in a situation in which normal indemnification is not provided.

3003.1	<p>Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds</p> <p style="text-align: center;">Page 56</p>	<p><b>Required Change</b>--This change clearly outlines requirements for bidding of projects in which federal funds will be used for payment. It will be rare that schools in Nebraska will have to use these procedures but they do need to be up to date. This also outlines basic bidding procedures for Nebraska.</p>
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3004.1	<p>Fiscal Management for Purchasing and Procurement Using Federal Funds</p> <p style="text-align: center;">Page 77</p>	<p><b>Required Change</b>--This change fixes a typo that was discovered in a previous update.</p>
3016	<p>Use of Tobacco Products</p> <p style="text-align: center;">Page 105</p>	<p><b>Change is highly recommended but not required</b>--This policy change is the result of LB 149 and LB 397 that criminalizes the use of an electronic nicotine delivery system by a minor under 18 and 19 years old.</p>
3039	<p>Threat Assessment and Response</p> <p style="text-align: center;">Page 108</p>	<p><b>Change Not Required</b>--This change helps to more clearly outline the procedures used and responsibility areas while conducting a threat assessment investigation <b>Moved from Policy 5058</b></p>
3046	<p>Animals at School</p> <p style="text-align: center;">Page 112</p>	<p><b>Required Change</b>--This change deletes policy 5060 and 5061 and combines all of the policies addressing animals into one policy 3046 Animals at School. This combination and simplification will provide clarity around this topic.</p>
3050	<p>Technology in the Classroom</p> <p style="text-align: center;">Page 132</p>	<p><b>Change Not Required</b>--This proposed change outlines in more detail the potential use of smart speakers and various assistive technology that teachers may want to use in their classroom.</p>
3051	<p>Opioid Overdose Prevention and Response</p> <p style="text-align: center;">Page 140</p>	<p><b>Change Not Required</b>--This is a new proposed policy that should be used if the District wants to stock and administer naloxone.</p>

3053	Nondiscrimination  <b>Page 142</b>	Moved from Policy 4001
3054	Law Enforcement Unit  <b>Page 149</b>	<b>Change Not Required</b> --This is a new policy that is not required but recommended if you would like to share video surveillance data with law enforcement.
3057	Compensation of Board Members	Moved from Policy 3053
3058	Cooperative Programs	Moved from Policy 3054
3059	Gate Receipts and Admissions	Moved from Policy 3039
4001	Nondiscrimination	Delete this policy as it has moved to Policy 3053
4048	Assessment Administration and Security  <b>Page 150</b>	<b>Required Change</b> --This change updates the appropriate references to the NeSA system.
4052	Job References to Prospective Employers  <b>Page 156</b>	<b>Required Change</b> --This change is required as outlined in ESEA Section 8546.
5002	Admission of Students  <b>Page 159</b>	<b>Change is highly recommended but not required</b> --This change will help place students appropriately upon admission who are court involved. The change requires school personnel to review the "Education Court Report Form" prior to enrollment.
5016	Student Records  <b>Page 168</b>	<b>Required Change</b> --This policy change allows disclosure of student information under FERPA to limited organizations to include ACT and District insurance carriers.

5017	Routine Directory Information  Page 175	<b>Required Change</b> --This policy change provides equal access to military recruiters for high school students similar to the 2001 NCLB requirements. This is the result of LB 575.
5035	Student Discipline  Page 180	<b>Required Change</b> --This policy updates wording prohibiting the possession, handling, or transmission of a look-a-like weapon and wording related to an electronic nicotine delivery system.
5058	Threat Assessment and Response	<b>Remove this Policy from 5058 as it has been moved to Policy 3039</b>
5063	Audio and Video Recording  Page 204	<b>Change is highly recommended but not required</b> --This policy change more clearly outlines expectations for devices that actively or passively create or transmit audio or video recordings. Again, the handling of smart speakers and other devices that are brought to school by students.
	Page 210	Ralston Public Schools Facility Use Application



## **Employee Handbook**

Revised July, 2019

**Table of Contents**

Letter from Dr. Adler ..... 5

**Welcome**

    Ralston's Purpose Statement ..... 6

    Ralston's Direction Statement ..... 6

    Governing Beliefs ..... 6

    The School Board ..... 6

**General Information**

    Non Discrimination ..... 7

    Equal Opportunity ..... 7

**Compensation**

    Salary Information ..... 8

    Salary Information for Classified Staff ..... 8

    Payday ..... 8

    Unit Pay ..... 8

    Clocking In and Out ..... 8

    Overtime and Compensatory Time ..... 9

    Direct Deposit ..... 9

    Deductions ..... 9

    Outside Employment ..... 10

    At-Will Employment ..... 10

**Benefits**

    Health Insurance ..... 11

    Dental Insurance ..... 11

    Long Term Disability Insurance ..... 11

    Life Insurance ..... 11

    Workman’s Compensation ..... 11

    Tuition Reimbursement ..... 12

    COBRA Benefits ..... 12

    403B Plan ..... 12

    Pay Flex ..... 12

    Voluntary Separation Program ..... 12

    Retirement ..... 13

**Leave**

    Family and Medical Leave ..... 13

    Family Military Leave ..... 14

    Sick Leave ..... 14

    Personal Leave ..... 14

    Bereavement Leave ..... 15

    Association Leave ..... 15

Jury Duty .....	15
Voting .....	15
Reporting Leave .....	15
<b><u>Purchases and Reimbursement</u></b>	
Purchase Orders .....	16
Travel .....	16
Mileage .....	16
Reimbursement Guidelines .....	17
Reimbursement Checks .....	17
Restriction on Employees Receiving Gratuities .....	17
<b><u>Assignments</u></b>	
Job Descriptions .....	17
Placements and Transfers .....	17
Hours .....	18
Negotiated Agreements .....	18
Employee Personnel File .....	18
Notification of Change of Address/Phone Number .....	19
Certified Evaluations .....	19
Classified Evaluations .....	19
Grievance Procedure .....	20
Disciplinary Procedure .....	20
Resignation or Dismissal of Certificated Staff .....	21
<b><u>Professional Expectations</u></b>	
Staff Ethics .....	21
Performance and Behavior .....	23
Employment-Related Sexual Harassment .....	24
Dress Code .....	25
Security Badges .....	25
Care of District Property and Equipment .....	25
Personal Property at School .....	25
Certification and Endorsement Requirements .....	26
Professional Growth of Certified Staff .....	26
Professional Development Procedures .....	27
Disclosure of Staff Qualifications .....	27
Academic Content Standards, Assessments, Accountability .....	27
Assessment Administration and Security .....	28
<b><u>Health and Safety</u></b>	
Use of Tobacco Products .....	28
Break Time for Nursing Mothers .....	28
Suicide Prevention Training .....	28
Drug and Alcohol Free Workplace .....	29
Drug Testing of Drivers .....	29
Workplace Searches .....	30
Weapons and Firearms .....	30

Notification of Arrest, Criminal Charges, Licensure, or Child Abuse .....	32
Workplace Safety .....	33
Reporting an Accident .....	33
Threat Reporting and Assessment .....	33
Universal Precautions .....	34
Communicable Diseases .....	34
HIPPA .....	35
HIV/AIDS and AIDS-Related Conditions .....	35
AHERA Notification .....	36
School Closing .....	37
<b><u>Technology</u></b>	
Use of Technology .....	37
<b>Technology in the Classroom .....</b>	<b>39</b>
Off Duty Use of Technology .....	40
School Affiliated Websites .....	40
School Affiliated Social Media .....	40
Monitoring/No Expectation of Privacy .....	41
Communication/Accessing Information .....	42
Cell Phone/Electronic Device Use .....	42
District Cell Phones .....	42
Electronic Communication While Driving .....	42
<b><u>Policies Regarding Students</u></b>	
Student Safety .....	43
Student Discipline .....	43
Emergency Exclusion .....	43
Corporal Punishment .....	44
Suspected Child Abuse/Neglect .....	44
Student Interviews .....	45
Student Searches .....	45
Electronic Communication with Students .....	45
Student Confidentiality .....	45
Crisis Assistance .....	46
Summary .....	47
Acknowledgement .....	48
<b><u>Appendices</u></b>	
Appendix A: District Reimbursement Guidelines .....	49
Appendix B: District Professional Development Guidelines .....	51
Appendix C: Code of Ethics for the Teaching Profession .....	52
Appendix D: Supplemental policies and procedures for Sign Language Interpreters .....	56
Appendix E: Supplemental policies and procedures for drivers .....	61



Professionals:

Welcome to the Ralston Public Schools – we are glad to have you on our team. At Ralston Public Schools, we believe that our employees are our most valuable assets. In fact, we attribute our success as a public school district in significant part to our ability to recruit, hire and maintain a happy, professional, and productive instructional and support staff. We hope that during your career at Ralston Public Schools you will become a productive and successful member of our team.

This employee handbook describes, in summary form, the personnel policies and procedures that govern the employment relationship between the Ralston Public Schools and its employees. The policies and procedures stated in this book are just a general outline; many policies are described in detail in the negotiated agreement that applies to your employment group. You may receive updated information concerning changes in policy and procedures from time to time, and those updates should be kept with your copy of the handbook. If you have any questions about any of the provisions in the handbook, please contact Human Resources at the Administrative Offices.

Personally, as Superintendent of Schools, I want to thank you in advance for your commitment and professionalism as we all work together as a team to make the Ralston Public Schools a world class educational institution. I would also like to extend an open invitation to you to share any compliments, concerns, or ideas with me that will help all of us to make our organization better.

Sincerely,

Dr. Mark Adler  
Superintendent

# WELCOME

Welcome, and congratulations on becoming a member of the Ralston Public Schools employee team. By accepting this opportunity, you are committing your talents and skills to the task of developing well educated, productive and responsible adults. The work you do now is an investment in the future of our students.

## **RALSTON’S PURPOSE STATEMENT**

A community dedicated to achieving excellence through purposeful instruction and nurturing a climate of hope.

## **RALSTON’S DIRECTION STATEMENT**

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

## **GOVERNING BELIEFS**

The Ralston Public Schools believe

- 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

## **THE SCHOOL BOARD**

The Board of Education is the controlling body of the Ralston Public Schools. The Board is responsible for establishing a vision, making policy and establishing the budget.

Members of the Ralston Board of Education are elected by the qualified voters of the Ralston School District on a non-partisan ballot on the first Tuesday following the first Monday in November of even numbered years. The term of office is four years and begins on the first Thursday following the first Tuesday of January after the election.

Board of Education meetings are held the second and fourth Monday of every month at 6:00 p.m. in the District Office Board Room. Notice of meetings are published the preceding Wednesday in the Ralston Recorder. These are open meetings and visitors are welcome.

The Superintendent of Schools is responsible for seeing that the Board’s policies are put into action. The Superintendent does this through a system of administrators who serve throughout the schools and offices in the district. In this way, all functions are orchestrated to best reach our goals.

You and the work you do are important and integral parts of a carefully planned system designed by the residents of the Ralston School District. They are depending on you to nurture and educate our most precious resource - our children.

## GENERAL INFORMATION

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 at any time 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.

### 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](mailto:mrupprecht@ralstonschools.org)

For further information, please visit <http://wdcrobcop01.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 pertaining to the Ralston Public Schools, please review Policy 3053 – Nondiscrimination.

### EQUAL OPPORTUNITY

The Ralston Public Schools shall provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and non-discrimination laws, directives and regulations of federal, state, and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. Employees will support and comply with the district’s established equal employment opportunity and non-discrimination policies. Employees shall be given notice of this policy annually.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Nebraska Department of Education for the position for which they apply. In employing individuals, the district will not discriminate in any aspect of employment with regard to race, color, religion, national or ethnic origin, sex, disability, age, marital status, veteran status, genetic background, pregnancy or childbirth, or related medical condition.

## **COMPENSATION**

### **SALARY INFORMATION**

Teachers and identified certified employees are placed on a salary schedule according to the negotiated agreement between the Ralston Education Association and the Board of Education. Placement and advancement on the schedules are based on experience, the number of years served in the district, the addition of approved undergraduate hours for endorsements or specialties not previously approved, or graduate hours in your field. Teachers who report college hours before November 1<sup>st</sup> advance on the schedule for the entire school year. The Human Resource Office can be contacted for more information or an explanation of the salary schedule.

### **SALARY INFORMATION FOR CLASSIFIED STAFF**

Pay rates for classified staff are established each year by the Board of Education with input from the Superintendent of Schools and the Assistant Superintendent of Business and Finance. A raise may be granted each year based on the financial climate of the school district.

### **PAYDAY**

Ralston school employees are paid monthly. Payday is the 18th of the month, unless that date falls on a weekend. In that case deposits are issued the Friday before. Employees are notified by automated e-mail when pay records are available for viewing each month.

### **UNIT PAY**

Teachers who have duties beyond their normal teaching assignments, such as coaching, department head responsibilities, and building supervision, may be eligible for supplemental pay. Supplemental assignments and unit pay schedules are determined annually. The supplemental salary schedule is a part of the teacher's negotiated agreement.

### **CLOCKING IN AND OUT**

Hourly employees are required to use the district's online (ETS) timesheet to record all hours worked. Staff members are required to clock in no sooner than 7 minutes before/after the scheduled shift and clock out no later than 7 minutes before/after the scheduled shift. If an employee is unable to clock in or out within the allotted period of time, the staff member is required to attach a note to the timecard explaining the discrepancy to his/her supervisor.

If an employee misses an entry into the timekeeping system, the staff member is responsible for correcting his/her timecard at the earliest possible convenience. If an employee makes a correction to his/her timesheet, the staff member is required to attach a note to the timecard explaining the discrepancy to his/her supervisor. Employees who consistently miss time clock entries may be subject to disciplinary action.

Employees are not allowed to use another person's login credentials under any circumstances in order to clock in/out or modify the timecard of another staff member.

Any employee who knowingly misrepresents or falsifies documentation about the number of hours he/she has worked or knowingly misrepresents or falsifies documentation about the number of hours another employee has worked will be subject to disciplinary action, up to and including termination of employment.

