

Board of Education Regular
Meeting/Business
Monday, July 14, 2025 6:00 PM

Virginia Moon Administrative Center
8545 Park Drive
Ralston, NE 68127

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. District Financial Report
Speaker(s): Dr. Aaron Bredenkamp
 - 6.2. Government Relations Update
Speaker(s): Mr. Jason Buckingham
 - 6.3. NASB Updates and Information
Speaker(s): Mrs. Elizabeth Kumru
 - 6.4. Karen Western School Improvement Plan Overview
Speaker(s): Andrew Mather
 - 6.5. 2025-2026 Staff Handbook Review
Speaker(s): Ryan Pivonka
 - 6.6. District Bond Project Update
Speaker(s): Jason Buckingham
 - 6.7. NDEE Clean Diesel Rebate
Speaker(s): Aaron Bredenkamp
 - 6.8. Legislative Services DRAFT Contract
Speaker(s): Joe Kohout
7. Board Action Items
 - 7.1. 2025-2026 District Student Fee List Approval (Action)
Speaker(s): Aaron Bredenkamp
 - 7.2. Elementary, Middle School, and High School Handbooks approval (Action)
Speaker(s): Ryan Pivonka
 - 7.3. English Learners Curriculum Purchase 7-12 (Action)
Speaker(s): Sara Zabrowski-Gates
 - 7.4. Arbor Family Counseling Contract Renewal (Action)
Speaker(s): Jason Buckingham

7.5. Approval of Policies reviewed and updated on 6/9 including policies 4062, 5001, 5015, 5016, 5018, 5031, 6025, 6031, 6034 and 6044(Action)

Speaker(s): Jason Buckingham

7.6. Central Office concrete contract (Action)

Speaker(s): Jason Buckingham

8. Policy Review

9. Pre-Adjournment Information and Activities

9.1. Announcements

9.2. Board of Education Supplemental Meeting Information

9.3. Future Board Calendar

10. 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.

Except for closed sessions, the board will allow members of the public an opportunity to speak at each meeting. 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 shall require members of the public desiring to address the board to identify themselves, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

Adopted on: _____

Revised on: _____

Reviewed on: _____

**Ralston Public Schools
Board of Education Regular Meeting**

Monday, June 23, 2025

The Ralston Public Schools Board of Education met in open, public session on Monday, June 23, 2025. The meeting took place at the Virginia Moon Administration Center, 8545 Park Drive, Ralston, NE. The District provided advance notice by publication in *The Omaha Daily Record* and on the District's website, www.ralstonschools.org.

Call to Order

Board President, Mrs. Robin Richards, called to order the Student Fees hearing for the 2025-2026 school year at 5:45 pm.

2025-2026 District Student Fees Hearing

Dr. Aaron Bredenkamp outlined proposed changes to the 2025-2026 student fees for Ralston Public Schools elementary, middle school and high school students.

Adjournment

The Board voted to adjourn the Student Fees hearing at 5:58 pm with a motion made by Mrs. Elizabeth Kumru and a second by Mrs. Katie Krause.

Mrs. Richards:	Yes
Mrs. Hough:	Yes
Ms. Roarty:	Yes
Mrs. Kumru:	Yes
Mrs. Krause:	Yes
Mrs. Willey:	Yes

Board of Education Meeting Call to Order

Board President, Mrs. Robin Richards, called the regular Board of Education meeting to order at 6:00 pm.

Roll Call

In addition to Board members, those in attendance included Mr. Jason Buckingham, Dr. Aaron Bredenkamp, Dr. Anne Harley, Dr. Sara Zabrowski-Gates, Dr. Ryan Pivonka, Mr. Jim Frederick, and Mrs. Angie Murphy.

Consent Agenda

Consent agenda items include minutes from the June 9th, 2025, meeting;

Resignation from Kiera Cummings

Recommend the following teacher to be hired for the 2025-2026 school year.

Sarah Wenberg (KW Reading Specialist) - BA from UNL & Augustana College in South Dakota. Sarah has been with RPS as a substitute teacher since 2014.

Donovan Warren (HS Health/HS Family Life Teacher) - Undergraduate from Northwest MO. Donovan has been with RPS as a substitute teacher since 2023.

Motion to approve the consent agenda was made by Mrs. Elizabeth Kumru and seconded by Mrs. Katie Krause.

Mrs. Hough:	Yes
Mrs. Richards:	Yes
Mrs. Krause:	Yes
Mrs. Willey:	Yes
Ms. Roarty:	Yes
Mrs. Kumru:	Yes

BOARD DEVELOPMENT AND COMMUNICATION

Board Comments

Mrs. Richards attended the following:

- BOE Agenda Meeting
- Schools Foundation RHS Distinguished Alumni Meeting
- NASB Leadership Academy

Mrs. Kumru attended the following:

- NASB Law Seminar in Kearney

Ms. Roarty attended the following:

- NASB Law Seminar in Kearney

Ms. Roarty also congratulated the students who attended the National-level National History Day Competition and welcomed all the new teachers and administrators.

Mrs. Krause attended the following:

- Teaching & Learning Sub-Committee Meeting
- NASB Roundtable Discussion with Congressman Don Bacon (scheduled on her calendar)

Mrs. Hough attended the following:

- HR & Finance Sub-Committee Meeting

Mrs. Hough enjoys driving by RMS, RHS, and Wildewood and seeing all the work being done on the exterior of those schools. She also enjoys viewing Facebook posts that showcase the work being done inside.

Mrs. Willey

Did not have any updates but shared how good Wildwood Elementary looks after receiving new exterior paint. She also commented on how great the Middle School parking lot will look once construction is complete.

Government Relations Update

Mr. Buckingham updated the Board regarding Legislative issues.

NASB Update

- Call with Senator Fischer's aid on Wednesday July 25th at noon.
- Round Table with Don Bacon in August
- Leadership Workshop in Lincoln July 30th

Enrollment Update

Dr. Anne Harley reviewed the enrollment information with the Board. The projected K-12 enrollment is 3,384 students, which includes 114 accepted option enrollment students. Of those, 32 have been accepted into the Kindergarten class.

Back to School Calendar

Dr. Sara Zabrowski-Gates shared the tentative schedule of events for staff to start the 2025-2026 school year.

2025-2026 District Budget Overview/LB 644 meeting.

Dr. Aaron Bredenkamp provided the Board of Education with a preliminary look at the draft 2025-2026 District Budget. He shared factors that will impact the budget and addressed questions from the Board.

The Budget Adoption Calendar will be shared again and reviewed, outlining the steps that will be taken over the coming months to gather feedback and communicate appropriately.

Elementary, Middle School, and High School DRAFT Handbook review

Each summer, the student handbooks for the elementary, middle, and high school levels are reviewed and updated as needed.

Dr. Ryan Pivonka provided an overview of the suggested changes to the handbooks at each level. Once all appropriate adjustments are made, the administration will ask the Board of Education to approve the 2025-2026 Student Handbooks at the July 14 meeting.

Ralston Middle School Improvement Plan Overview

RMS Principal Mr. Andy Parizek and Assistant Principal Mr. Jon Taylor provided an overview of the school improvement plan for Ralston Middle School.

District Human Resources Update

Dr. Ryan Pivonka provided an update to the Board of Education on the status of recruitment and retention across all employee groups.

Board Action Items

Approval of Policy 5031 Student Appearance

Mrs. Katie Krause motioned to table Policy 5031, Student Appearance until the July 14th Board Meeting. The motion was seconded by Mrs. Carrie Hough.

Ms. Roarty:	Yes
Mrs. Krause:	Yes
Mrs. Richards:	Yes
Mrs. Kumru:	Yes

Mrs. Willey: Yes
Mrs. Hough: Yes

Approval of Policies - 1002, 2006, 2008, 3003, 3004.1, 3023, 3026, 3036, 3043, 3047, 3057, 4051, 4057, 4059, 4059, 6005 & 6045.

Ms. Mary Roarty motioned to approve policies 1002, 2006, 2008, 3003, 3004.1, 3023, 3026, 3036, 3043, 3047, 3057, 4051, 4057, 4059, 4059, 6005 & 6045. The motion was seconded by Mrs. Katie Krause.

Mrs. Kumru: Yes
Ms. Roarty: Yes
Mrs. Hough: Yes
Mrs. Willey: Yes
Mrs. Richards: Yes
Mrs. Krause: Yes

Sign Language Interpreter (SLI) Contract

Mrs. Katie Krause motioned to approve the Sign Language Interpreter contract for the 2025-2026 school year. The motion was seconded by Mrs. Carrie Hough.

Mrs. Richards: Yes
Mrs. Hough: Yes
Ms. Roarty: Yes
Mrs. Kumru: Yes
Mrs. Krause: Yes
Mrs. Willey: Yes

Approval to rescind the resignation of Mindy Podraza

Mrs. Carrie Hough motioned to rescind the resignation of Mindy Podraza The motion was seconded by Mrs. Elizabeth Kumru.

Mrs. Hough: Yes
Mrs. Richards: Yes
Mrs. Krause: Yes
Mrs. Willey: Yes
Ms. Roarty: Yes
Mrs. Kumru: Yes

Math Curriculum Purchase K-12

Mrs. Katie Krause motioned to approve the purchase of additional math curriculum from Savvas in the amount of \$69,544.65. The motion was seconded by Mrs. Elizabeth Kumru.

Ms. Roarty: Yes
Mrs. Krause: Yes
Mrs. Richards: Yes
Mrs. Kumru: Yes
Mrs. Willey: Yes
Mrs. Hough: Yes

Policy Review

The Board and Administration reviewed proposed policies:

4062 Locker Room Supervision

5001 Compulsory Attendance and Excessive Absenteeism-Traditional approach Redline

5015 Protection of Pupil Rights – Redline

5016 Student Records- Redline

5018 Parent Involvement in Education Practices – Redline

6025 Student Cell Phone RHS

6031 Emergency Exclusion- Redline

6034 Concussion Awareness- Redline

6044 Participation and Assignment of Athletic Teams

Adjournment

The Board voted to adjourn the meeting at 8:40 pm with a motion made by Mrs. Elizabeth Kumru and a second by Mrs. Katie Krause.

Mrs. Kumru: Yes

Ms. Roarty: Yes

Mrs. Hough: Yes

Mrs. Willey: Yes

Mrs. Richards: Yes

Mrs. Krause: Yes

The next regular meeting is scheduled for July 14, 2025, at 6:00 pm.

Mrs. Robin Richards, President

Mrs. Samantha Willey, Secretary

Subcommittee: Building and Grounds

Meeting Date & Time: 7/2/2025 onsite RHS

Members Attending: Jason Buckingham, Mary Roarty, Robin Richards

Expenditure Tracker

Additional Project Scope discussion

On site tour RHS

Gym, Wt. Room, parking lot

Other projects

SY roof

WW, BL, KW, and SY paint

RMS parking lot, upper gym and low voltage

Meeting Date & Time: 5/29/2025 onsite RHS

Members Attending: Jason Buckingham, Mary Roarty, Robin Richards

Expenditure Tracker

On site tour RHS

Gym, Wt. room, Blinds (June 21) Restrooms

Parking lot plan

Gym, media center, art rooms, shops

Tennis Court Grant \$48.5K

RMS Upper parking and low voltage wiring cameras, interactive audio, alarm system and intercom

Phase II plans WW, KW, BL, SY and MB

Subcommittee: Building and Grounds

Meeting Date & Time: 4/11/2025 onsite RHS

Members Attending: Jason Buckingham, Mary Roarty, Robin Richards

Expenditure Tracker

Rise Location

On site tour

- RHS
 - North part of the parking lot is complete. Some issues with finishing work, which may require replacement at the cost of the subcontractor.
 - Demolition has moved to Lecture Room C, Office area
 - Flooring has been installed in all areas of A and B wing, hallways have been painted. D wing is nearly finished. Nearly 6 weeks ahead of planned schedule.
 - Back driveway to baseball field was removed and replaced
 - Start office area on Good Friday
 - Auxiliary Gym is up for paint and electrical next week.
 - Daycare is mostly taped and mudded. Overhead inspections are complete. Ready for paint and drop ceiling next week. Casework is two weeks out.
 - 2nd week of May is now the target date for inspections to occupy
 - Backfilling parking lot next week
 - Soliciting bids for tuck point repair inside of courtyard
- RMS
 - Upper gym ceiling has been insulated
 - Lower gym has been painted both ceiling and walls
- WW
 - Roof replacement is ongoing

Meeting Date & Time: 3/14/2025 onsite RHS

Members Attending: Jason Buckingham, Mary Roarty, Robin Richards

Expenditure Tracker

Possibly Rise Location

- RHS
 - Parking lot demoed north $\frac{1}{3}$
 - Day care and classroom update
 - Basketball hoops \$85,000 bid
 - Bond Tracker
 - Current bond fund status
- RMS

- Gearing up for summer projects, parking lot low voltage, finish paint and lights in the gyms.
- SY, WW, BL, KW
 - Pre-construction meeting held with KE Flex to begin summer projects at each site.
- MB
 - Finalizing driveway project at MB

Meeting Date & Time: 1/10/2025 onsite RHS media center

Members Attending: Jason Buckingham, Mary Roarty, Carrie Hough

- RHS
 - Parking lot (north 1/3 spring break 2025, mobilize March 10)
 - Basketball hoops \$85,000 bid
 - Bond Tracker
 - Current bond fund status \$32,142,602 as of 12/31/24
- KW, BL, WW and SY Phase II project
 - Exterior Paint at KW, patching of cracked facade
 - Replacement of window seats/window shades KW
 - Painting roof and window boxes BL
 - Install wall padding in recovery rooms BL
 - Painting of window boxes WW
 - Painting and patching of sawtooth roof SY
- RMS Summer 2025
 - Low voltage work to include cameras, voice amplification, new alarms
 - Replacement of upper parking lot and sidewalks
 - Exterior paint courtyard
 - Lights and ceiling work upper gym (spring break 2025)

Subcommittee: Building and Grounds

Meeting Date & Time: 11/6/2024 onsite RHS media center

Members Attending: Jason Buckingham, Mary Roarty, Carrie Hough

- RHS
 - Phasing plan
 - Scope of work
 - Parking lot
 - Bond Tracker
 - Current bond fund status

Meeting Date & Time: 9/20/20/24 onsite SY

Members Attending: Jason Buckingham Carrie Hough

- SY Tour
 - Address work completed and work remaining between now and Christmas
 - SY move dates and plan
- Bond Tracker
- RHS
 - subcontractor bidding is now open
- RMS update
 - Cooling tower footings
 - Fire alarm system
- MB
 - Paint, gym floor and kitchen equipment issues
- WW, ME, BL
 - Punch list items set for 10/14 and 10/15

Meeting Date & Time: 8/20/24 onsite KW

Members Attending: Jason Buckingham, Carrie Hough, Mary Roarty

- KW tour
 - Flooring substantially complete
 - Heat exchanger issue
- SY (Sept. 26-28 for moving date)
 - Lighting is installed in nearly all classrooms
 - Flooring in classrooms is mostly installed, some hallway, office and library work to complete
 - Parking lot is repaired, going to work on site concrete this week
 - Majority of casework is installed

- Paint finished 1st week of Sept.
- Canopy framing is nearly complete
- RMS
 - Continuing to work on technology, specifically security and door access systems
 - Flooring is complete,
 - Fire alarm wiring work is continuing during plan periods
- MB
 - Punch list items
 - Gym floor
- BL
 - HVAC issues with programming and software updates, ongoing
-

Meeting Date & Time: 7/18/24 onsite SY and RMS

Members Attending: Jason Buckingham, Carrie Hough, Mary Roarty

- SY and RMS tour
- Dedication plaques
- Bond Expenditure tracker
- RHS budget/scope of project
- Tracking projects
 - SY
 - onsite
 - RMS
 - onsitew
 - RHS
 - Parking lot complete, striping left
 - Hot water heaters are installed, startup late this week, early next
 - KW
 - Flooring complete in classrooms/Cardinal Square. Hallway work is ongoing, finish by 7/25
 - MB
 - Most of the interior work is complete, some punch list items, excavating and pouring concrete six days a week.
 - Sidewalk and fencing work is ongoing
 - BL
 - Punch list items

- Many staff have set up their rooms, parking lot and sidewalk work is complete

Subcommittee: Building and Grounds

Meeting Date & Time: 6/14/24 onsite MB

Members Attending: Jason Buckingham, Carrie Hough, Mary Roarty

- MB tour new building/demolition
- Bond Expenditure Tracking
- Tracking projects
 - SY
 - Roofing
 - Remodel
 - RMS
 - flooring/lighting/painting/front entry
 - RHS
 - Parking lot
 - MB
 - Demo
 - Finishing flooring/interior
 - BL
 - Driveway
 - Move 7/1 and 7/2
 - KW
 - Roofing
 - Flooring

Subcommittee: Building and Grounds

Meeting Date & Time: 4/15/24 onsite SY

Members Attending: Jason Buckingham, Carrie Hough, Mary Roarty, Robin Richards

- SY tour and explanation of the project
- Bond Expenditure Tracking
- Early dismissal (MB 4/17), (SY, RMS, BL and KW 4/22)

Meeting Date & Time: 3/15/24 onsite MB

Members Attending: Jason Buckingham, Carrie Hough, Mary Roarty, Ms. Erickson, Mr. Hough

- MB tour
- RMS phasing
- RHS driveway issues update
- Bond expenditure report
- RHS project update
 - HVAC engineers
 - OAC meetings on final project scope
- Arbitrage

Meeting Date & Time: 12/22/23 via Zoom 3pm

Members Attending: Jason Buckingham, Carrie Hough, Mary Roarty, Aaron Bredenkamp

- Seymour construction schedule
 - Start up May 23?, move to WCC for August/Sept.
- Seymour GMP
- Most current bond expenditure report
- Blumfield progress
- Mockingbird progress
 - Last day May 17, depending on snow days
 - Move May 20 and 21. Set up rooms 22-24.

Subcommittee: Building and Grounds

Meeting Date & Time: September 15, 2023

Members Attending: Jason Buckingham, Carrie Hough, Mary Roarty

- Field trip to MB
- Discussion of SY and desire to move to a true 2 section building, effect on other schools

Meeting Date & Time: August 23, 2023

Members Attending: Jason Buckingham, Carrie Hough, Mary Roarty

- Field trip to BA/SB complex and WW or KW
- BL
 - Work continues on finalizing plans for January
 - Subcontractor contracts have been turned in
- Meadows
 - Settled in, door cores are one of the last items
 - Alarm systems are installed and operating
- MB
 - More walls are up and in place, decking work is taking place on several portions of the building
 - Hollow core is installed for the tornado shelter
- KW
 - A/C is working! Humidity levels have been much improved
- RMS
 - Work is started again on replacing some of the old units, this includes units in non-instructional areas such as the locker rooms and boiler rooms
- SY and RMS
 - Work is continuing on planning and scope identification for the two projects
- MOVING Discussion for WW and BL
- BOE resolution Adler Field

Meeting Date & Time: July 21, 2023

Members Attending: Jason Buckingham, Carrie Hough, Mary Roarty

July 21, 2023

- Meadows
 - Work continuing on interior finishes
 - Hallway tile
 - Boxlights
 - Lighting
 - Ceiling pads
 - Painting
 - Driveway pour is complete, parking lot work continuing
 - Move in set for July 24-26
 - Onsite tour given on 7/21 for Meadows staff
- WW

- Demolition near complete
- West half of driveway to be demoed and repoured before August 10
- MB
 - More walls have been erected,
 - Utility work complete, 93rd N. bound is reopened. Two pours left on S. bound 93rd
- KW
 - HVAC units are mostly up and running,
 - Custodians have been onsite this week working on cleaning classrooms
 - Fire sprinkler system nearly complete
 - Work continuing on repouring front drive and exit from the parking lot
- RMS
 - HVAC units are in varying degrees of installation and completion. Much work needs to be done to get the building up to 100% climate controlled by 8/10, several crews including plumbers, electricians and tanners are on site working on installation,
 - Building is currently comfortable, and gets somewhat more cool with each new unit installed.
- RHS
 - Softball field turf is due to be installed in August.
 - Back driveway has been mostly poured, more work to come on the approach and the parking stalls
 - Field should be accessible for play, but the surrounding areas around the RR/Concession stand/Pressbox may not be ready for opening, this
 - may require the season starting at Crown/Wager until the site is safe enough for players and fans.
- Misc
 - CM@R selection process should be completed by 7/24, finalists are Weitz and Boyd Jones
 - 2nd Tranche of bonds are sold, we came out pretty good as there was a bidding war on some of our bonds. Interest rates are higher, but are much lower than we estimated at the outset of the project.

Subcommittee: Building and Grounds

Meeting Date & Time: June 2, 2023

Members Attending: Jason Buckingham, Carrie Hough, Mary Roarty

Agenda:

- I. ME
 - A. Overhead electrical
 - B. 3M glass film
 - C. Water main for fire sprinkler system
 - D. Drywall taping and mudding Phase 5
 - E. Ceiling grids
- II. MB
 - A. More panels on the ground to be lifted. 30 completed by next week
 - B. Underground utility work on 93rd st. limited closures throughout June
- III. KW
 - A. Change orders aplenty, drywall removal and reinstall,
 - B. Vandalism
 - C. HVAC work progressing
- IV. RMS
 - A. HVAC work progressing, many hallway units are installed, hoping to have limited cooling in some locations by July 4
 - B. Boiler room nearly complete
- V. WW
 - A. Move completed, demolition has started, installation of some new ductwork has been completed
 - B. Contractor Trailer onsite.
 - C. Asbestos removal is complete
- VI. BL
 - A. GMP received from Weitz, bid is right on budget, contingency fund is healthy, present to BOE June 12
- VII. RHS
 - A. Concession stand to have power today
 - B. Interior work very near completion
 - C. Softball field now has a rock base, drainage.

Subcommittee: Building and Grounds

Meeting Date & Time: April 28, 2023

Members Attending: Jason Buckingham, Robin Richards, Carrie Hough, Mary Roarty

Agenda:

- VIII. Tour of progress at Meadows site
- IX. Tour of progress at MB site.
- X. Review of construction methods at MB for tilt up wall construction.

Subcommittee: Building and Grounds

Meeting Date & Time: March 23, 2023

Members Attending: Jason Buckingham, Mary Roarty, Carrie Hough

Agenda:

- XI. BA/SB block work is complete, framing work to begin, underground utilities are started
- XII. KW timeline for project
- XIII. Meadows timeline for completion
- XIV. Meadows move and transportation plan
- XV. Continued wall construction at MB
- XVI. WW plan finalized, critical equipment has been ordered.
- XVII. Seymour staff introduced to their project summer 2024

Subcommittee: Building and Grounds

Meeting Date & Time: February 22, 2023

Members Attending: Jason Buckingham, Mary Roarty, Carrie Hough

Agenda:

- XVIII. BA/SB concession stand building is continuing to progress, block is being laid for lower level walls
- XIX. KW Phase 1 bid opening and results. Winner Midwest DCM \$1,370,000, second bid \$1,848,000 from Sampson, Mark VII declined to bid. KW project bid budget \$2,438,267.
- XX. KW roofing project \$314,000 McKinnis Roofing, next closes bid Black Hawk Roofing \$318,850
- XXI. Blumfield initial plan
- XXII. Final MEA transportation meeting March 21

- XXIII. MEA move date 4/1
- XXIV. Bay Meadows Park Hold Harmless Draft Koley Jessen

Subcommittee: Building and Grounds

Meeting Date & Time: January 20, 2023

Members Attending: Jason Buckingham, Carrie Hough, Mary Roarty

Agenda:

- XXV. Continued work at MB to dry out/thaw out ground for lower level pour, City of Omaha requiring new sidewalk along the S and E perimeter of MB.
- XXVI. HVAC work continues at KW and RMS, control systems
- XXVII. Cooling tower demolition completed RMS, work continues in boiler room
- XXVIII. Lower gym unit now repaired and online.
- XXIX. Pre-bid meeting at WW, very well attended, bids have been submitted and are being tabulated, GMP review 1/23 and 1/26
- XXX. Meadows security camera bid opening 1/23
- XXXI. KW page turn meeting 1/23

Subcommittee: Building and Grounds

Meeting Date & Time: December 12, 2022

Members Attending: Jason Buckingham, Mary Roarty

Agenda:

- XXXII. Building pad has been compacted and passed engineering standards for BA/SB fields
- XXXIII. Page turn meeting for WW
- XXXIV. Concrete poured at MB, 1/2 of slab for academic wing has been completed
- XXXV. Flooring slab for lower level to be poured week of 12/19
- XXXVI. WW walkthrough complete for doors and hardware
- XXXVII. Meadows staff toured WCC
- XXXVIII. Contacted moving company for Meadows move
- XXXIX. KW walkthrough w/ electrical engineer

XL. Bid recommendation for Meadows classroom tech.

Subcommittee: Building and Grounds

Meeting Date & Time: November 11, 2022

Members Attending: Jason Buckingham, Mary Roarty

Agenda:

XLI. BA/SB field work is progressing, trailer and staging areas identified

XLII. Security camera/door access meeting

XLIII. Field trip for 1st graders

XLIV. HVAC controls RMS/KW, phase 1 to be completed Nov. 21

XLV. KW foundation repair project

XLVI. Meadows bids/moving process

Subcommittee: Building and Grounds

Meeting Date & Time: October 24, 2022 in person

Members Attending: Jason Buckingham, Mary Roarty

Agenda:

XLVII. BA/SB field project, preconstruction meeting, earthwork and demolition have started

XLVIII. Meadows bids due and ready for presentation on 11/14

XLIX. WCC visit, Food service, health inspector

L. KW Foundation Plan, to start 10/26

LI. WW Design plan

LII. ME flythrough.

Subcommittee: Building and Grounds

Meeting Date & Time: September 19, 2022 via zoom

Members Attending: Jason Buckingham, Mary Roarty

Agenda:

LIII. MB project progress

LIV. RMS/KW HVAC update

LV. WCC visit

LVI. KW Foundation Plan

LVII. Meadows Design plan

Subcommittee: Building and Grounds

Meeting Date & Time: August 23, 2022 via zoom

Members Attending: Jason Buckingham, Mary Roarty, Jay Irwin, Dr. Adler

Agenda:

LVIII. BA/SB field update

A. Bid opening 8/30

LIX. KW foundation update

LX. RMS/KW HVAC update

LXI. MB construction update

LXII. ME plans

Subcommittee: Building and Grounds

Meeting Date & Time: Monday, July 22, 2022

Members Attending: Mary Roarty, Jason Buckingham

Agenda:

- LXIII. Mockingbird GMP numbers and budget
- LXIV. Update on Construction progress at MB, Geopiers due for install first week of August
- LXV. RMS/KW HVAC bids
- LXVI. Meadows Design and progress
- LXVII. RMS AC

Meeting Date & Time: Monday, Jun 20, 2022

Members Attending: Mary Roarty, Jay Irwin, Jason Buckingham

Agenda:

- LXVIII. Mockingbird floor plan design-review of finalized floor plan for MB
- LXIX. Mockingbird Exterior options-review of existing renderings and requests were made for additional options, which were placed on the BOE agenda for 6/27/22
- LXX. Camera and Security plans for MB-The camera and perimeter security plans were discussed and review, including placement and type of individual cameras.

LXXI. Review of Phase II HVAC project for RMS/KW. Timeline was reviewed including information on the process for soliciting bids and the due dates. Currently July 7 is the close date for submitting bids.

Next Meeting Date & Time: TBD

Meeting began at 9:00AM and adjourned at 9:38 AM



RPS Subcommittee 2023-2024 - Teaching & Learning

Subcommittee: Teaching & Learning 2024-2025

7/22/24	10/28/24	2/24/2025	6/23/2025		
8/26/24	11/25/24	3/24/2025			
9/23/24	1/27/2025	4/28/2025			

June 23, 2025

In attendance: **Anne, Liz, Katie, Sara, Buck**

- Subcommittee Dates going forward
 - 9:00- 4th Monday of the month
 - Sara's Office
- Spring NSCAS
 - Summer Ideas
 - Weekly social media post
 - Suggested list of activities for students to complete over the summer
 - [Longitudinal demographic disaggregation](#)
- [Instructional Coaching Survey](#)
- CIP Retreat
 - BOE T&L CIP Retreat 6.4.25
 - CIP Retreat Photos

Next Meeting:

- T&L Strategic Plan Updates
 - T&L Strategic Goals/Action Plan Progress Monitoring
 - Teaching & Learning Updates for Board Retreat Jan 2025

April 28, 2025

In attendance: Liz, Katie, Anne, Sara, Stacy A, Alison, Buck

Purpose

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

Direction

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



- [EL Updates](#) (Stacy Athow, Alison Speck, Megan Gonzalez)
 - Newcomer Program - How's it going?
 - Newcomer = first year in country
 - Megan shared the kids will be in the program for one year (this is not set in stone – lots of “depends”)
 - Meet approx 2 hours every day
 - CKLA Block, Bobcat Reading, end of day 50 min (BL)
 - One hour with each group (MB)
 - How to measure improvements?
 - Progress monitoring
 - Various assessments right now – honing in (CORE, PAST, FastBridge)
 - Alison and Megan shared slides:
 - Overview
 - Curriculum “Our World”, UFLI, US Customs
 - BL -
 - 81 EL
 - 19 Newcomers
 - MB -
 - 192 EL
 - 25 Newcomers
 - Challenges -
 - Testing and placing students when they arrive
 - By law we have 10 days to test - difficult to place a student in a class only to be moved to a different school for newcomer support
 - Need a system for students to be assessed in a neutral location
 - Large class sizes
 - Beyond academics – also so much re: culture of school
 - Do kids get newsletters, etc, from their home school and newcomer school?
 - EL Curriculum - Where are we in the process?
 - Elem Cengage; Secondary Vista
- [March 10th PD attendance](#) 🎉
- Secondary Math Curriculum
 - [Student Feedback](#)
 - [Teacher Feedback](#)
- K-12 - Envision :)

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At next meeting

Determine subcommittee meeting days for summer 25-26

Share curriculum timeline (standards, adoption)

March 24, 2025

In attendance: Liz, Sara, Anne, Buck, Ashley H., Katie

- [Official NSCAS](#)
- [Team/Dept Agendas](#)
- [Professional Learning Feedback](#)
 - [ESU/UDL Feedback](#)

2/24/2025

In attendance: Liz, Sara, Anne

- Data Dashboard
 - [CKLA](#)
 - [Elementary](#)
 - [RMS](#)
 - RHS
 - [ELPA](#)
- [FastBridge](#)
- NSCAS - Unofficial/Embargoed
- Storyteller for next fall
 - Same one that came to MB (with a grant), Carolina
 - Liz will be sharing information with Sara
 - Second week of Sept
 - 30 minute sessions

1/27/2025

In attendance: Katie, Liz, Anne, Sara, Missy, Ryan, Stacy

- Katie's concerns re: RHS Bullying
 - Westside: Discipline Policy shared with students, as does Ralston
 - Language is in the [student handbook at each level](#) and parents sign off on that
 - [Millards site](#)
 - [Ralston Board Policy](#)

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- Ryan suggested including a QR with bullying policy/resource next to Boys Town Skills
- Missy - Counselor Corner
- T&L - next staff newsletter
- On Ramp reminder/tidbits
- 📷 PL Feedback 2024-2025
- Data Dashboard

11/25/2024

In attendance: Jason, Liz, Sam, Anne, Sara

- Math Pilot Update
 - Finishing HMH IntoMath at K-8; McGraw-Hill Reveal at 9-12
 - Savvas enVision K-12 starting in January
 - Mostly positive feedback from teachers
 - More challenging for students, understandably
- NSCAS results (Sara)
- [AQuESTT](#) (Sara)
- Family Life Education survey [responses](#)
 - <https://youtu.be/2XF0awGRTWs?si=8-bhtRveNJlm6MaL> Boys
 - 📺 Always Changing and Growing Up- Girls Puberty Education
 - 📺 Always Changing and Growing Up- Co Ed Puberty Education

10/28/2024

In attendance: JB, Liz, Anne, Sara and Samantha

- **Celebrations**
 - NE Early Literacy Workshop
 - Ralston Leadership Academy
 - Oct. 15th PD Attendance - 44 absent (82% present)
 - KW - 100%
- [Nov 1st Professional Leadership Schedule](#)
- [AQuESTT Designations](#) (Embargoed until late November)
- [Strategic Plan Updates - T&L](#)
- Math Pilot Update
- Teacher Clarity

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Direction

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9/23/2024

In attendance: Liz, Sam, Anne, Sara, Buck

- Celebrations
 - [Storyteller Feedback](#)
 - Sept 3rd PD attendance - 32
 - Ed Tech Survey
 - [What's Next for Secondary Ed Tech in RPS? \(Responses\)](#)
 - [Elementary Ed Tech in RPS \(Responses\)](#)
- [Rule 10 Assurances](#)
- [Learning Community Grant](#)
- [Constitution Day, Sept 17th](#)
- November Conference registration