### **OVERTIME AND COMPENSATORY TIME**

All classified staff members must keep an accurate record of all hours worked for the district. Employees who are "non-exempt" under the Fair Labor Standards Act and who work more than 40 hours in a workweek will be paid at the rate of time-and-one-half (1½) times their regular rate of pay for all overtime hours or will be provided compensatory time. All overtime must be approved in advance by the employee's supervisor. Overtime that is not approved in advance, may not be payable. Scheduled holidays, vacation days, time off for jury duty, and time off for sickness, emergencies or other personal reasons will not be considered hours worked for overtime purposes.

“Non-exempt” employees may not waive their rights under the Fair Labor Standards Act.

For more information, please see Ralston Board Policy 4050.

### **DIRECT DEPOSIT**

Direct deposit of paychecks into bank accounts is mandatory. Instead of a check, employees can access their pay records online through the Employee Access Center. To enroll in direct deposit, employees must provide a voided check prior to their first pay date.

### **DEDUCTIONS**

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

If a staff member owes funds to the district at the time of his or her resignation or termination, the district may deduct that which is owed to the district from the employee's final paycheck.

### **OUTSIDE EMPLOYMENT**

An employee's responsibilities to the district take precedence over personal responsibilities during school hours. Employees may not engage in other employment business activity during assigned duty hours.

Teachers are expected to assist students who are having learning problems as part of the teachers' employment. Such assistance is expected both in the classroom and at other times during the school day. A teacher shall not solicit a student or parent to retain the teacher as a tutor and shall not act as a tutor for pay or other remuneration for any student who is then enrolled in any class taught by that teacher. In all other cases during the school year, a teacher may act as a tutor for pay or other remuneration upon prior approval of the building principal and superintendent or his/her designee.

Employees shall not sell, solicit or promote the sale of goods or services to students. Employees shall not sell, solicit or promote the sale of goods or services to parents of students when the employee's relationship with the district is used to influence any sale or may be reasonably perceived by parents as attempting to influence any sale. Employees with supervisory or managerial responsibilities shall not sell, solicit or promote the sale of goods or services to employees over whom they have such responsibilities in any manner that could reasonably be perceived as coercive by the subordinate employee(s). Employees shall not use employee, student, or parent directories in connection with the solicitation, sale, or promotion of goods or services and shall not provide any such directory to any person or entity for any purpose without the prior knowledge or approval of the building principal.

No school board member, administrator, teacher, or other employee shall use the personnel, facilities, resources, equipment, property, or funds of the district for personal financial gain or business activities.

For more information, please see Ralston Board Policy 4008.

### **AT-WILL EMPLOYMENT**

Classified staff members are employed "at-will" unless they are a member of a bargaining unit that is subject to a negotiated agreement with the district. Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

## **BENEFITS**

### **HEALTH INSURANCE**

The school district's health insurance plan is administered by Blue Cross and Blue Shield of Nebraska. The plan year's coverage is effective September 1st. The current plan is as stated in your employee benefit package. If one of the qualifying members is less than full time but at least 50% FTE, the monthly premium will be prorated based upon the reduced FTE. Details are available in the Payroll Office. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned.

### **DENTAL INSURANCE**

Dental coverage through Blue Cross and Blue Shield of Nebraska (100% A, 75% B, and 50% C coverage) covers the cost of preventive, diagnostic and maintenance services. This includes a check-up and cleaning twice a year, fillings, extractions, X-rays and sealants. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned.

### **LONG-TERM DISABILITY INSURANCE**

Employees will receive 66 2/3 percent long-term disability insurance coverage based on the employee's salary and fringe benefits. 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. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned.

### **LIFE INSURANCE**

The district provides term life insurance (\$20,000 in most cases) for full time employees. The plan includes accidental death and dismemberment coverage in the same amount as the basic life benefit. Employees may choose to buy supplemental insurance at an amount allowed by the district and the carrier. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned.

### **WORKMAN'S COMPENSATION**

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

Workman's compensation pays medical costs for injuries on the job and partially reimburses for loss of salary up to a legislated maximum. Salary reimbursement begins after a seven-day waiting period. If the employee is off the job more than six weeks, the initial seven days will be paid retroactively.

## **TUITION REIMBURSEMENT**

An eligible employee may receive tuition reimbursement based on the terms of the negotiated contract. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned.

## **COBRA BENEFITS**

Under a federal law known as COBRA, employees, their spouses and children are allowed to continue group health insurance at their own expense under any of the following conditions:

- Death of the employee.
- Leaving the district's employment, whether through resignation or termination.
- Reduction of hours.
- Divorce or legal separation.
- The employee is entitled to benefits under Title XVIII of the Social Security Act.
- A dependent child ceases to be a dependent child under the plan.

Coverage may continue for up to 18 months in cases of termination or reduction of hours, and 36 months in other instances. Details are available through the Business Office.

## **403B PLAN**

Monthly contributions to qualified 403b investment accounts are available through payroll deductions. Employees can elect to have money deducted from their monthly salary and sent to an account with an approved 403B Plan vendor. Contact the payroll office for a list of approved vendors, and also once you have set up an account with your financial planner. Additional information is available through the Business Office.

## **PAY FLEX**

Pay Flex is a program designed to set aside your pre-tax salary dollars for specific medical or childcare expenses. When enrolled in the program, a specified amount is put into an account before payroll deductions. The money in this account is available for health care needs not covered by insurance, such as orthodontics, co-pays, prescriptions, eyeglasses, and also for childcare costs from qualified providers.

Enrollment in or withdrawal from the Pay Flex program is permitted in October each year during the official enrollment period. The plan year is October 1- September 30. Enrollment information is distributed in August and enrollment forms are due September 1st. Contact the Business Office for more information.

## **VOLUNTARY SEPARATION PROGRAM**

Teachers with 20 years of service may qualify for the Voluntary Separation Program. The Voluntary Separation Program is outlined in the teacher's negotiated contract or through specific board action.

## **RETIREMENT**

Employees are required to participate in the Nebraska School Employees Retirement system. Contributions, which are subject to change annually, are deducted automatically from paychecks. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned.

# **LEAVE**

## **FAMILY AND MEDICAL LEAVE**

The school district shall provide leave to its employees in accordance with the Family and Medical Leave Act. Under the FMLA, eligible employees are entitled to certain rights, and have certain obligations with respect to unpaid leave for certain family and medical reasons.

**FMLA leave eligibility:** An eligible employee under the FMLA is an employee who has been employed by Ralston Public Schools for at least twelve (12) months, who has worked at least 1,250 hours in the past 12 months, and who works at a facility in which at least fifty (50) employees are employed at that facility or within seventy-five (75) miles of that facility. Returning Service members are given credit for any months or hours of service they would have been employed but for their military service.

**Reasons for FMLA leave:** The school district will grant an eligible employee up to a total of 12 workweeks of unpaid leave under the following conditions:

- For birth of a son or daughter, and to care for the newborn child
- For placement of a son or daughter with the employee for adoption or foster care
- To care for the employee's spouse, son, daughter, or parent with a serious health condition
- Because of a serious health condition that makes the employee unable to perform the functions of his or her job
- Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the armed forces in support of a contingency operation

The school district will grant an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member a total of 26 workweeks of unpaid leave during a 12-month period to care for the service member. The leave described in this paragraph shall only be available during a single 12-month period.

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

The school district requires employees to substitute any accrued paid vacation leave, paid personal leave, paid family leave, paid medical leave or paid sick leave for FMLA leave.

However, nothing in this policy shall require the school district to provide paid sick or medical leave in any situation in which the school district would not normally provide such paid leave.

Any staff member who needs to take an extended leave for medical or personal reasons must submit a leave request and complete FMLA forms. The absences that most often fall into the scheduled category are maternity, scheduled surgeries, and medical leaves of absence.

For more information, please see Ralston Board Policy 4011.

### **FAMILY MILITARY LEAVE**

All employees, including elected officials of the State of Nebraska or any political subdivision thereof, who shall be members of the National Guard, Army Reserve, Marine Corps Reserve, Air Force Reserve, and Coast Guard Reserve, shall be entitled to a leave of absence from their respective duties, without loss of pay, on all days during which they are employed with or without pay under the orders or authorization of competent authority in the active service of the State or of the United States, not to exceed fifteen workdays in any one calendar year. Such leave of absence shall be in addition to the regular annual leave of the persons named herein. When the Governor of this state shall declare that a state of emergency exists, and any of the persons named in this section are ordered to active service of the state, an additional leave of absence will be granted until such member is released from active service by competent authority. During the additional leave of absence because of the call of the Governor, any official or employee subject to the provisions of this section shall receive such portion of his salary or compensation as will equal to the loss he may suffer while in active service of the State.

An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) will be governed by the FMLA and the board's policy regarding the FMLA.

### **SICK LEAVE**

Sick leave is granted as per the negotiated contract. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned. **Any employee who fraudulently uses, or attempts to use, sick leave in a manner that is not consistent with the terms outlined by the district will be subject to disciplinary action up to and including termination of employment.**

### **PERSONAL LEAVE**

Personal leave is granted as per the negotiated contract. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned.

## **BEREAVEMENT LEAVE**

An employee shall be permitted paid leave for bereavement purposes per the current negotiated contract. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned. **Any employee who fraudulently uses, or attempts to use, bereavement leave in a manner that is not consistent with the terms outlined by the district will be subject to disciplinary action up to and including termination of employment.**

## **ASSOCIATION LEAVE**

Association leave is granted as per the negotiated contract. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned. **Any employee who fraudulently uses, or attempts to use, association leave in a manner that is not consistent with the terms outlined by the district will be subject to disciplinary action up to and including termination of employment.**

## **JURY DUTY**

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

An employee who has been subpoenaed to testify in court in a matter relating to business of the District will be considered on official District business.

## **VOTING**

Ralston Public Schools will grant employees time off to vote if they do not have two consecutive hours away from work while the polls are open. The District will specify the two hours the employee may be absent from work to vote, and no deduction will be made from wages on account of such absence. Appointed election officials should contact their administrator to arrange paid time off.

## **REPORTING LEAVE**

All employees are expected to report all leave taken to their supervisor and the employee benefits professional each time leave is taken. Please speak with your building administrator or direct supervisor as to their expectations to make sure this is accomplished. Failure to report leave will be considered insubordination and will be addressed as such.

## **PURCHASES AND REIMBURSEMENT**

### **PURCHASE ORDERS**

Orders may be placed at your building. A requisition form must be filled out. This is available from the school secretary or a supervisor. It must be filled out completely, including address, item, quantity and price. It must also be signed by a supervisor. The requisition form should be turned in to the building secretary for input as a purchase order. The building secretary will notify accounts payable for printing and mailing of the purchase order. The original signed requisition and any additional information should be attached to the requisition and sent to accounts payable. No items or service should ever be ordered without being assigned to a purchase order and submitted into the purchase order system.

If the item is needed immediately, a requisition, complete with purchase order number, can be obtained from the building secretary. The requisition, approved and signed by a supervisor, can then be taken to the vendor. A receipt of goods will be issued. The completed and signed requisition and receipt should be turned in to the building secretary for input into the system as a purchase order. Once entered, the requisition and receipt should be submitted to accounts payable for the printing of the purchase order.

There may be occasions, such as registration to attend a preapproved seminar, when a fee will need to be paid prior to the Board of Education meeting. Please contact your building secretary for details. Administrators are responsible for establishing procedures in their buildings and department to insure that these procedures are followed.

### **TRAVEL**

All out-of-district travel must be pre-approved by a supervisor. A travel and expense form is available through a supervisor. All receipts being submitted for reimbursement (especially transportation, lodging and meals) must be kept and submitted with the completed travel and expense form to the Accounts Payable Department. Please see Appendix A for reimbursement guidelines. Receipts must be itemized or the district may not be able to reimburse expenses. It is the employee's responsibility to collect itemized receipts.

### **MILEAGE**

Expenses for required travel throughout the district on school business by an approved employee may be reimbursed if the employees own vehicle is used. Mileage reimbursement is based on the state approved rate and will be within the guidelines of the Local Government Miscellaneous Expenditure Act. Mileage requests shall be submitted using the online form. Itemized details of each trip must be included on the form. One entry labeled total miles for the day is not acceptable. Forms must be filled out completely and signed electronically by the employee and supervisor. Forms shall be turned in at the end of each month. They will be processed by the Accounts Payable Department (see reimbursement checks). Please see Appendix A for reimbursement guidelines.

## **REIMBURSEMENT GUIDELINES**

Guidelines are in place to outline reimbursement of expenses to employees while doing the business of the Ralston Public Schools. Please review the Ralston Public Schools Reimbursement Guidelines in Appendix A of this document.

## **REIMBURSEMENT CHECKS**

Reimbursement checks are issued once a month and are processed by the Accounts Payable Department. Vouchers must be submitted by the 25th of the month to receive payment the following month. Please see Appendix A for reimbursement guidelines.

## **RESTRICTIONS ON EMPLOYEES RECEIVING GRATUITIES**

An employee who, because of his or her employment by the school district, receives any bonus merchandise or gift with a value over \$25.00 must disclose the receipt of such gift to the superintendent. The superintendent, at his or her discretion, may require that the gift become the property of the district.

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

# **ASSIGNMENTS**

## **JOB DESCRIPTIONS**

Job descriptions are the district's way of letting employees know what is expected of them. They are not, however, comprehensive nor intended to be limiting. Employees are part of a total team. If anything on the description is unclear, clarification should be sought by contacting the district's Human Resource office.

## **PLACEMENTS AND TRANSFERS**

The District Office assigns all staff. Top priority is given to the needs of the students. Assignments within buildings or departments are the responsibility of the building/program administrator.

It is the policy of the Ralston Public Schools to fill all positions with the best-qualified people. The district reserves the right to place/transfer employees in positions they see are most beneficial to the success of the District. The District also prefers to promote from within whenever possible. As positions become available, administration will, at its discretion, either directly promote or transfer a qualified employee of the District or open the position for application by internal and external candidates.