8/26/2024

In attendance: Liz, Anne, Missy, Sara, Samantha

- Celebrations
 - Students coming in with one year of CKLA under their belt
- [UNO Leadership Dinner](#)
- Resolution on School District Standards for Acceptance or Rejection of Option Enrollment Applications
- District Steering Committee
 - [Schedule/Agenda](#)
- Sept 3rd PD
 - [Schedule](#)
- [Storyteller Schedule](#)
- Update on [T&L Strategic Plan Action Steps](#)

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Direction

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7/22/2024

In attendance: Liz, Samantha, Sara, Anne

Agenda:

- Storytelling videos
- Back to School Professional Learning Schedule
 - New Teachers - CKLA training at ESU6, July 31st
 - Curriculum Bootcamp
 - Mentors/Principals
- BOE attend the Kick Off on Aug 9th and Chamber Luncheon on the August 5th
- Math Pilot
 - K-12 math toolbox summer work
 - Standards and Instructional Shifts
 - Teachers designed an evaluation tool
 - Select two to bring back to pilot
 - Ideally pilot a full quarter=full unit
 - All schools are represented (except BL)
- Bridge Network update
 - Meeting with district leaders tomorrow
 - Focus: attendance and social protections
 - RPS, Millard, Westside Supts have been collaborating
 - Doc Adler is still very involved
 - Only two families being served from 68127
 - Millard - only 7 families served
 - Goal: Dedicated person at RMS
 - Current location is at 28th & Harney.... Best way to serve our community?
 - Originally they thought they could use a LC third site but that is no longer the plan
 - We are not going to walk away - we are committed to getting our money's worth
 - We still have 4 years on the contract

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8/26

- September 3rd Professional Learning
- District Steering Committee
- CKLA Celebrations
- Strategic Plan Update
- Storyteller Update

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Finance and Human Resources Subcommittee Running Agenda

July	August	September	October
November	December	January	February
March	April	May	June

Date: June 12, 2025

Time: 2pm

Location: Zoom

Members Attending: Carrie Hough, Samantha Willey, Jason Buckingham, Aaron Bredenkamp

Agenda:

- Property Tax Authority
 - [Certified Property Tax Authority](#)
 - [Comparison to 24/25](#)
 - [Explanation of Calculation](#)
 - Board Approved Additional Property Tax Authority
- Initial Levy Estimate
 - [25/26 Initial Levy Estimate](#)
 - [Estimated Income Disbursement 25/26](#)
- Budget Update
 - Reanalysis process
 - New Budget Lines
- HR Update
 - SLI Negotiations
 - Questions on the contract
 - Current Openings and timelines for filling remaining positions
 - Filled KW Reading Specialist, 3rd and 6th grade positions
 - Currently need 1 DHH center-based teacher
 - Classified Openings
- [LINK to 25/26 Finance and Human Resources Subcommittee Running Agenda](#)
 - Topics to include???
 - Difference in HR Practices
 - Employee retention
 -

Date: May 12, 2025
Time: 5pm
Location: Alumni Room, RHS
Members Attending: Carrie Hough, Samantha Willey, Jason Buckingham, Aaron Bredenkamp
Agenda: ● Initial Levy Estimate ○ 25/26 Initial Levy Estimate ■ Estimated Income Disbursement 25/26 ○ State Apportionment - \$1,224,103 ■ Last year: \$569,715.00 ○ Property Tax Authority ■ Comparison to 24/25 ■ Explanation of Calculation ■ Board Approved Additional Property Tax Authority ● HR Update ○ SLI Negotiations ○ Current Openings and timelines for filling remaining positions ■ PE RHS (Interviews this week) ■ SLP .5 FTE ■ DHH Itinerant ■ HR Clerical (Interviews next week) ■ Elementary Instructional Coach (Interviews this week) ○ Classified Retirements

Date: March 10, 2025
Time: 5pm
Location: VMAC
Members Attending: Carrie Hough, Samantha Willey, Jason Buckingham, Aaron Bredenkamp
Agenda: ● HR Update ○ RHS Principal Interview Process and Update ○ Other openings ○ Staff non-renewal ● State Funding Estimate ○ Update on Net Option Numbers ■ Net Options Students increased to 458 students

- Original calculation number was 401 students
 - Increase of \$575,000 in State Aid
 - [State Apportionment](#) - \$1,224,103
 - Last year: \$569,715.00
 - [Comparison for 24/25](#)
 - [TEEOSA Components Chart](#)
 - [Explanation of Calculations](#)
- Bond Update
 - Agenda tonight's meeting

Date: February 10, 2025

Time: 5pm

Location: VMAC

Members Attending: Carrie Hough, Samantha Willey, Jason Buckingham, Aaron Bredenkamp

Agenda:

- HR Update
 - RHS Principal Interview Schedule
- State Funding Estimate
 - [Comparison to 24/25](#)
 - [TEEOSA Components Chart](#)
 - [Explanation of Calculations](#)
- Budget Authority
 - [Comparison to 24/25](#)
 - [School Budget Text](#) (exclusions start on page 4)
- Property Tax Authority
 - [Comparison to 24/25](#)
 - [Explanation of Calculation](#)
- Federal Funding
 - [Funding Summary](#)
- Bond Update
 - Agenda tonight's meeting

Date: November 11, 2024

Time: 5pm

Location: VMAC

Members Attending: Jason Buckingham, Aaron Bredenkamp, Mike Rupprecht, Robin Richards,

Katie Krause

Agenda:

- Tax Levy & Budget Update
 - Levy set at 1.193251
- SPED FR
 - Last Year's (which is actually based on 2 years ago!)
 - Program Reimbursables - \$4,880,914 (\$3,958,567)
 - Transportation Reimbursables - \$617,843 (\$494,274)
 - This Year's
 - Program Reimbursables - \$5,675,772 (\$4,540,617)
 - Transportation Reimbursables - \$857,297 (\$685,837)
- Audit Update
 - [Draft Audit](#)
- [Cash Balance Update](#)
- Negotiations Update
 - Blair \$1,500 raise to \$40,700 base
- Restoring Ralston School Property to Native Grasses
 - Mockingbird Meadows Nature Area
- HR Update
 - [Certified and classified openings](#)

Date: August 15, 2024

Time: 2pm

Location: Zoom

Members Attending: Jason Buckingham, Aaron Bredenkamp, Mike Rupprecht, Robin Richards, Katie Krause

Agenda:

- Special Building Fund
- Depreciation Fund
- Property Tax Authority
 - [LPS Presentation](#)
- [Proposed Levy](#)
- ["Pink Postcard" Hearing](#)
 - September 18, 2024
- Legislation
 - Update on Levy Impact
- HR Update
 - [Certified and classified openings](#)

Date: July 8, 2024
Time: 5pm
Location: VMAC
Members Attending: Jason Buckingham, Aaron Bredenkamp, Mike Rupprecht, Robin Richards, Katie Krause
Agenda: ● Bridge Program ● Update on 2024-2025 Budget ○ Changes in Staff ○ Updated Income Disbursement ○ Updated Levy ■ Special Building Fund Projections ● HR Update ○ Certified and classified openings

Date:
Time:
Location: VMAC
Members Attending: Carrie Hough, Samantha Willey, Jason Buckingham, Aaron Bredenkamp
Agenda: ●

EFINANCE - POWERSCHOOL
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RALSTON PUBLIC SCHOOLS
CHECK REGISTER - BY FUND

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FUND - 01 - GENERAL FUND

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9001	134115	07/14/25	3556	ABANTE MARKETING	0180020256000	20610	RPS/PR BLUMFIELD	0.00	17.50
9001	134116	07/14/25	3035	ACT EDUCATION CORP	0136020110000	20330	RPS CUR/RHS CU25005	0.00	659.00
9001	134117	07/14/25	4348	AQUA-CHEM INC	0136020262000	20430	RPS MAINTENANCE RHS	0.00	625.45
9001	134118	07/14/25	5630	ARBOR FAMILY COUNSE	0136020212000	20320	RPS HIGH SCHOOL	0.00	1,762.50
9001	134119	07/14/25	7502	ASCEND STAFFING	0136020261000	20340	RHS CUSTODIAN PERRY	0.00	769.37
9001	134119	07/14/25	7502	ASCEND STAFFING	0136020261000	20340	RHS CUSTODIAN PERRY	0.00	872.99
9001	134119	07/14/25	7502	ASCEND STAFFING	0136020261000	20340	RHS CUSTODIAN PERRY	0.00	872.99
9001	134119	07/14/25	7502	ASCEND STAFFING	0136020261000	20340	RHS CUSTODIAN PERRY	0.00	709.75
TOTAL CHECK								0.00	3,225.10
9001	134120	07/14/25	216	AUTO SPECIALISTS IN	0180020271000	20430	RPS TRANSPORTATION	0.00	100.40
9001	134120	07/14/25	216	AUTO SPECIALISTS IN	0180020271000	20430	RPS TRANSPORTATION	0.00	183.94
9001	134120	07/14/25	216	AUTO SPECIALISTS IN	0180020271000	20430	RPS TRANSPORTATION	0.00	247.33
TOTAL CHECK								0.00	531.67
9001	134121	07/14/25	5583	BAUER BUILT, INC	0180020271200	20430	RPS TRANSPORTATION	0.00	1,189.26
9001	134122	07/14/25	6650	BISHOP BUSINESS	0180020253000	20442	RPS HIGH SCHOOL	0.00	310.93
9001	134122	07/14/25	6650	BISHOP BUSINESS	0180020253000	20442	RPS ADMIN/VMAC/CO	0.00	380.66
9001	134122	07/14/25	6650	BISHOP BUSINESS	0180020253000	20442	RPS WILDEWOOD	0.00	52.93
9001	134122	07/14/25	6650	BISHOP BUSINESS	0180020253000	20442	RPS BLUMFIELD	0.00	0.11
9001	134122	07/14/25	6650	BISHOP BUSINESS	0180020253000	20442	RPS SEYMOUR	0.00	0.84
9001	134122	07/14/25	6650	BISHOP BUSINESS	0180020253000	20442	RPS KAREN WESTERN	0.00	3.91
9001	134122	07/14/25	6650	BISHOP BUSINESS	0180020253000	20442	RPS MIDDLE SCHOOL	0.00	7.18
9001	134122	07/14/25	6650	BISHOP BUSINESS	0180020253000	20442	RPS MEADOWS	0.00	8.88
9001	134122	07/14/25	6650	BISHOP BUSINESS	0180020253000	20442	RPS MOCKINGBIRD	0.00	9.65
9001	134122	07/14/25	6650	BISHOP BUSINESS	0180020253000	20442	RPS SUPPLY DELIVERY	0.00	9.95
TOTAL CHECK								0.00	785.04
9001	134123	07/14/25	6660	BOUND TO STAY BOUND	0126020110030	20610	RALSTONMIDDLEMS2502	0.00	184.25
9001	134124	07/14/25	7700	BRIGHT FUTURE CONSU	0180020231000	20810	RPS ADMIN/BOE COACH	0.00	1,018.67
9001	134125	07/14/25	4062	CENGAGE LEARNING	0116620115000	20610	RPS ELL/MEAD SS2500	0.00	18.90
9001	134125	07/14/25	4062	CENGAGE LEARNING	0116920115000	20610	RPS ELL/WW SS250064	0.00	113.40
9001	134125	07/14/25	4062	CENGAGE LEARNING	0116620115000	20610	RPS ELL/MEAD SS2500	0.00	3,192.00
9001	134125	07/14/25	4062	CENGAGE LEARNING	0116920115000	20610	RPS ELL/WW SS250064	0.00	3,894.98
9001	134125	07/14/25	4062	CENGAGE LEARNING	0116320115000	20610	RPS ELL/BLUM SS2500	0.00	4,132.81
9001	134125	07/14/25	4062	CENGAGE LEARNING	0116420115000	20610	RPS ELL/KW SS25006	0.00	3,343.96
9001	134125	07/14/25	4062	CENGAGE LEARNING	0116720115000	20610	RPS ELL/MOCK SS2500	0.00	13,383.30
9001	134125	07/14/25	4062	CENGAGE LEARNING	0116820115000	20610	RPS ELL/SEY SS25006	0.00	3,654.00
9001	134125	07/14/25	4062	CENGAGE LEARNING	0116320115000	20610	RPS ELL/BLUM SS2500	0.00	661.52
9001	134125	07/14/25	4062	CENGAGE LEARNING	0116320115000	20610	RPS ELL/BLUM SS2500	0.00	680.40
9001	134125	07/14/25	4062	CENGAGE LEARNING	0116320115000	20610	RPS ELL/BLUM SS2500	0.00	18.90
9001	134125	07/14/25	4062	CENGAGE LEARNING	0116620115000	20610	RPS ELL/SS MEADOWS	0.00	15.75

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RALSTON PUBLIC SCHOOLS
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9001	134125	07/14/25	4062	CENGAGE LEARNING	0116320115000	20610	RPS ELL/SS BLUMFIEL	0.00	15.75
9001	134125	07/14/25	4062	CENGAGE LEARNING	0116920115000	20610	RPS ELL/WW SS250064	0.00	189.00
9001	134125	07/14/25	4062	CENGAGE LEARNING	0116620115000	20610	RPS ELL/MEAD SS2500	0.00	94.50
9001	134125	07/14/25	4062	CENGAGE LEARNING	0116620115000	20610	RPS ELL/MEAD SS2500	0.00	302.40
9001	134125	07/14/25	4062	CENGAGE LEARNING	0136020110001	20640	RPS CUR/HS CU250049	0.00	2,525.00
TOTAL CHECK								0.00	36,252.32
9001	134126	07/14/25	7901	CHARACTERSTRONG, LL	0126020212000	20610	RPS HIGH SCHOOL	0.00	2,666.00
9001	134126	07/14/25	7901	CHARACTERSTRONG, LL	0126020212000	20320	RPS HIGH SCHOOL	0.00	1,999.00
TOTAL CHECK								0.00	4,665.00
9001	134127	07/14/25	7630	CHILDREN'S HOME HEA	0116320129100	20320	RPS STUDENT SERVICE	0.00	2,570.75
9001	134128	07/14/25	4037	COX BUSINESS	0180020258000	20382	RPS JULY 2025	0.00	9,881.29
9001	134128	07/14/25	4037	COX BUSINESS	0180020258000	20382	RPS JULY 2025	0.00	10,906.91
9001	134128	07/14/25	4037	COX BUSINESS	0180020258000	20382	RPS JUNE 2, 2025	0.00	307.50
TOTAL CHECK								0.00	21,095.70
9001	134129	07/14/25	5493	CULLIGAN OF OMAHA	0116720262000	20430	RPS MAINTENANCE MOC	0.00	259.56
9001	134130	07/14/25	7915	CURZON PROMOTIONAL	0116820261000	20350	RPS CUSTODIAL SEY	0.00	1,000.00
9001	134131	07/14/25	8040	DATA POWER TECHNOLO	0116420262000	20430	RPS MAINTENANCE KW	0.00	270.00
9001	134132	07/14/25	7137	DATAVIZION, LLC	0180020258000	20382	RPS TECHNOLOGY ADMI	0.00	17,744.82
9001	134133	07/14/25	7994	DEVELOPMENTAL DISAB	0136020120000	20569	RPS STUDENT SERVICE	0.00	720.32
9001	134134	07/14/25	3128	DIGITAL DOT SYSTEMS	0116920261000	20352	RPS MAINTENANCE WW	0.00	229.00
9001	134135	07/14/25	5323	DXP ENTERPRISES INC	0180020262000	20430	RPS MAINTENANCE ADM	0.00	14.81
9001	134136	07/14/25	2530	DH PACE COMPANY, IN	0136020262000	20430	RPS MAINTENANCE RHS	0.00	1,046.25
9001	134137	07/14/25	6224	THE DAILY RECORD	0180020232000	20540	RPS ADMIN/BOE LEGAL	0.00	22.67
9001	134137	07/14/25	6224	THE DAILY RECORD	0180020232000	20540	RPS ADMIN/BOE LEGAL	0.00	24.00
9001	134137	07/14/25	6224	THE DAILY RECORD	0180020120000	20530	RPS STUDENT SERVICE	0.00	28.67
9001	134137	07/14/25	6224	THE DAILY RECORD	0180020120000	20530	RPS STUDENT SERVICE	0.00	29.33
TOTAL CHECK								0.00	104.67
9001	134140	07/14/25	7296	EDPUZZLE, INC.	0136020110000	20610	RALSTON HIGH HS2504	0.00	3,250.00
9001	134141	07/14/25	3112	EGAN SUPPLY COMPANY	0180020261000	20610	RPS MAINTENANCE ADM	0.00	986.20
9001	134141	07/14/25	3112	EGAN SUPPLY COMPANY	0116420261000	20610	RPS MAINTENANCE KW	0.00	396.88
TOTAL CHECK								0.00	1,383.08
9001	134142	07/14/25	174	ELECTRONIC CONTRACT	0116620262000	20430	RPS MAINTENANCE MEA	0.00	2,974.99
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0136020214100	20610	RPS STUDENT SERVICE	0.00	1,522.87
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0126020120000	20569	RPS STUDENT SERVICE	0.00	4,930.00

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9001	134144	07/14/25	5993	ESU #3/METRO REGION	0116420129100	20320	RPS STUDENT SERVICE	0.00	1,258.08
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0116620129100	20320	RPS STUDENT SERVICE	0.00	1,258.08
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0136020120000	20569	RPS STUDENT SERVICE	0.00	14,450.00
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0116420214100	20610	RPS STUDENT SERVICE	0.00	325.34
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0116820214100	20610	RPS STUDENT SERVICE	0.00	426.74
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0116920214100	20610	RPS STUDENT SERVICE	0.00	434.12
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0116320214100	20610	RPS STUDENT SERVICE	0.00	439.53
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0116620214100	20610	RPS STUDENT SERVICE	0.00	449.87
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0116720214100	20610	RPS STUDENT SERVICE	0.00	623.62
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0180020359901	20330	RPS HOSPITALITY	0.00	265.00
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0180020120000	20610	RPS STUDENT SERVICE	0.00	150.00
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0116620110001	20330	RPS MEADOWS 1	0.00	5.00
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0116920110001	20330	RPS WILDEWOOD 1	0.00	5.00
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0136020110000	20330	RPS HIGH SCHOOL 1	0.00	10.00
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0116720110000	20330	RPS MOCKINGBIRD 1	0.00	10.00
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0116620110000	20330	RPS MEADOWS 1	0.00	10.00
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0116820110000	20330	RPS SEYMOUR 2	0.00	20.00
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0116920110000	20330	RPS WILDEWOOD 2	0.00	20.00
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0116320110000	20330	RPS BLUMFIELD 2	0.00	20.00
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0116420110000	20330	RPS KAREN WESTERN 2	0.00	20.00
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0126020110000	20330	RPS/RMS TAYLOR, J	0.00	25.00
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0136020110000	20330	RPS/RHS KILZER, J	0.00	25.00
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0180020221000	20330	RPS/CUR ZABROWSKI-G	0.00	25.00
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0180020120000	20330	RPS STUDENT SERVICE	0.00	28.75
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0116320212000	20330	RPS JOHNSON, MALIA	0.00	40.00
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0136020120000	20330	RPS CRONICAN, JOHN	0.00	40.00
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0116420120000	20330	RPS/SS GREENWOOD, T	0.00	45.00
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0126020110000	20330	RPS MIDDLE SCHOOL 5	0.00	50.00
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0116720120000	20569	RPS STUDENT SERVICE	0.00	850.00
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0126020214100	20610	RPS STUDENT SERVICE	0.00	699.91
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0116720129100	20320	RPS STUDENT SERVICE	0.00	1,258.06
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0116920129100	20320	RPS STUDENT SERVICE	0.00	1,258.08
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0116320129100	20320	RPS STUDENT SERVICE	0.00	1,258.08
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0126020218100	20320	RPS STUDENT SERVICE	0.00	995.41
9001	134144	07/14/25	5993	ESU #3/METRO REGION	0136020218100	20320	RPS STUDENT SERVICE	0.00	995.42
TOTAL CHECK								0.00	41,471.96
9001	134145	07/14/25	6707	ESU #9	0116620110000	20330	RPS MEADOWS	0.00	130.00
9001	134145	07/14/25	6707	ESU #9	0126020110000	20330	RPS MIDDLE SCHOOL	0.00	130.00
9001	134145	07/14/25	6707	ESU #9	0136020110000	20330	RPS HIGH SCHOOL 2	0.00	260.00
9001	134145	07/14/25	6707	ESU #9	0180020221200	20330	RPS CUR/ADMIN 2	0.00	260.00
TOTAL CHECK								0.00	780.00
9001	134146	07/14/25	5679	FAIRFIELD INN & SUI	0136020670000	20333	RPS CUR/BIRDSLEY, NI	0.00	279.90
9001	134147	07/14/25	3829	FATHER FLANAGAN'S B	0116720120000	20569	RPS STUDENT SERVICE	0.00	9,000.00
9001	134147	07/14/25	3829	FATHER FLANAGAN'S B	0136020120000	20569	RPS STUDENT SERVICE	0.00	4,500.00
TOTAL CHECK								0.00	13,500.00
9001	134148	07/14/25	4272	FIRST STUDENT	0180020271000	20510	RPS TRANSPORTATION	0.00	49,175.56

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9001	134148	07/14/25	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORTATION	0.00	781.11
TOTAL CHECK								0.00	49,956.67
9001	134149	07/14/25	6690	MICHELLE L FLORES	0116820215100	20330	RPS/SEY ASHA DUES	0.00	250.00
9001	134150	07/14/25	272	FOLLETT SCHOOL SOLU	0116320222000	20640	BLUMFIELD BL250097	0.00	345.79
9001	134150	07/14/25	272	FOLLETT SCHOOL SOLU	0116420222000	20640	KARENWESTERN KW2501	0.00	88.87
9001	134150	07/14/25	272	FOLLETT SCHOOL SOLU	0116320222000	20640	BLUMFIELD BL250088	0.00	115.96
TOTAL CHECK								0.00	550.62
9001	134151	07/14/25	2812	FONTENELLE FOREST	0180020271000	20340	RPS/FT MOCKINGBIRD	0.00	180.00
9001	134151	07/14/25	2812	FONTENELLE FOREST	0180020271000	20340	RPS/FT WILDEWOOD	0.00	280.00
TOTAL CHECK								0.00	460.00
9001	134154	07/14/25	5051	GRAINGER	0180020261000	20610	RPS MAINTENANCE ADM	0.00	260.64
9001	134154	07/14/25	5051	GRAINGER	0116320262000	20430	RPS MAINTENANCE BLU	0.00	2,030.32
TOTAL CHECK								0.00	2,290.96
9001	134155	07/14/25	1096	KEELY E GREENLEE	0116620215100	20330	RPS/MEAD ASHA DUES	0.00	250.00
9001	134156	07/14/25	7772	ANNE J HARLEY	0180020221200	20211	REIMBURSED 7/15/202	0.00	75.00
9001	134156	07/14/25	7772	ANNE J HARLEY	0180020221200	20211	REIMBURSED MULTIDAT	0.00	250.00
TOTAL CHECK								0.00	325.00
9001	134157	07/14/25	4752	HEARTLAND FAMILY SE	0116420120000	20569	RPS STUDENT SERVICE	0.00	6,569.44
9001	134158	07/14/25	4528	HEARTLAND ROOFING C	0180020262000	20430	RPS MAINTENANCE ADM	0.00	3,865.00
9001	134158	07/14/25	4528	HEARTLAND ROOFING C	0116420262000	20430	RPS MAINTENANCE KW	0.00	975.00
9001	134158	07/14/25	4528	HEARTLAND ROOFING C	0136020262000	20430	RPS MAINTENANCE RHS	0.00	995.00
9001	134158	07/14/25	4528	HEARTLAND ROOFING C	0180020262000	20430	RPS MAINTENANCE ADM	0.00	1,025.00
TOTAL CHECK								0.00	6,860.00
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116720261000	20610	SPITFIRE 32 OZ. POW	0.00	39.39
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116720261000	20610	SPARTAN CHEMICAL 1	0.00	62.75
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116720261000	20610	BONNET 1 GALLON FLO	0.00	103.97
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0180020261000	20610	KIMTECH PURPLE NITR	0.00	155.26
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0180020261000	20610	MOTSENBOCKER'S LIFT	0.00	285.56
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0136020261000	20610	RUBBERMAID COMMERC	0.00	184.57
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0136020261000	20610	RUBBERMAID COMMERC	0.00	58.90
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0180020261000	20610	RPS CUSTODIAL ADMIN	0.00	3,081.46
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116420261000	20610	MOTSENBOCKER'S LIFT	0.00	36.45
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116420261000	20610	RUBBERMAID COMMERC	0.00	53.04
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116420261000	20610	RENOWN 20 IN. BLACK	0.00	10.08
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116420261000	20610	RUBBERMAID COMMERC	0.00	35.26
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116420261000	20610	28 OZ. 16 IN. X 19	0.00	23.56
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116720261000	20610	RENOWN 20 IN. WHITE	0.00	9.05
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116720261000	20610	RENOWN 20 IN. RED B	0.00	18.11
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116720261000	20610	RUBBERMAID COMMERC	0.00	63.78
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116720261000	20610	RUBBERMAID COMMERC	0.00	39.02
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116720261000	20610	RENOWN VACUUM BAG F	0.00	27.01
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116720261000	20610	RENOWN 16 IN. X 16	0.00	79.58

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CASH	ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116720261000	20610	28 OZ. 16 IN. X 19	0.00	48.16	
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116720261000	20610	SPARTAN CHEMICAL CO	0.00	20.58	
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116720261000	20610	MOTSENBOCKER'S LIFT	0.00	44.70	
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116720261000	20610	SPARTAN CHEMICAL CO	0.00	24.20	
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116720261000	20610	RPS CUSTODIAL MOCK	0.00	76.72	
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116420261000	20610	RPS CUSTODIAL KW	0.00	76.72	
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116720261000	20610	RPS CUSTODIAL MOCK	0.00	79.52	
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116320261000	20610	RPS CUSTODIAL BLUM	0.00	80.81	
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116620261000	20610	RPS CUSTODIAL MEAD	0.00	80.81	
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116620261000	20610	RPS CUSTODIAL MEAD	0.00	118.98	
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116920261000	20610	RPS CUSTODIAL WW	0.00	108.67	
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116720261000	20610	RPS CUSTODIAL MOCK	0.00	155.20	
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116320261000	20610	RPS CUSTODIAL BLUM	0.00	168.41	
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116620261000	20610	RPS CUSTODIAL MEAD	0.00	135.25	
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116320261000	20610	RPS CUSTODIAL BLUM	0.00	135.25	
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116320261000	20610	RPS CUSTODIAL BLUM	0.00	145.64	
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116820261000	20610	RPS CUSTODIAL SEY	0.00	217.02	
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0180020261000	20610	RPS CUSTODIAL ADMIN	0.00	217.68	
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116320261000	20610	RPS CUSTODIAL BLUM	0.00	405.83	
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116720261000	20610	RPS CUSTODIAL MOCK	0.00	55.35	
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0126020261000	20610	RPS CUSTODIAL RMS	0.00	59.48	
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0116420261000	20610	RPS CUSTODIAL KW	0.00	64.56	
9001	134160	07/14/25	6960	THE HOME DEPOT PRO	0180020261000	20610	RPS CUSTODIAL ADMIN	0.00	37.44	
TOTAL CHECK									0.00	6,923.78
9001	134161	07/14/25	2715	HY-VEE GAS	0180020340000	20610	RPS MOCKINGBIRD	0.00	73.31	
9001	134161	07/14/25	2715	HY-VEE GAS	0136020110083	20610	RPS HIGH SCHOOL	0.00	50.39	
9001	134161	07/14/25	2715	HY-VEE GAS	0116320110000	20610	RPS BLUMFIELD	0.00	14.98	
9001	134161	07/14/25	2715	HY-VEE GAS	0136020120000	20610	RPS STUDENT SERVICE	0.00	373.83	
9001	134161	07/14/25	2715	HY-VEE GAS	0126020110060	20630	RPS MIDDLE SCHOOL	0.00	229.93	
9001	134161	07/14/25	2715	HY-VEE GAS	0136020110060	20610	RPS HIGH SCHOOL	0.00	147.69	
9001	134161	07/14/25	2715	HY-VEE GAS	0136020110000	20610	RPS HIGH SCHOOL	0.00	212.00	
9001	134161	07/14/25	2715	HY-VEE GAS	0180020271000	20626	RPS TRANSPORTATION	0.00	111.86	
9001	134161	07/14/25	2715	HY-VEE GAS	0180020271200	20626	RPS TRANSPORTATION	0.00	1,711.58	
9001	134161	07/14/25	2715	HY-VEE GAS	0180020262000	20626	RPS MAINTENANCE	0.00	1,518.38	
9001	134161	07/14/25	2715	HY-VEE GAS	0180020271000	20510	RPS TRANSPORTATION	0.00	691.49	
TOTAL CHECK									0.00	5,135.44
9001	134162	07/14/25	7862	MICHAEL D. GUTHRIE	0116720110000	20610	MOCKINGBIRD MB25008	0.00	643.43	
9001	134167	07/14/25	7105	LIMINEX, INC. (D	0136020110001	20640	RPS CUR/RHS CU25005	0.00	5,125.00	
9001	134168	07/14/25	7519	IDENTITY MARKETING	0180020256000	20610	RPS PUBLIC RELATION	0.00	820.22	
9001	134168	07/14/25	7519	IDENTITY MARKETING	0180020256000	20610	RPS PUBLIC RELATION	0.00	2,235.92	
9001	134168	07/14/25	7519	IDENTITY MARKETING	0180020256000	20610	RPS PUBLIC RELATION	0.00	2,871.50	
9001	134168	07/14/25	7519	IDENTITY MARKETING	0180020256000	20610	RPS PUBLIC RELATION	0.00	3,100.00	
9001	134168	07/14/25	7519	IDENTITY MARKETING	0180020256000	20610	RPS PUBLIC RELATION	0.00	4,919.10	
TOTAL CHECK									0.00	13,946.74
9001	134169	07/14/25	2286	INFOSAFE SHREDDING	0180020232000	20320	RPS ADMIN/VMAC/CO	0.00	117.00	
9001	134169	07/14/25	2286	INFOSAFE SHREDDING	0180020232000	20320	RPS ADMIN/VMAC/CO	0.00	39.00	

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9001	134169	07/14/25	2286	INFOSAFE SHREDDING	0136020110000	20610	RALSTON HIGH HS2504	0.00	78.00
TOTAL CHECK								0.00	234.00
9001	134171	07/14/25	565	JOHNSTONE SUPPLY CO	0180020262000	20430	RPS MAINTENANCE ADM	0.00	38.05
9001	134171	07/14/25	565	JOHNSTONE SUPPLY CO	0180020262000	20430	RPS MAINTENANCE ADM	0.00	258.69
9001	134171	07/14/25	565	JOHNSTONE SUPPLY CO	0180020262000	20430	RPS MAINTENANCE ADM	0.00	1,545.84
TOTAL CHECK								0.00	1,842.58
9001	134172	07/14/25	7131	JUST FOR KIDS, INC.	0116320129200	20320	RPS STUDENT SERVICE	0.00	1,853.25
9001	134172	07/14/25	7131	JUST FOR KIDS, INC.	0116720129200	20320	RPS STUDENT SERVICE	0.00	1,072.50
9001	134172	07/14/25	7131	JUST FOR KIDS, INC.	0116420129200	20320	RPS STUDENT SERVICE	0.00	327.75
9001	134172	07/14/25	7131	JUST FOR KIDS, INC.	0116620129200	20320	RPS STUDENT SERVICE	0.00	334.50
9001	134172	07/14/25	7131	JUST FOR KIDS, INC.	0116920129200	20320	RPS STUDENT SERVICE	0.00	449.25
9001	134172	07/14/25	7131	JUST FOR KIDS, INC.	0116820129200	20320	RPS STUDENT SERVICE	0.00	469.50
9001	134172	07/14/25	7131	JUST FOR KIDS, INC.	0116320129100	20320	RPS STUDENT SERVICE	0.00	486.00
9001	134172	07/14/25	7131	JUST FOR KIDS, INC.	0116620129100	20320	RPS STUDENT SERVICE	0.00	202.50
9001	134172	07/14/25	7131	JUST FOR KIDS, INC.	0116420129100	20320	RPS STUDENT SERVICE	0.00	108.00
9001	134172	07/14/25	7131	JUST FOR KIDS, INC.	0116720129100	20320	RPS STUDENT SERVICE	0.00	18.00
9001	134172	07/14/25	7131	JUST FOR KIDS, INC.	0116920129100	20320	RPS STUDENT SERVICE	0.00	18.00
TOTAL CHECK								0.00	5,339.25
9001	134173	07/14/25	4452	KISSEL,KOHOUT,ES AS	0180020231000	20810	RPS LEGISLATIVE SER	0.00	4,065.30
9001	134174	07/14/25	7448	KNOWBE4, INC.	0180020258000	20735	12 MONTH KNOWBE4 PH	0.00	8,231.25
9001	134175	07/14/25	6993	LANGUAGE LINE SERVI	0116320115000	20320	RPS ELL/SS BLUMFIEL	0.00	1.77
9001	134176	07/14/25	7541	LARSEN SUPPLY COMPA	0116320261000	20610	DEGREASER ORANGE WO	0.00	39.87
9001	134176	07/14/25	7541	LARSEN SUPPLY COMPA	0116320261000	20610	DEGREASER MARS HEAV	0.00	52.19
9001	134176	07/14/25	7541	LARSEN SUPPLY COMPA	0116320261000	20610	LINER WAXED SANITAR	0.00	68.75
9001	134176	07/14/25	7541	LARSEN SUPPLY COMPA	0116320261000	20610	LINER 43X48 16 MIC	0.00	166.81
9001	134176	07/14/25	7541	LARSEN SUPPLY COMPA	0116320261000	20610	TISSUE 2 PLY 4.5X3	0.00	53.14
9001	134176	07/14/25	7541	LARSEN SUPPLY COMPA	0116320261000	20610	TOWEL ROLL BROWN 8"	0.00	168.61
9001	134176	07/14/25	7541	LARSEN SUPPLY COMPA	0116420261000	20610	TOWEL ROLL BROWN 8"	0.00	170.00
9001	134176	07/14/25	7541	LARSEN SUPPLY COMPA	0116720261000	20610	CLEANER STAINLESS S	0.00	63.12
9001	134176	07/14/25	7541	LARSEN SUPPLY COMPA	0116720261000	20610	DEGREASER MARS HEAV	0.00	52.11
9001	134176	07/14/25	7541	LARSEN SUPPLY COMPA	0116720261000	20610	LINER 24X33 8 MIC C	0.00	149.51
9001	134176	07/14/25	7541	LARSEN SUPPLY COMPA	0116720261000	20610	LINER 43X48 16 MIC	0.00	83.27
9001	134176	07/14/25	7541	LARSEN SUPPLY COMPA	0116720261000	20610	SAFETY ZONE BLACK N	0.00	46.25
9001	134176	07/14/25	7541	LARSEN SUPPLY COMPA	0116720261000	20610	TOWEL ROLL BROWN 8"	0.00	336.69
9001	134176	07/14/25	7541	LARSEN SUPPLY COMPA	0116720261000	20610	TISSUE 2 PLY 4.5X3	0.00	212.24
9001	134176	07/14/25	7541	LARSEN SUPPLY COMPA	0116720261000	20610	CLEANER GUM REMOVER	0.00	29.76
9001	134176	07/14/25	7541	LARSEN SUPPLY COMPA	0180020261000	20610	DEGREASER MARS HEAV	0.00	104.85
9001	134176	07/14/25	7541	LARSEN SUPPLY COMPA	0180020261000	20610	LAUNDRY DETERGENT 4	0.00	114.42
9001	134176	07/14/25	7541	LARSEN SUPPLY COMPA	0180020261000	20610	TRIGGER SPRAYER	0.00	14.01
9001	134176	07/14/25	7541	LARSEN SUPPLY COMPA	0180020261000	20610	BOTTLE SPRAY 32 OZ	0.00	14.01
9001	134176	07/14/25	7541	LARSEN SUPPLY COMPA	0116920261000	20610	TISSUE 2 PLY 4.5X3	0.00	106.30
9001	134176	07/14/25	7541	LARSEN SUPPLY COMPA	0116920261000	20610	TOWEL ROLL BROWN 8"	0.00	421.60
TOTAL CHECK								0.00	2,467.51
9001	134177	07/14/25	7956	LOGOLOGIX EMBROIDER	0180020261000	20610	RPS MAINTENANCE ADM	0.00	260.00

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
9001	134180	07/14/25	7870	CORNERSTONES OF CAR	0116420110000	20610	KARENWESTERN KW2501	0.00	3,250.00
9001	134181	07/14/25	5314	MADISON NATIONAL LI	01	9409	RPS JULY 2025 PREM	0.00	10,733.82
9001	134182	07/14/25	5069	MALLOY ELECTRIC	0136020262000	20430	RPS MAINTENANCE RHS	0.00	2,874.23
9001	134183	07/14/25	7913	MAYRA A MARTINEZ HE	0116320110000	20251	REIMBURSED 3 HOURS	0.00	1,095.00
9001	134184	07/14/25	4884	MATHESON TRI-GAS, I	0180020262000	20430	RPS MAINTENANCE ADM	0.00	-0.40
9001	134184	07/14/25	4884	MATHESON TRI-GAS, I	0180020262000	20430	RPS MAINTENANCE ADM	0.00	56.40
9001	134184	07/14/25	4884	MATHESON TRI-GAS, I	0180020262000	20430	RPS MAINTENANCE ADM	0.00	154.79
TOTAL CHECK								0.00	210.79
9001	134185	07/14/25	5926	MENARDS	0116820261000	20610	RPS MAINTENANCE SEY	0.00	129.00
9001	134185	07/14/25	5926	MENARDS	0126020262000	20430	RPS MAINTENANCE RMS	0.00	185.63
9001	134185	07/14/25	5926	MENARDS	0116320262000	20430	RPS MAINTENANCE BLU	0.00	62.29
9001	134185	07/14/25	5926	MENARDS	0180020261000	20610	RPS MAINTENANCE ADM	0.00	74.94
9001	134185	07/14/25	5926	MENARDS	0180020261000	20610	RPS MAINTENANCE ADM	0.00	75.19
9001	134185	07/14/25	5926	MENARDS	0136020261000	20610	RPS MAINTENANCE RHS	0.00	51.24
9001	134185	07/14/25	5926	MENARDS	0136020261000	20610	RPS MAINTENANCE RHS	0.00	55.82
9001	134185	07/14/25	5926	MENARDS	0126020261000	20610	RPS MAINTENANCE RMS	0.00	63.85
9001	134185	07/14/25	5926	MENARDS	0136020262000	20430	RPS MAINTENANCE RHS	0.00	68.46
9001	134185	07/14/25	5926	MENARDS	0136020261000	20610	RPS MAINTENANCE RHS	0.00	17.94
9001	134185	07/14/25	5926	MENARDS	0126020261000	20610	RPS MAINTENANCE RMS	0.00	21.74
9001	134185	07/14/25	5926	MENARDS	0180020262000	20430	RPS MAINTENANCE ADM	0.00	23.45
9001	134185	07/14/25	5926	MENARDS	0180020261000	20610	RPS MAINTENANCE ADM	0.00	41.82
9001	134185	07/14/25	5926	MENARDS	0116420261000	20610	RPS MAINTENANCE KW	0.00	44.97
9001	134185	07/14/25	5926	MENARDS	0126020261000	20610	RPS MAINTENANCE RMS	0.00	30.94
9001	134185	07/14/25	5926	MENARDS	0116920262000	20430	RPS MAINTENANCE WW	0.00	32.98
9001	134185	07/14/25	5926	MENARDS	0126020262000	20430	RPS MAINTENANCE RMS	0.00	35.09
9001	134185	07/14/25	5926	MENARDS	0136020262000	20430	RPS MAINTENANCE RHS	0.00	36.95
TOTAL CHECK								0.00	1,052.30
9001	134187	07/14/25	834	METRO UTILITIES DIS	0180020261000	20629	RPS 8545 PARK DRIVE	0.00	38.60
9001	134187	07/14/25	834	METRO UTILITIES DIS	0116420261000	20629	RPS 6240 H STREET	0.00	35.60
9001	134187	07/14/25	834	METRO UTILITIES DIS	0136020261000	20621	RPS 8521 PARK DRIVE	0.00	45.11
9001	134187	07/14/25	834	METRO UTILITIES DIS	0136020261000	20629	RPS 8969 PARK DRIVE	0.00	30.60
9001	134187	07/14/25	834	METRO UTILITIES DIS	0136020261000	20629	RPS 8969 PARK DRIVE	0.00	26.20
9001	134187	07/14/25	834	METRO UTILITIES DIS	0136020261000	20629	RPS 8969 PARK DRIVE	0.00	2.40
9001	134187	07/14/25	834	METRO UTILITIES DIS	0136020261000	20621	RPS 8969 PARK DRIVE	0.00	9.60
9001	134187	07/14/25	834	METRO UTILITIES DIS	0136020261000	20629	RPS 8521 PARK DRIVE	0.00	11.28
9001	134187	07/14/25	834	METRO UTILITIES DIS	0116920261000	20629	RPS 8023 RALSTON AV	0.00	68.60
9001	134187	07/14/25	834	METRO UTILITIES DIS	0180020261000	20629	RPS 8545 PARK DRIVE	0.00	71.20
9001	134187	07/14/25	834	METRO UTILITIES DIS	0136020261000	20629	RPS 8801 PARK DRIVE	0.00	53.00
9001	134187	07/14/25	834	METRO UTILITIES DIS	0126020261000	20629	RPS 8202 LAKEVIEW S	0.00	83.20
9001	134187	07/14/25	834	METRO UTILITIES DIS	0136020261000	20621	RPS 8969 PARK DRIVE	0.00	104.80
9001	134187	07/14/25	834	METRO UTILITIES DIS	0136020261000	20629	RPS 8901 PARK DRIVE	0.00	139.40
9001	134187	07/14/25	834	METRO UTILITIES DIS	0116420261000	20621	RPS 6240 H STREET	0.00	142.40
9001	134187	07/14/25	834	METRO UTILITIES DIS	0116820261000	20629	RPS 7900 SEYMOUR ST	0.00	147.00
9001	134187	07/14/25	834	METRO UTILITIES DIS	0136020261000	20629	RPS 8969 PARK DRIVE	0.00	147.40

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9001	134187	07/14/25	834	METRO UTILITIES DIS	0116920261000	20621	RPS 8023 RALSTON AV	0.00	274.40
9001	134187	07/14/25	834	METRO UTILITIES DIS	0180020261000	20621	RPS 8545 PARK DRIVE	0.00	284.80
9001	134187	07/14/25	834	METRO UTILITIES DIS	0126020261000	20621	RPS 8202 LAKEVIEW S	0.00	332.80
9001	134187	07/14/25	834	METRO UTILITIES DIS	0116320261000	20629	RPS 10310 MOCKINGBI	0.00	360.00
9001	134187	07/14/25	834	METRO UTILITIES DIS	0116720261000	20629	RPS 5100 SOUTH 93RD	0.00	325.27
9001	134187	07/14/25	834	METRO UTILITIES DIS	0116820261000	20621	RPS 7900 SEYMOUR ST	0.00	588.00
9001	134187	07/14/25	834	METRO UTILITIES DIS	0136020261000	20621	RPS 8969 PARK DRIVE	0.00	589.60
9001	134187	07/14/25	834	METRO UTILITIES DIS	0136020261000	20621	RPS 8969 PARK DRIVE	0.00	122.40
9001	134187	07/14/25	834	METRO UTILITIES DIS	0180020261000	20621	RPS 8545 PARK DRIVE	0.00	154.40
9001	134187	07/14/25	834	METRO UTILITIES DIS	0116420261000	20629	RPS 6240 H STREET	0.00	162.20
9001	134187	07/14/25	834	METRO UTILITIES DIS	0136020261000	20621	RPS 8801 PARK DRIVE	0.00	212.00
9001	134187	07/14/25	834	METRO UTILITIES DIS	0126020261000	20629	RPS 8202 LAKEVIEW S	0.00	230.20
9001	134187	07/14/25	834	METRO UTILITIES DIS	0116620261000	20629	RPS 9205 BERRY STRE	0.00	260.79
9001	134187	07/14/25	834	METRO UTILITIES DIS	0116720261000	20621	RPS 5100 SOUTH 93RD	0.00	1,301.06
9001	134187	07/14/25	834	METRO UTILITIES DIS	0116320261000	20621	RPS 10310 MOCKINGBI	0.00	1,440.00
9001	134187	07/14/25	834	METRO UTILITIES DIS	0136020261000	20629	RPS 8901 PARK DRIVE	0.00	470.60
9001	134187	07/14/25	834	METRO UTILITIES DIS	0136020261000	20621	RPS 8901 PARK DRVIE	0.00	557.60
9001	134187	07/14/25	834	METRO UTILITIES DIS	0116420261000	20621	RPS 6240 H STREET	0.00	648.80
9001	134187	07/14/25	834	METRO UTILITIES DIS	0126020261000	20621	RPS 8202 LAKEVIEW S	0.00	920.80
9001	134187	07/14/25	834	METRO UTILITIES DIS	0116620261000	20621	RPS 9205 BERRY STRE	0.00	1,043.16
9001	134187	07/14/25	834	METRO UTILITIES DIS	0136020261000	20621	RPS 8901 PARK DRIVE	0.00	1,882.40
TOTAL CHECK								0.00	13,317.67
9001	134188	07/14/25	7168	MIDWEST ALARM SERVI	0116420262000	20430	RPS MAINTENANCE KW	0.00	643.76
9001	134188	07/14/25	7168	MIDWEST ALARM SERVI	0116620262000	20430	RPS MAINTENANCE MEA	0.00	741.90
9001	134188	07/14/25	7168	MIDWEST ALARM SERVI	0126020262000	20430	RPS MAINTENANCE RMS	0.00	274.00
9001	134188	07/14/25	7168	MIDWEST ALARM SERVI	0136020262000	20352	RPS MAINTENANCE RHS	0.00	205.50
9001	134188	07/14/25	7168	MIDWEST ALARM SERVI	0116320262000	20352	RPS MAINTENANCE BLU	0.00	205.50
9001	134188	07/14/25	7168	MIDWEST ALARM SERVI	0180020262000	20430	RPS MAINTENANCE ADM	0.00	40.20
TOTAL CHECK								0.00	2,110.86
9001	134189	07/14/25	5531	NACIA	0180020221200	20810	RPS HARDING, MEGAN	0.00	40.00
9001	134189	07/14/25	5531	NACIA	0180020221200	20810	RPS ZABROWSKI-G, SA	0.00	40.00
TOTAL CHECK								0.00	80.00
9001	134190	07/14/25	2634	NASB	0180020231000	20320	RPS BOE ROARTY, MAR	0.00	185.00
9001	134190	07/14/25	2634	NASB	0180020231000	20320	RPS BOE KUMRU, ELIZA	0.00	185.00
TOTAL CHECK								0.00	370.00
9001	134191	07/14/25	797	NCSA	0180020120000	20330	RPS SS/STOLLEY, MELI	0.00	75.00
9001	134192	07/14/25	830	NEBRASKA AIR FILTER	0116820262000	20430	RPS MAINTENANCE SEY	0.00	162.91
9001	134192	07/14/25	830	NEBRASKA AIR FILTER	0180020262000	20430	RPS MAINTENANCE ADM	0.00	130.16
9001	134192	07/14/25	830	NEBRASKA AIR FILTER	0116320262000	20430	RPS MAINTENANCE BLU	0.00	591.99
9001	134192	07/14/25	830	NEBRASKA AIR FILTER	0116920262000	20430	RPS MAINTENANCE WW	0.00	328.62
9001	134192	07/14/25	830	NEBRASKA AIR FILTER	0116620262000	20430	RPS MAINTENANCE MEA	0.00	427.66
9001	134192	07/14/25	830	NEBRASKA AIR FILTER	0116420262000	20430	RPS MAINTENANCE KW	0.00	567.56
9001	134192	07/14/25	830	NEBRASKA AIR FILTER	0116720262000	20430	RPS MAINTENANCE MOC	0.00	1,041.89
9001	134192	07/14/25	830	NEBRASKA AIR FILTER	0126020262000	20430	RPS MAINTENANCE RMS	0.00	1,385.37
TOTAL CHECK								0.00	4,636.16

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9001	134193	07/14/25	5792	NEBRASKA ASCD	0180020221000	20330	RPS HARDING, MEGAN	0.00	50.00
9001	134193	07/14/25	5792	NEBRASKA ASCD	0180020221000	20330	RPS ZABROWSKI-G, SA	0.00	50.00
9001	134193	07/14/25	5792	NEBRASKA ASCD	0180020251000	20810	RPS BRENDENKAMP, AAR	0.00	40.00
TOTAL CHECK									140.00
9001	134194	07/14/25	7253	NEBRASKA SAFETY CEN	0180020271000	20810	RPS TRANSPORTATION	0.00	100.00
9001	134195	07/14/25	4949	NEBRASKA STATE FIRE	0116420262000	20430	RPS MAINTENANCE KW	0.00	72.00
9001	134195	07/14/25	4949	NEBRASKA STATE FIRE	0116820262000	20430	RPS MAINTENANCE SEY	0.00	72.00
9001	134195	07/14/25	4949	NEBRASKA STATE FIRE	0126020262000	20430	RPS MAINTENANCE RMS	0.00	72.00
9001	134195	07/14/25	4949	NEBRASKA STATE FIRE	0136020262000	20430	RPS MAINTENANCE RHS	0.00	360.00
TOTAL CHECK									576.00
9001	134196	07/14/25	7415	NRG MEDIA, LLC / NR	0180020256000	20540	RPS PUBLIC RELATION	0.00	1,280.00
9001	134196	07/14/25	7415	NRG MEDIA, LLC / NR	0180020256000	20540	RPS PUBLIC RELATION	0.00	3,720.00
TOTAL CHECK									5,000.00
9001	134197	07/14/25	6412	OCCUPATIONAL HEALTH	0180020271000	20340	RPS TRANSPORT.BURNNN	0.00	112.00
9001	134199	07/14/25	921	ODP BUSINESS SOLUTI	0180020232000	20610	RPS ADMIN CO250032	0.00	101.05
9001	134199	07/14/25	921	ODP BUSINESS SOLUTI	0180020262000	20733	RPS MAINTEN BO25001	0.00	149.59
9001	134199	07/14/25	921	ODP BUSINESS SOLUTI	0136020110000	20733	RPS BO/RHS BO250013	0.00	85.09
9001	134199	07/14/25	921	ODP BUSINESS SOLUTI	0180020232000	20610	RPS ADMIN CO250029	0.00	88.83
9001	134199	07/14/25	921	ODP BUSINESS SOLUTI	0126020110000	20330	RALSTONMIDDLEMS2502	0.00	72.40
9001	134199	07/14/25	921	ODP BUSINESS SOLUTI	0180020232000	20610	RPS ADMIN CO250031	0.00	54.47
9001	134199	07/14/25	921	ODP BUSINESS SOLUTI	0180020232000	20610	RPS ADMIN CO250030	0.00	54.57
9001	134199	07/14/25	921	ODP BUSINESS SOLUTI	0180020262000	20733	RPS MAINTEN BO25001	0.00	313.38
9001	134199	07/14/25	921	ODP BUSINESS SOLUTI	0180020120000	20610	RPS STUD/SER SS2500	0.00	448.73
9001	134199	07/14/25	921	ODP BUSINESS SOLUTI	0136020110040	20610	RALSTON HIGH HS2504	0.00	599.33
9001	134199	07/14/25	921	ODP BUSINESS SOLUTI	0136020110040	20610	RALSTON HIGH HS2505	0.00	604.14
9001	134199	07/14/25	921	ODP BUSINESS SOLUTI	0136020110030	20610	RALSTON HIGH HS2504	0.00	606.32
9001	134199	07/14/25	921	ODP BUSINESS SOLUTI	0136020110000	20733	RALSTON HIGH HS2504	0.00	163.35
9001	134199	07/14/25	921	ODP BUSINESS SOLUTI	0136020110000	20733	RALSTON HIGH HS2505	0.00	163.35
9001	134199	07/14/25	921	ODP BUSINESS SOLUTI	0126020110000	20330	RALSTONMIDDLEMS2502	0.00	179.66
9001	134199	07/14/25	921	ODP BUSINESS SOLUTI	0180020232000	20610	RPS ADMIN CO250034	0.00	182.24
9001	134199	07/14/25	921	ODP BUSINESS SOLUTI	0180020232000	20610	RPS ADMIN CO250029	0.00	161.68
9001	134199	07/14/25	921	ODP BUSINESS SOLUTI	0136020110030	20610	RALSTON HIGH HS2504	0.00	47.25
9001	134199	07/14/25	921	ODP BUSINESS SOLUTI	0136020110040	20610	RALSTON HIGH HS2504	0.00	47.99
9001	134199	07/14/25	921	ODP BUSINESS SOLUTI	0180020232000	20610	RPS ADMIN CO250033	0.00	27.42
9001	134199	07/14/25	921	ODP BUSINESS SOLUTI	0180020232000	20610	RPS ADMIN CO250029	0.00	28.79
9001	134199	07/14/25	921	ODP BUSINESS SOLUTI	0180020232000	20610	RPS ADMIN CO250033	0.00	22.99
9001	134199	07/14/25	921	ODP BUSINESS SOLUTI	0180020232000	20610	RPS ADMIN CO250029	0.00	20.59
TOTAL CHECK									4,223.21
9001	134200	07/14/25	936	OMAHA PUBLIC POWER	0136020261000	20622	RPS/RHS 8521: PARK D	0.00	62.76
9001	134200	07/14/25	936	OMAHA PUBLIC POWER	0116420261000	20622	RPS KAREN WESTERN	0.00	4,508.78
9001	134200	07/14/25	936	OMAHA PUBLIC POWER	0116920261000	20622	RPS WILDEWOOD	0.00	4,858.72
9001	134200	07/14/25	936	OMAHA PUBLIC POWER	0116620261000	20622	RPS MEADOWS	0.00	6,243.30
9001	134200	07/14/25	936	OMAHA PUBLIC POWER	0116320261000	20622	RPS BLUMFIELD	0.00	6,433.24
9001	134200	07/14/25	936	OMAHA PUBLIC POWER	0126020261000	20622	RPS MIDDLE SCHOOL	0.00	12,884.73
9001	134200	07/14/25	936	OMAHA PUBLIC POWER	0136020261000	20622	RPS HIGH SCHOOL	0.00	28,810.93

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9001	134200	07/14/25	936	OMAHA PUBLIC POWER	0180020261000	20622	RPS ADMIN/VMAC/CO	0.00	2,250.91
9001	134200	07/14/25	936	OMAHA PUBLIC POWER	0116720261000	20622	RPS MOCKINGBIRD	0.00	2,936.76
9001	134200	07/14/25	936	OMAHA PUBLIC POWER	0116820261000	20622	RPS SEYMOUR	0.00	3,291.53
9001	134200	07/14/25	936	OMAHA PUBLIC POWER	0116620262000	20352	RPS MEAD ENERGY STA	0.00	1,150.00
9001	134200	07/14/25	936	OMAHA PUBLIC POWER	0116920262000	20352	RPS WW ENERGY STAR	0.00	1,150.00
TOTAL CHECK									
9001	134201	07/14/25	8036	OMAHA TREE SERVICE,	0180020262000	20430	RPS MAINTENANCE ADM	0.00	8,000.00
9001	134202	07/14/25	430	OMAHA'S HENRY DOORL	0180020271000	20340	RPS/FT MEADOWS 5TH/	0.00	361.00
9001	134203	07/14/25	2808	ONE SOURCE	0180020257000	20340	RPS HUMAN RESOURCES	0.00	376.30
9001	134204	07/14/25	1915	O'REILLY AUTOMOTIVE	0180020262000	20430	RPS MAINTENANCE ADM	0.00	76.47
9001	134204	07/14/25	1915	O'REILLY AUTOMOTIVE	0180020262000	20430	RPS MAINTENANCE ADM	0.00	45.99
TOTAL CHECK									
9001	134207	07/14/25	3366	RALSTON PUBLIC SCHO	0180020221200	20610	RPS CURR MATHTRANIN	0.00	305.50
9001	134207	07/14/25	3366	RALSTON PUBLIC SCHO	0180020232000	20610	RPS NEW PRINCIPAL R	0.00	43.00
9001	134207	07/14/25	3366	RALSTON PUBLIC SCHO	0116320129100	20610	RPS SS/PS MAY 2025	0.00	46.58
9001	134207	07/14/25	3366	RALSTON PUBLIC SCHO	0116420129100	20610	RPS SS/PS MAY 2025	0.00	46.58
9001	134207	07/14/25	3366	RALSTON PUBLIC SCHO	0116620129100	20610	RPS SS/PS MAY 2025	0.00	46.58
9001	134207	07/14/25	3366	RALSTON PUBLIC SCHO	0116720129100	20610	RPS SS/PS MAY 2025	0.00	46.58
9001	134207	07/14/25	3366	RALSTON PUBLIC SCHO	0116920129100	20610	RPS SS/PS MAY 2025	0.00	46.58
9001	134207	07/14/25	3366	RALSTON PUBLIC SCHO	0116320129100	20610	RPS SS/PS APRIL 202	0.00	48.44
9001	134207	07/14/25	3366	RALSTON PUBLIC SCHO	0116420129100	20610	RPS SS/PS APRIL 202	0.00	48.44
9001	134207	07/14/25	3366	RALSTON PUBLIC SCHO	0116620129100	20610	RPS SS/PS APRIL 202	0.00	48.44
9001	134207	07/14/25	3366	RALSTON PUBLIC SCHO	0116720129100	20610	RPS SS/PS APRIL 202	0.00	48.44
9001	134207	07/14/25	3366	RALSTON PUBLIC SCHO	0116920129100	20610	RPS SS/PS APRIL 202	0.00	48.44
TOTAL CHECK									
9001	134208	07/14/25	7943	REMEDY ROAD, LLC.	0116320120000	20569	RPS STUDENT SERVICE	0.00	4,727.70
9001	134210	07/14/25	7147	RIVERSIDE INSIGHTS	0116320353500	20610	RPS CUR/BLUM CU2500	0.00	8.35
9001	134210	07/14/25	7147	RIVERSIDE INSIGHTS	0116420353500	20610	RPS CUR/KW CU250062	0.00	8.35
9001	134210	07/14/25	7147	RIVERSIDE INSIGHTS	0116620353500	20610	RPS CUR/MEAD CU2500	0.00	8.35
9001	134210	07/14/25	7147	RIVERSIDE INSIGHTS	0116720353500	20610	RPS CUR/MOCK CU2500	0.00	8.35
9001	134210	07/14/25	7147	RIVERSIDE INSIGHTS	0116820353500	20610	RPS CUR/SEY CUR2500	0.00	8.35
9001	134210	07/14/25	7147	RIVERSIDE INSIGHTS	0116920353500	20610	RPS CUR/WW CUR25006	0.00	8.35
TOTAL CHECK									
9001	134211	07/14/25	3545	ROCHESTER MIDLAND C	0116420262000	20352	RPS MAINTENANCE KW	0.00	214.88
9001	134211	07/14/25	3545	ROCHESTER MIDLAND C	0116820262000	20352	RPS MAINTENANCE SEY	0.00	214.88
9001	134211	07/14/25	3545	ROCHESTER MIDLAND C	0126020262000	20352	RPS MAINTENANCE RMS	0.00	214.88
9001	134211	07/14/25	3545	ROCHESTER MIDLAND C	0136020262000	20352	RPS MAINTENANCE RHS	0.00	214.89
TOTAL CHECK									
9001	134212	07/14/25	7251	SAVVAS LEARNING COM	0116420110001	20640	RPS CUR/KW CU250044	0.00	4,941.69
9001	134212	07/14/25	7251	SAVVAS LEARNING COM	0116820110001	20640	RPS CUR/SEY CU25004	0.00	4,941.69
9001	134212	07/14/25	7251	SAVVAS LEARNING COM	0116920110001	20640	RPS CUR/WW CU250044	0.00	4,941.69
9001	134212	07/14/25	7251	SAVVAS LEARNING COM	0126020110001	20640	RPS CUR/RMS CU25004	0.00	4,941.70

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9001	134212	07/14/25	7251	SAVVAS LEARNING COM	0180020221200	20320	RPS CUR/ADMINCU2500	0.00	4,941.70
9001	134212	07/14/25	7251	SAVVAS LEARNING COM	0116620110001	20640	RPS CUR/MEAD CU2500	0.00	4,941.70
9001	134212	07/14/25	7251	SAVVAS LEARNING COM	0116720110001	20640	RPS CUR/MOCK CU2500	0.00	4,941.70
9001	134212	07/14/25	7251	SAVVAS LEARNING COM	0116320110001	20640	RPS CUR/BLUM CU2500	0.00	4,941.70
9001	134212	07/14/25	7251	SAVVAS LEARNING COM	0136020110001	20640	RPS CUR/RHS CU25005	0.00	125,882.46
9001	134212	07/14/25	7251	SAVVAS LEARNING COM	0116320110001	20640	RPS CUR/BLUM CU2500	0.00	8,693.08
9001	134212	07/14/25	7251	SAVVAS LEARNING COM	0116420110001	20640	RPS CUR/KW CU250057	0.00	8,693.08
9001	134212	07/14/25	7251	SAVVAS LEARNING COM	0116620110001	20640	RPS CUR/MEAD CU2500	0.00	8,693.08
9001	134212	07/14/25	7251	SAVVAS LEARNING COM	0116720110001	20640	RPS CUR/MOCK CU2500	0.00	8,693.08
9001	134212	07/14/25	7251	SAVVAS LEARNING COM	0116820110001	20640	RPS CUR/SEY CU25005	0.00	8,693.08
9001	134212	07/14/25	7251	SAVVAS LEARNING COM	0116920110001	20640	RPS CUR/WW CU250057	0.00	8,693.08
9001	134212	07/14/25	7251	SAVVAS LEARNING COM	0126020110001	20640	RPS CUR/RMS CU25005	0.00	8,693.08
9001	134212	07/14/25	7251	SAVVAS LEARNING COM	0136020110001	20640	RPS CUR/RHS CU25005	0.00	8,693.09
TOTAL CHECK								0.00	234,960.68
9001	134213	07/14/25	7067	SHELL FLEET PLUS	0180020271000	20626	RPS TRANSPORTATION	0.00	-0.73
9001	134213	07/14/25	7067	SHELL FLEET PLUS	0180020271000	20626	RPS TRANSPORTATION	0.00	109.93
TOTAL CHECK								0.00	109.20
9001	134216	07/14/25	2051	TRANE	0116620262000	20430	RPS MAINTENANCE MEA	0.00	2,964.20
9001	134217	07/14/25	6034	TRUCK CENTER COMPAN	0180020271200	20430	RPS TRANSPORTATION	0.00	3,645.03
9001	134217	07/14/25	6034	TRUCK CENTER COMPAN	0180020271200	20430	RPS TRANSPORTATION	0.00	3,645.03
9001	134217	07/14/25	6034	TRUCK CENTER COMPAN	0180020271000	20430	RPS TRANSPORTATION	0.00	1,988.68
9001	134217	07/14/25	6034	TRUCK CENTER COMPAN	0180020271000	20430	RPS TRANSPORTATION	0.00	2,508.25
9001	134217	07/14/25	6034	TRUCK CENTER COMPAN	0180020271200	20430	RPS TRANSPORTATION	0.00	2,680.20
9001	134217	07/14/25	6034	TRUCK CENTER COMPAN	0180020271200	20430	RPS TRANSPORTATION	0.00	411.05
9001	134217	07/14/25	6034	TRUCK CENTER COMPAN	0180020271200	20430	RPS TRANSPORTATION	0.00	826.92
9001	134217	07/14/25	6034	TRUCK CENTER COMPAN	0180020271000	20430	RPS TRANSPORTATION	0.00	1,081.36
9001	134217	07/14/25	6034	TRUCK CENTER COMPAN	0180020271000	20430	RPS TRANSPORTATION	0.00	1,106.88
9001	134217	07/14/25	6034	TRUCK CENTER COMPAN	0180020271200	20430	RPS TRANSPORTATION	0.00	301.88
9001	134217	07/14/25	6034	TRUCK CENTER COMPAN	0180020271200	20430	RPS TRANSPORTATION	0.00	-3,645.03
TOTAL CHECK								0.00	14,550.25
9001	134220	07/14/25	7953	UNIVERSITY OF NEB.	0136020120000	20569	RPS STUDENT SERVICE	0.00	35,767.00
9001	134221	07/14/25	6446	UNIVERSITY OF NEBRA	0180020271000	20340	RPS/FT KARENWESTERN	0.00	348.75
9001	134222	07/14/25	4832	VERIZON WIRELESS	0180020251000	20610	RPS HOTSPOTS JOYCE	0.00	680.17
9001	134222	07/14/25	4832	VERIZON WIRELESS	0180020271200	20530	RPS TRANSPORTATION	0.00	66.99
9001	134222	07/14/25	4832	VERIZON WIRELESS	0180020251000	20610	RPS TWO PHONES	0.00	80.02
9001	134222	07/14/25	4832	VERIZON WIRELESS	0180020251000	20610	RPS HOTSPOTMANAGEME	0.00	25.33
TOTAL CHECK								0.00	852.51
9001	134223	07/14/25	3227	VIRCO, INC.	0116420110000	20733	RPS/KW KW250160	0.00	3,839.92
9001	134223	07/14/25	3227	VIRCO, INC.	0116620110000	20733	RPS MEADOWS MW25011	0.00	6,619.32
9001	134223	07/14/25	3227	VIRCO, INC.	0116720110000	20733	RPS/MOCK 250083	0.00	10,654.26
9001	134223	07/14/25	3227	VIRCO, INC.	0126020110000	20733	RPS/RMS B0250007	0.00	16,652.72
9001	134223	07/14/25	3227	VIRCO, INC.	0116320110000	20733	RPS BLUM BL250107	0.00	17,324.04
9001	134223	07/14/25	3227	VIRCO, INC.	0136020110000	20733	RPS/RHS B0250011	0.00	322.92
9001	134223	07/14/25	3227	VIRCO, INC.	0136020110000	20733	RPS/RHS B0250012	0.00	607.88