If a position is opened for application, it will be posted electronically. Frequently, job vacancies will be advertised with outside sources during the same week they are posted online. This is done to speed up the screening process and to aid in ensuring that vacancies are filled by the most qualified persons.

To apply for an open position, you should either submit a formal letter of interest to the Human Resources Office referencing the position and requesting an interview. Interviews will be arranged by the Human Resources Department.

A detailed procedure regarding district transfers is available. Contact Human Resources Office or your building principal for more information.

## **HOURS**

Members of the certified staff shall be on duty before and after the regularly scheduled student school day long enough to plan and to carry out their individual professional responsibilities as determined by the Superintendent of Schools and/or the Building Principals.

Classified staff hours are determined at time of hire.

## **NEGOTIATED AGREEMENTS**

Negotiated agreements for the various employee groups are available for review electronically in the Essential Documents folder located in the district's G-mail system (Google Drive).

The negotiated agreement and salary schedule for teachers are negotiated by the district and the Ralston Education Association.

## **EMPLOYEE PERSONNEL FILE**

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

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

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

## **NOTIFICATION OF CHANGE OF ADDRESS/PHONE NUMBER**

The district must keep accurate employee information. Therefore, the Human Resources Office should be contacted regarding change of address or phone numbers. This information is for district use only and is not made available to the public.

## **CERTIFIED EVALUATIONS**

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

The Ralston Public Schools shall provide procedures for the evaluation of staff. The evaluation shall serve as a basis for improvement of performance and continued employment in the Ralston School District. The procedures shall provide a source of information for sound decision-making as well as for counseling, for in-service training, and for continual growth of all employees. The procedures shall provide not only for the identification and improvement of staff skills and abilities that enhance the learning process, but also for the dismissal of those who do not meet the standards of the District.

The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

For more information, please see Ralston Board Policies 4030 and 4031.

## **CLASSIFIED EVALUATIONS**

Non-certificated District employees will receive a written evaluation yearly. To gain a clear understanding of your job expectations and your performance, you and your supervisor will discuss your evaluation together and each of you will sign it. The evaluation then becomes part of your permanent personnel file.

Classified employees who are new to the district may receive an initial evaluation by his or her supervisor at the conclusion of a 60-day probationary period of employment. This evaluation is at the discretion of the employee's supervisor and is used to identify strengths and/or areas where continued professional growth may be needed.

## **GRIEVANCE PROCEDURE**

A Ralston School District employee who wishes to file a grievance with the district may use the grievance procedure outlined in Board Policy 4013. Certified staff members should follow the grievance procedure outlined in the teachers' negotiated agreement.

## **DISCIPLINARY PROCEDURE**

The key to a successful working relationship between employer and employee is good communication. If a problem arises with a job performance or behavior, it is important for the employee to have a clear understanding of the district's concerns. The following disciplinary guidelines have been set by the district. With cooperation, these procedures can keep small problems from becoming big ones.

The following disciplinary actions will be considered whenever an infraction of the employer and employee relationship occurs. Infractions may be related to policies, rules, regulations or procedures that are administrative in nature, or the infraction may be related to job performances. These actions are not intended to be a hierarchy, but options. It is understood that this guideline for disciplinary action in no way negates the grievance clause of the contract between the school and the Ralston Education Association. The supervisor will select the most appropriate action.

- **Verbal Counseling:** A conversation which would include but not be limited to reminding the employees of rules, regulations, procedures, job description as well as complimentary remarks of good performance.
- **Oral Reprimand:** A written summary of an oral reprimand that will be placed in the employees personnel file to document the conversation. (i.e., on such and such day I had a discussion with John Doe about...) A signature of the employee and supervisor is required on this written summary.
- **Conference Report:** A set meeting with the employee and his/her supervisor to discuss inadequate performance or inappropriate behavior. This conference will provide a thorough discussion of behavior or inadequate performance and actions needed to be taken to improve that behavior or performance. This conference may include the Superintendent. A written summary, signed by the employee, is placed in the employee's personal file.
- **Written Reprimand:** An action by an employee of a more serious nature will trigger a written reprimand. It gives the employee notice that his/her actions have placed his/her continued employment with the district in jeopardy.
- **Suspension with Pay:** This will generally be used when an employee has been charged with a crime or when a serious accusation is made against the employee. The employee may be suspended with pay while an investigation is conducted.
- **Suspension without Pay:** This action may be taken for two reasons: 1) as a result of less serious disciplinary actions which have not improved performance. 2) as a result of an infraction of a very serious nature.
- **Termination of Employment:** This action may be used when the nature of the infraction warrants it or when the employee's records show previous infractions have not been corrected. Employee will be given a written notice of the effective date of termination.

## **RESIGNATION OR DISMISSAL OF CERTIFICATED STAFF**

Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible, to enable the board to find suitable replacements. In the event of dismissal, procedures for the dismissal of certified staff members are governed by the laws of the State of Nebraska.

Staff members who submit their resignations to the board of education by April 15<sup>th</sup> will be released from the next school year's contract. Staff members who submit their resignations after April 15<sup>th</sup> will not be released unless the board is able to obtain the services of a quality replacement. Staff members who refuse to fulfill their contractual obligations are subject to being reported to the Professional Practices Committee of the Nebraska Department of Education.

# **PROFESSIONAL EXPECTATIONS**

## **STAFF ETHICS**

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

Please refer to APPENDIX C to review these standards in detail.

Ralston Public Schools respects the privacy interests of its employees and recognizes their right to conduct their personal lives free from interference from the District. Nonetheless, employees should keep in mind that, even while off-duty, they represent the Ralston Public Schools to the public and should strive to preserve the District's reputation. In addition, certain types of off-duty conduct may reflect poorly upon an employee's character and judgment and thereby influence his or her standing as an employee of the Ralston Public Schools. Therefore, employees who engage in unprofessional or criminal conduct or other serious misconduct off-duty may be subject to disciplinary action by the District, including termination of employment, if such conduct is determined by administration to be harmful to our image, inconsistent with expectations of our employees, or otherwise adversely affects our legitimate business interests.

School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. Employees are required to establish and maintain professional boundaries with students. They may be friendly with students, but they are the students' teachers, not their friends, and they must take care to see that this line does not become blurred. This applies to employees' conduct and interactions with students and to material they post on personal web sites and other social networking sites. The posting or publication of messages or pictures or other images that diminish an employee's professionalism or ability to maintain the respect of students and parents may impair his or her ability to be an effective employee. Employees are expected to behave at all times in a manner supportive of the best interests of students.

Unless an employee has a legitimate educational purpose, the following behavior is a violation of the professional boundaries that employees are expected to maintain with students. The following list is intended to illustrate inappropriate behavior involving students but not to describe every kind of prohibited behavior.

- Communicating about sex when the discussion is not required by a specific aspect of the curriculum.
- Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.
- Displaying sexually inappropriate material or objects.
- Making any sexual advance, whether written, verbal, or physical or engaging in any activity of a sexual or romantic nature.
- Kissing of any kind.
- Dating a student or a former student within one year of the student graduating or otherwise leaving the district.
- Intruding on a student's personal space (e.g. by touching unnecessarily, moving too close, staring at a portion of the student's body, or engaging in other behavior that makes the student uncomfortable).
- Initiating unwanted physical contact with a student.
- Communicating electronically (e.g. by e-mail, text messaging, through social media or instant messaging) on a matter that does not pertain to a school matter. Electronic communications with students generally are to be sent simultaneously to multiple recipients and not just to one student except when the communication is clearly school related and inappropriate for persons other than the individual student to receive (i.e. grades). In these cases the students' parents should be included in the communications when possible.
- Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students.
- Discussing the employee's personal issues or problems that should normally be discussed with adults.
- Giving a student a gift of a personal nature.
- Giving a student a ride in the employee's vehicle without first obtaining the express permission of the student's parents or a school administrator.
- Taking a student on an outing without first obtaining the express permission of the student's parents or a school administrator.
- Inviting a student to the employee's residence without first obtaining the express permission of the student's parents and a school administrator.
- Going to a student's home when the student's parent or a proper chaperone is not present.
- Repeatedly seeking to be alone with a student.
- Being alone in a room with an individual student at school with the door closed.
- Any after-school hours activity with only one student.
- Any other behavior that exploits the special position of trust and authority between an employee and student.

An employee is required to make a report to their direct supervisor and/or superintendent if the employee reasonably believes that another employee has violated or may have violated this policy. Concerns or violations shall be reported immediately. Violations committed by or concerns about the superintendent shall be reported to the President of the Ralston School Board.

A student who feels his or her boundaries have been violated should immediately report the conduct or communication to a teacher, administrator, counselor, or other school employee with whom she or he feels comfortable.

All reports made under this policy will remain confidential to the extent allowed by law. Retaliation for good faith reports or complaints made as a result of this policy is prohibited. Individuals who knowingly and intentionally make a false report shall be subject to discipline as provided by district policy and state law.

A violation of this policy will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with Health and Human Services, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

## **PERFORMANCE AND BEHAVIOR**

The following set of rules and regulations is intended to serve as a general guideline in governing appropriate employee behavior. The list is not intended to include all offenses for which an employee may be disciplined or discharged.

### **Performance Rules:**

- Always make your best effort in your work.
- You are expected to meet reasonable standards of efficiency, productivity, and performance.
- Do not leave during working hours without advance permission from your supervisor.
- Always be punctual.

### **Behavior Toward Others:**

- All staff members are expected to behave in a professional manner at all times. This expectation includes all interactions staff members have with students, staff members, parents, or other stakeholders of the Ralston Public Schools.
- Insubordination is prohibited. Insubordination includes the failure or refusal to obey the orders or instructions of a supervisor or administrator, the use of abusive or threatening language toward such individuals, or any conduct that undermines supervisor authority is prohibited.
- Do not threaten, intimidate, coerce, provoke, interfere, or fight with other employees, supervisors, or students and their families at any time.
- Do not make false or malicious statements about employees, supervisors, students and their families, or Ralston Public Schools at any time.
- The use of profane or abusive language is not permitted in any situation.

### **Property of Others:**

- Do not abuse, misuse, damage, destroy, sabotage, or steal the property of Ralston Public Schools, or the property of employees, supervisors, or students and their families.
- The use of Ralston Public Schools' equipment and supplies for personal purposes is generally not permitted. On various occasions and with permission from administration usage may be permitted on a limited basis and for a nominal fee.

**Honesty:**

- Do not falsify or fail to disclose completely all information requested or recorded on any employment, personnel, or other record of the District or its students and families.
- Do not alter, misuse, or remove from the District, without proper authorization, employee lists, student records, or confidential information of any nature.

**Condition of District Premises:**

- Do not create or contribute to unsanitary conditions on the District's premises; do not litter.
- Keep you work area safe and clean at all times.

**Other Rules:**

- Do not post or remove notices, signs, or any written or printed material on or from bulletin boards or elsewhere on the District's property at any time without advance permission.
- Always report any mistake by yourself or another person that could affect the District.

**EMPLOYMENT-RELATED SEXUAL HARASSMENT**

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

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

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

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

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

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

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

### **DRESS CODE**

The attire worn by staff members conveys an important image to students and the general public. Certified staff, para-educators and office staff are expected to dress professionally. The building principal may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees.

Custodial, maintenance, food service, and transportation staff should wear their employee uniform during work hours.

Staff must maintain a clean and professional image at all times when representing the district. Staff members who dress unprofessionally or have an appearance that is a distraction to the learning environment will be in violation of this policy and referred to the administration to correct the situation. Staff members who continue to dress in an inappropriate manner will be considered insubordinate and handled accordingly.

### **SECURITY BADGES**

All District employees are required to wear a Ralston School District security badge. The initial security badge will be provided by the school district. All replacement badges will be purchased at the expense of the employee. While on duty and in the various school buildings staff members should have their ID badge on.

### **CARE OF DISTRICT PROPERTY & EQUIPMENT**

Nearly all staff members will be issued some sort of equipment or property owned by the Ralston Public Schools to help achieve your job responsibilities. Examples of this equipment could be laptop computers, various electronic equipment or phones, books, tools, or different types of safety equipment. Staff members are expected to use great care and respect when using District owned equipment and property. In the event that District owned property has been lost, stolen, or damaged beyond what is normal wear and tear, the District will assess appropriate monetary damages back to the staff member to replace the lost, stolen, or damaged item.

### **PERSONAL PROPERTY AT SCHOOL**

Bringing valuable personal property to any school district building is strongly discouraged. The Ralston Public Schools will accept no level of responsibility for lost, stolen, or damaged personal property brought to school by employees. The best advice in these situations is to leave valuable personal property at home in a secure place to be assured of its protection. Examples of such items are: personal computers, expensive jewelry, large amounts of cash, personal electronic devices, tools, and family keepsakes to name just a few.

## **CERTIFICATION AND ENDORSEMENT REQUIREMENTS**

All educators, including substitute teachers, must be duly certified by the Nebraska Department of Education in accordance with the Department's rules and the laws of Nebraska. They must file copies of their teaching certificates, including endorsements, with the superintendent of schools, and must promptly file any changes in certification or endorsements.

Certified employees are required to maintain all their endorsements, and may not permit any endorsement to lapse or remove it from their certificates. Any certificated employee working under a provisional endorsement must document regular progress and complete said endorsement as outlined in the Nebraska Department of Education, Rule 21.

The board or superintendent may require a certified employee to obtain a new endorsement when it is deemed necessary for the benefit of the school district and/or to comply with federal or state requirements.

Each administrator, including the Superintendent, principals, and supervisors or supervisor of any special subjects or subject in which persons directly supervise the work of other teachers shall hold either a Nebraska Administrative and Supervisory Certificate or a Nebraska Professional Administrative and Supervisory Certificate.

## **PROFESSIONAL GROWTH OF CERTIFIED STAFF**

Every six years, permanent certificated employees shall give evidence of professional growth. The six-year period shall commence on August 1st of the year the certified staff member achieves permanent status or tenure and shall end on July 31st after the sixth year of continuous service. Each subsequent six-year cycle shall begin immediately following the end of a cycle. Hours or credits cannot be accumulated during one cycle to be applied during a subsequent six-year cycle.