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9001	134223	07/14/25	3227	VIRCO, INC.	0180020340000	20610	RPS/MOCK 250083	0.00	1,176.24
TOTAL CHECK									57,197.30
9001	134224	07/14/25	6317	VISION SERVICE PLAN 01		9409	RPS JULY 2025 PREM	0.00	3,696.58
9001	134225	07/14/25	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS MOCKINGBIRD	0.00	859.00
9001	134225	07/14/25	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS HIGH SCHOOL	0.00	1,613.87
9001	134225	07/14/25	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS MIDDLE SCHOOL	0.00	555.00
9001	134225	07/14/25	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS ADMIN/VMAC/CO	0.00	339.00
9001	134225	07/14/25	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS BLUMFIELD	0.00	431.00
9001	134225	07/14/25	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS SEYMOUR	0.00	453.00
9001	134225	07/14/25	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS MEADOWS	0.00	454.49
9001	134225	07/14/25	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS WILDEWOOD	0.00	300.00
9001	134225	07/14/25	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS KAREN WESTERN	0.00	302.00
9001	134225	07/14/25	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS ADMIN/VMAC/CO	0.00	88.00
TOTAL CHECK									5,395.36
9001	134226	07/14/25	7944	WATERLINK, INC.	0126020262000	20352	RPS MAINTENANCE RMS	0.00	330.75
9001	134227	07/14/25	5925	WELLS FARGO FINANCI	0180020253000	20442	RPS MIDDLE SCHOOL	0.00	233.64
9001	134227	07/14/25	5925	WELLS FARGO FINANCI	0180020253000	20442	RPS ADMIN/VMAC/CO	0.00	552.98
9001	134227	07/14/25	5925	WELLS FARGO FINANCI	0180020253000	20442	RPS HIGH SCHOOL	0.00	729.45
9001	134227	07/14/25	5925	WELLS FARGO FINANCI	0180020253000	20442	RPS WILDEWOOD	0.00	59.78
9001	134227	07/14/25	5925	WELLS FARGO FINANCI	0180020253000	20442	RPS BLUMFIELD	0.00	59.83
9001	134227	07/14/25	5925	WELLS FARGO FINANCI	0180020253000	20442	RPS KAREN WESTERN	0.00	59.83
9001	134227	07/14/25	5925	WELLS FARGO FINANCI	0180020253000	20442	RPS MEADOWS	0.00	59.83
9001	134227	07/14/25	5925	WELLS FARGO FINANCI	0180020253000	20442	RPS MOCKINGBIRD	0.00	59.83
9001	134227	07/14/25	5925	WELLS FARGO FINANCI	0180020253000	20442	RPS SEYMOUR	0.00	59.83
TOTAL CHECK									1,875.00
9001	134228	07/14/25	7872	GARY WESTBROOK	0180020258000	20333	REIMBURSED PRIMEPKG	0.00	15.00
9001	134228	07/14/25	7872	GARY WESTBROOK	0180020258000	20333	REIMBURSE5/27-6/27/	0.00	49.98
TOTAL CHECK									64.98
9001	134229	07/14/25	6719	WESTLAKE ACE HARDWA	0180020262000	20430	RPS MAINTENANCE ADM	0.00	31.99
9001	134229	07/14/25	6719	WESTLAKE ACE HARDWA	0180020262000	20430	RPS MAINTENANCE ADM	0.00	10.56
TOTAL CHECK									42.55
9001	134230	07/14/25	6491	WHAT'S BUGGIN' YA	0116320262000	20352	RPS MAINTENANCE BLU	0.00	60.00
9001	134230	07/14/25	6491	WHAT'S BUGGIN' YA	0116420262000	20352	RPS MAINTENANCE KW	0.00	60.00
9001	134230	07/14/25	6491	WHAT'S BUGGIN' YA	0116620262000	20352	RPS MAINTENANCE ME	0.00	60.00
9001	134230	07/14/25	6491	WHAT'S BUGGIN' YA	0116720262000	20352	RPS MAINTENANCE MOC	0.00	60.00
9001	134230	07/14/25	6491	WHAT'S BUGGIN' YA	0116820262000	20352	RPS MAINTENANCE SEY	0.00	60.00
9001	134230	07/14/25	6491	WHAT'S BUGGIN' YA	0116920262000	20352	RPS MAINTENANCE WW	0.00	60.00
9001	134230	07/14/25	6491	WHAT'S BUGGIN' YA	0126020262000	20352	RPS MAINTENANCE RMS	0.00	70.00
9001	134230	07/14/25	6491	WHAT'S BUGGIN' YA	0136020262000	20352	RPS MAINTENANCE RHS	0.00	70.00
9001	134230	07/14/25	6491	WHAT'S BUGGIN' YA	0180020262000	20352	RPS MAINTENANCE ADM	0.00	80.00
TOTAL CHECK									580.00
9001	134231	07/14/25	7538	WOODRIVER ENERGY, L	0116820261000	20621	RPS SEYMOUR	0.00	157.52
9001	134231	07/14/25	7538	WOODRIVER ENERGY, L	0116920261000	20621	RPS WILDEWOOD	0.00	163.60

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9001	134231	07/14/25	7538	WOODRIVER ENERGY, L	0126020261000	20621	RPS MIDDLE SCHOOL	0.00	172.00
9001	134231	07/14/25	7538	WOODRIVER ENERGY, L	0136020261000	20621	RPS HIGH SCHOOL	0.00	357.44
TOTAL CHECK								0.00	850.56
9001	134232	07/14/25	6866	ZTRIP (WHC NE, LLC)	0180020271200	20510	RPS SS/TRANSPORTATI	0.00	346.08
9001	134232	07/14/25	6866	ZTRIP (WHC NE, LLC)	0180020271200	20510	RPS/SS TRANSPORTATI	0.00	4,896.83
9001	134232	07/14/25	6866	ZTRIP (WHC NE, LLC)	0136020699000	20510	RPS/SS TRANSPORTATI	0.00	321.72
TOTAL CHECK								0.00	5,564.63
TOTAL CASH ACCOUNT								0.00	793,011.80
TOTAL FUND								0.00	793,011.80

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FUND - 02 - DEPRECIATION

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	134112	07/14/25	1729	DIETZE MUSIC	0280020110000	20730	RALSTON HIGH HS2504	0.00	4,310.00
9001	134112	07/14/25	1729	DIETZE MUSIC	0280020110000	20730	RALSTON HIGH HS2504	0.00	2,287.55
TOTAL CHECK								0.00	6,597.55
TOTAL CASH ACCOUNT								0.00	6,597.55
TOTAL FUND								0.00	6,597.55

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FUND - 06 - FOOD SERVICE

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
9001	134170	07/14/25	8037	JAN KOORY	0636020310000	20610	REFUNDED BALANCE	0.00	88.35
9001	134209	07/14/25	7889	NICOLE RICCOBON	0680020310000	20333	REIMBURSE1/10-6/30/	0.00	160.09
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0626020310000	20340	RPS FOOD SERVICES	0.00	9.94
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0636020310000	20340	RPS FOOD SERVICES	0.00	22.70
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0616420310000	20340	RPS FOOD SERVICES	0.00	4.23
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0616820310000	20340	RPS FOOD SERVICES	0.00	4.65
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0616920310000	20340	RPS FOOD SERVICES	0.00	6.41
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0616620310000	20340	RPS FOOD SERVICES	0.00	6.77
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0616720310000	20340	RPS FOOD SERVICES	0.00	7.68
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0616320310000	20340	RPS FOOD SERVICES	0.00	8.11
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0636020310000	20340	RPS FOOD SERVICES	0.00	4,037.95
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0636020310000	20340	RPS FOOD SERVICES	0.00	2,545.44
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0626020310000	20340	RPS FOOD SERVICES	0.00	1,114.61
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0616920310000	20340	RPS FOOD SERVICES	0.00	1,141.16
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0616620310000	20340	RPS FOOD SERVICES	0.00	1,203.86
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0680020310000	20340	RPS FOOD SERVICES	0.00	1,285.72
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0616720310000	20340	RPS FOOD SERVICES	0.00	1,366.89
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0616320310000	20340	RPS FOOD SERVICES	0.00	1,442.13
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0626020310000	20340	RPS FOOD SERVICES	0.00	1,768.17
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0616820310000	20340	RPS FOOD SERVICES	0.00	827.66
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0616720310000	20340	RPS FOOD SERVICES	0.00	861.65
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0616320310000	20340	RPS FOOD SERVICES	0.00	909.08
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0680020310000	20340	RPS FOOD SERVICES	0.00	6,968.60
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0616420310000	20340	RPS FOOD SERVICES	0.00	8,646.27
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0616820310000	20340	RPS FOOD SERVICES	0.00	9,510.90
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0616920310000	20340	RPS FOOD SERVICES	0.00	13,113.51
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0616620310000	20340	RPS FOOD SERVICES	0.00	13,834.02
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0616720310000	20340	RPS FOOD SERVICES	0.00	15,707.39
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0616320310000	20340	RPS FOOD SERVICES	0.00	16,572.02
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0626020310000	20340	RPS FOOD SERVICES	0.00	20,318.73
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0636020310000	20340	RPS FOOD SERVICES	0.00	46,401.65
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0616420310000	20340	RPS FOOD SERVICES	0.00	474.30
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0616820310000	20340	RPS FOOD SERVICES	0.00	521.73
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0616920310000	20340	RPS FOOD SERVICES	0.00	719.36
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0616420310000	20340	RPS FOOD SERVICES	0.00	752.41
9001	134215	07/14/25	5077	SODEXO, INC & AFFIL	0616620310000	20340	RPS FOOD SERVICES	0.00	758.88
TOTAL CHECK								0.00	172,874.58
9001	134222	07/14/25	4832	VERIZON WIRELESS	0680020310000	20530	RPS FOOD SERVICES	0.00	65.88
TOTAL CASH ACCOUNT								0.00	173,188.90
TOTAL FUND								0.00	173,188.90

EFINANCE - POWERSCHOOL
 DATE: 07/10/2025
 TIME: 15:27:55

RALSTON PUBLIC SCHOOLS
 CHECK REGISTER - BY FUND

PAGE NUMBER: 16
 ACCTPA21

SELECTION CRITERIA: transact.ck_date='20250714'
 ACCOUNTING PERIOD: 11/25

FUND - 08 - SPECIAL BUILDING

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	134113	07/14/25	6959	BCDM ARCHITECTS	0826020430000	20350	RPS MIDDLE SCHOOL	0.00	8,034.00
9001	134139	07/14/25	8038	THE GROUT MEDIC OF	0836020470000	20450	RPS HIGH SCHOOL	0.00	5,425.00
9001	134164	07/14/25	8035	KE FLEX CONTRACTING	0816320470000	20450	RPS BLUMFIELD	0.00	10,146.31
9001	134164	07/14/25	8035	KE FLEX CONTRACTING	0816820470000	20450	RPS SEYMOUR	0.00	10,146.31
9001	134164	07/14/25	8035	KE FLEX CONTRACTING	0816920470000	20450	RPS WILDEWOOD	0.00	10,146.31
9001	134164	07/14/25	8035	KE FLEX CONTRACTING	0816420470000	20450	RPS KAREN WESTERN	0.00	15,680.67
TOTAL CHECK									46,119.60
9001	134165	07/14/25	4768	LAMP RYNEARSON & AS	0816720430000	20350	RPS MOCKINGBIRD	0.00	454.01
9001	134166	07/14/25	8039	LATITUDE SIGNAGE +	0816420470000	20450	RPS KAREN WESTERN	0.00	3,383.75
9001	134166	07/14/25	8039	LATITUDE SIGNAGE +	0816820470000	20450	RPS SEYMOUR	0.00	3,383.75
9001	134166	07/14/25	8039	LATITUDE SIGNAGE +	0826020470000	20450	RPS MIDDLE SCHOOL	0.00	3,383.75
9001	134166	07/14/25	8039	LATITUDE SIGNAGE +	0836020470000	20450	RPS HIGH SCHOOL	0.00	3,383.75
TOTAL CHECK									13,535.00
9001	134178	07/14/25	7137	DATAVIZION, LLC	0836020470000	20733	RPS TECHNOLOGY RHS	0.00	8,125.00
9001	134179	07/14/25	7410	KANSAS CITY AUDIO -	0816820470000	20450	RPS SEYMOUR	0.00	1,638.00
9001	134206	07/14/25	4936	THIELE GEOTECH, INC	0836020430000	20350	RPS HIGH SCHOOL	0.00	5,367.00
9001	134218	07/14/25	7562	THE WEITZ COMPANY	0826020470000	20450	RPS MIDDLE SCHOOL	0.00	182,907.00
9001	134218	07/14/25	7562	THE WEITZ COMPANY	0836020470000	20450	RPS HIGH SCHOOL	0.00	2,980,391.00
TOTAL CHECK									3,163,298.00
9001	134219	07/14/25	3227	VIRCO, INC.	0816720470000	20733	RPS/MOCK 250083	0.00	4,596.28
TOTAL CASH ACCOUNT									3,256,591.89
TOTAL FUND									3,256,591.89

EFINANCE - POWERSCHOOL
DATE: 07/10/2025
TIME: 15:27:55

RALSTON PUBLIC SCHOOLS
CHECK REGISTER - BY FUND

PAGE NUMBER: 17
ACCTPA21

SELECTION CRITERIA: transact.ck_date='20250714'
ACCOUNTING PERIOD: 11/25

FUND - 10 - COOPERATIVE FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
9001	134138	07/14/25	7957	VICTORIA DEUEL	1080020215100	20320	RPS SS/SUBURBAN	0.00	250.00
9001	134138	07/14/25	7957	VICTORIA DEUEL	1080020215100	20320	RPS SS/SUBURBAN	0.00	500.00
TOTAL CHECK								0.00	750.00
9001	134152	07/14/25	5606	KILEY R. FRANS	1080020215100	20333	REIMBURSE4/22-5/21/	0.00	1,282.33
9001	134153	07/14/25	7911	MOLLIE M FRAZIER	1080020215100	20333	REIMBURSED6/2-19/20	0.00	516.60
9001	134163	07/14/25	6350	KIMBERLEE M HASKETT	1080020215100	20333	REIMBURSE5/29-6/19/	0.00	178.08
9001	134205	07/14/25	3366	RALSTON PUBLIC SCHO	1080020215100	20320	RPS SS/SUBURBAN	0.00	7,005.39
TOTAL CASH ACCOUNT								0.00	9,732.40
TOTAL FUND								0.00	9,732.40
TOTAL REPORT								0.00	4,239,122.54

**RALSTON PUBLIC SCHOOLS
FINANCIAL REPORT TO THE BOARD OF EDUCATION
POOLED CASH - BANK RECONCILIATION
06/30/2025**

	05/31/2025 Thru 06/30/2025	05/31/2024 Thru 06/30/2024
Book Balance - Beginning of month	\$17,383,498.73	\$13,158,693.77
Total Receipts	\$3,211,409.19	\$3,175,784.77
Monthly Disbursements	<u>(3,992,939.87)</u>	<u>(3,675,272.19)</u>
Reconciled Book Balance - End of Month	\$16,601,968.05	\$12,659,206.35
Building fund loan	\$0.00	\$0.00
Depreciation fund loan	\$0.00	\$0.00
Transfer to Depreciation	\$0.00	\$0.00
Actual Book Balance - End of Month	\$16,601,968.05	\$12,659,206.35
Bank Balance -Beginning of month	\$18,073,759.84	\$13,653,343.73
Deposits	\$3,183,407.15	\$2,809,130.59
Interest	<u>4,339.16</u>	<u>3,186.56</u>
Total Receipts	3,187,746.31	2,812,317.15
Total Warrants	<u>(4,089,215.28)</u>	<u>(4,283,114.59)</u>
Bank Balance - End of month	17,172,290.87	12,182,546.29
Outstanding deposits	23,662.88	630,904.10
Bank clearing error	(48.04)	(48.04)
Less Outstanding Checks/Wires	<u>(593,937.66)</u>	<u>(154,196.00)</u>
Reconciled Bank Balance - End of month	\$16,601,968.05	\$12,659,206.35

June 2025

Percent of Year Completed

83.3%

RECEIPTS

ACCOUNT	ANTICIPATED	M-T-D RECEIVED 2024-25	Y-T-D RECEIVED 2024-25	Y-T-D RECEIVED 2023-24	Year To Date %Received	
					2024-25	2023-24
Local District Taxes	\$22,103,725	\$127,715.42	\$17,464,488.83	\$14,389,635	79.0%	68.6%
Pro-Rata Motor Vehicle Tax	\$45,000	\$0.00	\$32,285.83	\$137,093	71.7%	304.7%
Motor Vehicle Tax	\$3,500,000	\$471,527.74	\$3,512,633.88	\$3,039,464	100.4%	80.1%
Homestead Exemption Tax	\$365,000	\$115,731.02	\$460,932.64	\$319,257	126.3%	58.0%
Tuition from Individuals	\$0	\$0.00	\$0.00	\$0	0.0%	0.0%
Tuition (Other Dist)	\$0	\$0.00	\$0.00	\$0	0.0%	0.0%
Interest on Investments	\$20,000	\$4,339.16	\$21,202.63	\$18,112	106.0%	60.4%
Local License/Police Court	\$30,000	\$1,016.29	\$33,599.74	\$39,280	112.0%	130.9%
Other Local Revenue	\$1,000	\$0.00	\$0.00	\$5,618	0.0%	374.5%
County Fines & Licenses	\$70,000	\$8,866.00	\$75,135.50	\$65,040	107.3%	92.9%
State Aid	\$10,697,192	\$1,069,719.00	\$9,627,471.00	\$8,718,822	90.0%	90.0%
Spec Ed Programs	\$4,188,028	\$1,387,773.00	\$4,696,766.00	\$4,091,135	112.1%	97.7%
Special Ed Transportation	\$240,000	\$0.00	\$611,157.00	\$494,274	254.6%	205.9%
State Apportionment	\$385,000	\$0.00	\$1,224,103.29	\$569,715	317.9%	131.0%
Public Power Dist Sales Tax	\$3,950,000	\$0.00	\$4,251,396.23	\$3,973,655	107.6%	100.6%
Cash Reserve	\$0	\$0.00	\$0.00	\$0	0.0%	0.0%
TOTAL	\$45,594,945	\$3,186,687.63	\$42,011,172.57	\$35,861,099.61	92.1%	81.5%

DISBURSEMENTS

CATEGORY	BUDGET	M-T-D DISBURSED 2024-25	Y-T-D DISBURSED 2024-25	Y-T-D DISBURSED 2023-24	Year To Date % Disbursed	
					2024-25	2023-24
Instructional Services	\$23,784,986	\$1,870,434.30	\$18,267,117.86	\$17,434,059	76.8%	76.2%
Support Services						
Special Education	\$6,616,885	\$564,368.65	\$5,859,882.47	\$5,447,583	88.6%	82.8%
Pupil Services	\$1,589,405	\$163,780.09	\$1,385,523.89	\$1,255,499	87.2%	87.0%
Staff Services	\$2,709,955	\$188,307.30	\$2,016,476.56	\$2,044,906	74.4%	77.9%
General Administration	\$1,051,085	\$74,941.45	\$867,162.09	\$733,103	82.5%	71.6%
School Administration	\$2,623,534	\$212,116.31	\$2,132,083.53	\$2,080,238	81.3%	82.1%
Business	\$843,768	\$44,969.58	\$484,164.77	\$463,252	57.4%	55.7%
Operation of Plant	\$3,717,962	\$274,739.67	\$2,909,466.08	\$2,642,466	78.3%	75.6%
Maintenance of Plant	\$1,165,066	\$53,425.32	\$738,207.04	\$704,366	63.4%	63.0%
Pupil Transportation	\$1,492,299	\$80,405.83	\$1,249,877.12	\$1,295,663	83.8%	88.2%
TOTAL	\$45,594,945	\$3,527,488.50	\$35,909,961.41	\$34,101,135.04	78.8%	77.5%
REVENUE OVER EXPENSE	\$0	(\$340,801)	\$6,101,211	\$1,759,965	13.4%	4.0%

Ralston Schools Building Fund

Jun-25

FUND NAME	BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
	May	June	June	June
BUILDING FUND	\$1,872,286.07	\$3,011,387.79	(1,972,346.76)	\$2,911,327.10
NSDLAF	\$25,242,523.93	\$79,076.92	(3,000,000.00)	\$22,321,600.85
TOTAL	<u>\$27,114,810.00</u>	<u>\$3,090,464.71</u>	<u>(4,972,346.76)</u>	<u>\$25,232,927.95</u>

RALSTON SCHOOLS BOND FUND

Jun-25

FUND NAME	BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
	May	June	June	June
BOND FUND	\$6,852,711.61	71,912.28	-	\$6,924,623.89
INVESTED -US Treas Bills	-	-	-	\$0.00
TOTAL	<u>\$6,852,711.61</u>	<u>\$71,912.28</u>	<u>-</u>	<u>\$6,924,623.89</u>

LUNCH PROGRAM INCOME STATEMENT

Jun-25

2024-25 YTD

Revenues:			
Lunch program	\$343,822.17		\$1,670,520.98
Federal funding	0.00		\$698,658.29
Catering income	3,512.80		\$41,007.73
Interest	1,942.81		\$14,718.39
Grants/Donations	0.00		\$608.09
Total Revenues		<u>\$349,277.78</u>	<u>\$2,425,513.48</u>
Expenses:			
Salaries	\$117,936.55		\$952,200.13
Supplies	8,829.81		\$1,462,431.28
Repairs/Equip	0.00		\$0.00
Miscellaneous	185.88		\$2,044.47
Total Expenses		<u>\$126,952.24</u>	<u>\$2,416,675.88</u>
Net Income (Loss)		<u>\$222,325.54</u>	<u>\$8,837.60</u>

Ralston Schools Quality Capital Purpose Undertaking Fund
Jun-25

FUND NAME	BALANCE May	RECEIPTS Jun	DISBURSEMENTS Jun	BALANCE Jun
QCPU FUND	\$ 143.43	\$ -	\$ (14.95)	\$ 128.48
QCPUF BOND FUND	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 143.43	\$ -	\$ (14.95)	\$ 128.48

Ralston Schools Depreciation Fund
Jun-25

FUND NAME	BALANCE May	RECEIPTS Jun	DISBURSEMENTS Jun	BALANCE Jun
Depreciation Fund	\$ 2,809,796.35	\$ 595.97	\$ (5,084.20)	\$ 2,805,308.12
TOTAL	\$2,809,796.35	\$595.97	(\$5,084.20)	\$2,805,308.12

RALSTON SCHOOLS ELEMENTARY ACTIVITY FUNDS

30-Jun-25

FUND NAMES	BALANCE May	RECEIPTS Jun	DISBURSEMENTS Jun	BALANCE Jun
ACTIVITY FUND/BLUMFIELD	2,904.20	4,342.20	293.78	\$6,952.62
ACTIVITY FUND/KAREN WESTERN	73.27	0.00	316.26	(\$242.99)
ACTIVITY FUND/MEADOWS	11,675.57	0.00	254.49	\$11,421.08
ACTIVITY FUND/MOCKINGBIRD	(887.52)	5,329.66	167.03	\$4,275.11
ACTIVITY FUND/SEYMOUR	13,544.36	0.00	240.00	\$13,304.36
ACTIVITY FUND/WILDEWOOD	748.88	3,724.32	1,776.85	\$2,696.35
ACTIVITY FUND/OFFICE	16,674.11	16.61	0.00	\$16,690.72
ACTIVITY FUND/DEPRECIATION	8,017.37	0.00	0.00	\$8,017.37
INSTRUMENT RENTAL	20.70	0.00	0.00	\$20.70
ACTIVITY FUND/HILLCREST	326.85	0.00	0.00	\$326.85
ACTIVITY FUND/Middle School	39,247.74	5,969.15	8,119.14	\$37,097.75
ACTIVITY FUND/PARKING LOT	6,660.00	0.00	0.00	\$6,660.00
HIGH SCHOOL STUDENT FEES	(10,430.16)	0.00	0.00	(\$10,430.16)
MS STUDENT FEES	(4,950.00)	0.00	0.00	(\$4,950.00)
TOTAL	\$83,625.37	\$19,381.94	\$11,167.55	\$91,839.76
 BANK BALANCE	 \$100,601.03			
PLUS OUTSTANDING DEPOSITS	\$0.00			
LESS OUTSTANDING CHECKS	(\$8,761.27)			
TOTAL	\$91,839.76			

RALSTON HIGH SCHOOL ACTIVITY FUND

30-Jun-25

FUND NAME'S	BALANCE May	RECEIPTS Jun	DISBURSEMENTS Jun	BALANCE Jun
HIGH SCHOOL	204,255.95	18,947.26	(82,720.25)	140,482.96
TOTAL	\$204,255.95	18,947.26	(82,720.25)	\$140,482.96
 Dayspring Bank Balance	 \$ 181,691.83			
Outstanding Checks	\$ (41,208.87)			
Outstanding deposits	\$ -			
TOTAL	\$ 140,482.96			

2025 Legislative Session*

January

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

February

Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
	DAY 18	DAY 19	DAY 20	DAY 21	DAY 22	
9	10	11	12	13	14	15
	DAY 23	DAY 24	DAY 25	DAY 26	RECESS	
16	17	18	19	20	21	22
	HOLIDAY	DAY 27	DAY 28	DAY 29	DAY 30	
23	24	25	26	27	28	
	DAY 31	DAY 32	DAY 33	DAY 34	DAY 35	

March

Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
	DAY 36	DAY 37	DAY 38	DAY 39	RECESS	
9	10	11	12	13	14	15
	DAY 40	DAY 41	DAY 42	DAY 43	DAY 44	
16	17	18	19	20	21	22
	DAY 45	DAY 46	DAY 47	DAY 48	RECESS	
23	24	25	26	27	28	29
	RECESS	DAY 49	DAY 50	DAY 51	DAY 52	
30	31					
	DAY 53					

April

Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5
		DAY 54	DAY 55	DAY 56	RECESS	
6	7	8	9	10	11	12
	RECESS	DAY 57	DAY 58	DAY 59	DAY 60	
13	14	15	16	17	18	19
	DAY 61	DAY 62	DAY 63	DAY 64	RECESS	
20	21	22	23	24	25	26
	RECESS	DAY 65	DAY 66	DAY 67	DAY 68**	
27	28	29	30			
	DAY 69	DAY 70	DAY 71			

May

Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
				DAY 72	RECESS	
4	5	6	7	8	9	10
	RECESS	DAY 73	DAY 74	DAY 75	DAY 76	
11	12	13	14	15	16	17
	DAY 77	DAY 78	DAY 79	DAY 80	RECESS	
18	19	20	21	22	23	24
	DAY 81	DAY 82	DAY 83	DAY 84	RECESS	
25	26	27	28	29	30	31
	HOLIDAY	DAY 85	DAY 86	DAY 87	DAY 88	

June

Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
	DAY 89	RECESS	RECESS	RECESS	RECESS	
8	9	10	11	12	13	14
	DAY 90					
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Legislative Recess Days

February 14
 March 7, 21, 24
 April 4, 7, 18, 21
 May 2, 5, 16, 23
 June 3, 4, 5, 6

Federal & State Holidays

January 20 – Martin Luther King Jr. Day
 February 17 – Presidents' Day
 April 25 – Arbor Day**
 May 26 – Memorial Day

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

** The Legislature will be in session on Friday, April 25, the Arbor Day Holiday. Any legislative employees who work that day will receive compensatory time for hours worked on the holiday.



Board of Education Legislative Goals 2024/2025

Ralston Public Schools Non-negotiables

- RPS will continue to cultivate a systems thinking approach to all school programs, business, and operations.
- RPS will continue to provide the needed resources that support the defined Board of Education strategic priorities.
- With a focus on equity, RPS will continue to refine and grow our academic and social emotional programs to meet the needs of all of our students.
- RPS will continue to deliver a wide array of 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 and make adjustments as necessary.
- RPS will refine and grow our outreach programs and service expectations to include a focus on Social Emotional Learning, **Equity** and Staff Self Care.
- With a focus on equity, 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.
- **Support legislation that fairly and equitably funds each public school district based on need.**
- Review, monitor, and potentially support legislation that identifies and increases different revenue mechanisms for public schools across Nebraska, **including but not limited to the repeal of sales tax exemptions.**
- **Oppose any efforts to create a partisan State Board of Education or Commissioner of Education.**
- **Oppose tax cuts that endanger any part of the State's revenue stream.**
- **Monitor any legislation that adjusts property valuation.**
- **Continue to support and enhance Learning Community Programs that serve students living in poverty and/or diverse student populations in Ralston and within the Metro Area.**
- **Support legislation to increase funding for early childhood programs.**
- **Encourage further adjustments to the needs formula within TEEOSA specifically for students who are of Limited English Proficiency and/or students living in poverty.**
- **Support systems, initiatives, and funding options to cultivate additional opportunities to enhance college and career readiness specifically in vocational or certification focused areas and paid student internships.**
- **Advocate for targeted programs and funding that support the "Whole Child" as it relates to students' social, emotional, and physical well being. (SEL)**
- **Oppose any legislation that advances charter schools, reduces the tax base for the purpose of funding private schools, or voucher systems that reduce funding and opportunities for public schools.**
- **Support school choice through the protection of net option funding.**



- **Continue to be a vocal advocate in the legislature for our students, staff and the Greater Ralston Community**
- **Support legislative efforts that promote or fund recruitment and/or retention programs for staff in public schools**
- **Support legislative efforts to promote and maintain the safety and security of our students and staff.**

2025

Advocacy Handbook

For the 2025 Legislative Session

NASB'S LEGISLATIVE & LEADERSHIP INITIATIVES FOR 2025 AND A GUIDE FOR EFFECTIVE ADVOCACY
AS ADOPTED BY THE NASB DELEGATE ASSEMBLY ON NOVEMBER 22, 2024



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

Leadership

Innovation

Vision

Engagement

#liveNASB



2,000,000 Nebraskans

329,000 Students

1,700 Locally Elected School Board Members

260 Member Districts/ESUs

ONE NEBRASKA

109TH LEGISLATURE, 1ST SESSION

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Your NASB Standing Positions

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WHAT CAN NASB DO FOR YOU?

We can assist you in preparing testimony, talking points, emails, or Op-Eds; facilitate Senator introductions and meetings in your district or the Capitol; feature your district visits with Senators; brief your board at a meeting in your community; and more ... Just ASK!

Interested in becoming more engaged in the legislative process? Whether it is from home, or in Lincoln, scan here to let us help you share your story, and advocate for public education in Nebraska as bills, topics, and issues arise.



YOUR NASB LEGISLATIVE TEAM & RESOURCES

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2,000,000 Nebraskans

329,000 Students

1,700 Locally Elected School Board Members

260 Member Districts/ESUs

ONE NEBRASKA

109TH LEGISLATURE, 1ST SESSION

WHAT IS YOUR ROLE?

Over the past few years, the Legislature has increasingly inserted itself into both the boardroom and the classroom. Decisions that have traditionally been left to local boards or the State Board of Education have been centralized at the State Capitol. In addition, the past years have seen an increase in efforts to divide public K-12 education and foster distrust between local boards and their constituents. There are things you can do:

- **Advocate for Local Control:** Talk to lawmakers about impactful decisions and how important it is that decisions remain local. Continue advocating for local control over local decisions. Let us help you!
- **Build Trust:** Share your decisions with your constituents. Celebrate your successes! Show lawmakers and constituents your commitment to transparency. Use your meetings to educate your public on the decisions you are making.
- **Share Your Story:** No one is more qualified to talk about your school district, your community, and your needs related to providing a quality education than you!

DID YOU KNOW: 79% of Nebraska's 1,700 locally elected school board members serve at or within 100 miles of where they graduated ... with 51% serving IN the district they graduated from. As a school board member and community leader, you are in an excellent position to educate and influence the legislative process and are seen as a key resource on education policy for your district.



We encourage all boards to include a legislative update as part of each meeting and to discuss/share key legislative information within your community. Advocacy is year-round, not just during the session. Bookmark and frequent NASB's Government Relations page for updates, information and Calls To Action, as well as social media, videos, our bills page, and more which summarizes all pertinent items related to public education in Nebraska.

Bookmark and frequent NASB's Government Relations page for updates and information. Be sure to utilize NASB's Legislative Notes, videos, bills page, and more which summarizes all pertinent items related to public education in Nebraska.

2025 LEGISLATIVE CALENDAR

109th Legislature,
1st Session

1st Day of the 2025 Session
Wednesday, January 8, 2025

Day 10 ... Final day to introduce
bills - January 23

NASB Legislation Committee
Meeting - January 26

Legislative Issues Conference
January 26-27 - Lincoln

Federal Advocacy Fly-In
March 16-19 - Washington, DC

90th & Final Day of the
Legislative Session - June 18

Legislative Proposals for 2026
are due by July 1
[https://members.nasbonline.org/
government-relations/legislative-proposals](https://members.nasbonline.org/government-relations/legislative-proposals)

NASB Legislation Committee
Meeting - Summer 2025

NASB Legislation Committee
Meeting - November 19

NASB Delegate Assembly
November 21 - Omaha

All Dates Subject to Change

SHARE YOUR STORY

Be a Community Leader ... Be the expert on education in YOUR community!

As an elected official, trust was put in you to make decisions based on the needs of your students, community and the taxpayer. NASB can provide you with data that can help you tell your story, by providing you with data on your students, achievement, your budget, even your facilities. Let us assist you in telling your story!



109TH LEGISLATURE, 1ST SESSION



Sen. Bob Hallstrom
District 1 - Syracuse



Sen. Robert Clements
District 2 - Elmwood



Sen. Victor Rountree
District 3 - Bellevue



Sen. Brad von Gillern
District 4 - Elkhorn



Sen. Margo Juarez
District 5 - Omaha



Sen. Machaela Cavanaugh
District 6 - Omaha



Sen. Dunixi Guereca
District 7 - Omaha



Sen. Megan Hunt
District 8 - Omaha



Sen. John Cavanaugh
District 9 - Omaha



Sen. Wendy DeBoer
District 10 - Omaha



Sen. Terrell McKinney
District 11 - Omaha



Sen. Merv Riepe
District 12 - Ralston



Sen. Ashlei Spivey
District 13 - Omaha



Sen. John Arch
District 14 - Papillion



Sen. Dave Wordekemper
District 15 - Fremont



Sen. Ben Hansen
District 16 - Blair



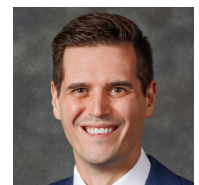
Sen. Glen Meyer
District 17 - Pender



Sen. Christy Armendariz
District 18 - Omaha



Sen. Robert Dover
District 19 - Norfolk



Sen. John Fredrickson
District 20 - Omaha



Beau Ballard
District 21 - Lincoln



Sen. Mike Moser
District 22 - Columbus



Sen. Jared Storm
District 23 - David City



Sen. Jana Hughes
District 24 - Seward



Sen. Carolyn Bosn
District 25 - Lincoln

YOUR 2025-26 STATE SENATORS

2025

Leadership

Innovation

Vision

Engagement

#liveNASB



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109TH LEGISLATURE, 1ST SESSION



Sen. George Dungan
District 26 - Lincoln



Sen. Jason Prokop
District 27 - Lincoln



Sen. Jane Raybould
District 28 - Lincoln



Sen. Eliot Bostar
District 29 - Lincoln



Sen. Myron Dorn
District 30 - Adams



Sen. Kathleen Kauth
District 31 - Omaha



Sen. Tom Brandt
District 32 - Plymouth



Sen. Dan Lonowski
District 33 - Hastings



Sen. Loren Lippincott
District 34 - Central City



Sen. Dan Quick
District 35 - Grand Island



Sen. Rick Holdcroft
District 36 - Bellevue



Sen. Stan Clouse
District 37 - Kearney



Sen. Dave Murman
District 38 - Glenvil



Sen. Tony Sorrentino
District 39 - Elkhorn



Sen. Barry DeKay
District 40 - Niobrara



Sen. Dan McKeon
District 41 - Amherst



Sen. Mike Jacobson
District 42 - North Platte



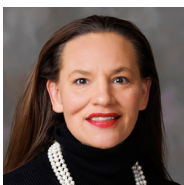
Sen. Tanya Storer
District 43 - Whitman



Sen. Teresa Ibach
District 44 - Sumner



Sen. Rita Sanders
District 45 - Bellevue



Sen. Danielle Conrad
District 46 - Lincoln



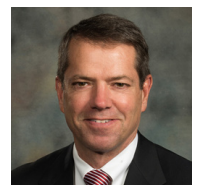
Sen. Paul Strommen
District 47 - Sidney



Sen. Brian Hardin
District 48 - Gering



Sen. Bob Andersen
District 49 - Omaha



Gov. Jim Pillen

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109TH LEGISLATURE, 1ST SESSION



Committee Chair
Ed Swotek
Malcolm



NASB President
Stacy Jolley
Millard



NASB Secretary / Member 7
Suzanne Sapp
Ashland-Greenwood



Member 1
Shavonna Holman
Omaha



Member 2
Jane Erdenberger
Omaha



Member 3
Lanny Boswell
Lincoln



Member 4
Kathy Danek
Lincoln



Member 5
TBD



Member 6
Beth Morrisette
Westside



Member 8
Amanda McGill Johnson
Millard



Member 9
Drew Blessing
Kearney



Member 10
Marla Grier
South Sioux City



Member 11
Doug Keener
Mitchell



Member 12
Gary Kubicek
Norris



Member 13
Steve Blocher
West Point



Member 14
Erick Lee
Arapahoe-Holbrook



Member 15
Brian Quackenbush
Tri County



Member 16
Mary Yilk
ESU 9



Appointed Member
Lisa Albers
Grand Island



Appointed Member
Patti Gubbels
Norfolk



Appointed Member
Mike Palmer
Sidney



Appointed Member
Jason Richters
Centennial



Appointed Member
Dan Scheer
St. Paul



Appointed Member
Jeremy Shuey
Plattsmouth

Term Ends 2025 for Appointed Members

Term Ends 2026 For Odd # Members

Term Ends 2028 For Even # Members



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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.

Standing Positions remain in effect until they are repealed by the Assembly.

WHAT DOES THIS REPRESENT?

The narrative you read inside the pages of this book represents a set of belief statements which direct NASB's government relations efforts. These words guide our lobbying efforts at the State Capitol and the State Board of Education, as well as with our representatives in Washington, D.C.

While this work characterizes an effort to describe an issue or condition to be addressed, rarely is a bill written in such plain language. Legislative bills are a blend of several ideas (or perhaps a promising idea and a substantial price tag). NASB determines its stance on a bill with the Legislation Committee who offers guidance taking into consideration the technical and political aspects of a bill needed to navigate the turbulent amendment process.



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... AS APPROVED BY THE LEGISLATION COMMITTEE ON AUGUST 16, 2024

... AND APPROVED BY THE BOARD OF DIRECTORS ON AUGUST 17, 2024

... AND APPROVED BY THE DELEGATE ASSEMBLY ON NOVEMBER 22, 2024

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

BELIEF STATEMENTS FOR AN EFFECTIVE BOARD

CONDITIONS OF CHILDREN

CURRICULUM & INSTRUCTION

FUNDING & FINANCE

GOVERNANCE & STRUCTURE

PROFESSIONAL STANDARDS & EMPLOYEE RELATIONS

STATE POLICY

BELIEF STATEMENTS FOR
AN EFFECTIVE BOARD

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

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

S-3 — Business and Education Partnerships - NASB encourages boards of education to develop mutually beneficial partnerships with business to ensure mutual understanding and cooperation. (1995)

S-4 — Collaborative Services to Youth - NASB urges collaborative linkages between schools and other public and private agencies that serve children. (prior to 1995)

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

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

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

S-8 — Use of Accountability Data for School Improvement - NASB supports using school accountability data to determine potential strategies/resources for helping schools improve. We support the concept of growth or learning mindset which suggests that school effectiveness is assessed as an improvement process. Our perspective is that all schools in Nebraska are important and have opportunities to become more effective as quality educational systems. (2020)

CONDITIONS OF CHILDREN

S-9 — Abuse of Alcohol, Tobacco, & Other Drugs - NASB supports efforts by boards of education and state and national officials to strictly enforce policies regarding the sale, use or possession of illegal drugs including methamphetamine, marijuana, THC products and synthetic equivalents of THC and marijuana, alcohol, tobacco, nicotine products, vapor products (including e-cigarettes), and any products intended by appearance or effect to replicate tobacco products on school property. The designation of "drug free zones" near schools is also urged. (prior to 1995, amended 2015)

S-10 — 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)



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S-11 — Cooperation with HHS - NASB supports legislation which mandates cooperation and consultation with school districts as it relates to the placement of children under the custody of DHHS. Comprehensive information about a child's educational needs should be shared with a school district prior to the placement of a student in a new school district. (2020)

S-12 — Early Childhood Education - NASB supports quality early childhood education programs accessible to all children and advocates programs that provide age-appropriate activities to prepare children for school. (prior to 1995)

S-13 — Enrollment Option; Homebound Students - NASB supports legislation stating that when an option student becomes homebound, the school district in which the student resides assumes full responsibility for educating the student. (1998, amended 2016)

S-14 — Enrollment Option Limitation - NASB supports legislation returning option students to the resident school district if the option district must contract with another school district or agency for the educational services needed by the student. (1996, amended 2016)

S-15 — Liability for Medication Administration - NASB supports legislation that would limit the liability of a school district and school district representatives for the administering of prescription medication to students. (1999, amended 2013, 2016)

S-16 — Mental & Behavioral Health - NASB will support legislative efforts to provide services related to mental and behavioral health to school-age children across Nebraska. (2018)

S-17 — Nutrition Education/Student Wellness - NASB believes that wellness programs for schools should emphasize healthy lifestyles and eating habits, mindful of all eating disorders, as well as obesity. (2004)

S-18 — Safe School Environment - NASB supports efforts to provide a school environment that is free from weapons, harassment, bullying, violence, drugs (including alcohol and tobacco), and other factors which threaten the safety of students and staff. (1997, amended 2012)

S-19 — Statewide Poverty/Trauma Funding - NASB recognizes the growing number of public school students across the state that are living in impoverished conditions and/or with traumatic experiences. NASB supports the use of research-based science to strengthen policy, program design and funding that targets those impacted by persistent poverty and/or trauma. (2017)

S-20 — Student Discipline - NASB opposes legislative mandates related to student discipline. NASB supports student discipline as an essential, mutual responsibility of parents, teachers, and administrators, with final responsibility resting with school boards. (1999, amended 2019)

CURRICULUM & INSTRUCTION

S-21 — Access to Equal Education Opportunities - NASB supports equal educational opportunities for all students, regardless of their race, wealth or family circumstance, and urges the Legislature, the State Department of Education, and boards of education to remove all barriers that may prevent any child from having full access to such education opportunities. (1995, amended 2009)

S-22 — Achievement Test Score Use - NASB opposes the use of test scores for the comparison of school districts or for the ranking of schools. (1998)

S-23 — Assessment of Student Learning - NASB supports multiple approaches to assess student learning, with decisions on assessment made at the local district level, and opposes a single "high-stakes" testing procedure. (2001)

S-24 — Cultural Diversity - NASB urges all boards of education to support and implement curriculum which recognizes cultural diversity and enhances the knowledge of students about various ethnic and cultural backgrounds. (prior to 1995)

S-25 — Curriculum Adoption - NASB opposes legislative mandates addressing curriculum and testing. NASB supports the adoption of curriculum by local school boards and the State Board of Education. (2019)

S-26 — Library/Media Content - NASB supports that school district library/media content is a local decision. (2022)

S-27 — Responding to Special Education Costs - NASB supports legislative efforts to give school districts that incur unforeseeable additional special education expenses assistance to alleviate cash flow problems. (2005)

S-28 — Student Expression - NASB supports the authority of the local boards of education and school administration to regulate the content of school-sponsored publications and curriculum. (1997, amended 2009)

S-29 — 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. (2018)

S-30 — 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)



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FUNDING & FINANCE

S-31 — Accounting of Funds - NASB supports transparent accounting and full disclosure of all funds received and expended for public education consistent with federal regulations. (2005)

S-32 — Budget Lid: Growth Factor - NASB supports legislation which would establish an education expenditures “growth factor” which reflects the actual cost of providing a public education for school districts, learning communities, and ESUs. (2001, amended 2008)

S-33 — Compensation for Statewide Standards & Assessments - NASB supports adequate funding to compensate school districts/ESUs for the cost of implementing and managing the statewide learning standards and assessments. (2008, amended 2009, 2013)

S-34 — Elimination of Budget Reserve Limits - NASB supports legislation that eliminates reserve limitation in the Tax Equity and Educational Opportunities Support Act and in debt service funds. (2000, amended 2001)

S-35 — Elimination of Expenditure Limitation - NASB supports legislation eliminating the limitation on general fund expenditures. (2000, amended 2011)

S-36 — ESU Core Services Funding - NASB supports legislation to adequately fund Educational Service Units in a manner that allows successful implementation of statewide educational initiatives that are developed by law in conjunction with the Nebraska Department of Education. (2009, amended 2015)

S-37 — 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. (2015)

S-38 — Financing Capital Improvements - NASB supports adequate funding for school districts and ESUs for maintenance or replacement of our rapidly deteriorating facilities. (1997, amended 2015)

S-39 — Fiscal Policy - NASB believes the Governor and Legislature must work together to create fiscal policy that will adequately fund public education statewide based upon the needs of students and not driven by a pre-set allocation of funds for education regardless of need. Nebraska demographics and student needs are dynamic, as are the changing education standards required to be competitive nationally and internationally. To meet this challenge, fiscal policy would be built upon a broad base with the lowest possible rates to provide stability in the tax base and revenue stream, provide local government with the tools to generate adequate financial resources, yet equalize financial support

among taxpayers, and assure the principle of uniform assessment. (prior to 1995, amended 2009)

S-40 — For-Profit Entities Operating in Tax-Exempt Zones - NASB supports legislation to ensure equitable tax payments by for-profit business ventures operating on publicly owned or otherwise exempt property. (2003)

S-41 — Funding of Mandated Programs - NASB urges full funding by the state and federal governments at statutory levels of all programs, standards, activities, and services mandated to public schools and ESUs by the Legislature and Congress, and further urges that any unfunded mandates allow authority for supplementary appropriations or outside levy lid funding. (1997, amended 2012, 2017, 2019)

S-42 — Funding: School District Infrastructure, Site Purchases and Building Operating Expenses - NASB supports legislation that would provide an alternative to property taxes for financing facility development, maintenance, and operation. (2003)

S-43 — General Fund Reserve Limit Exception - NASB supports legislation that would not allow school districts to be penalized or state aid to be adjusted, to a school disadvantage, when any type of error or correction is made in calculating the state aid formula. (1999, amended 2016)

S-44 — Including Gifts, Donations, or Foundation Funds as Receivables - NASB opposes the inclusion of gifts, endorsements, donations, or foundation expenditures that are not regular operating expenses in the calculation of receivables in the state aid formula. (2000)

S-45 — K-12 School Trust Land and Permanent School Fund - NASB opposes any action that would reduce the assets, or the value thereof, of the school land trust or diversion of the Permanent School Fund. (prior to 1995, amended 2010, 2024)

S-46 — Legislation Implementation - NASB supports the concept that any legislative bill that limits financial resources, or requires additional financial resources, is done within a timeframe that will not negatively affect the school's ability to prepare their budget. (1997, amended 2015, 2017, 2019)

S-47 — Legislative Review of Statutory Deadlines - NASB urges legislative review of the conflicting mandatory deadlines that affect school revenues and expenditures. (2011)

S-48 — Lower Local Effort Rate - NASB supports lowering the Local Effort Rate and valuations in TEEOSA which would increase equalization aid. (2024)



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S-49 — Property Tax Reform/Relief - Any legislative discussion on property tax and distribution of state aid should include participation from school board and ESU board members. (2015)

S-50 — Reset the Revenue Lid - NASB supports legislation requiring the Nebraska Department of Education to recalculate the revenue lid to add the amount of the special education reimbursement, or alternatively, to not include the special education reimbursement in the revenue restricted by the lid. (2024)

S-51 — Revenue Reductions for School Districts Affected by Property Valuation Losses - NASB supports legislation that would create a hold harmless effect for districts which experience a decrease in valuation. (2004)

S-52 — School District Options in Dealing with Large, Unanticipated Revenues - NASB supports legislation giving school boards options in dealing with large, unanticipated revenue increases in order to minimize fluctuations in state aid. (2000)

S-53 — School and ESU Funding Must Be Predictable and Sustainable - Notwithstanding any current standing position or resolution, the NASB would consider the support of a school/ESU funding proposal only if it could be demonstrated to be predictable, sustainable, and it does not encroach on local control as defined by the locally elected school board or ESU members. (2024)

S-54 — 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 fourteen cents of the Special Building Fund tax levy outside of the budgeting and spending lid restriction so that districts can plan for and fund capital improvement projects, building repairs and upgrades, and school district infrastructure needs. (2007, amended 2020)

S-55 — State Funding System - NASB supports a stable, predictable, equitable, and adequate statewide education funding system that honors the Legislature's commitment to provide for free instruction in the common schools of this state, as guaranteed by the Nebraska Constitution, by prioritizing education funding in the state budget, and that:

- Invests in the education of all Nebraska public school children;
- Establishes a state fund or funding mechanism that assists Nebraska public schools with the costs of maintaining and constructing facilities;
- Reduces our dependence on local property taxes by drawing revenue from multiple funding sources;
- Promotes the responsibility of locally elected school boards to make sound, transparent school budget decisions;
- Provides funding in a timely and predictable manner;

- Includes the principle of equalization;
- Funds the total excess allowable costs for special education and support services; and
- Recognizes that a long-term solution to education funding will require an ongoing, collaborative effort to execute a vision and strategic plan to grow and diversify our economy. (1997, amended 2009, 2018)

S-56 — Use of a Uniform Valuation Calculation to Determine Local Resources and State Aid - NASB supports a property tax assessment system that utilizes uniform accounting practices to determine the property valuation number from which local and state officials can calculate both the local resources available to fund schools from property taxes, and the resulting calculation of state aid payments to school districts. (2003)

S-57 — 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, or donors to scholarship funds for non-public education. (prior to 1995, amended 2020)

GOVERNANCE & STRUCTURE

S-58 — Accountability - NASB believes that boards of education are accountable to students, parents, taxpayers, and employees for providing education programs, striving for education excellence, identifying education needs, adopting clearly defined written policies, measuring the success of instruction programs, and interpreting and disseminating information to the public through a public relations plan. (prior to 1995)

S-59 — Allied Schools - NASB opposes legislation that would mandate the formation of an allied system of school districts. (2014, amended 2016)

S-60 — 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)

S-61 — Authority of School Boards - NASB supports the authority of boards of education to effectively govern and execute their statutory responsibilities. (1997, amended 2015)



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S-62 — Charter Schools - NASB believes that any charter schools, or the like, involved with any aspect of K-12 education be authorized by a public school district, be located within the boundaries of such public school district and be accountable to the authorizing district for their student achievement, finances and operations. (1998, amended 2015)

S-63 — Duties of Schools - NASB believes that the primary function of Nebraska schools should be the education of students and that the Legislature should be discouraged from placing duties on school districts which are not directly related to education. (prior to 1995)

S-64 — E-meetings - Fully-Implemented or Partial Allowable Attendance - NASB supports legislation which allows for school board members to participate in school board meetings via electronic means while still maintaining a quorum when necessitated for the health and safety of the board and public. Virtual meetings cannot impede the public's ability to participate. (2020)

S-65 — Educational Service Unit Governance - NASB supports governance of ESUs by elected boards and supports local determination of specific mechanisms of that governance. (2005)

S-66 — Educational Service Unit Reorganization - NASB supports the continuation of ESUs as an effective means of delivering educational services to school districts and their students. Any reforms would provide for a statutory hold harmless provision in the distribution formula for Core Service funding when an Equity Unit reorganizes with any other ESU, and must be mindful of ESUs' essential role of delivering direct services and being responsible to the local school districts they serve. (2004, amended 2005)

S-67 — Interactive Remote Communication Technology (Televideo) - NASB urges the legislature to provide updated rules and procedures so patrons are able to readily testify at legislative hearings via televideo (interactive remote communication technology) on a regular, ongoing basis to allow for a more equitable opportunity for the public to participate in the legislative process. (2017)

S-68 — Local Control and the Possession of Firearms on School Grounds - NASB supports the rights of local school boards to determine the appropriateness, guidelines, and ability for the possession of firearms by non-law enforcement personnel on school grounds or at school related activities. (2023)

S-69 — Organization - NASB opposes legislation that would mandate consolidation of districts or administration. NASB favors cooperation between school districts as well as ESUs to remove all barriers and penalties to promote orderly and voluntary reorganization into more efficient governing and administrative units to best serve the educational needs of Nebraska's children. (prior to 1995, amended 2008, 2015, 2017, amended 2019)

S-70 — Personal Liability - NASB opposes unnecessary laws which make individual members of a governing board of a political subdivision personally liable for damage judgements which result from lawsuits filed against the political subdivision. (prior to 1995, amended 2015)

S-71 — Publication of Minutes, Receipts, & Expenditures - NASB supports removing the requirement to publishing hearing notices and meeting minutes in public newspapers and supports the use of alternative means to communicate board activity. (2020)

S-72 — Restriction of Resources and Board Responsibilities - NASB supports legislation allowing local boards to function as elected officials and to continue to establish policies, including finance policies, as representatives of the constituents who elected them. (1997)

S-73 — School Activities - NASB supports direct involvement by boards of education in the governance and activities of the Nebraska School Activities Association. (prior to 1995)

S-74 — School Calendars - NASB opposes state mandated uniform opening and closing dates for local school districts. (prior to 1995)

S-75 — Updating notice requirements - NASB supports updating notice requirements for all school board meetings that recognizes available technology. (2022)

PROFESSIONAL STANDARDS & EMPLOYEE RELATIONS

S-76 — Activity Assignments - NASB opposes legislation that would require a separate written employment contract for coaching or any other activity assignment that would require that a person be notified by a specified date of the termination of an assignment for the following year. (1999)

S-77 — Compensation - NASB will support a concept of compensation for teachers which is not based solely upon the experience and education attainment of teachers as found on standard salary schedules. (1995)

S-78 — 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)

S-79 — 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)



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S-80 — Employee Support - NASB recognizes the need to support district employees with their health and supports initiatives that provide for the physical and mental wellness of all school employees. (2020)

S-81 — Medical Insurance - NASB supports the concept of exploring alternatives to the costs of health insurance for the purpose of assuring the greatest allocation of our financial resources to education programs and services for children. (prior to 1995, amended 2003)

S-82 — Recognition - NASB urges local school boards to develop and implement programs which recognize individuals for significant accomplishments and community service, experience, and competency. (prior to 1995, amended 2014)

S-83 — Retirement - NASB supports legislation to assure a retirement system that is sound, adequate, and sustainable for school districts and ESUs. (prior to 1995, amended 2012)

S-84 — Scope of Bargaining - NASB believes negotiations with employees should be limited to matters of employee salaries and fringe benefits, and opposes any attempt to broaden the scope of negotiations to include matters of policy and management rights. (prior to 1995)

S-85 — Staff Development and Evaluation - NASB supports in-service training, enrichment programs, and continuing education for professional staff. Regular evaluations of performance, competency in the subject areas, and demonstrated ability to instruct or manage, in part as shown through student performance, should be conducted to promote professional growth. (1995)

STATE POLICY

S-86 — Advisory Groups - NASB requests that there be board of education representatives on all government commissions, councils, and committees which could have an impact on local school district policy or finance. (1995)

S-87 — Choice and Affiliation - NASB supports the concepts of choice and affiliation among public schools as a means to maximize education opportunity. NASB believes any such program should result in the least amount of disruption and uncertainty for the affected school districts. (1995)

S-88 — Constitutional Rights & Responsibilities - NASB, and school board members, fully supports the U.S. Constitution and the rights and responsibilities embodied within it. NASB therefore supports education and behavior that teaches and models expression of these rights and responsibilities. (2009, amended 2015)

S-89 — Corporate Sponsorships in Schools - NASB opposes restrictions on school districts' ability to exercise their best judgment in entering into corporate sponsorship agreements. (2004)

S-90 — Educational Service Units - NASB supports Educational Service Units as an effective and efficient means to provide educational services to local school districts. ESUs should be responsible to the local school boards they serve. (1997)

S-91 — Guiding the P-16 Effort: 21st Century Skills - NASB urges state and local policymakers to forge a new working relationship in redesigning Nebraska's public education system for the 21st century, with a focus on improving student achievement and holding each level of the system accountable, from preschool through post-secondary education or training, in a manner that:

- Promotes multi-level communication and interaction between all P-16 partners to enhance student academic success;
- Offers all students a rigorous developmentally-appropriate curriculum designed to opportunities and choice, regardless of the post-secondary path they choose;
- Engages the assets of the full community;
- Utilizes data and technology to individualize education for students and to incorporate new learning into the design;
- Closes the achievement gap by focusing on quality teaching and learning opportunities;
- 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;
- Provides sufficient resources that are adequate and sustainable at every level of the system to meet the challenge, resisting unfunded or underfunded mandates; and
- Preserves the ability of local school boards and their communities to address local needs and challenges in a flexible manner using a variety of options. (2009, amended 2016)

S-92 — 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)



2,000,000 Nebraskans

329,000 Students

1,700 Locally Elected School Board Members

260 Member Districts/ESUs

ONE NEBRASKA

109TH LEGISLATURE, 1ST SESSION

S-93 — Local Control for Public PK-12 Schools - NASB believes public PK-12 systems should be organized to serve communities throughout Nebraska without arbitrary size limits or a single model, which would not fit our state's varied communities. NASB opposes legislating arbitrary size limits and will work to remedy such limits currently in statute. (2006, amended 2013)

S-94 — Local District Advocacy - NASB supports the right and obligation of local school districts to advocate for legislative action that impacts their individual interests. (1996)

S-95 — NDE Authority - NASB opposes attempts by the legislature to preempt the statutory authority of the Nebraska State Board of Education to be the policy-forming, planning and evaluative body for Nebraska schools. (2017)

S-96 — Nonpublic Schools Standards - NASB believes that nonpublic schools should have the same state standards as the public schools, including school approval, accreditation, teacher certification and endorsement, and safety standards. (prior to 1995)

S-97 — 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)

S-98 — Voting Higher Than a Simple Majority - The NASB firmly opposes any legislation that mandates a voting threshold higher than a simple majority for passing any issue presented to voters by a school district or ESU. We believe that requiring anything more than a majority vote undermines the democratic process and places undue barriers on the ability of school districts or ESUs to address critical needs and make decisions that reflect the will of the community. (2024)

S-1 Board Development
S-2 Board Recognition
S-3 Business and Education Partnerships
S-4 Collaborative Services to Youth
S-5 Leadership Team
S-6 Parent Involvement
S-7 Policy
S-8 Use of Accountability Data for School Improvement

S-9 Abuse of Alcohol, Tobacco, & Other Drugs
S-10 At-Risk Students and the Achievement Gap
S-11 Cooperation with HHS
S-12 Early Childhood Education
S-13 Enrollment Option; Homebound Students
S-14 Enrollment Option Limitation
S-15 Liability for Medication Administration
S-16 Mental & Behavioral Health
S-17 Nutrition Education/Student Wellness
S-18 Safe School Environment
S-19 Statewide Poverty/Trauma Funding
S-20 Student Discipline

S-21 Access to Equal Education Opportunities
S-22 Achievement Test Score Use
S-23 Assessment of Student Learning
S-24 Cultural Diversity
S-25 Curriculum Adoption
S-26 Library/Media Content
S-27 Responding to Special Education Costs
S-28 Student Expression
S-29 Support of Early Childhood in the Community
S-30 Technology

S-31 Accounting of Funds
S-32 Budget Lid: Growth Factor
S-33 Compensation for Statewide Assessments
S-34 Elimination of Budget Reserve Limits
S-35 Elimination of Expenditure Limitation
S-36 ESU Core Services Funding
S-37 Expand use of QCPUF
S-38 Financing Capital Improvements
S-39 Fiscal Policy
S-40 For-Profit Entities Operating in Tax-Exempt Zones
S-41 Funding of Mandated Programs
S-42 Funding: Infrastructure, Site Purchases & Operating
S-43 General Fund Reserve Limit Exception
S-44 Gifts, Donations, or Foundation \$\$\$ as Receivables
S-45 K-12 School Trust Land and Permanent Fund
S-46 Legislation Implementation
S-47 Legislative Review of Statutory Deadlines
S-48 Lower Local Effort Rate
S-49 Property Tax Reform/Relief
S-50 Reset the Revenue Lid

S-51 Revenue Reductions from Valuation Losses
S-52 Districts Dealing with Unanticipated Revenues
S-53 Funding Must Be Predictable and Sustainable
S-54 Special Building Fund Tax Levy Exclusion
S-55 State Funding System
S-56 Uniform Valuation Calculation for State Aid
S-57 Vouchers and Tax Credits

S-58 Accountability
S-59 Allied Schools
S-60 Amend Open Meetings Act for Evaluations
S-61 Authority of School Boards
S-62 Charter Schools
S-63 Duties of Schools
S-64 E-meetings
S-65 Educational Service Unit Governance
S-66 Educational Service Unit Reorganization
S-67 Interactive Remote Communication Technology
S-68 Possession of Firearms on School Grounds
S-69 Organization
S-70 Personal Liability
S-71 Publication of Minutes, Receipts, & Expenditures
S-72 Restriction of Resources & Board Responsibilities
S-73 School Activities
S-74 School Calendars
S-75 Updating notice requirements

S-76 Activity Assignments
S-77 Compensation
S-78 Criminal Background Checks
S-79 Employee Bonuses and Incentives
S-80 Employee Support
S-81 Medical Insurance
S-82 Recognition
S-83 Retirement
S-84 Scope of Bargaining
S-85 Staff Development and Evaluation

S-86 Advisory Groups
S-87 Choice and Affiliation
S-88 Constitutional Rights & Responsibilities
S-89 Corporate Sponsorships in Schools
S-90 Educational Service Units
S-91 Guiding the P-16 Effort: 21st Century Skills
S-92 Independent School Districts
S-93 Local Control for Public PK-12 Schools
S-94 Local District Advocacy
S-95 NDE Authority
S-96 Nonpublic Schools Standards
S-97 Policy Leadership & Vision on the Future of PK-12
S-98 Voting Higher Than a Simple Majority

2025 LEGISLATIVE COMMITTEES

Committee on Committees Report Standing Committees

Updated 1/10/2025

Agriculture (8)

Rm. 2102 – Tuesday

DeKay (C), (VC), Hansen, Holdcroft, Ibach, Kauth, McKeon, Raybould, Storm

Appropriations (9)

Rm. 1003 – Monday, Tuesday, Wednesday, Thursday, & Friday

Clements (C), (VC), Armendariz, Cavanaugh, M., Dorn, Dover, Lippincott, Prokop, Spivey, Strommen

Banking, Commerce and Insurance (8)

Rm. 1507 – Monday & Tuesday

Jacobson (C), (VC), Bostar, Dungan, Hallstrom, Hardin, Riepe, von Gillern, Wordekemper

Business and Labor (7)

Rm. 2102 – Monday

Kauth (C), (VC), Hansen, Ibach, McKeon, McKinney, Raybould, Sorrentino

Education (8)

Rm. 1525 – Monday & Tuesday

Murman (C), (VC), Conrad, Hughes, Hunt, Juarez, Lonowski, Meyer, Sanders

General Affairs (8)

Rm. 1023 – Monday

Holdcroft (C), (VC), Andersen, Cavanaugh, J., Clouse, DeKay, Quick, Rountree, Storm

Government, Military and Veterans Affairs (8)

Rm. 1507 – Wednesday, Thursday, & Friday

Sanders (C), (VC), Andersen, Cavanaugh, J., Guereca, Hunt, Lonowski, McKeon, Wordekemper

Health and Human Services (7)

Rm. 1510 – Wednesday, Thursday, & Friday

Hardin (C), (VC), Ballard, Fredrickson, Hansen, Meyer, Quick, Riepe

Judiciary (8)

Rm. 1525 – Wednesday, Thursday, & Friday

Bosn (C), (VC), DeBoer, Hallstrom, Holdcroft, McKinney, Rountree, Storer, Storm

Natural Resources (8)

Rm. 1023 – Wednesday, Thursday, & Friday

Brandt (C), (VC), Clouse, Conrad, DeKay, Hughes, Juarez, Moser, Raybould

Nebraska Retirement Systems (6)

Rm 1525 – At call of Chair

Ballard (C), (VC), Clements, Conrad, Hardin, Jaurez, Sorrentino

Revenue (8)

Rm. 1524 – Wednesday, Thursday, & Friday

von Gillern (C), (VC), Bostar, Dungan, Ibach, Jacobson, Kauth, Murman, Sorrentino

Transportation and Telecommunications (8)

Rm. 1510 – Monday & Tuesday

Moser (C), (VC), Ballard, Bosn, Brandt, DeBoer, Fredrickson, Guereca, Storer

Urban Affairs (7)

Rm. 1023 – Tuesday

McKinney (C), (VC), Andersen, Cavanaugh, J., Clouse, Quick, Rountree, Sorrentino

Select Committees

Committee on Committees (13)

Armendariz (C)

District 1:

Bosn

Bostar

Moser

Sanders

District 2:

Cavanaugh, J.