Six semester hours of college credit shall be accepted as evidence of professional growth. Other activities which may count towards the teacher's professional growth requirements include, but are not limited to:

- Mentoring a teacher new to the district
- Leading (or serving on) an external accreditation visit
- Teaching undergraduate or graduate level college courses directly related to education
- Publishing professional journal articles and/or research on a topic directly related to education
- Presenting on a topic directly related to education at a state or national conference
- Presenting on a topic directly related to education during a district inservice
- Attending at a state or national conference directly related to education
- Attending pre-approved professional workshops, seminars, or local inservice activities
- Serving on a pre-approved district-level committee
- Serving on a building school improvement committee
- Supervising a student teacher

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

Failure to comply with the requirement shall result in the following action:

1. Those certified staff members who fail to meet the statutory requirements shall be frozen on the salary schedule for the seventh year of the cycle or the first year of non-compliance.
2. Those in non-compliance with the statutory requirements shall be notified by April 15th of the sixth year of the cycle that their contract will be amended for the following contract year to include a freeze in dollar amount.
3. Evidence of compliance with the statutory requirements by October 1st of the seventh year shall result in restoration of normal salary status.
4. Failure to complete the statutory requirements by March 15th of the seventh year shall result in notification of suspension without pay and a recommendation for termination of employment at the close of the contract year as specified under Nebraska Revised Statute 79-824

### **PROFESSIONAL DEVELOPMENT PROCEDURES**

Professional development is an important part of keeping with current trends and practices to provide the best service and instructional quality for our students and community. With that, employees will be asked to participate in professional development activities on a regular basis.

Professional development opportunities may be initiated by teachers, building administrators, or district administration. In all cases professional development must support the goals and mission of the Ralston Public Schools. Prior to registering for a professional development activity get approval from your supervisor or administrator. Procedures for registering for professional development activities are outlined in Appendix B of this document.

### **DISCLOSURE OF STAFF QUALIFICATIONS**

Parents/guardians may inquire about the professional qualifications of their child’s classroom teachers. The District designates the following information as “directory information” and will give parents/guardians such information upon request:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional teaching certificate.
- The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
- Whether the parent/guardian’s child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet state or federal requirements.

### **ACADEMIC CONTENT STANDARDS, ASSESSMENTS, ACCOUNTABILITY**

The instructional curriculum of the Ralston Public School District will reflect state-approved academic content standards and district-established academic content standards. The Board of Education adopts District academic content standards that are equal to or exceed in rigor, the measurable academic content standards adopted by the state board of education. These content standards describe the knowledge, skills, and processes that are taught, learned, and assessed.

The Board of Education shall direct the Superintendent to develop and implement a comprehensive student assessment system. The assessment system will be responsive to federal, state, and district requirements. It will reflect district identified academic content standards and state approved academic content standards. The comprehensive student assessment system shall be aligned with the instructional curriculum of the Ralston Public School District.

The Board of Education of the Ralston Public School District directs that the instructional curriculum shall be the taught curriculum.

The responsibility of the teachers is to teach the instructional curriculum using best practices that promote student learning. The responsibility of the principals shall be to monitor the taught curriculum through the use of the curriculum guide and learning plans as well as to evaluate teachers through the teacher evaluation process to ensure the instructional curriculum is the taught curriculum. The Superintendent and his/her designees shall ensure that principals monitor the implemented curriculum and evaluate teachers.

### **ASSESSMENT ADMINISTRATION AND SECURITY**

The purpose of all testing and assessments is to measure students' knowledge, skills or abilities in the area tested. All staff members are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. This policy applies to all national, state, and local assessments, including both standardized and general classroom assessments.

For more information, please see Ralston Board Policy 4048.

## **HEALTH AND SAFETY**

### **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.

### **BREAK TIME FOR NURSING MOTHERS**

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public for one year after the child's birth.

### **SUICIDE PREVENTION TRAINING**

School nurses, teachers, counselors, school psychologists, administrators and school social workers are required to complete at least one hour of suicide awareness and prevention training per year. These employees must complete the on-line training provided by the Nebraska Department of Education no later than September 1 of each school year or within 30 days of their initial employment. Failure to complete this training shall constitute just cause for the termination or nonrenewal of an employee's contract.

Classified employees may also be asked to participate in the training process at the request of the Ralston Board of Education or the Superintendent.

### **DRUG AND ALCOHOL FREE WORKPLACE**

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

Within five days after a conviction, an employee must notify the head of the department in which he or she is assigned of any conviction of a criminal drug statute for a violation occurring in the workplace. The failure to report such a conviction will result in dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

An employee who is convicted of violating any criminal drug statute for conduct that occurred in the workplace will be subject to disciplinary action, including but not limited to suspension or discharge. The district may, in its sole discretion, require the employee to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

### **DRUG TESTING OF DRIVERS**

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 ensure a drug-free and alcohol-free transportation environment, and to reduce accidents, injuries and fatalities.

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 that may include termination of the driver's employment.

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.

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. 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.

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.

For more information, please see Ralston Board Policy 4003.

### **WORKPLACE SEARCHES**

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other school owned property on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

### **WEAPONS AND FIREARMS**

**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).

**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 nonstudent 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 nonstudent adult who holds a valid permit issued under the Concealed Handgun Permit Act in a vehicle or on his or her 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 provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

**Confiscation of Firearms:** 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.

#### **NOTIFICATION OF ARREST, CRIMINAL CHARGES, LICENSURE OR CHILD ABUSE**

Employees shall notify the Superintendent or designee by the next working day after the employee is (a) arrested; (b) ticketed; or (c) issued any form of criminal charge for committing an offense, crime, or infraction.

The above notification and reporting requirement herein apply if:

1. The maximum penalty for the crime equals or exceeds seven days incarceration;
2. The crime relates to abuse, neglect, or endangerment of a minor, or a minor was allegedly a victim or a witness;
3. The crime relates to misuse of drugs, alcohol, or controlled substances;
4. Job responsibilities are impacted including offenses that:
  - a. Would constitute a violation of NDE Standards of Conduct and Ethics, chapter 27; or
  - b. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives students; or
  - c. Would impact the employee's Commercial Driver's License if the employee's job requires that the employee have a CDL.
5. The crime relates to alleged violence, force, coercion, or sexual misconduct;
6. The arrest or criminal activity occurs while the employee is on duty, or at a school attendance facility, on school property, at a school-supervised activity or school-sponsored function or in a school-owned or utilized vehicle.

Employees must also promptly report to the Superintendent or designee whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable. Employees must give full disclosure of the existence and nature of the above proceedings and shall also immediately notify the Superintendent or designee of the disposition of any such case or matter.

Employees shall also notify the Superintendent or designee by the next working day after the employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license requirement for the employee's position. Employees shall also notify the Superintendent or designee by the next working day after the employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Legal documents related to criminal charges, arrests, and child abuse complaints shall be treated and maintained as part of the employee's confidential criminal background file. Failure to notify the Superintendent or designee as required under this policy may subject the employee to disciplinary action, up to and including termination.

### **WORKPLACE SAFETY**

It shall be the policy of the Ralston Public Schools to take every reasonable precaution for the safety of the students, employees, visitors and all others having business with this school district.

The district will provide a loss control program designed to prevent on-the-job injuries and illnesses. In addition, each building will design procedures to address school violence. With staff and parent involvement, each school principal shall be responsible for developing a building safety management plan. The plan shall be reviewed annually. Cooperation by all employees is expected in our effort to make our schools a safe place to work and learn.

### **REPORTING AN ACCIDENT**

If an employee is involved in an accident at work, immediately or as soon as possible within 24 hours, they must complete an Employee Accident Form and report the accident to the immediate supervisor. This form is available from the building secretary. The supervisor will then complete an accident analysis form. Both forms must be sent to the Business Office.

In order to protect you and other employees, you must present a physician's statement releasing you to return to work following any injury or illness for which you received a doctor's care or that resulted in your absence for three or more consecutive scheduled working days. The doctor's release must state that you are released to return to work either: (a) without limitation; or (b) with limitations, listing them specifically.

### **THREAT REPORTING AND ASSESSMENT**

All staff must report any threatening statements or behavior to a member of the administration. Staff 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 must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

## **UNIVERSAL PRECAUTIONS**

In general, a student or employee illness or injury will be dealt with by the school nurse or health paraprofessional. Because the need to help a sick or injured child may exist, training is required for all school employees. Because of the threat of infectious diseases, the following precautions must be followed for everyone's health & safety.

- Gloves should be worn when contact with any blood or bodily fluids are anticipated and should therefore be carried during playground duty, school activities, sports and field trips. They should also be worn for touching mucous membranes or broken skin (abrasions, etc.). Gloves should be changed after contact with each student. Hands should be washed immediately after removal of gloves.
- Disposable paper supplies and bandages should be used in the treatment and clean-up of any blood or bodily fluid.
- Disposable emergency mouth-to-mouth resuscitation masks should be used for such emergencies.
- Employees, who have an open lesion, wound, dermatitis, etc., should cover them with a dressing that will prevent contamination from other sources.
- Clean-up of blood and bodily fluids are dealt with primarily by the custodial staff. Again, precautions must be taken by all employees.
- Gloves must be worn for clean-up and disposal.
- Contain blood or bodily fluids with paper towels and use them to wipe up. Then place them in an individual plastic bag for disposal.
- Vomit must be covered with vomit absorbent first. (This is available from the custodians.) Follow the directions, then place the material in an individual plastic bag for disposal.
- Anything non-disposable (dust pans, brooms, etc.) must be sanitized. Cover them with a plastic bag until this can be done correctly.
- All plastic bags containing disposed material must be tied and disposed of in a lined trash receptacle.
- Soiled clothing should be removed immediately and placed in a plastic bag for laundering in hot water and detergent for 25 minutes. If cooler water is used, appropriate solutions must be used to inactivate the microorganisms.
- Both the injured party and the first aid responder must wash their hands or any exposed areas of the body immediately at the finish of clean-up and disposal. Should first aid to a fellow employee or visiting adult be required, the same precautions should be applied.

## **COMMUNICABLE DISEASES**

The school district strives to provide a safe environment for both students and staff while safeguarding the rights of all students and employees, including those with communicable diseases.

Communicable diseases are defined by the Nebraska Department of Health and Human Services in Title 173 Nebraska Administrative Code, Chapter 1 and include HIV/AIDS, Hepatitis (A, B, and E), Measles, Mumps, and Tuberculosis.

A student who has been diagnosed with a communicable disease shall be provided with educational services in accordance with state law and board policy. Generally, individuals with a communicable disease will be restricted only to the extent necessary to prevent the transmission of the disease, to protect their health and rights of privacy, and to protect the health and safety of others. The decision regarding a student's education program and placement shall be made on an individual basis in light of current medical and educational information and recommendations. These will be determined by the superintendent, the student's Section 504 or Individualized Education Program (IEP) team, or the district's Crisis Team. In addition, participation in Nebraska School Athletic Association (NSSA) events will be subject to its rules and procedures, if any.

If medical judgment substantiates that an employee has a chronic communicable disease and that employee poses a significant health threat to students and/or other employees the employee may be placed on medical leave.

The superintendent is responsible for assuring that procedural safeguards are used when determining the employment status of employees with chronic communicable diseases.

For more information, please see Board Policy 3048.

## **HIPPA**

The Health Insurance Portability and Accountability Act of 1996 protects certain health information. Prior to obtaining or releasing employees' protected health information, employees may be requested to sign an authorization for the disclosure of health information. If protected health information is requested from a third party, the School District will ensure that protected health information is released only as allowed by federal and state law.

## **HIV/AIDS AND AIDS-RELATED CONDITIONS**

Ralston Public Schools recognizes that Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS), its related conditions such as AIDS Related Complex (ARC), and seropositive test results for HIV/AIDS and/or ARC, are the source of considerable concern and pose significant and delicate issues for all employees.

As a result of such recognition, we have established guidelines for handling issues that may arise when an employee is affected by these conditions.

**Policy Statement:** Ralston Public Schools is committed to maintaining a safe and healthy work environment for all employees. Consistent with this commitment, the Company will treat HIV/AIDS and/or ARC the same as other illnesses in terms of all our employee policies and benefits, such as group health and life insurance, disability leaves of absence, and other disability benefits.

Based on the overwhelming weight of available medical and scientific opinion, including statements from the Surgeon General of the United States, and the U.S. Public Health Service and Centers for Disease Control, there is no evidence that such diseases are casually transmitted in ordinary social or occupational settings or circumstances. Therefore, subject to changes in available medical information and/or specific conditions involving the potential for transmission

of these diseases, it is the policy of Ralston Public Schools that employees with such diseases or any of their related conditions may continue to work as long as they are able, with any reasonable accommodation required by law, to perform the essential functions of their positions. Employees who are affected by HIV/AIDS and/or ARC or any other life-threatening illness will be treated with compassion and understanding. Co-workers will be expected not to refuse to work or withhold their services for fear of contracting such diseases by working with such an affected employee and not to harass or otherwise discriminate against such a person.

**Procedures:** Recognizing the need for all employees to be able to be accurately informed about these diseases, Ralston Public Schools will make every effort to have information available regarding the facts about them, how they are transmitted and not transmitted, and how best to keep them from spreading. Employees who would like to be provided with this information should contact the Human Resources Department.

Employees affected by or concerned about HIV/AIDS and/or ARC or any of their related conditions are encouraged to contact their supervisor or Human Resources Department to discuss their concerns and to obtain additional information. Additional information can also be found on the Nebraska AIDS Project website at <http://www.nap.org>. All such communications will be treated by Ralston Public Schools with strict confidentiality.

### **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, such 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 the 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 Schools 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.

### **SCHOOL CLOSING**

During the winter months there are occasionally mornings when the decision is made to close school due to severe wind chills or driving conditions that make it unsafe for students who walk to school or are inexperienced drivers. On those days principals and specific personnel will report to check buildings and monitor if some students arrive at school so they can be returned home for safety reasons. All other personnel will not report. The Virginia Moon Administrative Center will be open from 9 a.m. to 3 p.m. on those days. A school closing protocol will be published annually to outline specifics surrounding this process.