Fredrickson

Hunt

Spivey

District 3:

Brandt

Ibach

Jacobson

Murman

Enrollment and Review (1)

Guereca (C)

Reference (9)

Hansen (C), Ibach (VC), Arch, Ballard, Bostar, Dorn, Fredrickson, Jacobson, McKinney, Clements (nonvoting ex officio)

Rules (6)

Lippincott (C), (VC), Bostar, DeBoer, Hansen, Ibach, Arch (ex officio)

Special Committees

Building Maintenance (6)

(C), (VC), Clements

Education Commission of the States (3)

Executive Board of the Legislative Council (9)

Hansen (C), Ibach (VC), Arch, Ballard, Bostar, Dorn, Fredrickson, Jacobson, McKinney, Clements (nonvoting ex officio)

Justice Reinvestment Oversight (5)

(C),

Legislative Performance Audit (7)

(C), (VC), Arch, Clements, Hansen

Midwestern Higher Education Compact (2)

Planning Committee (9)

(C), (VC), Arch, Clements, Hansen

State-Tribal Relations Committee (7)

(C), (VC),

Statewide Tourism and Recreation Water Access and Resource Sustainability (STAR WARS) (11)

Arch (C),

Karen Western

July 14th, 2025

School Improvement Goals:

Goal #1: Our overall reading proficiency average will continuously show growth toward meeting or exceeding state averages based on Spring NSCAS.

Goal #2: Increase average daily attendance and reduce chronic absenteeism



Goal 1: Our overall reading proficiency average will continuously show growth toward meeting or exceeding state averages based on Spring NSCAS.

- 1) Our overall percentage of on track students in FastBridge ELA will increase by 7% yearly.
- 2) Our overall percentage of on track students in NSCAS ELA will increase by 6% yearly.



Data Points BOY

FastBridge Reading (Spring 2024)

- 1st grade earlyReading: 33% proficient
- 2nd grade earlyReading: 8% proficient
- 3rd Grade aReading: 31% proficient
- 4th Grade aReading: 36.4% proficient
- 5th Grade aReading: 23.8% proficient
- 6th Grade aReading: 15.4% proficient

- FastBridge % of students who made **typical or aggressive** growth on early Reading (K-1) and aReading (2-6) for Fall to Spring (Spring 2024)
 - 1st Grade: 26%
 - 2nd Grade: 14%
 - 3rd Grade: 85%
 - 4th Grade: 36%
 - 5th Grade: 39%
 - 6th Grade: 20%



Data Points BOY

NSCAS Growth Reading:

3rd Grade:

Developing: 73%

On Track or Advanced: 27%

4th Grade:

Developing: 73%

On Track or Advanced: 27%

5th Grade:

Developing: 70%

On Track or Advanced: 30%

6th Grade:

Developing: 63%

On track or Advanced: 37%



Action Steps

- Ensure teachers and interventionists have access to and understanding of IEP/504 plans and accommodations at the beginning of the year.
- PLC's will include purposeful co-planning during one of the PLC days during a 12 day rotation.
 - Week 1: Academics
 - Week 2: Behavior
 - Week 3: Special Education
 - Week 4: WIN Planning
- All students will receive interventions that are research based during Tier 2 and 3 instruction.
- Implementation of BIST (Behavior Intervention Support Team) building wide to promote and protect the learning environment.
- 10 staff members will attend summer BIST training
- 2 staff members (1 general education, 1 special education) will participate in Inclusive Practice Academy through ESU3.



Data Points at Semester

FastBridge Reading (% of students on-track for Winter benchmark)

- Kindergarten earlyReading: 30%
 - 1st grade earlyReading: 38%
 - 2nd Grade aReading: 32%
 - 3rd Grade aReading: 52%
 - 4th Grade aReading: 39%
 - 5th Grade aReading: 39%
 - 6th Grade aReading: 40%
-
- FastBridge % of students who made **typical or aggressive** growth on early Reading (K-1) and aReading (2-6)
 - KG: 50%
 - 1st Grade: 44%
 - 2nd Grade: 68%
 - 3rd Grade: 58%
 - 4th Grade: 54%
 - 5th Grade: 53%
 - 6th Grade: 52%



Data Points at Semester

NSCAS Growth Reading:

3rd Grade:

Developing: 64%

On Track or Advanced: 36%

4th Grade:

Developing: 69%

On Track or Advanced: 31%

5th Grade:

Developing: 71%

On Track or Advanced: 29%

6th Grade:

Developing: 63%

On track or Advanced: 37%



Data Points Today

FastBridge Reading (% of students on-track for Spring benchmark)

- Kindergarten earlyReading: 7%
 - 1st grade earlyReading: 33%
 - 2nd Grade aReading: 35%
 - 3rd Grade aReading: 64%
 - 4th Grade aReading: 39%
 - 5th Grade aReading: 46%
 - 6th Grade aReading: 36%
-
- FastBridge % of students who made **typical or aggressive** growth on early Reading (K-1) and aReading (2-6)
 - KG: 19%
 - 1st Grade: 28%
 - 2nd Grade: 78%
 - 3rd Grade: 63%
 - 4th Grade: 64%
 - 5th Grade: 53%
 - 6th Grade: 48%



Data Points Today (Unofficial)

NSCAS Growth Reading:

3rd Grade	Fall	Winter	Spring
Developing	73%	64%	60%
On Track or Advanced	27%	36%	40%

4th Grade	Fall	Winter	Spring
Developing	73%	69%	56%
On Track or Advanced	27%	31%	44%



Data Points Today (Unofficial)

NSCAS Growth Reading:

5th Grade	Fall	Winter	Spring
Developing	70%	71%	62%
On Track or Advanced	30%	29%	38%

6th Grade	Fall	Winter	Spring
Developing	63%	63%	48%
On Track or Advanced	37%	37%	52%



What we have learned moving forward into next year....

- Integrating a Tier 1 intervention time into classroom master schedules to ensure that we are focusing on Tier 1 instruction and the re-teaching/in class intervention on Tier 1
- Putting a deeper focus on Tier 2 WIN time and ensuring that all teachers are utilizing research based interventions as their method of intervention
- Use of co-teaching in K-2 classrooms
- Teacher plan times will include purposeful co-planning one day a week
- 4 to 1 model for EL, Sped, Speech, Reading, etc. to allow for more collaboration/co planning
- Be purposeful and efficient with instructional time (i.e. monitor/give feedback during student work time, pull small groups when able, purposeful activities)



Attendance Goal

Our overall chronic absenteeism percentage will decrease by 5% and overall daily attendance average will be at least 93% by May 2025



Data Points BOY

	Average Daily Attendance	Chronic Absenteeism
2021-2022	91.62%	57 kids
2022-2023	93.02%	43 kids
2023-2024	94.13%	29 kids

Average Daily Attendance:

3 year change: Increase of 3.24%

2 year change: Increase of 1.69%

Chronic Absenteeism:

3 year change: decrease of 68%

2 year change: decrease of 58%



Action Steps

- Greet each student at least four times individually before they enter their classroom each day.
- Revamp Back to School Night

Parent Communication

- 2 day absence teacher phone call by the end of September. 5 day phone call after. 10 day absence letter and parent meeting with counselor. 15 day letter and meeting with principal.
- Preventative letters mailed home when students are approaching chronic absenteeism and have reached chronic absenteeism
- Weekly parent newsletter addressing the importance of attendance
- Daily attendance phone calls made by building secretary

Attendance Incentives

- Weekly attendance winners (photos posted)
- Random days for tardies and classroom attendance percentage students will receive a ticket that they can put into a drawing
- Random opportunities for extra recess with the Principal
- Semester 1: Movie Day at Ralston High School
- Semester 2: Dunk Tank



Data Points at Semester

	Average Daily Attendance	Chronic Absenteeism
2024-2025	95.16%	23 students



Data Points Today

	Average Daily Attendance	Chronic Absenteeism
2021	91.62%	57 students
2022	93.02%	43 students
2023	94.13%	29 students
2024	94.59%	18 students

Average Daily Attendance: Increase of .49% from last year

Chronic Absenteeism: decrease of 38% from last year



What we have learned moving forward into next year....

- Parent Communication
 - 2 day absence teacher phone call by the end of September. 5 day phone call after. 10 day absence letter and parent meeting with counselor. 15 day letter and meeting with principal
 - Preventative letters mailed home when students are approaching chronic absenteeism and have reached chronic absenteeism
 - Weekly parent newsletter addressing the importance of attendance
 - Daily attendance phone calls made by building secretary
-
- Attendance Incentives
 - Weekly attendance/work incentive on Friday's
 - Monthly assembly
 - Attendance trophy
 - Math highlight
 - Reading highlight
 - Student of the Month
 - Attendance highlight



What we have learned moving forward into next year....

- Monthly attendance raffle-include tickets for showing up and on time. These tickets can be put into different drawing opportunities.
 - Random days for tardies and classroom attendance percentage students will receive a ticket that they can put into a drawing
- 1) Identify cultural celebrations and environments that should be included in the building
 - a) Cinco De Mayo celebration
 - b) Incorporate Dia De Los Muertos into our Halloween celebrations
 - c) Add cultural decorations to Cardinal Square (flags, languages, etc.)



Questions?





Employee Handbook

Revised July, 2025

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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,

Jason Buckingham
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 Omaha Daily Record. 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, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the ADA/ Title II Coordinator: **Dr. Ryan Pivonka** at (402) 898-3483, ryan_pivonka@ralstonschools.org or in person at school.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: **Dr. Ryan Pivonka** at (402) 898-3483, ryan_pivonka@ralstonschools.org, 8545 Park Drive, Ralston Nebraska or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: https://www.ralstonschools.org/site/handlers/filedownload.ashx?moduleinstanceid=1169&dataid=9780&FileName=3053_-_Nondiscrimination.pdf.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator: **Dr. Ryan Pivonka** at (402) 898-3483, ryan_pivonka@ralstonschools.org, 8545 Park Drive, Ralston Nebraska or in person at school.

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Human Resource office at (402) 898-3483, ryan_pivonka@ralstonschools.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

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

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 1st 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. In order to maintain accurate compensation records, teachers are expected notify the Human Resource office as soon as possible regarding any changes to their supplemental assignments.

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 their supervisor.

If an employee misses an entry into the timekeeping system, the staff member is responsible for correcting their timecard at the earliest possible convenience. If an employee makes a correction to their timesheet, the staff member is required to attach a note to the timecard explaining the discrepancy to their 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 they have 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 their 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 their 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 their 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.

WORKER'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 their 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 their 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. Unless prohibited by a negotiated agreement that an employee belongs to, an employee's supervisor may require an employee to submit a physician's written certification attesting to the employee's sickness or disability after three consecutive days of absence due to illness. 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 their 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.

ELECTION DUTY

An employee who has been selected to perform election duty will be granted paid leave. Employees must sign over to the district the compensation they receive for Election duty, but not compensation for expenses.

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 as soon as possible. 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 ensure 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 [online](#) or on the [Ralston Forms](#) website. 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. Receipts must be itemized, or the district may not be able to reimburse expenses. It is the responsibility of the employee to collect itemized receipts. Please see Appendix A for reimbursement guidelines.

When travel exceeds 150 miles, employees can request hotel accommodations for the day(s) which the purpose/program for travel occurs. If the purpose/program begins prior to 9:00 am, employees can request hotel accommodations for the night prior to the purpose/program for travel starts.

Air travel will be approved by a supervisor when deemed necessary, and/or the cost of mileage reimbursement exceeds the cost of airfare.

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 their 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 their 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 principal.

Classified staff hours are determined at time of hire.

If a staff member needs to leave campus during their regularly assigned hours, they are expected to obtain permission from their building principal and/or notify a member of the school's front office staff before their departure and upon their return (if applicable). To help maintain accurate records of who is currently on campus, principals may require their staff members to sign out when they leave the building then sign back in upon their return.

Staff members who repeatedly leave campus without obtaining the permission of their building principal and/or notifying a member of the school's front office staff may be subject to disciplinary action up to and including termination of employment.

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 their 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, they 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 their 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 their 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 their actions have placed their 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.

JOB ABANDONMENT

Unexcused absences are a serious matter. Unless prohibited by a provision within a collective bargaining agreement, any employee who has three consecutive days of unexcused absences shall be considered to have abandoned their job without notice, effective at the end of the employee's normal shift on the third day. The employee's supervisor shall notify the Human Resource Office at the end of the third workday. Abandonment is considered a voluntary resignation.

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 15th will be released from the next school year's contract. Staff members who submit their resignations after April 15th 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 offduty, they represent the Ralston Public Schools to the public and should strive to preserve the district's reputation. In addition, certain types of offduty conduct may reflect poorly upon an employee's character and judgment and thereby influence their standing as an employee of the Ralston Public Schools. Therefore, employees

who engage in unprofessional or criminal conduct or other serious misconduct offduty 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 their 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 their boundaries have been violated should immediately report the conduct or communication to a teacher, administrator, counselor, or other school employee with whom they feel 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.
- 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 your 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.

COMPLAINT PROCEDURE

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss

their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

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

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 reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b. Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c. Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d. Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

- a. Determine whether the complainant has discussed the matter with the respondent.
 1. If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 2. If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b. Strongly encourage the complainant to reduce his or her concerns to writing.
 - c. Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 1. All relevant details of the complaint;
 2. All witnesses and documents which the complainant believes support the complaint;
 3. The action or solution which the complainant seeks.
 - d. Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.
 - a. The appeal must be in writing.
 - b. This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c. For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
 - d. The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

- a. When the complaint is about a board policy, not implementation of the policy;
- b. When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
- c. When the board is required by law, policy, or contract to hear a complaint or appeal.

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

- d. This appeal must be in writing.
 - e. This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
 - f. This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
 - g. The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
 - h. There is no appeal from any decision of the board unless authorized by law.
6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a. Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
 - b. Determine whether the complainant has discussed the matter with the superintendent.
 - 1. If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - 2. If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - c. Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.

- d. Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e. Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

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.

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 their designee(s) 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 breastfeed or express breast milk for her nursing child each time the employee has the need to do so. The district will provide 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.

BEHAVIORAL AND MENTAL HEALTH TRAINING

All public school employees who interact with students and any other appropriate personnel are required to complete at least one hour of behavioral and mental health training with a focus on suicide awareness and prevention training every year. The superintendent will determine the appropriate personnel required to receive the training.

These employees must complete the training designated by the school district or superintendent no later than October 31 of each school year or within 30 days of their initial employment, whichever is later. Failure to complete this training may subject the employee to employment-related discipline.

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 they are 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.

No driver shall: (1) report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater; (2) use alcohol while performing safety-sensitive functions; (3) perform safety-sensitive functions within four hours after using alcohol; or (4) refuse to submit to a pre-employment controlled substance, a post-accident alcohol or controlled substance test, a random alcohol or controlled substance test, a reasonable suspicion alcohol or controlled substance test, a return-to-duty alcohol or controlled substance test, or a follow-up alcohol or controlled substance test required under state or federal law or this policy. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until they undergo a post-accident alcohol test, whichever occurs first.

A driver shall not refuse to submit to testing. A driver will be considered to have refused to submit to testing if the driver fails to provide a sample or specimen necessary for testing upon a

lawful request, consistent with the required testing protocols. The refusal to submit to the testing used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers.

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 and shall include the immediate removal from safety-sensitive functions in compliance with federal law. No driver tested pursuant to this policy and the school district's drug testing program and procedures who is found to have an alcohol concentration of 0.02 or greater, but less than 0.04 shall perform or continue to perform safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

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 as soon as possible. A reportable accident includes any accident in which there is a fatality, a person is injured and must be treated away from the accident site, the driver receives a citation for a moving violation, or a vehicle is towed from the scene. The driver must notify the district immediately regarding any reportable accident.

If a driver is so seriously injured that they cannot submit to testing at or immediately after the time of the accident, the driver must provide the necessary authorization for the district to obtain hospital reports or other documents that would indicate whether there were controlled substances or alcohol in the driver's system.

All drivers will be subject to unannounced random testing for drugs and alcohol. The district or its agents will periodically select drivers at random for testing. A district official will notify a driver when their name has been selected and will instruct the driver to report immediately for testing. By its very nature, random selection may result in one driver being tested more than once in a 12-month period, while another driver may not be selected at all during the same 12 months.

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 their person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area, except as prohibited by federal law.

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

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

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

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

Consequences – Weapon: State law and this policy 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 and students must report substantive threats to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS 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.

In the event of a serious health outbreak that significantly impacts the day-to-day operations of the district, the rules and information provided in this handbook may be supplemented or amended by the school district's administration at any time, consistent with applicable law and board policy. All staff members shall be provided notice of any such changes by the district's regular means of contact.

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 lifethreatening 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.

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 their 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 their discretion, prohibit the use of such devices or otherwise limit their use. The building principal may, at any time, direct that a teacher discontinues 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 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. At a minimum, all employees are expected to check their email on a weekly basis when they are providing services to the district. 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 Board policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

For more information, please see Ralston Board Policy 5035.

STUDENT BULLYING

Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse”. The Centers for Disease Control and Prevention defines bullying as “any unwanted, aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple time or is highly likely to be repeated”. The school district’s administrators will consider these definitions when determine whether any specific situation constitutes bullying. These definitions include both in-person and cyberbullying behaviors.

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

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 themselves, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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 strictly 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 their 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, they 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 they have 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 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, they 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, they 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.

Ralston Public Schools—Employee Handbook
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.

Employee Signature

Employee Name (Printed)

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; must have itemized receipt
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.~~ Mileage requests shall be submitted using the [online form](#). 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 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, travel to and from dining locations, etc.

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 selecting an appropriate price level restaurant. ~~Per diem rate for meals is capped at \$60 per day. If only one meal is required during a trip, amount is capped at \$25.~~ **Meal expenses are only reimbursed up to the government per diem rate, including the reduced amount for the first and last day of travel. Gratuities are only reimbursed up to 20% of the charges. It is the employee's responsibility to know and abide by the per diem rate for their dining location. Any charges above these amounts will not be reimbursed.** ~~Please use care and discretion in your dining choices.~~ It is also expected that detailed documentation and itemized receipts are kept to ensure 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 they have accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge their 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 their 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 their 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 their 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 their 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 their 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 their interpreting, requesting feedback from the student as age or maturity allows. The EI/T will help the student develop their 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
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
3. The EI/T will document the beginning and end of their workday through the electronic timecard 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/Transliterater 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 their 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 they 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.

APPENDIX F

Title IX

Nondiscrimination. The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at Title IX Coordinator, 8545 Park Drive, Ralston, NE, or by email at ryan_pivonka@ralstonschools.org, or via phone at 402-331- 4700. The school district's nondiscrimination policy and grievance procedures are included this policy, or can be accessed at:

https://www.ralstonschools.org/site/handlers/filedownload.ashx?moduleinstanceid=1169&dataid=9780&FileName=3053_-_Nondiscrimination.pdf. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

Retaliation Prohibited. Retaliation, including peer retaliation, is prohibited in the school district's education program or activity. If the school district has information about conduct that reasonably may constitute retaliation under Title IX, it may be required to treat it as an allegation of sex discrimination. Upon receiving a complaint alleging retaliation, the school district will initiate its grievance procedures or informal resolution process.

Definitions. As used in this policy, the following terms are defined as follows:

Complainant means an employee, a student, or a parent, guardian, or other individual with the legal right to act on behalf of a complainant who is alleged to have been subjected to conduct that could constitute sex discrimination, including sex-based harassment; or any other person who may have been subjected to sex discrimination when that person was participating or attempting to participate in the school district's education program or activity.

Complaint means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged sex discrimination under Title IX.

Consent for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. School district officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

Respondent means a person who is alleged to have violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that the school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

Sex-based harassment prohibited by this part is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex that is:

Quid pro quo harassment. An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in the school district's education program or activity.

Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

Sex Offenses, Forcible—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

- **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Sexual Assault with an Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses, Non-forcible—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

- Incest—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- Statutory Rape—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

Dating violence meaning violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length and type of relationship and the frequency of interaction between the persons involved in the relationship;

Domestic violence meaning felony or misdemeanor crimes committed by a person who:

- Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the school district, or a person similarly situated to a spouse of the victim;
- Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction

Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Response to Sex-based Harassment.

All Employees. All school district employees must notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination, including sex-based harassment under Title IX.

Title IX Coordinator. The school district will designate and authorize at least one employee as the school district's "Title IX Coordinator," to coordinate the school district's efforts to comply with its responsibilities under Title IX and this policy. The superintendent or Title IX Coordinator is authorized to delegate specific duties to one or more designees.

For conduct that could constitute sex-based harassment, the Title IX Coordinator must take the following actions:

- Offer and coordinate supportive measures for the complainant and for the respondent;
- Notify the complainant or the individual who reported the conduct of the grievance procedures and, if appropriate, the informal resolution process.
- Take other appropriate steps to avoid the recurrence of sex discrimination and restore or maintain equal access to the school district's programs and activities.

Supportive Measures. The school district will provide supportive measures, as appropriate, in cases involving sex-based harassment. These measures may include but are not limited to: counseling; extending deadlines; increased supervision; no-contact directives; leaves of absence; changes in class, work, or activities, regardless of whether there is a comparable alternative; and training and education programs related to sex-based harassment. Supportive measures may be continued, modified, or discontinued at the conclusion of any grievance process. Supportive measures will not be disclosed to anyone other than the person to whom they apply and others, including school officials, who need to know the supportive measures to implement them.

Requests to Modify Supportive Measures. A complainant or respondent may request modification or reversal of the school district's decision to provide, deny, change, or terminate supportive measures applicable to them. Requests must be made to the Title IX Coordinator in writing, and an impartial individual will review the request.

Students with Disabilities. If the complainant or respondent is a student with a disability, the Title IX Coordinator will consult with one or more members of the student's IEP or Section 504 team to determine compliance with those laws while implementing supportive measures and all other requirements of this policy and Title IX.

Emergency Removal. The school district is authorized to remove a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis; determines that an imminent and serious threat to the health or safety of a complainant or other persons arising from the allegations of sex discrimination justifies removal; and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

Administrative Leave. The school district is authorized to place an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures.

Informal Resolution. The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged in sex-based harassment of a student or informal resolution would be contrary to law. Prior to initiating informal resolution, the parties will be provided with notice of the allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and respondent, the ability to withdraw from the process, and the right to resume the grievance process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process.

The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.

If informal resolution is offered, the school district will maintain all evidence gathered, communications about the informal resolution process, and the agreement reached. This information will be disclosed to outside individuals only as permitted by law and if required to

implement the requirements of the agreement or Title IX. If no agreement is reached, only relevant and permissible evidence received during the informal resolution process will be considered during the grievance process.

Grievance Procedures to Resolve Complaints of Sex Discrimination. Any person designated as Title IX Coordinator, investigator, or decision maker will not have a conflict of interest or bias for or against any party, generally or specifically. The decisionmaker may be the same person as the Title IX Coordinator or investigator.

Complaint. Complaints of sex-based harassment may only be made by a complainant; a parent, guardian, or other individual with the legal right to act on behalf of a complainant; or the Title IX Coordinator. Complaints of sex discrimination (excluding complaints of sex-based harassment) may be made by any person who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.

Complaint by Coordinator. In the absence of a complaint made by any other individual, the Title IX Coordinator will determine whether to initiate a complaint of sex discrimination. The Title IX Coordinator must consider, at a minimum, the following factors:

- The complainant's request not to proceed with the initiation of a complaint;
- The complainant's reasonable safety concerns regarding the initiation of a Complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the school district;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If the Title IX Coordinator initiates a complaint, they will notify the complainant prior to doing so and address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.

Consolidation of Complaints. The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references in this section to a party, complainant, or respondent include the plural, as applicable.

Basic Procedures. This grievance procedure is governed by the following basic requirements:

- A respondent is presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedure;
- The school district will treat the complainant and respondent equitably throughout the grievance process;
- The school district will take reasonable steps to protect the privacy of individuals participating in the grievance process in a manner that does not restrict the parties from obtaining and presenting evidence, speaking to witnesses, consulting with family members or advisors, or otherwise participating in the grievance process;
- The District will use the following timelines for each complaint, but the Title IX Coordinator or designee may extend them as needed:

Major Stage	Target Duration (calendar days)
Completion of the school district’s decision whether to dismiss or investigate a complaint of sex discrimination	1-15
Investigation	1-30
Determination	1-30
Appeal	1-20

Notice of Allegations. Upon initiation of the grievance procedure, the school district will provide notice of the allegations to the parties whose identities are known. The notice will include a copy of this policy; the parties involved in the incident(s); the conduct alleged to constitute sex discrimination; and the date(s) and location(s) of the alleged incident(s), if available. Retaliation is prohibited.

If the school district decides to investigate additional allegations of sex discrimination that are not included in the initial notice, the school district will provide notice of the additional allegations to the parties.

Complaint Investigation. The burden is on the school district to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. The individual investigating and deciding the complaint will:

- Provide an equal opportunity for the parties to present fact witnesses and relevant and permissible evidence;
- Objectively review all evidence gathered through the investigation and determine what evidence is relevant and permissible;
- Provide each party with an accurate description of the relevant and permissible evidence, and upon request, copies of this evidence;
- Provide the parties a reasonable opportunity to respond to the evidence;
- Use a process that enables the decision maker to question parties and witnesses to adequately assess a party’s or witness’s credibility, but credibility will not be based upon any individual’s status as a complainant, respondent, or witness; and

- Take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Relevant and Permissible Evidence. The school district will consider relevant and permissible evidence. Relevant evidence is evidence related to the allegations of sex discrimination under investigation as part of the grievance procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Generally relevant evidence is permissible, but does not include:

- Evidence that is protected under a privilege as recognized by Federal or State law;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional in connection with the provision of treatment to the party or witness unless the school district obtains that party's or witness's voluntary, written consent for use in this grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless that evidence is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sexbased harassment occurred.

Determining Whether Sex Discrimination Occurred. The school district will:

- Use the preponderance of the evidence standard of proof, that it is more likely than not, to determine whether sex discrimination occurred;
- Use only relevant and permissible evidence to reach a determination;
- Notify the parties in writing of the determination whether sex discrimination occurred, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- If there is a determination that sex discrimination occurred, coordinate and provide remedies to restore equal access, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur;
- Not discipline a party, witness, or others participating in a school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

Dismissal of a Complaint. A complaint of sex discrimination made through the grievance procedure may be dismissed for any of the following reasons:

- The school district is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the school district's education program or activity and is not employed by the school district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that without the complainant's withdrawn allegations, the remaining alleged conduct would not constitute sex discrimination even if proven;
- The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint under this paragraph, the school district must make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The school district will notify the complainant that a dismissal may be appealed and provide the complainant with an opportunity to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent that the dismissal may be appealed on the bases set out in this policy. Upon the dismissal of a complaint, at a minimum, the school district will:

- Offer supportive measures to the complainant, and offer supportive measures to the respondent if the respondent has been notified of the complaint;
- Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

Appeal. The school district will provide the parties the opportunity to appeal the decision-maker's written determination or a dismissal of a complaint, on the grounds identified below. The school district will implement appeal procedures equally for the parties, including a reasonable and equal opportunity to make a statement in support of or challenging the outcome being appealed. Appeals under Title IX, like other comparable proceedings, will be handled consistent with the school district's general complaint policy.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the superintendent within three (3) calendar days of the party's receipt of (1) the written determination of whether sex discrimination occurred from which the appeal is taken, or (2) the written dismissal of the complaint from which the appeal is taken.

Notice of Appeal Filed By Party. The Notice of Appeal must include (a) the name of the party or parties appealing, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from the following subsection) upon which the appeal is based. A party's failure to timely submit a Notice of

Appeal will be deemed a waiver of the party's right to appeal under this policy and Title IX.

Appeals of Dismissals. If a dismissal is appealed, the school district will provide notice of the allegations to the complainant and respondent if not provided previously.

Appeal Decision. The decision maker for the appeal will be an individual who did not take part in the investigation, determination, and/or decision to dismiss the complaint. The appeal decision maker will notify the parties of the result of the appeal and the rationale for the result.

Disciplinary Sanctions and Remedies. If it is determined that sex-based harassment occurred, the school district may impose disciplinary sanctions that may include suspension, expulsion, mandatory reassignment, adverse employment action up to and including termination, or any other actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.

Superintendent Authorized to Contract. The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the school district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

Recordkeeping. The school district will maintain the following documents for a period of at least seven years:

- For each complaint of sex discrimination, records documenting the informal resolution process or grievance procedures and the outcome.
- Records documenting the actions the school district took to meet its obligations under Title IX for any allegation of sex discrimination.
- All materials used to provide training as required by this policy. The school district will make these training materials available upon request for inspection by members of the public.

Bond Planning/Update Agenda

July 3, 2025

- **RHS**
 - Gym ceiling is $\frac{1}{3}$ complete
 - Lifting RTU's on top of the wt. room this week
 - Basketball hoops by the end of July
 - 7/24, gym lockers
 - 7/16 for pool
 - Chillers on 8/27, install in October
 - Drywalling old daycare areas
 - Locker rooms are being painted
 - Lights in gym, install to start Monday
 - Parking lot needs a break in the weather, multiple pours are scheduled, doubled the size of the concrete crew.
 - Light poles for parking lot next week
- **RMS**
 - Testing for low voltage systems to be finished by 7/14
 - Concrete is finished, upper lot is tarred and striped
 - Sound systems being installed in the gym
- **WW**
 - Concrete tear out and replace scheduled for 7/7 and 7/8

June 26, 2025

- **RHS**
 - Ceiling drywall work is complete in the gym, insulation and painting is to begin the week of June 30th and last two weeks.
 - Iron workers have completed the steel work for the basketball hoops and for the new RTU's installed above the gym and weight room.
 - Framing work in old daycare is almost complete, drywalling to begin as soon as inspections are complete
 - Select exterior doors are being replaced.
 - Parking lot project has shifted. Two crews and foremen are working onsite, looking to either prep or pour 6 days a week moving forward
 - Parking lot lights to begin installation week of July 7
- **MB**
 - Driveway work is being done
 - Painting of exterior to start Monday, two week estimate on time
- **WW**
 - Concrete replacement to take place week of July 10
- **RMS**

- Finishing up painting in the upper gym
- Hanging sound system next week
- Parking lot striping is scheduled for the new upper lot
- Testing low voltage system, camera installation to begin within the next two weeks.

June 9, 2025

- RHS
 - Ceiling demolition in main gym and weight room is complete
 - Demolition is finished in the Media Center
 - Student parking lot work in ongoing
 - Tennis court work/grant
 - Insulation and painting of the gym ceiling has started
 - Science rooms are now complete
 - Art rooms are being renovated
 - HVAC work is taking place in the F and G wings
 - Blinds to be installed building-wide starting June 19
- RMS
 - Upper parking lot is ongoing, possible completion by July 4.
 - Sound system is being installed in the upper gym
 - New intercom, cameras, alarm systems and network wireless access points are being installed
- WW, KW, SY, BL
 - Work is ongoing on the painting of the exterior of the buildings
 - KW to have blinds and new window sills installed in the majority of the building by July 4.

May 12, 2025

- RHS
 - Work has been completed on the band and choir rooms
 - G 120 and PE Coach's offices are next
 - Most HVAC equipment is either onsite or in route, exception are the chillers, which are set to be delivered in August
 - Countertops and sinks are installed for Tiny Rams
 - Flooring is installed in daycare
 - Glazier due this week
 - Bathroom partitions are installed in the daycare restrooms
 - Work in the CTE rooms has begun. Health sciences and two other CTE rooms are now being remodeled. Next is G120, then the PE offices for next week.