When school is closed there will be no school-sponsored activities held without the permission of the superintendent or his/her designee.

## **TECHNOLOGY**

### **USE OF TECHNOLOGY**

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. The following policies apply to any and all electronic devices (including personal devices) that are used on school property, whether or not the user is connected to a network.

All use of technology, whether personally owned or provided by the district, must be consistent with and driven by the educational objectives of the Ralston School District.

The following guidelines shall be observed by all staff members regarding the acceptable use of the district's Internet resources:

- Staff shall be restricted to use the Internet to conduct research for instructional purposes.
- Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents and patrons.
- Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.

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

The following behaviors represent unacceptable use of the district's Internet resources:

- Staff shall not access obscene or pornographic material.
- Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
- Staff shall not use school computers or district Internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
- The only political advocacy allowed by staff on school computers or district Internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
- Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

To display or print sexually explicit images or documents on the district's systems is a direct violation of the district's Sexual Harassment policy. In addition, sexually explicit material may not be archived, stored, distributed, edited, or recorded using our network or computing resources. The exception to this would be documents/files needed to be archived for legal reasons.

The distribution or sharing of confidential information related to the faculty, staff, or students of the Ralston Public Schools is expressly prohibited. Even when physically able to do so, users will not access any information other than which they are specifically authorized to and which is necessary for the performance of their assigned duties. The district's information may not be utilized for the benefit of any other person or organization.

No employee may use the district's Internet, Intranet, or e-mail facilities to deliberately propagate any virus, worm, Trojan horse, or trap-door program code. Likewise, no employee may use the district's Internet or e-mail facilities to knowingly disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user. Local law enforcement officials will be contacted in the event of theft and/or intentional damage to district's equipment or network systems.

While on district property, the use of technology shall not be permitted for personal reasons or for purposes that are contrary to the goals and objectives of the Ralston Public Schools, unless deemed incidental, intermittent, or occasional. The district administration shall have sole and absolute discretion to determine what personal use may be permitted as incidental, intermittent, or occasional. The Ralston Public Schools shall not be held liable for any loss (including, but not limited to, financial loss, identity theft, or loss of information) an employee may experience while conducting personal business on school property or with equipment owned by the district.

Any district-owned electronic devices are subject to service at any time, which may result in the loss of data. The district will not be responsible for any damage a user may suffer, including loss of data.

The Ralston School District makes no warranties of any kind, whether express or implied, for the technological services it provides. 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.

The Ralston Public Schools Internet facilities, computing resources, e-mail and voice mail must not be used to knowingly violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province, or other local jurisdiction in any way.

Any violation of school policy and rules regarding the use of the district's computer and/or Internet resources may result in:

- Discharge from employment or such other discipline as the administration and/or the board deem appropriate.
- The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member.
- When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

The Ralston Public Schools will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, and archives on individuals' Internet, e-mail, and voice mail activities. In addition, the Ralston Public Schools may divulge any information found during monitoring to any party it deems appropriate.

## **TECHNOLOGY IN THE CLASSROOM**

The district desires to use technology in a way that aids in the education of students. It is the goal of the district to embrace the helpful elements of technological advancement while remaining mindful of potential student privacy issues.

Teachers who wish to bring a device into the classroom should inform the principal before deploying the device. The building principal may, at his or her discretion, prohibit the use of such devices or otherwise limit their use. The building principal may, at any time, direct that a teacher discontinue use of a given device.

Smart speakers, such as Google Home, Amazon Echo, Apple HomePod, and similar devices, may be approved for use in the classroom. The device must be registered to an account linked to the classroom teacher's school e-mail address.

Any assistive technology, such as an AngelSense device, that actively or passively create or transmit audio or video recordings must have that function disabled while the student uses the device in a district classroom, unless required by law. No assistive technology devices will be permitted to record or transmit the classroom activity of other students unless required by law.

For more information, please see Board Policy 3050.

## **OFF-DUTY PERSONAL USE OF TECHNOLOGY**

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education “Rule 27”), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school’s Internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

## **SCHOOL AFFILIATED WEBSITES**

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated webpage that represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school’s mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board’s policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personally-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

## **SCHOOL AFFILIATED SOCIAL MEDIA**

Any social media account which purports to be “the official” account of the school district (e.g., “Ralston Football”), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district’s business purpose. Staff members may not use “official” accounts for personal use.

Staff may be required to provide their supervising administrator with the username and password to school-affiliated social media accounts. Staff may also be required to interact with specified individuals on school-affiliated social media accounts.

When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections.

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board’s policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

The following is a list of unacceptable uses of social media which constitute a basis for disciplinary action up to and including termination of employment:

- Staff shall not access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.
- Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.
- Staff shall not access social media networking sites such as Facebook, Twitter, and Instagram on school-owned devices or during school time unless such access is for an educational activity which has been preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

For more information, please see Board Policy 4051.

### **MONITORING / NO EXPECTATION OF PRIVACY**

Access to the District's network, email, voice mail, and Internet/Intranet resources are given to employees to assist them in the performance of their work. The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

Although Ralston Public Schools does not routinely monitor employee use of computers, Internet, e-mail or voice mail, it reserves the right to do so at any time at its discretion.

The use of encryption or passwords, the labeling of an email or document as private or personal, the deletion of an email or document, or any other such process or action shall not diminish the District's rights in any manner.

Ralston Public Schools will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries and archives on individuals' Internet, email and voice mail activities. In addition, Ralston Public Schools may divulge any information found during monitoring to any party it deems appropriate.

## **COMMUNICATION / ACCESSING INFORMATION**

Communication is vital to having an informed and efficient organization that is responsive to the needs of students and the community. All employees are expected to regularly read their printed and electronic communication. It is expected that employees reply promptly to mail, e-mail, and other communication requests by parents, community members, students, other teachers, and administration.

Employees who are interested in communicating electronically with more than half of the staff members at a building site, for reasons that are not related to the normal, day-to-day operations of the school, must first receive the permission of the principal or the employee's immediate supervisor. Likewise, employees who are interested in communicating electronically with staff members at the district level, for reasons that are not related to the normal, day-to-day operations of the district, must first receive the permission of a district administrator. In all cases, the information being communicated must advance the educational objectives of the Ralston Public Schools and may not interfere with the learning environment, be harmful to our image, inconsistent with the expectations of our employees, or otherwise adversely affect our legitimate business interests. Employees who attempt to circumvent and/or violate this policy may be subject to disciplinary actions up to and including termination of employment.

## **CELL PHONE/ELECTRONIC DEVICE USE**

Ralston Public Schools recognizes that employees will need to use cell phones and other electronic devices occasionally. However, the District prohibits excessive use of such devices during working hours.

## **DISTRICT CELL PHONES**

The District will provide identified employees with a cell phone. Approved employees will be able to choose from an identified list of cell phones that the district will provide. The monthly service charge will be paid by the district based upon the negotiated agreement with the cell phone service provider. Approved employees wishing to hold their own cell phone contract will be reimbursed a \$50.00 monthly stipend and a \$100.00 equipment stipend every two years. If an approved employee holds their own cell phone contract and is paid a stipend they must supply their phone number to RPS so they can be contacted. All approved employees will have to sign a cell phone user agreement before being supplied with a district provided cell phone.

## **ELECTRONIC COMMUNICATION WHILE DRIVING**

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

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

## **POLICIES REGARDING STUDENTS**

### **STUDENT SAFETY**

Teachers shall make every reasonable effort to protect students from conditions that interfere with the learning process or are harmful to the health and/or safety of others.

Physical restraint of a student may sometimes be necessary to protect the student and/or other individuals. Physical restraint will be used with extreme caution and only in emergency situations where there is a risk of injury to someone if physical restraint is not used, and only after other less intrusive alternatives have failed or been deemed inappropriate. Staff members may physically restrain a student without advance notice to the building administrator when a student’s behavior poses a threat of imminent, serious, physical harm to self and/or others.

The Ralston School District’s emphasis is on prevention and behavioral de-escalation that reduces the risk of injury. The emphasis is always on the care, safety, and welfare of our students. The primary technique that should be utilized by staff members is verbal de-escalation. Physical restraint may only be used when non-physical interventions would not be effective, and/or the student’s behavior poses a threat of imminent, serious, physical harm to self and/or others.

### **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. Further, students who qualify for special education services may have other procedures that apply as required by state and federal law.

For more information, please see Ralston Board Policy 5035.

### **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.

For more information, please see Ralston Board Policy 6031.

### **CORPORAL PUNISHMENT**

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

### **SUSPECTED CHILD ABUSE/NEGLECT**

Because of their daily contact with school-age children, educators and other school employees are in a unique position to identify abused and/or neglected children. Educators are required by law to report any known child abuse or neglect. Nebraska law defines child abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; or (6) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Any school employee who has reasonable cause to believe that a child has been abused or neglected must report the suspicion to the building principal immediately.

The principal and the school nurse and/or the school guidance counselor or school psychologist shall, whenever possible, investigate the concern immediately within 24 hours of receiving the initial report. The school staff shall endeavor to conduct this investigation in a manner that does not interfere with any current or future investigation by law enforcement. When the principal determines that a report should be made, he or she shall make a report to the office of social services or law enforcement. The principal shall inform the employee(s) who made the initial report whether he or she has made a report to the office of social services or law enforcement. If no such report has been made but is deemed appropriate, the employee(s) shall file such a report if he, she or they have reasonable cause to believe that a child has been abused or neglected in conjunction with the building principal, school counselor or school psychologist.

The building principal, school counselor, or school psychologist must complete the necessary paperwork and keep it on file. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged; keeping in mind that prompt reporting is essential.

The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and age of abused or neglected person; (3) address of the person or persons having custody of the abused or neglected person; (4) the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect; and (5) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.

Nebraska statutes give legal immunity from any civil or criminal liability to any person who makes a good faith report of child abuse or neglect or participates in a judicial proceeding resulting from such a report.

For more information, please see Ralston Board Policy 4054.

### **STUDENT INTERVIEWS**

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

### **STUDENT SEARCHES**

Certified and classified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

### **ELECTRONIC COMMUNICATION WITH STUDENTS**

All forms of electronic communication with students including, but not limited to, the use of e-mail, text messaging, instant messaging, and social media must advance the educational goals and objectives of the Ralston Public Schools.

### **STUDENT CONFIDENTIALITY**

Any student records, including reports of illness, abuse and neglect are strictly confidential. Student privacy will be rigidly protected by all employees of the district. Failure to do so will result in disciplinary action, up to and including termination.

The school district provides students with a certificated school guidance counselor. Information that students provide to counselors and/or school psychologists is confidential but not legally privileged. The counselor and/or school psychologist will attempt to respect the privacy of student disclosures, but will share all relevant information with other education professionals as appropriate or as directed. The counselor and/or school psychologist will also contact parents and law enforcement officials as appropriate.

Records of the counseling relationship, including interview notes, test data, correspondence, tape recordings and other documents, are to be considered professional information for use in counseling, not part of the student's education record.

When a counselor and/or school psychologist is in doubt about what information to release, he or she should discuss the matter with the building principal or with the superintendent.

### **CRISIS ASSISTANCE**

The school district will use a Crisis Response Team (CRT) to plan and coordinate efforts to deal with an emergency that involves the school, staff, and students. The primary concern will be the safety and welfare of students and staff, followed by the protection and salvaging of property.

During a crisis, school will be conducted in as normal and routine a manner as possible. To help provide students and staff with the services to cope with an emergency, the CRT may call upon patrons and school and community professionals who are skilled in providing counseling. A careful balance must be maintained between the right of the public to information and the rights of the student and staff to privacy and normalcy. All crisis information will remain confidential unless decided otherwise by the general coordinator. The general coordinator will be responsible for dealing with the media and providing information to the public.

For more information, please see Ralston Board Policy 4036.

## **SUMMARY**

This handbook is a general guide to the operations of the school district. More information and specific details on matters covered here are provided in negotiated agreements, Board of Education policies and building handbooks. Questions that are not addressed in this handbook may be answered by contacting a supervisor, the Human Resources Office or another appropriate office. All employees are wished the best as they work with their colleagues to provide quality education for the students of Ralston.

**EMPLOYEE ACKNOWLEDGEMENT PAGE**

This is to certify that I have read this employee handbook and I am familiar with its contents. I understand that it is not a binding contract but a set of guidelines for the implementation of personnel policies. I understand that by signing this acknowledgement, I agree to abide by the policies and procedures set forth by the Ralston Public Schools.

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Employee Signature

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Employee Name (Printed)

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Date

APPENDIX A

## **Ralston Public Schools District Reimbursement Guidelines**

### **Receipts:**

If an expense item is to be reimbursed by Ralston Public Schools, there must be a receipt attached validating the expense. The receipt must include the following:

1. Name of business where purchase was made or service was performed. (Some business receipts do not include the business name. Please write the name on the receipt.)
2. Date of service
3. Detail of items/service purchased
4. If expense is for a meal or food, please include the name of the meeting and the names of the individuals who attended or ate the meals claimed for reimbursement.
5. If needed receipts may be attached to a plain piece of paper to include all pertinent information.

The following types of receipts are NOT acceptable:

1. Summary credit card slip showing only the total charge
2. Cancelled check
3. Credit card statement with the expense circled

*Bottom Line:* If you do not have an acceptable receipt for expense reimbursement the district may not be able to reimburse for that expense item.

### **Mileage:**

Mileage will be reimbursed at the standard IRS mileage allowance. The IRS updates the rate annually. The District publishes a mileage reimbursement form that is to be used for mileage reimbursement. This document can be found in the essential documents section on Google drive, or on the Ralston Forms website. Please remember to check on the availability of the Ralston Public Schools vehicles for trips in which several staff members will be attending. When available, the district vehicles must be used for travel. Mileage will only be reimbursed from your place of work to the activity location identified and back. Mileage will not be paid from your home or residence.

### **Rental Cars:**

Rental cars are not reimbursed to the employee unless the following conditions exist:

1. Prior approval from the Assistant Superintendent for Business AND one or more of the following conditions exist:
2. The cost of the cab fare or shuttle, to **or** from the airport, is more than the daily rate plus incidentals, such as fuel and parking, to rent the car.
3. The hotel where the employee is staying is not within walking distance to the conference and the hotel does not offer shuttle service to the conference.
4. The rental is less expensive than a flight for several persons attending an event and is within a reasonable driving distance.

**Purchasing Items:**

We are a tax-exempt organization. As a result, we are not required to pay sales tax on purchases. Because of this, purchasing items on a personal basis and asking for reimbursement is discouraged. An employee who elects to purchase an item on their own may seek reimbursement for the item, but will not receive reimbursement for any sales tax paid. The district does recognize that at times cost savings may be realized by purchasing items on a personal basis. If this becomes necessary, advanced permission from your supervisor is required prior to purchasing items that you wish to be considered for reimbursement. When asking for reimbursement on such purchases please use the receipts portion of this document to guide the reimbursement submittal. *NO PERSONAL ITEMS ARE TO BE PURCHASED USING OUR TAX EXEMPTION. PLEASE RING UP PERSONAL ITEMS SEPARATELY!*

**Expenses that will not be reimbursed:**

1. **Alcoholic Beverages** will NOT be reimbursed.
2. **Entertainment** such as movies, etc.
3. **Laundry fees**
4. **Personal maintenance items**
5. **Tips for services** such as housekeeping, bellman, etc. Tips for cab fare, shuttles, and meals will be reimbursed but are limited to 20% of the charges.
6. **Cab fares, shuttle costs, etc.** for employee's personal travel such as sightseeing, shopping, etc. Restaurants for dining out should be selected close to the hotel to keep transportation costs to a minimum.

**Meals:**

When traveling away from Ralston and it is necessary to have a meal while on duty it is expected that care is used in selection an appropriate price level restaurant. Exact per diem amounts have not been set so care and good judgment should be used in keeping costs appropriate. It is also expected that detailed documentation and receipts are kept to insure reimbursement. Meal reimbursement is for RPS staff members only unless the event is hosted by the Ralston Public Schools and you are doing the business of the Ralston Public Schools.

**District Cell Phones:**

The district will provide identified employees with a cell phone. Approved employees will be able to choose from an identified list of cell phones that the district will provide. The monthly service charge will be paid by the district based upon the negotiated agreement with the cell phone service provider. Approved employees wishing to hold their own cell phone contract will be reimbursed a \$50.00 monthly stipend and a \$100.00 equipment stipend every two years. If an approved employee holds their own cell phone contract and is paid a stipend they must supply their phone number to RPS so they can be contacted. All approved employees will have to sign a cell phone user agreement before being supplied with a district provided cell phone.

**Charging on District Accounts:**

At no time shall any employee charge items to a revolving account registered to the Ralston Public Schools unless advanced permission has been granted by a supervisor or school administrator. Charging any items for personal business on school district revolving accounts is strictly prohibited.

APPENDIX B

**Ralston Public Schools  
District Professional Development Guidelines**

**Requesting Professional Development:**

1. Teachers: Please get approval from building administrator.
2. Building Administrator: Please align requests with goals and mission and identify appropriate funding prior to making arrangements.
3. District Administrator: Please align requests with goals and mission and identify appropriate funding prior to making arrangements. Communication with building principals is also essential prior to making arrangements.

**Professional Development Requests from Buildings/Teachers:**

Professional development requests that originate from building principals or teachers must be arranged and organized at the building level. Steps that are required for appropriate planning are:

1. Identify if the professional development meets the District/Building goals and mission
2. Identify appropriate funding in advance
3. Complete any required registration process
4. Organize any needed transportation or lodging arrangements
5. Schedule substitute teachers as needed
6. Submit costs, reimbursement, and expenses for payment as needed to the Business Office
7. Prior to the event check that all details are covered

**Professional Development Requests from District Administration:**

Professional development requests that originate from Central Office or District administration must be arranged and organized at the Central Office level. Steps that are required for appropriate planning are:

1. Identify if the professional development meets the District/Building goals and mission
2. Identify appropriate funding in advance
3. Communicate with building principals and teachers about the training opportunity
4. Complete any required registration process
5. Organize any needed transportation or lodging arrangements
6. Schedule substitute teachers as needed
7. Submit costs, reimbursement, and expenses for payment as needed to the Business Office
8. Communicate to all stakeholders details of arrangements and expectations
9. Prior to the event check that all details are covered

**Requests for Payment:**

Any requests for payment that would accompany reservations or registrations should be submitted well in advance of the deadline (at least 3 business days) to the Business Office so that a check can be mailed. In all cases detailed documentation should accompany requests so that accurate records may be kept and registrations and reservations are made in a timely manner.

APPENDIX C

**CODE OF ETHICS**

**TEACHING  
PROFESSION**

**STATE OF NEBRASKA**

**STANDARDS OF PROFESSIONAL PRACTICES**

**Introduction**

It is the responsibility of the Commission to provide advice and counsel to the State Board of Education in developing standards of professional practices in areas including, but not limited to, (1) ethical and professional performance, (2) competency, (3) continuance in professional service, and (4) contractual obligations.

Standards applicable to professional practices have been adopted by the Nebraska State Board of Education. The Code of Ethics, Standards for Continuance in Professional Service, and Contractual Obligations are presented in this pamphlet. The Commission shall adhere to these standards in making recommendations of whatever nature in accordance with its statutory authority.

The State Board of Education shall request the Commission or a special committee of members thereof to hold hearings and make recommendations to the State Board of Education concerning alleged violations of standards of professional ethics and practices by holders of public school certificates. Each educator can be aided by this publication in developing and continuing the use of professional practices that are in the best interest of the students, the profession, and the public.

**CODE OF ETHICS**

**Preamble**

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence, and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this chapter.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in Nebraska with respect to ethical and professional conduct and are,

therefore, declared to be the criteria of ethical and professional performance adopted pursuant to the provisions of Section 79-868 R.R.S. for holders of public school certificates.

If the certificate holder is employed in a nonpublic school, that context shall be taken into account in the application of these standards.

### **Principle I - Commitment as a Professional Educator**

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance, and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
5. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
8. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
9. Shall report to the Commissioner any known violation of Principle I, number 7; Principle III, number 5; or Principle IV, number 2.
10. Shall seek no reprisal against any individual who has reported a violation of this chapter.

### **Principle II - Commitment to the Student**

Mindful that a profession exists for the purpose of serving the best interest of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
2. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
3. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
4. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
5. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
6. Shall not tutor for remuneration students assigned to his or her classes, unless approved by the local board of education.
7. Shall not discipline students using corporal punishment.

### **Principle III - Commitment to the Public**

The magnitude of responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of and confidence in the rule of law, a respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

1. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair professional judgment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, or commit any felony under the laws of the United States or any state or territory.
6. Shall with reasonable diligence, attend to the duties of his or her professional position.

### **Principle IV - Commitment to the Profession**

In the belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

1. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
2. Shall not misrepresent his or her professional qualifications, or those of colleagues.
3. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

### **Principle V - Commitment to Professional Employment Practices**

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
5. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
6. Shall permit no commercial or personal exploitation of his or her professional position.
7. Shall use time on duty and leave time for the purpose for which intended.

## **STANDARDS FOR CONTRACTUAL OBLIGATIONS FOR ALL CERTIFICATE HOLDERS**

Members of the teaching profession shall adhere fully to the terms of a contract or appointment.

### **Summary**

Teaching in the public schools of Nebraska and related administrative and supervisory services are recognized as a profession by the Legislature.

In recognition of the professional status of educators, the Governor is authorized to appoint a Professional Practices Commission representative of elementary and secondary teachers, administrators, and higher education. The goal of the Commission is to develop, promote and enforce standards of professionalism for Nebraska educators.

APPENDIX D

## Supplemental policies and procedures for Sign Language Interpreters

### Code of professional conduct:

The Code of Professional Conduct for the Suburban Schools' Program is based on the Code of Professional Conduct of the Registry of Interpreters for the Deaf (RID) with the perspective of an educational setting. The RID Code of Professional Conduct referenced is in parenthesis following each principle.

1. The EI/T shall be dedicated to providing competent interpreting services in a manner befitting a professional. (RID tenet 2)
  - 1.1. Professional appearance: EI/Ts must always keep in mind their role to facilitate communication and their responsibilities as visual representatives of the consumers involved in any given interpreting assignment. EI/Ts should dress in a manner that will be as unobtrusive as possible and assure the best background for signing. Avoid highly visible jewelry, excessive makeup and other characteristics of physical appearance that are distracting.
  - 1.2. Personal Qualities: The EI/T must be dependable, responsible and reliable at all times. The EI/T must use tact when interacting with others, remaining diplomatic and perceptive. The EI/T must maintain an acceptable demeanor, exhibiting self-confidence and self-control.
2. The EI/T judiciously safeguards assignment-related information of a confidential nature. The obligation to protect confidences does not prevent an educational interpreter from revealing information to his/her employer or member of the IEP professional team for record keeping, program management and supervision. (RID tenet 1)
3. The EI/T provides parents and other members of the educational team on the student's use of interpreting service when requested. The EI/T will redirect parents and other team members to the deaf educator/resource teacher for parental/team member questions that are not related to the student's use of an interpreter within the educational setting. (RID tenets 1, 2, 3, and 4)
4. The EI/T and deaf educator/resource teacher shall provide information when necessary, to educate the consumers about the role and appropriate use of the interpreter. (RID tenets 2 and 3)
5. The EI/T conveys the content, spirit and affect of the speaker using the language system approved by the educational team. (RID tenet 2)
6. The EI/T will not counsel nor interject personal opinion during interpretations/transliterations. (RID tenet 3)
7. The EI/T will maintain an appropriate adult-student relationship with all children/students (deaf and hearing). This is the ability to maintain "Professional Distance" or professional boundaries. (RID tenet 3)

### Registry of Interpreters for the Deaf (RID) Code of Professional Conduct

The Registry of Interpreters for the Deaf, Inc. has set forth the following principles of ethical behavior to protect and guide interpreters and transliterators and hearing and deaf consumers. Underlying these principles is the desire to insure for all the right to communicate.

This Code of Professional Conduct applies to all members of the Registry of Interpreters for the Deaf, Inc. and to all certified non-members.

**Tenets** (updated 2008)

1. Interpreters adhere to standards of confidential communication.
2. Interpreters possess the professional skills and knowledge required for the specific interpreting situation.
3. Interpreters conduct themselves in a manner appropriate to the specific interpreting situation.
4. Interpreters demonstrate respect for consumers.
5. Interpreters demonstrate respect for colleagues, interns, and students of the profession.
6. Interpreters maintain ethical business practices.
7. Interpreters engage in professional development.

**Educational Interpreter Roles and Responsibilities**

1. The IEP team, not an individual EI/T, has the responsibility to determine any alternative modes of communication to be used in order to meet the needs of an individual student.
2. The EI/T will use an English-based system such as Signing Exact English System during subjects such as Reading, Writing, or English where the focus is learning to read and/or write English.
3. The EI/T will interpret any and all information presented in a classroom situation: formal instruction, individual instruction, informal social interaction between peers and conversation in classroom when appropriate.
4. The EI/T will voice interpret and relay information to non-signers.
5. The EI/T will rephrase information or simplify to aid understanding without providing the student with answers. If time does not permit during class time, the EI/T will inform the resource or deaf education teacher that extra help is needed and be willing to tutor if requested.
6. The EI/T will interpret at school functions during the school day.
7. The EI/T will tutor students when requested by deaf educators.
8. The EI/T will use any preparation time to prepare for future classes. It is the responsibility of the EI/T to know the assignments in advance so that any unknown vocabulary can be learned prior to class.
9. The EI/T will notify the deaf education teacher of tests, reviews, special assignments and any other concerns that impact the student's performance.
10. The EI/T will remain in the assigned classroom until the end of the class period, even when the student is doing independent seatwork. S/he should be available to interpret at all times.
11. Clarify routine points for the student, but do not assume the teacher's role. Repeat the interpretation of instruction only when it is needed, not routinely.
12. The EI/T will make sure students understand his/her interpreting, requesting feedback from the student as age or maturity allows. The EI/T will help the student develop his/her ability to provide appropriate feedback as a consumer of the service.
13. The EI/T will interpret all information presented in the class. Do not make indiscriminate decisions to leave out some class information.
14. The EI/T will use fingerspelling to convey key vocabulary, as method to emphasize a word/concept, and as a sign; do not invent signs without prior discussion with the student. The fingerspelling presentation must contain *all* the letters of the word and be presented at a rate at which the student can receptively comprehend the word. EI/TVs need to be aware of the students' challenges with which they work. Some students may be poor spellers or have memory problems; therefore reading a word sign may be more

meaningful, faster, and provide a clearer message for students to key into than fingerspelling.

15. The EI/T will obtain information on the day's goals, tests, review, projects, extra credit work, special assignments, etc. for the deaf educator. Students are also responsible for all afore stated information.
16. The EI/T will refer any questions from parents regarding their child to the appropriate teacher(s). The EI/T **will not** discuss student's performance.
17. The EI/T will request to review student folders of those individuals for whom the EI/T will provide service. This review will help better prepare the EI/T to meet the language and learning demands of the students. This information may also be acquired from the deaf education teacher or the student's IEP case manager. All information learned during the review or conversation should be kept strictly confidential.
18. The EI/T will complete a sub folder. This folder should be prepared within the first week of school and be updated accordingly. These folders will be housed in the interpreter's desk/office or in the deaf education room. Sub folders should contain the following information and need to be kept up to date with schedule changes and appropriate forms:
  - Opening letter from director
  - Schedules
  - Positioning information
  - Equipment needs of students such as Alpha Smart, FM
  - Communication mode and other special information
  - Building map with key rooms/locations highlighted
  - Substitute Interpreter Time Sheet
  - Sub notes (use form appropriate for the grade level and class schedule)

### **Educational Interpreter Attendance**

In order to ensure consistency and to maximize progress of the students who are deaf or hard of hearing, it is crucial for the EI/T to be at work. Punctuality is essential. If an absence from work is necessary, follow these guidelines.