- RMS
 - Lights installed upper gym
 - Concrete demo to start 5/23
 - Courtyard painting is done
 - Courtyard to be seeded and matted
 - Low voltage work to commence 5/23

April 24, 2025

- RHS
 - Stoop poured for new Tiny Rams Entry
 - Most HVAC equipment is either onsite or in route, exception are the chillers, which are set to be delivered in August
 - Countertops are set for Tiny Rams next Tuesday and Wednesday
 - Flooring is mostly installed in daycare
 - Glazier due 1.5 weeks
 - Bathroom partitions are being installed
 - Choir room is nearing completion, Band room is next, then CTE area
- RMS
 - Lights installed upper gym
 - Concrete demo to start 5/23
 - Courtyard painting is done
 - Courtyard to be seeded and matted
- MB
 - New dampers ordered for storm shelter area

April 10, 2025

- RHS
 - North part of the parking lot is complete. Some issues with finishing work, which may require replacement at the cost of the subcontractor.
 - Demolition has moved to Lecture Room C, Office area
 - Flooring has been installed in all areas of A and B wing, hallways have been painted. D wing is nearly finished. Nearly 6 weeks ahead of planned schedule.
 - Back driveway to baseball field was removed and replaced
 - Start office area on Good Friday
 - Auxiliary Gym is up for paint and electrical next week.
 - Daycare is mostly taped and mudded. Overhead inspections are complete. Ready for paint and drop ceiling next week. Casework is two weeks out.
 - 2nd week of May is now the target date for inspections to occupy
 - Backfilling parking lot next week

- Soliciting bids for tuck point repair inside of courtyard
- RMS
 - Upper gym ceiling has been insulated
 - Lower gym has been painted both ceiling and walls
 -

March 24, 2025

- RHS
 - North part of parking lot is demoed and forming work is beginning for new parking lot
 - Work has progressed in the classrooms, all B-wing classrooms are painted, have new lights, technology and flooring. Hallway lights are nearly complete
 - All upper A-wing classrooms and ¼ of lower A-wing classrooms are painted, have new lights, technology and flooring. Hallway lights are nearly complete
 - Drywall work has begun on the new daycare facility. Ceiling work to happen after HVAC work has been completed.
 - Coordinating plan for back driveway replacement, possibly over spring break.
- RMS
 - Work on fireproofing the corridors is ongoing
 - Scheduling this summer's concrete and low voltage work is beginning to ramp up.
- KW, SY, WW, BL
 - Contract has been secured and pre-construction meeting has been held. Work may begin on the outside of the buildings as early as mid-April, mostly paint preparation at each of the 4 sites. SY will be a priority as roofing will take place this summer.

February 13, 2025

- BL
 - Access hatch to be installed, touch up paint
- RHS
 - Parking lot (north 1/3 spring break 2025, mobilize March 10)
 - Basketball hoops \$85,000 bid
 - Current bond fund status \$32,142,602 as of 12/31/24
 - 12 classrooms have had paint and flooring work completed, technology is installed in six of the classrooms, whiteboards and bulletin boards to be completed this week in all 12 rooms

- Lighting to be installed when it arrives onsite
- Daycare has been demoed, underground plumbing in installed and backfilled, Faculty Lounge has been renovated. Framing is complete, VAV boxes are being installed for the different daycare rooms, temporary exterior door has been installed.
- KW, BL, WW and SY Phase II project awarded, dates TBD
 - Exterior Paint at KW, patching of cracked facade
 - Replacement of window seats/window shades KW
 - Painting roof and window boxes BL
 - Install wall padding in recovery rooms BL
 - Painting of window boxes WW
 - Painting and patching of sawtooth roof SY
- SY roofing project bids have been returned, renovation of roof summer 2025
- RMS Summer 2025
 - Low voltage work to include cameras, voice amplification, new alarms
 - Replacement of upper parking lot and sidewalks
 - Exterior paint courtyard
 - Lights and ceiling work upper gym (spring break 2025)

November 11, 2024

- BL, SY, WW, ME punch list items have been completed on non-school days, currently all buildings are functional, though some minor alterations are still being addressed.
- KW
 - Developing final project list for summer work, projects to include:
 - Blinds, some window seat replacement, exterior painting
- RMS
 - Work on finishing exterior painting is continuing, timeline to finish is by Thanksgiving
 - Cooling Tower lift is scheduled for the week of Thanksgiving, preparing for lighting change in the lower gym over the Holiday break
- RHS
 - GMP presented for project list #2
 - Coordinating with Admin. Staff at RHS for the sequencing of the remodel work at RHS
 - Some affected staff have been notified, staff wide presentation to be given once sequence has been confirmed.
 - Finalizing design work on the parking lot at RHS

September 19, 2024

- BL, WW, ME,
 - Oct 14-15 punch list items to be completed
 - Media window panes to be replaced Oct. 14
- KW
 - New heat exchanger tentatively to be installed Oct. 14-15
- RMS
 - Remainder of stair treads and paint touch ups to be completed
 - Exterior paint to finish mid-October
- SY
 - Moving 9/26-9/28, Pods to start first
 - Railings for front steps are nearly here, temporary railings in place by 10/1
 - Retaining wall for 79th St. landscaping and new switchback sidewalk
 - Testing fire and security alarms
 - Paint for the gym over holiday break
 - Window shades installed
 - Seeding and matting by Saturday
 - Waxing floors 9/23-24
- MB
 - Kitchen equipment has been full of issues
 - Display cases to be finished this week
 - Paint issues on the exterior
 - Punch list items Oct. 14-15

August 22, 2024

- BL
 - Sept 3, begin punch list items
 - Software update on RTU's to remedy alarm system
 - Signage and dedication plaque are enroute
- SY
 - Electrical work is mostly complete
 - Plumbing work is down to 5 sinks remaining
 - Painting is on pace to finish, with only touchups remaining by Sept. 10
 - Flooring to be installed in the hallways by 2nd week of Sept.
 - Most rooms are scheduled to be padded out once the fire sprinklers are installed
 - Exterior concrete work is being formed
- WW
 - Punch list items

- Working on VAV boxes and controls in SW portion of the building
- RHS
 - Page turn meeting scheduled for 8/30
- RMS
 - Dirt removal
 - Electrician are installing fire alarm wiring
 - EFIS work is continuing
- MB
 - Range hood is back up and running, kitchen inspection has been passed
 - Screen walls are painted
 - Fence work is continuing
 - Gym pads and flooring issues to be addressed 8/27-9/5

July 17, 2024

- BL
 - Plumbing and electrical final inspections are passed
 - Panic buttons and card readers are finishing this week
 - July 24, install playground fencing for Pre-K, finish site work
- RHS
 - Parking lot is poured, sidewalk work to finish this week
- SY
 - Fire supply line is installed in the building
 - Overhead electrical and plumbing have their inspections this week
 - Drywall work is continuing throughout the building, mudding and taping work to continue
 - Some painting has started
- RMS
 - Driveway to parking lot is finished
 - FCS casework is up for installation is coomplete,
 - Most classrooms have flooring in place, hallway work is progressing
 - Waxing VCT 7/17-7/19
 - Paint is ongoing, Boxlights are most;ly installed,
 - EFIS work is continuing on the west side of the building
 - Cafeteria flooring is installed
- MB
 - Dirt work is progressing, 65% of the driveway has been poured,
 - Focus is currently on the driveway and sidewalk paths
 - Playground equipment is onsite and has been installed
 - Flooring is nearly finished, painting touch ups continue

- Generator is installed and will allow for final startup of the fire suppression and elevators
- Attempting pre-inspection on 7/31
- Safety fencing is installed

July 5, 2024

- BL
 - Switch gear test 7/11, Certificate of Occupancy to follow
 - Panic buttons and card readers are finishing next week
 - July 24, install playground fencing for Pre-K, finish site work
- RHS
 - Sidewalk pour 7/5, 2nd big pour 7/8
 - Hot water heaters are installed, looking to be operational this week
- SY
 - Drywall work is started on the south side of the building
 - Plumbing rough-in's and underground inspections are next week
 - EFIS done on north side, finish framing widows on east side next week
 - Several of the sections of sawtooth roof have been demoed and reinstalled, project nearly $\frac{1}{3}$ complete
- RMS
 - Monday/Tuesday, pouring middle parking lot, ramp to be torn out and poured 3rd week of July
 - Drywall work is continuing
 - Most classrooms have new ceiling tile, lights and flooring
 - Waxing of VCT taking place in science rooms and some hallways upstairs
- MB
 - Working on soil removal and compaction
 - Concrete footings are nearly removed
 - Generator to be installed, then inspections on elevator and fire sprinkler systems can take place
- KW
 - Flooring is installed in each upstairs classroom,
 - Demolition is 50% done on the main floor with tile and carpet installation taking place this week
 - Roofing has been installed, flashing work to be completed this week

May 30, 2024

- BL
 - Parking lot and sidewalk demo is complete
 - Countertops are being installed

- Gym is nearly painted
- Plumbing fixture installation is near complete
- MB
 - Exterior prep and paint is ongoing
 - Abatement to wrap up early next week
 - Utilities are shut off to the old building
 - Paving at new playground next week
 - Flooring company to return next week
- ME
 - 11 month walkthrough
- SY
 - Demo is progressing throughout the building
 - South side exterior windows are removed and framing is going up
- RMS
 - Demo of ceiling and carpet is taking place in the main office and corridors
 - Carpet is being removed in the upper hallways and some classrooms
 - Parking lot to start once installation of

May 9, 2024

- BL
 - All RTU's are functioning
 - Classroom flooring installed
 - Classroom casework nearly complete
 - Classroom technology is installed, majority of intercom speakers are in place
 - Lighting is finished
 - Fixtures and partitions are being installed throughout the building
 - Most areas have ceiling pads
 - Hallway and cafeteria work on flooring is progressing
 - Driveway work to begin after the last day of school
- MB
 - Work continues on completing electrical and plumbing
 - All rooms now have flooring and casework
 - Demolition meeting was held May 1, work to begin as soon as the building is empty
 - Main entry exterior is nearly complete
 - Hallway protection work is ongoing
 - Technology work is beginning in each room
- SY and RMS

- Meetings held in each school to prepare the staff for the move and boxing up of materials
- RHS
 - Initial bid is being worked for the staff parking lot

April 18, 2024

- BL
 - Diffusers and Registers are being installed
 - Low voltage work is continuing, call switches
 - Lights are being installed in the gym
 - Water heaters are in place
 - Drywall work is nearly complete
 - Corridor grid work has started, most classroom are done with grid
 - Plumbing fixtures are being installed
 - Dryfall paint in cafeteria media center
 - Casework installation is nearly complete, starting custom desks
 - Window sills are coming soon
- RMS/SY
 - May 13, trailer moves onsite to RMS
 - May 7th pull plans for both schools
- MB
 - Metal panel are being installed on the main entrance
 - Grading is nearly complete on the playground area
 - Flooring installed in most classrooms on the 2nd floor.
 - Reinstallation of vinyl hall protection is occurring
 - Gym floor has been stained and is being painted
 - Solid surfaces to begin installation next week
 - Boilers are currently online and providing some heat
 - Gym entrance doors are being installed.

April 4, 2024

- BL
 - Start up on RTU's 4 out of 7 are operational
 - Most rough in's are done for electrical
 - Area 1 nearly complete, flooring installed, area 2 is painted, area 3 is primed, area 4 and 5 are mudded, taped and are being sanded
 - Casework, dry erase and bulletin boards are installed in phases 1 and 2
- MB
 - Start up next week for HVAC units
 - Sidewalk to be poured around the building next week

- Above ceiling inspections are near complete
- Light fixtures and ceiling grid installation is ongoing
- Elevator work is ongoing
- Construction trailer moves out on Monday
- Kitchen equipment is delivered
- Wood floor is installed in the gym
- Playground equipment delivered 4/29
- Exterior asbestos panel removal is mostly complete

March 28, 2024

- BL
 - Doors and casework are onsite
 - Roof top units are connected to electrical, gas lines being installed
 - Start up of RTU's next week
 - Light fixtures in phase 2, lights in west half of the building
 - Phases 4 and 5 being taped and mudded
 - Ceiling grids are going in phases 2 and 3
 - Painting in phase 3
- MB
 - Permanent Power is up and running
 - HVAC start up next week
 - Gym floor installation has started
 - Flooring to start on 1st floor, 2 rooms a day
 - Elevators are onsite
 - Lighting is continuing to be installed
 - N. retaining wall complete, work started on E. retaining wall
 - Kitchen equipment in next week
 - Plumbing fixtures are beginning to be installed
- SY
 - Tree removal on NW corner of the building to make room for handicap access

March 14, 2024

- BL
 - Electrical rough ins ongoing for RTU's curbs are mostly installed with a couple remaining until after final removal of old RTU's. Start ups on two new units next Monday. Crane back on site to demo remaining original RTU's
 - Low voltage installation taking place phase 1
 - Phases 4 and 5 drywall is progressing, 80% of drywall is installed with various stages of finishing and taping to be completed
 - Ceiling grids to start phase 1 on Tuesday

- Water heater installation to begin next week
- Tile installation is ongoing in each of the restrooms
- Casework to begin arriving next week
- MB
 - Retaining wall work beginning for the East and North sides of the building
 - Hard lids are nearly finished in hallways and restrooms
 - Cloud framing is done in the media center, music room and cafeteria are next
 - Sound panel are painted and are being installed in the gym
 - Fitter are working on HVAC system
 - Permanent electrical is installed, waiting on OPPD to make it active
 - RR upstairs to be tiled and gridded by next Wednesday
 - Sprinkler line is near completion

March 7, 2024

- MB
 - Hard lid inspections done, some bathrooms can begin adding partitions
 - Finish electrical work is taking place on the main floor, lights installed in the gym.
 - End of next week will mark the majority of completion for drywall installation
 - Water heaters and softeners are tied in
 - Tile work is nearly complete in restroom areas
 - Exterior asbestos removal to start March 29
- BL
 - Permanent power is back on, switch gear is installed
 - Roughing in electrical and gas for RTU's
 - Drywall work completed phase 2, phase 3 is ongoing, phase 5 is next
 - Priming and painting taking place Phase 1 and Phase 2
 - Ceiling going up next week phase 1
 - Tile work taking place in restrooms
 - More concrete work to take place next week on east side of building.
- SY
 - Asbestos inspection #2 Friday and Monday.

February 29, 2024

- MB
 - Finishing restroom ceilings on the Academic wing
 - Electrical rough in continuing upper academic wing
 - Casework installation to start Monday
 - Permanent water is on to the building
 - Ceiling grid work is ongoing, clouds to be installed in Cafeteria/Media/Music

- Network cabling and data rack installation is ongoing
- Quarry tile in the kitchen area
- BL
 - Electrical rough ins phases 4 and 5 ongoing
 - Trenching in the sprinkler line this week
 - Exterior lighting is taking place
 - Drywall in phase 3 is being installed, phases 1 and 2 are being finished
 - Tile work starting next week in primary bathrooms
 - Fire sprinkler work to be complete next week
 - Phase 1 ready for paint
- SY/RMS
 - More pre-construction work is taking place, site logistics and scheduling

February 22, 2024

- MB
 - Most installed plumbing and electrical has passed rough in inspection, once inspections are passed, drywall is installed
 - Continuing to work on the retention pond, civil engineer is redesigning the grading and the slope
 - Most casework is delivered
 - Upper academic wing is being sheetrocked
 - Lighting and grid work is taking place on the first floor
 - Permanent power is installed
 - Partial store front is being installed on the main entrance.
- BL
 - As plumbing and electrical rough ins are completed and passed inspection, drywall work is following behind them. Phase 1 is complete, phases 2 and 3 are in the process of drywall install,
 - Concrete work is taking place along the perimeter of the building
 - Roof curb installs and RTU's change outs to take place this week\
 - Sprinkler work is nearly finished phases 3 and 4.
- RMS/SY
 - Continuing to plan for summer work, phasing plan is being finalized for fall RMS work
- KW
 - Pre Construction meeting was held for flooring installation, work to take place in June and July of 2024

February 8, 2024

- MB
 - Lower Academic wing passed plumbing and electrical inspections, drywall work to follow
 - Power pole is set and in place to feed permanent power to the school
 - Fire alarm and sprinkler system work is continuing
 - Ceiling grid to follow in painted rooms next week
 - RR tile work is ongoing, kitchen tile work to begin next week
 - Main entry storefront install starts next week
- BL
 - Concrete work outside of the building is beginning
 - Demo of exterior doors next week, new doors and glazier is onsite
 - Wednesday, drywall work begins
 - Roof curbs are here, plan to install RTU's depending on weather and crane availability
- SY/RMS
 - Staging/mobilization work is ongoing.
 - RMS GMP presented to BOE 2/12
- WW
 - Fire Marshal to do final inspection 2/12

February 2, 2024

- MB
 - Stairwells are closing up, elevator install to begin after inspection
 - Permanent Power to be installed within the next two weeks, then permanent HVAC can be commissioned
 - Drywall is progressing in the academic wing
 - Painting is taking place in the office and main hall, ceiling grid to follow
 - Tile work taking place in restrooms
 - New utility pole to be set next week
- BL
 - Glazier on site next week for exterior doors, interior glass
 - Framing complete in phases 1 and 2, phases 3 and 4 nearly complete
 - Underground work is complete
 - Drywall delivery, installation to begin in old Primary wing
 - Structural steel mostly installed, a couple more areas to add for roof top units
 - Fire Sprinkler mains are installed
- WW & ME
 - Finished on repair of Media Center desk (ME)

- Last of backordered exterior lights to be installed next week, programming to follow (WW)
- Sliding doors on order for office (WW)
- SY
 - Site plan and phasing for construction beginning to take shape
- RMS
 - GMP provided
 - Phasing plan discussed, shared with RMS Admin.

January 15, 2024

- MB
 - Framing inspection for 2nd floor next week, drywalling to follow
 - Temporary heat is installed and building is at a workable temperature
 - Duct work, plumbing, electrical work all progressing on schedule
 - Gym is painted, ceiling and walls
 - Tile work is starting in some sections
- BL
 - All major demo has been completed, some minor areas remain
 - Curbs for RTU's on 2/05, installation to follow
 - Underground plumbing is complete
 - Framing phases 2 and 3 progressing
- ME
 - Media Center desk repair
- WW
 - Exterior lights to be completed in 2 weeks, followed by programming
- SY
 - Sub Contracts are nearly filled
 - GMP on tonight's agenda
- KW
 - Prebid walkthrough on flooring 1/15
- RMS
 - Walkthrough 1/15

December 28, 2023

- MB
 - MUD working on bringing gas line from the street to the new building
 - Gym ceiling is primed
 - VAVs mostly installed
 - Wall insulation is being installed
 - Framing nearly complete academic wing upper and lower
 - Asbestos removal on old building to begin over spring break

- BL
 - Demolition ongoing, complete in phases 1-3
 - Duct work is being installed in several areas
 - Front sidewalk has been replaced along MB drive
 - Floor grinding is ongoing
- WW
 - Parking lot tarring to continue
 - Tile work ongoing around drinking fountains
 - Punch list items ongoing
- SY
 - Subcontractors are being notified and mobilization to begin
 - Westside has agreed to extend our lease at WCC

November 27, 2023

- MB
 - Insulation work continuing
 - Framing on main office and 1st floor of the academic wing nearing completion
 - Electrical inspections in the academic section
 - Boiler installation to begin
 - Storm sewer is connected and operational
 - HVAC main trunks are being run
 - Exterior windows are mostly installed
 - Roof top units may be up for initial startup within the month
 - Retention pond and stormwater runoff is near completion
 - Utility stub-ins have been extended to the building
- WW
 - Move in complete
 - Punch list work is ongoing
 - Flooring is nearing completion with waxing and some closets to be completed
- BL
 - Move is in progress
 - Job trailer is onsite
 - Asbestos work has started
- SY
 - Bid work is ongoing,
 - Mapping out timeline for project work this summer
- RHS
 - BA/SB field turf install is complete,

- Punchlist work, including railing and electrical is ongoing

November 9, 2023

- MB
 - Insulation work continuing
 - Framing on main office and 1st floor of the academic wing taking place
 - Most exterior windows are installed
 - Retention pond and stormwater runoff is near completion
- WW
 - Sidewalk pours are complete as of 11/8
 - Final inspection for ceiling work is complete, padding is ongoing
 - RTU's start up has been completed
 - Sink and toilet installs are started
 - Lights are in almost all areas
 - COX has strung fiber and is working on having network capabilities to our building shortly
 - Access points are being installed,
 - Prime is on site working on cameras, door controls and security alarms
- BL
 - Shop drawings being finalized
- SY
 - Subcontractor walkthrough 11/3, strong interest, plan to be out for bid by Christmas

November 3, 2023

- MB
 - Insulation work continuing
 - Framing is taking place on main office area
 - Most exterior windows are installed
 - Retention pond and stormwater runoff is near completion
- WW
 - Sidewalk pours are ongoing, main entrance is complete
 - Ceiling padding to start next week
 - RTU's start up next week
 - Sink and toilet installs this week
 - Lights are in most hallways, a few classrooms and cafeteria to pick up yet
- BL

- Shop drawings being finalized
- SY
 - Subcontractor walkthrough 11/3, strong interest, plan to be out for bid by Christmas

October 16, 2023

- MB
 - Main Entry – Exterior: <https://api2.enscape3d.com/v3/view/4213c738-6de7-4d40-adf6-7734896feca0>
 - Main Office: <https://api2.enscape3d.com/v3/view/7cfc1821-771e-40f7-91f7-439704db035d>
 - Main Entry – Interior: <https://api2.enscape3d.com/v3/view/3ef4589b-24f5-4d25-ac9c-a76ad3cf0b59>
 - Cafeteria: <https://api2.enscape3d.com/v3/view/cba1063a-bc96-425b-a051-ed5d974049c4>
 - Gymnasium: <https://api2.enscape3d.com/v3/view/ab0b5eaa-88c0-4c66-a46f-3dee4362864a>
 - Media Center: <https://api2.enscape3d.com/v3/view/6e90d288-fc6c-46e3-b71d-ff3c74ef7838>
 - Classroom: <https://api2.enscape3d.com/v3/view/15b21acc-6a13-41f9-807b-1dd02454f4a5>
 - Music Room: <https://api2.enscape3d.com/v3/view/81df8eb7-064c-45c1-8e2e-c3f3d4facc3f>
 - Setting window frames, glass to follow
 - Exterior paint is progressing and will be done prior to Nov. 10
 - Framing is starting for the main floor
 - Building the retention pond for roof drainage next week
 - Air will be craned in next week
- BL
 - Precon ongoing,
 - Filling dumpsters
 - Construction trailer to move soon
- WW
 - Driveway is complete, sidewalks to be formed next week
 - Crane to set RTU's on Friday
 - Drywall is mostly hung, all classrooms complete,
 - Classroom technology is starting to be installed
 - Fire alarms and emergency lighting is being installed
 - Ceiling grid is complete in 75% of classrooms, hallways
 - Interior glass and door frames to be completed this week
 - 75% of casework is onsite, 2nd delivery in 2-3 weeks

October 9, 2023

- BL
 - Site logistics continuing, electrician onsite for switch gear placement
 - Asbestos report returned, along with abatement bid, favorable bid number
- WW
 - Pavement work is continuing, forming up a pour Wednesday
 - Ceiling grid and lighting install continues on
 - Roof top units are being installed, startups 10/20
 - Office area near completed for framing and drywall work
 - LVT being installed in the 4th-6th grade areas
- MB
 - Several more subcontractors on site, electrical, roofing, plumbing, iron workers, concrete workers and masons are all working. Glaziers are to follow once painting is complete
 - 2nd floor is poured
 - Receiving area walls are complete
 - Roofing of academic wing is continuing
 - Topping out ceremony 10/11
- SY
 - Design phase is nearing completion working on alternatives to opaque glass around the perimeter
 - Initial building permit has been approved
- RMS
 - Design phase ongoing
 - Heat Pump replacement is ongoing

September 21, 2023

- ME
 - Punch list items nearly complete, building is nearly complete, waiting on a countertop and a couple of built in teacher desks
- BL

- Working on site logistics and impending move, dates reserved for move over Thanksgiving, Nov. 21, 22 and 25
- Building Permit approved
- Asbestos report and bids due next week
- WW
 - Pavement tearout is continuing on the East half of the drive
 - Ceiling grid and lights and some flooring installed in old primary wing
 - Remaining roof top units are on track for end of September
 - New RR are being tiled both floor and walls
 - Framing is nearing completion in several areas
- MB
 - Several more subcontractors on site, electrical, roofing, plumbing, iron workers, concrete workers and masons are all working. Glaziers are to follow once painting is complete
 - Topping out ceremony? Interest from the BOE
 - Asbestos bids are due next week

September 11, 2023

- ME
 - Punch list items nearly complete, building is nearly complete, waiting on a countertop and a couple of built in teacher desks
- BL
 - Working on site logistics and impending move, dates reserved for move over Thanksgiving, Nov. 21, 22 and 25
 - Building Permit approved
- WW
 - Patching in parking lot and main stair commencing
 - Curbs for the rooftop units are being set this week
 - Ceiling grid install is progressing, painting is complete in the former primary wing
 - Rough in's complete in almost all RR
 - Preparing to shift from old Electrical gear to new wiring next week
 - Window replacement is starting
- MB
 - Tie in's for the walls and decking is complete for $\frac{2}{3}$ of the building, work to finish above the tornado shelter.
 - Gym and music room roof is complete,
 - Beginning to form up the 2nd floor for pouring

- Asbestos contractors on site last week, preparing a plan for safe demo of the building this summer.
- Paint has been applied on a test panel.
- RHS
 - Softball field and main building is up and operational.
 - Lighting programming is nearing completion,
 - Work to pick upon the baseball side over the next month and a half.

August 31, 2023

- ME
 - Punch list items are being completed
- MB
 - Continued work on trusses, decking and roofing taking place, gym is nearly complete
 - Sample panels are painted to show color schemes
 - Asbestos testing of the old building is ongoing
 - Temp. Electrical is being installed in the lower section, along with some conduit in the gym
 - Retaining wall on West side of the building will start next two weeks
- WW
 - Driveway demo phase II to begin next week
 - Inspections for plumbing, electrical, insulation and framing are all ongoing and have been passed to date.
 - Lighting installs and panel work ongoing
 - Framing is nearly up to the gym/cafeteria area
 - Ceiling grid install is starting in the old primary area
 - Painting and some tile work is happening in the primary area
- BL
 - Beginning the plan for mobilization and site planning (trailer location)

August 17, 2023

- ME
 - Move in is complete, security, fire and alarm system are all functioning
- KW
 - Fire, intruder and camera systems are all functioning
 - A few heat pumps are left to replace
 - Parking lot work is complete
- MB

- 2nd story work is taking place
- Roof work commencing on parts of the building
- Nearly all poured walls are complete
- Roof decking work is progressing
- Asbestos inspection is continuing
- WW
 - Inspections have all cleared so far for electrical, plumbing and framing
 - Two new roof top units have arrived for HVAC
 - Electrical work is progressing,
 - Drywall work is taking place in the East half of the building
 - Potential completion as early as 10/31
- BL
 - Contracts mostly returned, off hour inspections of the building are taking place
- RHS
 - Turf is installed on the softball side,
 - Building is complete
 - Lights, scoreboard are both operable
 - Opening ceremony Sept 5
- SY and RMS
 - Work continuing on design and Preconstruction work.
 - Some demo may take place on off hours prior to summer of 2024.

August 3, 2023

- ME
 - Move complete, buttoning up punch list
 - Gym to be painted,
 - Network uplink ongoing
 - Parking lot complete
 - Exterior lights finished
- KW
 - On to punch list items
 - Some minor network cabling to complete, network is being linked, AP's on Monday
 - Gym lights are complete
- MB
 - More walls are poured and erected, should be finished with walls in the next month.
 - Hollow core for tornado shelter to be delivered, floor poured in the next two weeks

- Decking has been installed on a good part of the N. end of the building, roofers to begin two weeks
- WW
 - Pouring driveway on 8/3. Should be ready by 8/10
 - Duct work is nearly complete
 - Electrical and flooring demo nearly complete
 - Underground plumbing is almost done.
- BL
 - Contracts are ready for submission from subcontractors.
- RHS
 - Building work is near complete
 - Lighting should be ready to go very soon
 - Turf to be delivered once it stops raining
 - Ongoing sidewalk and grading work
- SY and RMS
 - Precon meeting on 8/10 to establish scope of projects
 - HVAC at RMS is concluding for the summer, work remaining will be completed at off times during the school year. Wrap up by Christmas

July 22, 2023

- Meadows
 - Work continuing on interior finishes
 - Hallway tile
 - Boxlights
 - Lighting
 - Ceiling pads
 - Painting
 - Driveway pour is complete, parking lot work continuing
 - Move in set for July 24-26
 - Onsite tour for Meadows staff on 7/21
- WW
 - Demolition near complete
 - West half of driveway to be demoed and repoured before August 10
- MB
 - More walls have been erected,
 - Utility work complete, 93rd N. bound is reopened. Two pours left on S. bound 93rd
- KW

- HVAC units are mostly up and running,
- Custodians have been onsite this week working on cleaning classrooms
- Fire sprinkler system nearly complete
- Work continuing on repouring front drive and exit from the parking lot
- RMS
 - HVAC units are in varying degrees of installation and completion. Much work needs to be done to get the building up to 100% climate controlled by 8/10, several crews including plumbers, electricians and tanners are on site working on installation,
 - Building is currently comfortable, and gets somewhat more cool with each new unit installed.
- RHS
 - Softball field turf is due to be installed in August.
 - Back driveway has been mostly poured, more work to come on the approach and the parking stalls
 - Field should be accessible for play, but the surrounding areas around the RR/Concession stand/Pressbox may not be ready for opening, this
 - may require the season starting at Crown/Wager until the site is safe enough for players and fans.
- Misc
 - CM@R selection process should be completed by 7/24, finalists are Weitz and Boyd Jones
 - 2nd Tranche of bonds are sold, we came out pretty good as there was a bidding war on some of our bonds. Interest rates are higher, but are much lower than we estimated at the outset of the project.

July 10, 2023

- Meadows
 - Work continuing on interior finishes
 - Hallway tile
 - Boxlights
 - Lighting
 - Ceiling pads
 - Painting
 - Driveway to be poured this week
 - Move dates set for July 24-26
 - Bay Meadows project is complete
- WW
 - Demolition is moving along well, some framing is to start this week

- A good portion of new duct work is already in place.
-
- MB
 - New walls have been poured and erected, next set of walls are being framed and should be ready for lifting in 2 weeks
- KW
 - Multiple meetings with contractors, more electricians on site,
 - HVAC to begin turning on units on July 14.
 - Fire line nearly complete
 - Painting to be completed by next week
 - Custodians to begin the process of cleaning the building starting July 19
- RMS
 - 20 new heat pumps are installed, another 23 console units are up and running.
 - Trying to have a total of 93 units installed at RMS prior to school opening.
 - Upstairs at RMS may run on the old units to start school.

June 19, 2023

- Meadows
 - Driveway work is progressing, demo and grading near complete
 - Most drywall work is complete, most priming of walls is ongoing, some rooms have received first coat of paint
 - Ceiling grids are in various stages of completion, some flooring has taken been installed
 - After July 4, some Boxlights will begin to be installed
 - Lighting complete in some rooms
 - Additional concrete tear out and replace to be added to the scope of work
 - Preliminary date for movers has been established for July 24-26.
- WW
 - Gas and water shut off, electrical has been made safe
 - VAV's are installed in the primary wing
 - Saw cuts for new sewer lines are scheduled for next week
 - West half of driveway to be replaced by 8/10
 - Meeting w/ First Student on WW transportation plan
 -
- MB
 - Utility work is continuing underground, some locations will be repoured soon
 - East side walls to be poured over the next two weeks, bricks are being installed
 - Floor is completely poured on the academic wing,
 - South gym walls are also to be poured.

- Beginning to work on logistics of old building demolition
- KW
 - Timeline is tracking for drywall and ceiling completion,
 - HVAC is a concern at this time, meeting held 6/20
 - Front driveway loop is being replaced
 - Roofing project to conclude in the next week
 - Additional concrete replacement to be added to scope of work
- RHS
 - Building is in the punch list phase,
 - Grading and rock continues to be installed
 - Dugouts are poured for both fields
 - Scoreboards have been installed
- BL
 - GMP has been approved, subcontractors are being scheduled for the project
- RMS
 - HVAC work continuing, meeting w/ contractor 6/20
- Bay Meadows
 - Work began Friday 6/16, to be completed 6/23

May 22, 2023

- Met w/ Scott Keene, updated 2nd bond resolution
- Met w/ KW roof contractor McKinnis roofing, project to start 2nd week of June
- BB/SB project update, concession stand is near completion, driveway tearout is beginning
- Finalizing BL plan for bid submission
- Met w/ CM@R candidate(s) regarding scope of phase 2
- Technology demo meeting at KW
- WW to move 5/23-5/25

May 5, 2023

- Bid walkthrough at Blumfield, over 40 subcontractors attended
- Preconstruction meeting held for KW w/ contractor and HVAC
- CM@R documents prepared for BOE meeting
- Bond Draw #2 discussion scheduled w/ Piper
- Cooling tower is online and running at RMS!

April 24, 2023

- Meadows Elementary is settled in at WCC, two weeks under their belt at this point. More than 25% of their time at WCC is complete.
- Mover for WW has been identified, school to end a few days early to facilitate WW packing and preparation for the move.
- Finalizing Blumfield plan, structural HVAC engineering work is ongoing
- BB/SB on site inspection, tour of new building has been conducted, floor is poured, connection to storm sewer for field run off has been made.
- Architect/attorney meeting by phone, preparing for potential CM@R contract for last rounds of construction, (BOE discussion upcoming)
- Staff meeting with contractor and staff at KW regarding the upcoming renovation project
- Cooling tower at RMS has been installed, work is ongoing and should have A/C restored prior to May 1.