1. All EI/TVs must call the designated interpreter or program director at 402-496-1419 (morning) or 402-339-2090 (during school hours) to report an absence.
  - a. Must call between 6:00 am-7:15 am – **DO NOT** send a text message and **DO NOT** leave a message
  - b. Also leave a message with Diane Meyer at 402-339-2090 or notify Diane via e-mail: [diane\\_meyer@ralstonschools.org](mailto:diane_meyer@ralstonschools.org)
2. The ill/absent EI/T will contact their assigned building also.

If you are at school and become ill:

  - a. You must notify the building's deaf education teacher.
  - b. You must contact the designated interpreter/program director at 402-339-2090
  - c. Also leave a message with Diane Meyer at 402-339-2090 or notify Diane via e-mail: [diane\\_meyer@ralstonschools.org](mailto:diane_meyer@ralstonschools.org)
3. The EI/T will document the beginning and end of their workday through the electronic time card system as required by Ralston Public Schools.

### **Extra-Curricular Activities**

Suburban Schools' Program offers many opportunities for extra-duty pay to interpreters. Extra-curricular activities include: sports, meetings, clubs, Open house, National Honor Society, parent conferences, etc. EI/T duty time is seven and one-half hours of which 30 minutes is a paid lunch, an additional benefit. Any activity outside of assigned duty time is considered extra-curricular and is done for extra pay. Overtime pay (time and one half) begins after you reach 40 hours in one week. The 40 hours does not include the paid lunch benefit but does include negotiated leaves.

The amount of time interpreted must be rounded to the nearest quarter hour. For example, if an activity runs ten minutes, the EI/T is to charge for fifteen. If the activity runs for 25 minutes, the EI/T is to charge for thirty minutes.

Please sign-up if you are interested in covering extra-curricular activities. The activities are posted via email to all the EI/T staff. Job assignments are based on order of interest. Any individual accepting an activity must locate his/her own substitute for the activity in the event of illness. Recurrent activities such as sport practices may be split between interpreters.

Mileage can be claimed for extra-curricular activities under certain circumstances. The mileage form can be found in Ralston's Cloud. See the section on mileage included in the forms section for details on completing the document. Conditions for mileage reimbursement for Extra-curricular activities:

- Mileage cannot be claimed for driving back to school for a club, sport, or evening activity (i.e. open house, parent-teacher conferences, etc.) in which you will be paid for your time. Example: drama rehearsal starts at 7:00 pm; the interpreter goes home between school and rehearsal—no mileage can be claimed.
- Mileage cannot be claimed for driving to a school or competition site for sports when the event occurs on the weekend such as practice or a meet/game.
- Interpreters are to facilitate communication with any non-signers (coach or fellow students), which include drive times to off-campus events. The only exception to this is when there is no room on the district vehicle for the interpreter. The program director must be notified of this situation prior to the event for approval to drive a personal vehicle and request reimbursement.

### **Educational Interpreter/Transliterators Performance Appraisals**

#### **Observations**

The director will observe EI/Ts twice a year. Evaluations are also sent to the personnel office. This will provide for documentation of skills as well as professionalism. The director will complete the evaluation. Copies of the format are included so the EI/T can be aware of expectations. A Ralston Public Schools' general evaluation of employee skills is also completed by the program director with input from the deaf educator.

Any areas deemed unsatisfactory or "in need of improvement" will be addressed initially through informal interventions between the interpreter and the Director. If performance is not improved in a stated period of time, the interpreter will be placed on formal intervention, which can lead to termination.

**Continuing Education**

The Nebraska Department of Education Rule 51 outlines the rules and regulations governing employment of EI/Ts in the state of Nebraska. The guidelines can be view at <http://www.nde.state.ne.us/SPED/sped.html>. It is under the Policy and Procedures section. To maintain employment in the state, educational interpreters will obtain 20 clock hours of educationally related continuing education every two years. The RID Code of Professional Conduct, tenet 7, also requires continued professional development.

APPENDIX E

## **Supplemental policies and procedures for Drivers**

### **Dress Code**

Drivers are expected to present a neat, clean, and professional appearance at all times. The following minimum Transportation Department dress code standards are based on professional image, safety, and health.

- a. Drivers will wear Transportation shirts provided by the district of them or Ralston shirts.
- b. Drivers will wear enclosed shoes. No open-toed shoes are allowed. Sandals and flip-flops are not safe in the event of a bus evacuation.

### **Minimum Acceptable Conduct**

Driving school children is an awesome responsibility. Consequently, drivers are held accountable for the safety of their passengers. Ralston Public Schools drivers must be above reproach at all times. The following guidelines reflect the minimum acceptable standards of conduct and dress expected of all drivers while on duty.

- a. Smoking in or around any school district vehicle is prohibited.
- b. Eating or drinking on the bus while students are present or while the vehicle is in motion is prohibited.
- c. Drivers will not use inappropriate language or engage in inappropriate conversations while on duty and/or while on Ralston Public School property.
- d. Unauthorized connections of electronic equipment (i.e., radios, tape decks, CDs...) to any district vehicle is prohibited. Drivers must be able to hear sirens and train signals.
- e. Inappropriate conduct or conversations with students is strictly prohibited. Inappropriate conversation or comments about students is strictly prohibited.
- f. Failure to wear seat belts in district vehicles.
- g. Regular and predictable attendance is a required condition for employment.
- h. While on duty, drivers should treat parents, community members, students, patrons, and all individuals in a respectful manner. Incidents involving dissatisfaction with Ralston's transportation department should be reported to the transportation supervisor immediately.

### **Termination and/or Suspension**

Serious infraction, including but not limited to the following, may be cause for immediate termination and/or suspension:

- a. Being under the influence of drugs or alcohol
- b. Destruction of school property
- c. Failure to stop at railroad crossings
- d. Failure to report an accident involving a district vehicle
- e. Failure to report an accident involving a personal vehicle
- f. Carrying unauthorized passengers: In accordance with Nebraska Department of Education, Title 92, "No one except school personnel, supervisory personnel, monitoring personnel, and pupils assigned to a pupil transportation vehicle for a particular route schedule or for an activity trip as defined in 92 NAC 92-002.02 , may ride such vehicles" Essentially, this rule means no one other than students, sponsors,

- and chaperones may ride a school bus.
- g. Failure to pick up a student
  - h. Leaving a student on the vehicle after returning to the Transportation Center or other final destination
  - i. Unauthorized use of the district vehicles or using the vehicle for personal errands
  - j. Failure to be punctual
  - k. Deviating, without approval, from the assigned route unless there are unforeseen traffic circumstances
  - l. Failure to pre-trip a vehicle properly. Arrive early enough to complete the pre-trip before leaving the lot. The time clock will show if you had time to do the pre-trip.
  - m. Inappropriate language, comments, or touching towards students, staff, and/or other adults
  - n. Tampering with any cameras and/or recording devices located inside the vehicle.

### **Basic Loading and Unloading Policies**

Bus drivers should adhere to the following procedures:

- a. If a parent wishes to change a pick-up/drop-off time/location, advise them to contact the Coordinator of Transportation. Drivers are not authorized to make changes.
- b. When running more than 10 minutes late for the schedule pick-up or drop-off, contact the Coordinator of Transportation who will pass on that information as appropriate.
- c. Pick-ups should be curbside at the student's residence. If this is not possible, park the vehicle so the student does not have to walk on the roadway.
- d. If a student is not at the authorized stop at the scheduled time, drivers will wait 3 minutes and then leave. Call the Coordinator of Transportation at the soonest opportunity.
- e. Drivers are responsible for ensuring all students are properly seated on the bus with the appropriate restraint system secured, except if a parent/aide assisted/seated the child.
- f. After arriving at the school of attendance, drivers or the para are responsible for removing students from the seat and assisting students in leaving the vehicle, if needed.
- g. After all students have departed the vehicle, immediately check the vehicle for any students or items that may have been left behind.
- h. When drivers are given route changes, new student information, or when a student has been dropped from the route, all outdated information is to be shredded at the Central Office.
- i. If no one is at the student's home or the student cannot enter his/her home at the end of the day, the driver will continue the route and then, return to the student's home and call the Coordinator of Transportation. If after the second attempt, there is still no one at the home, then the student will be returned to school of attendance. If the child is an open enrolled student, call the Coordinator of Transportation.

### **Emergency Procedures**

The following procedures will be used in the event of an accident involving a district vehicle, other emergencies, when experiencing mechanical problems, or during inclement weather.

**Accidents (Vehicle contact with any moving or stationary object)**

All accidents will be reported to the Coordinator of Transportation immediately. Drivers will call immediately, and drivers will initiate a 911 call if appropriate. The following procedures will be followed for all accidents.

- a. Stop the vehicle as soon as possible
- b. Drivers involved in an accident must take and maintain control of the situation. This is especially important when injuries are involved.
- c. Notify the Coordinator of Transportation of the situation. Give the following information:
  - Vehicle number
  - Location
  - Number of vehicles involved
  - Number of students on board and what school they are from
  - Number of injured
- d. Check for injuries and administer and/or direct first aid if required
- e. Evacuate passengers to a safe area if necessary
- f. Set up “breakdown” reflectors to protect accident scene and warn motorists
- g. Complete accident forms in driver route book
- h. Make no statements or comments to anyone other than law enforcement and/or district representatives

**Mechanical Problems**

If a non-safety mechanical problem arises while en-route, annotate the problem on the pre-trip vehicle inspection form. If unsure of the seriousness of the mechanical problem, contact the Coordinator of Transportation. If a safety related mechanical problem or a breakdown occurs, contact the Coordinator of Transportation and wait for further instructions.

**Inclement Weather Procedures**

Drivers will provide the Coordinator of Transportation and the Central Office with home phone numbers, addresses, and emergency contact phone numbers to facilitate contact in the event of inclement weather.

If weather is threatening during the day, drivers must provide the Coordinator of Transportation with a phone number (or some other piece contact information) in case of early dismissal.

If inclement weather occurs while en-route, the following procedures will be used:

- a. Contact the Coordinator of Transportation only when delayed more than 10 minutes or completely immobilized by weather or traffic
- b. In the case of disabled/immobilized vehicle, drivers will remain with the students to supervise and ensure their safety
- c. Students are to remain onboard a disabled/immobilized vehicle until an alternate vehicle has arrived, unless remaining on the vehicle creates a safety concern
- d. Under no circumstances will drivers release students without the permission of the Coordinator of Transportation
- e. Vehicle windows and roof hatches will be closed after the last daily run, and whenever there is the possibility of inclement weather
- f. During cold weather operations, all diesel vehicles will be plugged in at night.

- g. On mornings that are 20 degrees or below, the early start crew may start vehicles
- h. Drivers will not leave vehicles unattended while the engine is running at any time, including warm-up, except during the pre-trip inspection

### **Tornado/Severe Weather Procedures**

A tornado watch indicates an area in which atmospheric conditions exist from which a tornado could develop.

A tornado warning is issued when a tornado has actually been sighted in the area or is indicated by radar.

The following procedures are designed to ensure the safety of passengers when the threat of or actual severe weather is experienced. Drivers must be familiar with these procedures and able to respond appropriately in the event of deteriorating weather conditions. Students are not to board a district vehicle while under a tornado warning.

### **Tornado Warning While on Route**

Every situation involving a tornado/severe weather will be different. Drivers must always consider the following factors when dealing with a tornado warning/severe weather:

- a. ALWAYS maintain control of the situation and accountability of all passengers.
- b. Proceed immediately to the nearest safe location for evacuation. If there is immediate danger and no shelter is available, evacuate students from the vehicle and into the nearest ditch or culvert at least 100 feet away from the vehicle or any other vehicle.
- c. In most instances, the driver will be the last off the bus as he/she will direct the evacuation and ensure all passengers have exited the vehicle. There may be instances, however, that it would be more appropriate for the driver to be the first out of the vehicle in order to direct passengers to the appropriate safe location. In this case, drivers must assign a responsible passenger to assist in the evacuation by ensuring all passengers have exited the vehicle.
- d. Make certain all students go to the safe location and are accounted for.
- e. Drivers should make every effort to keep the Coordinator of Transportation apprised of the evacuation location to include the number of passengers onboard. Once the tornado warning has been lifted, drivers will advise Dispatch when they are 10-8 and reaffirm the number of passengers.
- f. Do not release passengers without the Coordinator of Transportation's permission.

# Ralston Public Schools

## Annual Food Service Review

July 22, 2019



## Free and Reduced – Percentage of Enrollment

	May, 2018	May, 2019	Difference
RHS	51%	54.4%	+ 3.4%
RMS	62.5%	62.8%	+ .3%
Blumfield	66.3%	67.7%	+ 1.4%
Karen Western	75.3%	71.7%	- 3.6%
Meadows	52.6%	50.6%	- 2%
Mockingbird	79.2%	78.6%	- .6%
Seymour	53.6%	62%	+ 8.4%
Wildewood	48.7%	54%	+ 5.3%
District Average	59.1%	61%	+ 1.9%

# Meal Participation

<u>Elementary</u>	<u>2017/18</u> 177 School Days	<u>2018/19</u> 172 School Days	<u>Difference</u>
Enrollment	1820	1845	+25
Breakfast Served	159,166 910 daily	158,911 924 daily	+ 14 daily
Lunch Served	222,091 1269 daily	224,682 1306 daily	+ 37 daily



<u>Secondary</u>	<u>2017/18</u> 177 School Days	<u>2018/19</u> 172 School Days	<u>Difference</u>
Enrollment	1536	1492	-44
Breakfast Served	78,091 446 daily	73,095 425 daily	- 21 daily
Lunch Served	168,183 961 daily	153,489 892 daily	- 69 daily

## Student Survey – Karen Western



Sodexo introduced a new student survey program in 2017/18, called Captured. With this system, we give cameras to a few students, have them go through the lunch line, and tell them to take pictures of the things they like best, and the things they think could be improved. We go through their pictures and ask why they took each one. It is a way to see school lunch through the eyes of the students. This past year, we looked at Karen Western. Captured was also featured in the Ralston Recorder in April, 2019.

# Captured - KW



Kitchen Door Decor



Assigned Seating



Salad Bar



Hot Food served Fresh



Preschool Eats Separately

## Financial Highlights

	2017/18	2018/19
Total Revenue	\$2,096,536	\$2,057,620
Food Cost	\$910,727.00	\$892,698
VDA (Rebates)	(\$150,660)	(\$172,020)
Labor	\$757,790	\$791,624
Expenses	\$309,256	\$350,028
Grants	(\$36,463)	(\$4415)
Total Expenses	\$1,790,650	\$1,857,915
Net Return	\$305,886	\$199,705

## State and Federal Reimbursement to RPS

2009/10 \$667,481	2013/14 \$1,179,137	2017/18 \$1,416,582
2010/11 \$714,499	2014/15 \$1,206,772	2018/19 \$1,399,239
2011/12 \$943,238	2015/16 \$1,291,124	
2012/13 \$1,028,816	2016/17 \$1,422,564	

# WE ARE LOCAL

SODEXO...LEVERAGING GLOBAL RESOURCES TO FULLY SUPPORT YOUR LOCAL COMMUNITIES



## NEBRASKA: RALSTON PUBLIC SCHOOLS

**1**  
EMPLOYEES  
RALSTON PUBLIC SCHOOLS

**3547**  
MEALS PER DAY

**3**  
VENDOR PARTNERS  
**\$10,000**  
TOTAL SPEND

**SUPPORTING PROGRAMS:** ✓  
National School Lunch Program, School Breakfast Program, After School Snack Program, Dinner Program, Fresh Fruit and Vegetable Program

## 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

**129,396,202**  
SQ. FEET OF FACILITIES UNDER MANAGEMENT



SODEXO PROVIDED FREE, NUTRITIOUS SUMMER MEALS FOR **384,067 KIDS** IN **23 CITIES** AND SUPPORTED **73 LOCAL BACKPACK FOOD PROGRAMS**.

Numbers represent totals from the 2016-17 School Year



# Stop Hunger



Our jeans day fundraisers were hit hard by the jeans day policy change at RHS. We only donated 43# of peanut butter to the school food pantry this year and \$362.

We opened the school year with a school supply fundraiser at our orientation meeting in August.

Share tables began at RHS in 2017/18. These were also added to RMS, Seymour, Meadows, and Mockingbird in 2018/19.



# Health and Safety



**Our food service training time for 2018/19 averaged 12 hours per person. Training includes everything from knife skills to safe lifting.**

**Our back to school opening training, in August, 2018, focused only on knife skills. Everyone started with chopping peeled cucumbers, the easiest thing, and worked their way up to onions, the hardest thing. It was a good day, and everyone's hands ached afterwards.**

**Sodexo has an independent auditor, Ecosure, that checks schools annually for physical and food safety. These are surprise audits, and are very thorough. Karen Western and Blumfield were audited in October this year and both had excellent reviews.**



# Food Service 2018/19

The Taste4 program was added to Ralston High in September, 2018.



# Taste4 Ralston High School

April 22 - 26, 2019



**EXTRAS** A hearty garden box, fresh fruits and a variety of vegetables and sides are offered daily. We hope to inspire and encourage all students to make healthy choices regularly.

**FAST TAKES** IN A HURRY, NO WORRY!

Curry Chicken Sub or Curry Chicken Salad/Roll Everyday  
*Monday – Chef Salad/Roll, Blueberry Parfait*  
*Tuesday – Buffalo Chicken Wrap, 4<sup>th</sup> Power Box*  
*Wednesday – Ham & Cheese Sub, Banana Split Parfait*  
*Thursday – Turkey & Cheese Sub, 4<sup>th</sup> Power Box*  
*Friday – Buffalo Chicken Salad/Roll, Chicken Caesar Wrap*  
**\*\*\*PB&J Sandwiches and Uncrustable Meal Kits Available Daily\*\*\***



**Taco Salad, Soft Tacos, a Burrito, Nachos**  
*Monday, Wednesday and Friday – Taco Beef, Turkey Carnitas, Aztec Corn, Refried Beans, Cilantro Lime Rice, Cheese Sauce*  
*Tuesday, Thursday – Taco Beef, Fajita Chicken, Aztec Corn, Black Beans, Cilantro Rice, Cheese Sauce*

**DELI** EVERYDAY SELECTIONS  
 Custom Subs with a Variety of Cheeses,  
 Fresh Baked Breads and Premium Sauces

**GRILL** Everyday Selections  
 Hamburger, Cheeseburger, Crispy Chicken, Spicy Chicken, French Fries

*Monday – Corn Dog*  
*Tuesday – Western BBQ Burger*  
*Wednesday – Chicken Bacon Ranch Melt*  
*Thursday – Bacon, Egg & Cheese Bagel, Hot Dog*  
*Friday – BBQ Rib Patty Sandwich*

**Toppings**  
 Shredded Lettuce  
 Sliced Tomatoes  
 Sliced Red Onion  
 Jalapeños  
 Pickles

**PIZZA** Cheese and Pepperoni Pizza Everyday

*Monday – Buffalo Chicken Pizza*  
*Tuesday – Taco Flatbread*  
*Wednesday – Hamburger Pizza*  
*Thursday – Chicken Alfredo Flatbread*  
*Friday – Meat Lover Pizza*

Offered with Toasted Garlic Caesar Salad

**WORLD OF FLAVOR**

**KICK IT UP A NOTCH**  
 By adding one of our World of Flavor specialty sauces.

**Hot Mustard Dressing**  
 A base of sesame dressing infused with rice vinegar, hot chili sriracha sauce and mustard.

**Asian Ginger**  
 An Asian-inspired mayonnaise seasoned with rice vinegar, soy sauce, ginger garlic and mustard.

**Creamy Sriracha**  
 Mayonnaise infused with spicy sriracha chili sauce.

**Garlic Parmesan**  
 Mayonnaise blended with grated Parmesan cheese, mustard, garlic and creamy Greek yogurt.

**ADVENTURE**

**FAVORITES**

*Monday – Pizza Sticks with Marinara*  
*Tuesday – Walking Taco*  
*Wednesday – Dutch Waffle and Cheesy Eggs*  
*Thursday – Roast Beef Carving Station With Mashed Potatoes and Gravy and a Dinner Roll*  
*Friday – Macaroni & Cheese with a Dinner Roll*



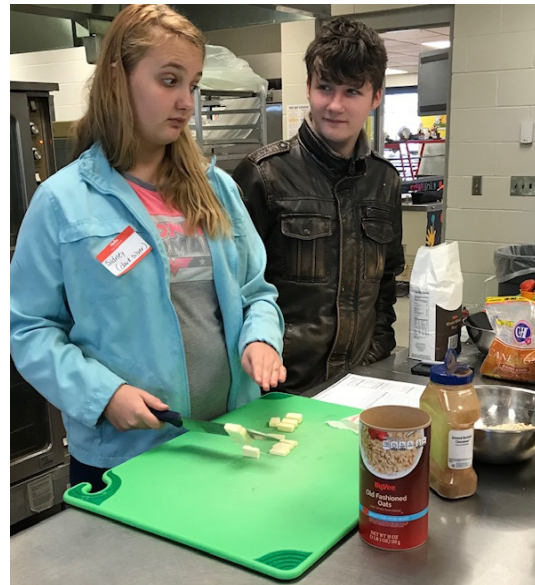
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Taste4 features a Global Line. This line is a rotation of 4 different lines – Fiesta, Chinese, Pasta, and Wings. Chinese has been the most popular at Ralston High.

The Adventure Line is a rotation of several different lines. These bars include grilled cheese, breakfast, country comfort, chicken strutters, BBQ, sub culture, favorites, and a baked potato bar.

The World of Flavor sauces are also new, and the Creamy Sriracha is the most popular of these.

# RMS Cooking Club



**Cooking Club was added to the after school program in 2018/19. We started in November, and meet twice a month. There is a core group of about 10 kids that come every time, then others come and go. The sports seasons also affect student attendance. I began this to replace Cooking Matters that used to come to RPS from time to time.**

# Food Service Highlights



- In August, the Welcome Back breakfast was held at Ralston High.
- Free breakfast was provided for all ACT/SAT testing dates at Ralston High during the school year.
- In September, the Taste4 program began at Ralston High.
- In October, the finger scanning pilot began at Mockingbird. The food service office spent a few weeks working out of the warehouse while plumbing work was done at VMAC.
- Locally grown produce was featured in all schools during the fall, 2018.
- District Thanksgivings were held at RHS and Karen Western. 6th grade students 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. The after school snack program also began at Ralston High in November. Cooking Club started at RMS.
- 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.

# Food Service Highlights



- Also in December, we got 4 phone calls from people wanting to donate to the lunch account of a needy student. Two of these calls specifically mentioned « random acts of kindness ». One of these donors called back in May and donated again to a graduating senior.
- In February, the food service department was audited by NDE. There were actually two audits, one for procurement and one for the regular administrative review. The audit focused on KW and RMS, and all was good.
- The 8th annual Kid Culinary competition was held at RHS, with the most students participating ever, and a good time was held by all. Sodexo helpers came from Millard and Elkhorn and this was greatly appreciated.
- In April, the Kid Culinary winners from RMS cooked their meal for all at the middle school.
- Judy assisted several Kid Culinary students at the Heart Of Learning banquet at the Ralston Arena, and these students were wonderful!
- In May, the Pancake Man came to RHS for an end of year breakfast at Ralston High.

New for 2019/20

MyDtxt

**HEY, RALSTON RAMS!**

**TELL US WHAT YOU THINK!**

Text **RalstonVote** to **82257** to vote for the pop-up brand you want to see in the Taste4 Adventure station during opening week.

Max 10 text messages/month. Msg and Data Rates May Apply. Subscribers must be 18 years or older. Minors should check with Parents/ Guardians before subscribing. By texting #RalstonVote, I agree to receive marketing text msgs from Sodexo to my mobile phone number. Text STOP to 82257 to cancel or for any other. Text HELP to 82257 for more info. optout@optout.com for assistance. Photo Terms and Conditions and Privacy Policy at www.sodexo.com.

# Food Service 2019/20

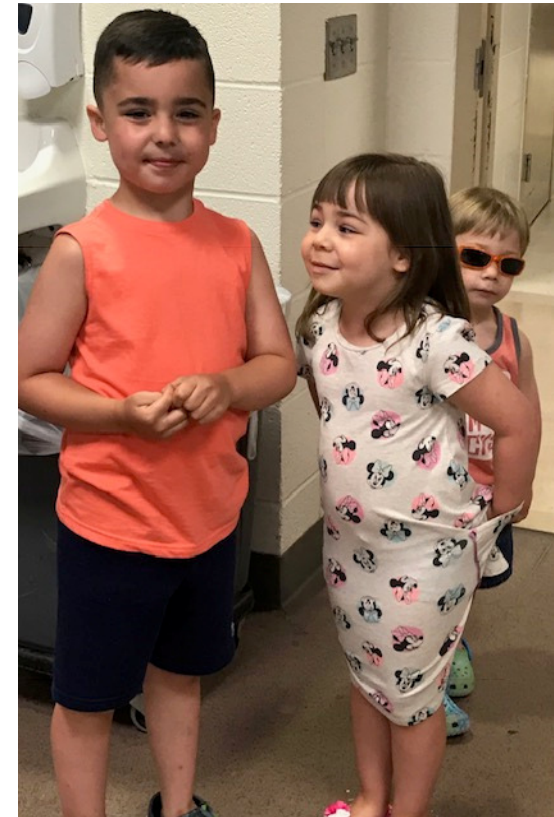
- Continue to develop Farm to School, and find new sources.
- Develop parent advisory council for menu, possibly as part of wellness.
- Work with a Student Promotions Coordinator at RHS.
- Prepare for dinner program audit in 2019/20
- Continue to apply for equipment grants as they become available.
- Work on Captured program at more schools
- Continue to expand new coffee cart at RHS
- Add My Dtxt to RHS and possibly RMS
- Expand finger scanning point of sale into all schools.



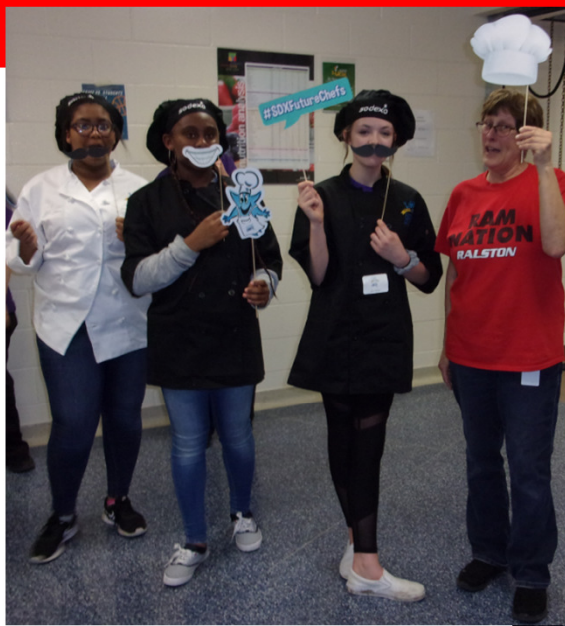
# Summer Meals Program



Free summer meals are being served at RHS, RMS, Blumfield and KW. We have the grant to cover adults again this year.



# Kid Culinary







**Bill Review Schedule for 2019**

**January 14**

Jay  
Mary

**February 11**

Heather  
Linda

**March 11**

Mike  
Liz

**April 8**

Mary  
Heather

**May 13**

Linda  
Liz

**June 10**

Mike  
Jay

**July 8**

Mary  
Heather

**August 12**

Jay  
Liz

**September 9**

Heather  
Linda

**October 14**

Mike  
Liz

**November 11**

Mary  
Jay

**December 9**

Mike  
Linda