April 3, 2023

- Meadows is substantially moved, needed items in place at WCC, rest of materials are either in the gym or in storage. Remainder to be moved in the next two weeks
- Asbestos removal and demolition are underway, initial plumbing and electrical work have commenced.
- Meeting with KW contractor and subs regarding electrical and fire suppression
- BA/SB concession stand framing is near complete, building will be weathered in by mid-April
- Dirt work to take place at the fields starting next week
- Pouring of walls continues at MB, crane is scheduled for wall erection in the next two weeks
- Blumfield page turn

March 20, 2023

- Met at Meadows w/ contractor and moving company to solidify moving plan for April 1
- Meeting on Meadows transportation plan 3/21
- BB/SB field meeting, timelines are beginning to take shape for field completion, underground utility work has started.
- OAC meeting for MB/ME/WW/BL plans
- KW preconstruction meeting held with general contractor, electrician and painting subcontractors.
- Met w/ Seymour staff to outline construction timeline for summer 2024

March 6, 2023

- Bid awarded to Midwest DCM
- Blumfield plan presented to teaching staff
- Construction plan presented to RMS teaching staff
- Meadows Library book move plan
- BB/SB field construction meeting, masonry work is nearly complete on the concession stand
- Bay Meadows project shared with Mrs. Telecky, she is reviewing our Hold Harmless agreement

February 20, 2023

- Bid opening for KW completed 2/17
- Architects currently working on Blumfield plans
- Tour for BOE members at WCC
- First BB/SB building OAC meeting, progressing on building block walls
- Camera bid for KW and WW in progress

February 6, 2023

- Continued work at MB to dry out/thaw out ground for lower level pour, lower level to be complete by Wednesday
- Light bases and light pole installation occurring at RHS
- KW pre-bid walkthrough on Tuesday
- BL initial plans are available
- Meadows, continuing to prepare for move in April. Boxes are on site, staff is slowly packing, additional dumpster to be on site
- Met on HVAC control system for WW
- WW GMP completed
- Meeting held on RHS HVAC project
- Bid opening for cameras completed, Prime is lowest bidder
- KW page turn completed
- Presentation to KW staff on building project
- Met on Bay Meadows Park project with engineer and contractor
- Shared Blumfield initial plan with Principal
- Met on dugout change order for RHS
- Meeting w/ Scott Keene on bonds
- Flythrough for WW will be ready this week
-

January 17, 2023

- Continued work at MB to dry out/thaw out ground for lower level pour
- HVAC work continues at KW and RMS, control systems
- Cooling tower demolition completed RMS, work continues in boiler room
- Lower gym unit now repaired and online.
- Pre-bid meeting at WW, very well attended, bids have been submitted and are being tabulated, GMP review 1/23 and 1/26
- Meadows security camera bid opening 1/23
- KW page turn meeting 1/23

January 9, 2022

- Footings poured at BA/SB field complex
- Boxes delivered for packing at Meadows
- Camera installation Invitation to Bid is open
- KCAV toured KW for classroom tech. Bid
- HVAC Controls walkthrough at RMS and KW
- HVAC Controls installation began 12/28
- RHS Controls walkthrough
- WW pre-bid walkthrough
- Asbestos removal bids received Meadows
- KCAV to present to cabinet

December 12, 2022

- Building pad has been compacted and passed engineering standards for BA/SB fields
- Page turn meeting for WW
- Concrete poured at MB, 1/2 of slab for academic wing has been completed
- Flooring slab for lower level to be poured week of 12/19
- WW walkthrough complete for doors and hardware
- Meadows staff toured WCC
- Contacted moving company for Meadows move
- KW walkthrough w/ electrical engineer
- Bid recommendation for Meadows classroom tech.

November 21, 2022

- Continued dirt work at RHS,
- Office staff tour of WCC
- Bids collected on classroom technology

- Work scheduled to begin Nov 30th on KW cooling tower refurbishment
- Contract for BA/SB field work completed

November 14, 2022

- BA/SB field work is progressing, trailer and staging areas identified
- Security camera/door access meeting
- Field trip for 1st graders
- HVAC controls RMS/KW, phase 1 to be completed Nov. 21
- KW foundation repair project completed
- Meadows GMP
- Moving company identified Two Men and a Truck
- Beginning KW design process

October 31, 2022

- Demolition and excavation work continuing at RHS, work trailer areas and staging areas have been identified
- Project coordination meeting between Nemaha Cons. and Construct Inc.
- Met w/ security camera and door access vendor to solicit budgeting numbers
- Conducted field trip for 1st grade MB students of the Weitz construction trailer
- Received bid numbers for Meadows Elementary
- HVAC tech meeting for RMS/KW projects
- KW foundation project near completion

October 17, 2022

- Demolition and excavation work started on Baseball/Softball field project,
- Pre-construction meeting held on BA/SB fields, subcontractors for field work, electrical, utilities and earth work have all been identified.
- Food service staff toured WCC, Douglas County Health inspector also attended
- Continued addendums to BA/SB contract, attorneys for both sides are in review
- Initial Meadows bids are nearly complete and should be available by the BOE meeting on November 14.
- Demonstration of HVAC control units set
- Meeting w/ WW Principal and Architect to review input from WW presentation

October 3, 2022

- BCDM presented draft plan for WW, input gathered from staff
- Construction meeting held, GMP timeline for Meadows set, Nov. 14
- Logistics regarding Meadows/WW move
- Switch gear and HVAC bids to be separated out for supply chain issues
- MB timeline update, 2 weeks behind schedule
- KW foundation contractor secured, scheduled for 10/26
- Toured WCC w/ kitchen staff and Health inspector
- Set a meeting for HVAC controls demo through Alvine Engineering

September 26, 2022

- Met w/ First Student to outline transportation plan for Meadows transition
- Building and Grounds subcommittee meeting, outlined finishes for Meadows
- Presented finishes to Meadows staff, solicited input

September 19, 2022

- Swing Site visit
- Continued progress on portions of RMS HVAC Project, delays still on some components to make the system fully functional
- Received 2nd bid on KW foundation project
- Met w/ Facility Advocates to consider fall work in RMS boiler room
- Rebar on site at MB, foundation footings to be excavated and poured.

September 5, 2022

- Conducted initial presentation of Meadows GMP w/ Weitz and BCDM
- Page Turn for Meadows completed
- Met w/ Civil Engineer and Nemaha Construction to Value Engineer existing BA/SB bid
- HVAC controls meeting w/ Alvine Engineering and Facility Advocates
- Rebar plans to be approved and delivered to MB this week,
- 2nd contractor contacted for KW foundation project.

August 29, 2022

- Interior design for Meadows presented
- Bid opening BA/SB field
- Rebar design package finalized
- Visited WCC
- Secured insurance certificate and reviewed contract for WCC
- Discussed timeline on HVAC at RMS
- Setting control system meeting w/ mechanical engineer

August 22, 2022

- Presented initial building plans to BL staff

August 15, 2022

- Geopier installation finished
- Pre-bid walkthrough for BA/SB fields
- Toured alternate placement site at Westside Community Center
- Presented initial building plan to WW staff
- BA/SB field bid opening moved to 8/30
- Drawings for Meadows to be complete by 9/19
- Footing work at MB to begin 9/12
- Rebar plans 9/5 due for MB

August 8, 2022

- Geopier installation to begin this week
- Bidding is open for BA/SB fields
- Temp. fix at RMS is complete and running
- Meeting on Meadows Park drainage issue
- Bid received for KW foundation repair work, soliciting 2nd bid
- Finalized contract for phase 2 GMP at MB
- Finalized contract for HVAC at RMS/KW phase 2

August 1, 2022

- Geopier installation to begin next week
- Page turn on BB/SB fields
- KW foundation work, subcontractor contacted, engineer contacted
- Bids for RMS/KW HVAC to BOE for approval
- Met w/ subcontractor on MB cameras and door access
- Contacted contractor on temp. fix to RMS HVAC issues.
- Bidding period to open on BA/SB fields 8/4

July 18, 2022

- Excavation work near completion MB
- Met w/ Weitz/BCDM on subcontractor bids for MB construction, near finalization and GMP
- MB virtual walkthrough uploaded
- Construction meeting, advancing Meadows design

- HVAC bids collected 7/21 for KW and RMS

July 5, 2022

- Excavation work on MB in progress, footings work to begin soon
- Security fencing installed
- Bids due July 21st for RMS/KW
- Weitz gathering subcontractor bids for MB GMP
- Proposal for electrical engineering work on BB/SB fields received
- Proposal for 3rd party testing from Thiele on MB project
- Continued refinement of the BB/SB field project and Meadows Elementary

June 27, 2022

- Excavation work on MB in progress
- More tree removal at MB
- Civil engineer work submitted on Bay Meadows drainage issue
- Bidding is open on Phase 2 RMS/KW HVAC project, close July 21st

June 20, 2022

- Work begins MB site
- Virtual tour of MB conducted at BCDM
- Pre-bid meeting #2 for RMS/KW HVAC Phase 2
- Grease interceptor bids received

June 13, 2022

- Received initial quote KCAV
- Builder's Risk Insurance for MB site procured
- Set up temporary office space for Weitz job
- Pre-bid walkthrough meeting RMS/KW HVAC Phase 2

June 6, 2022

- Technology presentation, Promethean Boards
- Secured quotes for Builder's Risk Insurance for MB project
- Technology design follow up for MB 6/3 BCDM
- Received approval for storm water permit from City of Omaha

May 23, 2022

- BOE action item phase 1 MB plan
- Final run through MB design plans BCDM 5/27

May 16, 2022

- Construction meeting, finalized bids for dirt work
- Met w/ KSB regarding finalizing Phase 1 MB contract
- Plans for review w/ BCDM and Weitz

May 9, 2022

- Met w/ BCDM on door hardware and security for MB
- Contacted Prime for initial placement/estimate for camera system at MB
- Tech meeting w/ KCAV and RPS
- Reviewed final designs for RMS/KW HVAC systems

May 2, 2022

- Meadows initial Budget meeting 5/4
- Shared pictures of tilt up construction from Shadow Lake

April 25, 2022

- Construction meeting held 4/28
- BB/SB meeting 4/28
- Toured Wysong Elementary in Lincoln for use of sound/alarms/intercom systems

April 18, 2022

- Finalized Tilt up construction model and keeping daycare at RHS
- HVAC engineers did a final walk through at RMS and KW, plans to follow.
- Contract signed for Phase 1 RMS HVAC

April 11, 2022

- Meeting w/ Weitz/BCDM/OPPD regarding energy supply to new MB
- Construction meeting, continued to adjust MB plan to fit budget.

April 4, 2022

- Contract approved for Phase 1 RMS HVAC
- Met w/ OPPD and Weitz regarding MB power supply
- 2nd round cuts to MB plan
- Met w/ engineer on KW cooling tower refurbishment
- Met w/ AES controls on control systems for HVAC all buildings

March 28, 2022

- Bid opening for Phase 1 RMS HVAC
- Construction meeting BCDM/ Weitz
- 1st round of cuts to MB plan
- Planning trip to Lincoln to check Audio Enhancements - April 20th

March 21, 2022

- Trees removed from MB
- Bids collected for phase 1 RMS HVAC 3/23
- BB/SB field meeting 3/23

March 14, 2022

- Sub contractor to begin tree removal at MB 3/15
- Site visit for interested parties for phase 1 RMS HVAC project, bids due 3/23/22
- Presented contract w/ Weitz at BOE meeting 3/14
- Passed County Zoning Board waiver for height of MB and signage
- Presented Meadows building plan to staff for feedback
- Construction meeting to further MB plans and plans for grading/earth removal. End of April to break ground

March 7, 2022

- Ball Field meeting
- MB site visit w/ Weitz
- Planning for tree removal, construction trailers and construction parking
- Offer of 3.75% accepted by Weitz Construction, contract to be presented to the BOE

February 28, 2022

- Met w/ BCDM and Weitz construction, discussed finalizing the plan for MB and GMP
- Counteroffer sent to Weitz at 3.75%, contract language is almost in full agreement
- Zoning Board meeting scheduled for March 10
- [LINK](#) to Tech recommendations
- Next Softball/Baseball Complex Design Meeting set for March 4th

February 21, 2022

- Met w/ BCDM and Judy Kyle on kitchen design and layout
- Met w/ BCDM and Weitz regarding lighting, networking and technology at new MB
- Met w/ Student Services to determine which rooms may require special lighting
- Sent final version of contract to Weitz via KSB Law
- [Link](#) to Boxlight Evaluations

February 14, 2022

- Met w/ BCDM and Weitz, reviewed updated plans for MB, ME, BL and WW
- Finalized plans for QCPUF refund w/ Gilmore Bell, to be proposed for action at BOE meeting 2/14
- Met w/ Rick and a rep. from SysCool regarding cooling tower options at RMS and KW
- Meeting w/ our attorney regarding ongoing negotiations w/ Weitz
- Shared input from Meadows regarding design changes
- Met with Lamp/Rynearson on initial planning for the Softball and Baseball fields

February 7, 2022

- Met w/ BCDM and Weitz, reviewed updated plans for MB, ME, BL and WW
- Electronic plans were shared for ME, BL and WW, plans currently under review
- ME plans shared w/ building principal
- Reviewed soil report regarding MB building site
- Reviewed changes to contract language suggested by Weitz
- Shared cost estimates for all four projects w/ Weitz
- Met w/ RDH regarding RMS/KW plans for HVAC projects

January 27, 2022

- CM@R firms ranked Weitz #1, Boyd Jones #2
- Process of adjusting CM@R contract to meet RPS requirements

- Jan. 25th met w/ Coady Pruett, attorney and Pat Carson, architect to finish initial contract offering to Weitz
- Jan. 14, met w/ Judy Kyle and Pat Carson to review design of kitchen at MB and Meadows

January 10, 2022

- Jan. 10, top 2 CM@R's to present to the BOE for review and rank, then negotiations on fee begin w/ CM@R, attorney and district admin.
- Jan. 6th meeting with City of Omaha Planning Board to discuss MB project and need for applications for special permissions
- Jan. 5, met w/ City of Ralston on ballfield plan
- In-person presentations/interviews were conducted Jan. 4th with top 2 CM@R's identified for BOE presentation
- CM@R Selection Committee met and discussed candidates Dec. 30, top 4 were identified for in-person interview
- Dec. 30th bond were closed, funds transferred to NLAF, \$500,000 transferred to special building fund
- Met w/ KCAV Dec. 30th on classroom tech.
- Dec. 28 met w/ Bond Counsel and Bond Advisor to finalize sale of bond and receipt of proceeds
- Final two elementary buildings are evaluating the boxlight. All evaluations will be complete by 1/18.

December 20th

- Collection of bid proposals from interested CM@R contract Dec 22
- Instructions for selection committee Dec. 22
- Ranking committee to meet and discuss Dec. 30
- Boards moved to ME/WW - demoed through 1/18 - boards will stay at ME/WW thru 2/4

December 13th

- Meeting w/ MB staff on building design December 17th
- Meeting w/ district Media Specialists regarding design at MB Dec. 17th
- Boards are being demoed through the 12/21 at RHS, RMS, MB, & KW

December 6th

- Met w/ Architect, further development of MB plan,

- Meeting w/Lamp Rynearson regarding BB/SB fields December 9th
- Boards are being demoed through the 12/8 at RHS, RMS, BL, & SY
- Bonds go to market this week
- Conducted tours with interested bidders of BL, ME, and WW Dec. 10
- Finished scoring rubric for CM@R rating process

November 29th

- Ran advertisements T,R& F w/ newspaper
- Finalized plan for initial bond offering w/ Piper
- Approved contract for RDH KW/RMS mechanical design
- Boxlights delivered, will distribute this week with training happening next week (12/1 & 12/2)
-

November 22nd

- Met w/ BCDM on Mockingbird design
- Prepared advertisement for CM@R
- Still waiting on delivery of Box Lights (3) to get cycled through our buildings.
- Bond rating meeting w/ Standard & Poor's
- Met w/ salesperson from Audio Enhancement
-

November 15th

- Met w/ Public Trust advisors liquid asset fund
- Met on Ball fields w/Lamp/Rynearson/BCDM
- Met w/ Alvines on HVAC control systems
- Met w/ School Specialty on camera systems
- Met w/MCL Construction
- Met w/ Boyd Jones CM@R

November 8th

- Bond advisor attending BOE meeting 11/8, will recommend refinance and first tranch.
- Met w/ mechanical engineer, walkthrough at KW and RMS
- Met w/ architect and Tiny/Little Rams staff on MB plan
- Met w/architect on needs at new MB kitchen
- Survey work is ongoing at MB
- Technology
 - Training last week for RHS/Admin training on Tuesday(11/9)

- Additional boards (3) and carts should be in by 11/13
- Set up meeting with Audio Enhancement for 11/17/2021 at 5:30 PM

●

October 28, 2021

Since the Bond Passed...

- Bond advisor first set of bonds going to market soon.
- Master calendar and seasons to take the projects on
- Development for HVAC plans at RMS & KW
- Met w/ architects and mechanical engineers on MB facility design
- Met with electrical engineers on lighting options
- Began discussions of what we want intercoms, alarms, and camera systems to look like
- Multiple tours of different buildings in different districts re: facilities, layouts, technology
- CM@R for MB, BL, ME, WW, finalizing RFP, advertisements are coming soon.
- Decided to merge the 4 schools above together because they are contingent on one another
- Board passed a resolution, will need to identify 1 more member to complete the team for hiring
- Working with KSB to create the RFP to go out
- Survey work started on MB
- Technology
 - Board in district that are training on w/ 6 staff members
 - Connecting with others who have passed the bond re: technology components
 - Met with KCAV to talk security, boards, audio (the Boxlight company and microphone/intercom system)
 - Met with the engineers that are working on the project
 - Communicated with principals which staff we are looking to have help us try out the machines, waiting for devices to arrive, then planning to communicate with staff requesting pilot

Special Building Fund Expenditure Tracker

As of 07/11/2025

Building	FY 25	FY 24	FY 23
163 BL	532192	\$ 7,638,219	\$ 473,126
164 KW	69207	\$ 846,065	\$ 1,556,682
166 ME	0	\$ 750,526	\$ 5,738,202
167 MB	2076837	\$ 12,122,937	\$ 10,397,409
168 SY	1275488	\$ 3,064,655	\$ 43,443
169 WW	15670	\$ 3,939,636	\$ 2,637,355
260 RMS	1508299	\$ 3,865,964	\$ 73,217
360 RHS	11385009	\$ 3,253,844	\$ 3,391,996
800 DW	201766	\$ 357,725	\$ 3,801,433
Totals	\$ 17,064,468	\$ 35,839,571	\$ 28,112,863

Remaining	Encumberances	Contracted	Total
260	182907	329130	\$ 512,037
360	3002891	6627146	\$ 9,630,037
			\$ 10,142,074

SBF Balance \$ 25,232,927
6/30/2025

Arbitrage Estin \$1,500,000

FY 22		Total to Date	Budgeted	Variance to date	Anticipated final variance
\$	253,411	\$ 8,896,948	\$ 9,582,464	\$ 685,516	\$ 685,516
		\$ 2,471,954	\$ 2,836,267	\$ 364,313	\$ 300,000
\$	89,636	\$ 6,578,364	\$ 6,899,195	\$ 320,831	\$ 320,000
\$	1,078,804	\$ 25,675,987	\$ 24,916,803	\$ (759,184)	\$ (775,492)
		\$ 4,383,586	\$ 3,569,961	\$ (813,625)	\$ (852,551)
\$	44,431	\$ 6,637,092	\$ 6,559,752	\$ (77,340)	\$ (61,670)
		\$ 5,447,480	\$ 6,706,296	\$ 1,258,816	\$ 750,000
\$	12,029	\$ 18,042,878	\$ 24,783,063	\$ 6,740,185	\$ -
\$	797,939	\$ 5,158,863	\$ 4,862,940	\$ (295,923)	\$ (295,923)
		\$ -		\$ -	
\$	2,276,250	\$ 83,293,152	\$ 90,716,741	\$ 7,423,590	\$ 69,881

94650130 ESSERS III and Arbitrage included, interest is not

\$ 3,933,389



Mr. Jason Buckingham
Superintendent

Dr. Aaron Bredenkamp
Assistant Superintendent for Business

Dr. Sara Zabrowski-Gates
Assistant Superintendent for Teaching and Learning

July 14, 2025

Ralston Public Schools
8545 Park Drive
Ralston, NE 68127

Nebraska Clean Diesel Rebate Program
Nebraska Department of Environment and Energy
245 Fallbrook Blvd., Suite 100
Lincoln, NE 68509-8922

NDEE Clean Diesel Rebate Coordinator:

As an authorized representative of Ralston Public Schools, I understand that the diesel emission reduction project proposed herein will be reviewed by the Nebraska Department of Environment and Energy (NDEE) for eligibility and for the projected amount of emissions reductions.

If the project is selected for an award, NDEE will provide partial reimbursement for the project costs upon completion of the project, according to the grant guidelines provided by NDEE and EPA. I understand that the remaining project costs, termed the Mandatory Cost Share, would be the responsibility of Ralston Public Schools, which hereby commits to meet the Mandatory Cost Share in full if the project is selected and funded. I understand that no other federal grant funds may be used to cover any portion of the Mandatory Cost Share.

Sincerely,

Aaron Bredenkamp
Assistant Superintendent of Business
Ralston Public Schools

Achievement. Character. Technology.

www.RalstonSchools.org Facebook.com/RalstonPublicSchools
8545 Park Drive Ralston, NE 68127 Office: (402) 331-4700 Fax: (402) 331-4843

2024 Clean Diesel Rebate Program Diesel School Bus Rebate Application

Section 1 – Applicant Information

School District/Company Name: Ralston Public Schools

Project Manager (if different from authorized signatory): Aaron Bredenkamp

Address: 8545 Park Dr Ralston NE 68127
City State Zip Code

Email address: aaron.bredenkamp@ralstonschools.org Phone: 402-898-3434

County in which bus operates: Douglas

Section 2 – Original Bus Information

Vehicle Identification Number (VIN)		4UZABRDTX9CAJ9141	
Nebraska Vehicle Registration Number		F29569668	
Nebraska Vehicle License Number		50781	
Bus Unit Number		Bus A	
Current odometer reading		140,495	
Vehicle manufacturer		THOMAS	
Vehicle model		C2 281TS	
Vehicle model year		2009	
Gross Vehicle Weight Rating (lbs)		31,000	
Engine manufacturer		CUMMINS	
Engine model number		ISB (Serial Number: 46854520)	
Engine model year		2008	
Engine EPA Family		8CEXH0408BAC	
Engine horsepower		220 HP	
Fuel Type	Diesel	Current odometer reading:	140,495
Annual number of miles traveled: * (must be at least 7,000 miles each year)		2023:	7,361
		2024:	7218
Annual Hours Idling*		2023:	60
		2024:	59
Annual Fuel Consumption (gallons)*		2023:	1800
		2024:	1798
Remaining years of service (estimate; minimum of 3 years)*			5 years
* Please provide values that are as accurate as possible to provide a basis for scoring your application.			

2024 Clean Diesel Rebate Program Diesel School Bus Rebate Application

Section 3 – Bid Information: Provide summary information from the dealer’s quote or bid in the fields below. Please attach bid/quote to the application.

Vendor: Omaha Truck Center	Engine Manufacturer: CUMMINS
Bus Manufacturer: THOMAS	Engine Model: ISB 6.7 Liter Turbo Diesel
Bus Model: 60 Passenger Freightliner – Thomas C2	Fuel: ☐ Propane ☒ Diesel ☐ Gasoline
Bus Gross Vehicle Weight: 31,000	Engine Horsepower: 220 HP
Purchase Price: \$148,890	
Other details:	

Section 4 – Rebate Amount Requested

Vehicle Cost: \$148,890	Rebate Amount Requested: LOW-NOx PROPANE: 35% of base cost, maximum \$49,000 DIESEL/GASOLINE: 25% of base cost, maximum \$31,000 \$31,000	Recipient Amount: (Vehicle Cost – Rebate Amount) \$117,890

Section 5 – Attachments.

Submit all of the following items along with this application form:

- ☒ Photocopy of the Nebraska vehicle registration.
- ☒ Photocopy of the Nebraska vehicle title.
- ☒ Documentation of bus annual mileage for calendar years 2023 and 2024 (January – December), such as maintenance logs showing mileage.
- ☒ Photograph (side profile) of the bus being replaced showing the identifying vehicle unit number.
- ☒ Photograph of the diesel engine emissions label showing the EPA Engine Family.
- ☒ One bid or price quote for the replacement bus, including estimated delivery date.

2024 Clean Diesel Rebate Program Diesel School Bus Rebate Application

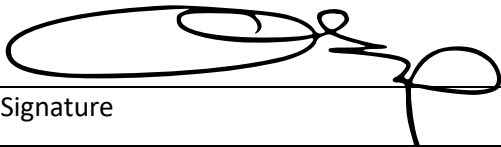
Section 6 – Applicant Certification

Owner or Authorized Representative: I certify to the best of my knowledge that: (check all agreed to)

- ☒ The information contained herein is true and correct.
- ☒ The applicant has owned and operated the bus during the two years prior to this application.
- ☒ The bus being replaced is currently operational, in proper working condition, and currently used to transport students to and from school or school-related activities. If selected for an award, the new bus will perform this same function.
- ☒ The existing bus was driven at least 7,000 miles each year during calendar years 2023 and 2024 (January – December).
- ☒ The existing bus has at least three years of remaining life at the time of this application.
- ☒ If selected for an award, the applicant will maintain ownership of the replacement vehicle for at least five years from the date of purchase. I understand that if the replacement vehicle is sold before the end of the five-year period or used for purposes other than specified in the conditions of this rebate program, the organization/company may be required to return up to the full amount of the rebate to NDEE. The amount required to be returned is at the discretion of NDEE and will be determined on a case-by-case basis.
- ☒ The applicant is either headquartered or has an operational base in Nebraska and the new bus will continue to operate in Nebraska.
- ☒ The bus to be replaced will be properly disposed of in accordance with the requirements of this program.
- ☒ I understand that any costs that are incurred before the project period begins and after the project period ends will not be eligible for reimbursement.
- ☒ I am not currently debarred or suspended from receiving federal funding.
- ☒ I have the legal authority to sign this application.
- ☒ I acknowledge that failure to provide all applicable information and supporting documentation may result in the denial of my application.

Aaron Bredenkamp - Assistant Superintendent

Printed Name and Title of Authorized Representative



6/23/2025

Signature

Date

Mail or e-mail application to:

Nebraska Clean Diesel Rebate Program
Nebraska Department of Environment and Energy
245 Fallbrook Blvd, Suite 100
Lincoln NE 68509-8922
NDEE.AirGrants@nebraska.gov

State of Nebraska - Vehicle Registration
JOHN W. EWING, JR., COUNTY TREASURER
DOUGLAS CO. - OMAHA NE 68183

F29569668

State of Nebraska - Registration Receipt
Renew online at: dmv.nebraska.gov/services

Plate # 50781 Type SCHOOL DISTRICT (1984) Use SCHOOL DISTRICT Vehicle Details 4UZABRDTX9CAJ9141 2009 THOMAS BUILT BUS CO. C 2 BUS YELLOW GASOLINE RALSTON PUBLIC SCHOOLS 8545 PARK DR RALSTON NE 68127-3621	Reg # RS0014968066 Type REPRINT REGISTRATION Weight Expires Non-Expiring Reg Date 18-Jun-2025 Title Number 08169010787 Total Paid \$ 1.00	 Vehicle Details 4UZABRDTX9CAJ9141 2009 THOMAS BUILT BUS CO. C 2 BUS Owners RALSTON PUBLIC SCHOOLS Situs Address 8545 PARK DR RALSTON NE 68127-3621 2024 Tax District Reg Date 18-Jun-2025 Exp Date Non-Expiring RS0014968066 08169010787 18-Jun-2025	<table><tr><th colspan="2">Tax & Fee Summary</th></tr><tr><td>Lost Registration</td><td>1.00</td></tr><tr><td>Total Paid</td><td>1.00</td></tr></table>	Tax & Fee Summary		Lost Registration	1.00	Total Paid	1.00
Tax & Fee Summary									
Lost Registration	1.00								
Total Paid	1.00								



An automobile liability policy or proof of financial responsibility is required at the time of registration and while the motor vehicle is operated on a public highway located in Nebraska.

Requests for refund/credit of fees upon loss of possession, transfer of ownership, or change state of registration must be made within **sixty days** from the date of the loss, transfer, or issuance of out-of-state registration.

NEBRASKA CERTIFICATE OF TITLE

VEHICLE IDENTIFICATION/HULL NUMBER **4UZABRDTX9CAJ9141** YEAR **2009** MAKE **THOMAS** BODY STYLE/HULL LENGTH **SCHOOL BUS**
 PURCHASE DATE **4/14/2008** ISSUE DATE **6/17/2008** PREVIOUS TITLE NUMBER/STATE **C 2** TITLE TYPE **ORIGINAL**
 COLOR **YEL** MSO **ACTUAL** ODOMETER/WATERCRAFT REGISTRATION **1350**
 GVWR/HULL MATERIAL CAPACITY/PROPULSION LEGENDS

OWNER(S) NAME AND ADDRESS

**RALSTON PUBLIC SCHOOLS
 8545 PARK DR
 RALSTON, NE 68127**

PREVIOUS OWNER(S) / CITY / STATE

**OMAHA TRUCK CENTER, INC
 OMAHA, NE**

LIEN RELEASES

1ST LIEN

First Release By:

Title

Date (mo, day, yr)

County

Date (mo, day, yr)

2ND LIEN

Second Release By:

Title

Date (mo, day, yr)

County

Date (mo, day, yr)

Subsequent
 Liens Filed

SELLER MUST COMPLETE

PURCHASER'S INFORMATION

Federal and State law requires that the seller state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment. (RETAIN COPY FOR 3 YEARS)
 The undersigned, being the owner of the vehicle described within the Certificate of Title, hereby sells and assigns all right, title and interest in and to said Certificate of Title and the vehicle described therein to the following named purchaser(s):
 I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:

ODOMETER READING

☐ NO
 TENTHS

☐ CAUTION
 READ CAREFULLY
 BEFORE YOU
 CHECK A BLOCK

☐ 1. The mileage stated is in excess of its mechanical limits.

☐ 2. The odometer reading is not the actual mileage. WARNING—ODOMETER DISCREPANCY.

ALL OWNERS WHOSE NAMES APPEAR ON
 THE FACE OF THIS TITLE MUST SIGN.

Name of Purchaser(s)

Signature of Seller

Address

Signature of Seller

City

State

Zip

Signature of Seller

I AM AWARE OF THE ODOMETER STATEMENTS
 MADE BY THE SELLER(S)

Printed Name of Seller (Only One Printed Name Required)

Signature of Purchaser

Date of Sale

Printed Name of Purchaser

INVENTORY CONTROL NUMBER

COUNTY

TITLE NUMBER

D00222219

DOUGLAS

08169010787

County Official

WITNESS MY HAND AND OFFICIAL SEAL THE DATE SHOWN ABOVE

JOHN W. EWING, JR., TREASURER

(County Official's Seal)

By

PAG

TOTAL: 10.00

REV 12/02

D00222219

VOID IF ALTERED OR DUPLICATE ISSUED



14321 Cornhusker Road
OMAHA, NE 68138

(402) 592-2440

Sold To **RALSTON PUBLIC SCHOOLS - 30113**
8545 PARK DR
OMAHA NE 681273621

Ship To **RALSTON PUBLIC SCHOOLS - 30113**
8545 PARK DRIVE
OMAHA NE 68127

SERVICE INVOICE RA106024872:01

ESTIMATE: ES106018808

UNIT NO: A	CONTACT #: (402) 331-4700	MILEAGE: 124,464
VIN: 4UZABRDTX9CAJ9141	P.O. NO: bus a	LICENSE: 50781
YEAR/MAKE/MODEL: 2009 / Freightliner / CHASSIS	DATE CREATE: 6/10/23	ENG HRS: 0
ENGINE/MODEL/SN: / ISB - EPA07 / 46854520	DATE INVOICED: 6/21/23	R RATIO: 5.13
TRANS/MODEL/SN: ALLISON / 2500 PTS / 6310849039	DRIVER CONTACT:	TAG #: 7584
RXLS/MODEL/SN: / R190-2N / 742820-A091749	DATE SCHEDULED: 6/10/2023 11:27:21	DEL MILE:

Sold Operations

JOB #1 396

INSPECTION

COMPLAINT PERFORM QUARTERLY INSPECTION
CAUSE
CORRECTION 288-120918-COMPLETED INSPECTION.

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE
	LABOR 396-10	INSPECTION		165.00

Prepay: \$0.00 Parts: \$0.00 Labor: \$165.00 Misc: \$0.00 Sublet: \$0.00 \$165.00

JOB #2 PM2

PM SPECIAL BASE

COMPLAINT PM SPECIAL BASE
CAUSE
CORRECTION B220 125086 PULLED TRUCK IN, PERFORMED UNDERBODY INSPECTION, GREASED TRUCK, DRAINED OIL, REPLACED OIL FILTER, PERFORMED WALK AROUND INSPECTION, CHECKED LIGHTS, PERFORMED ENGINE BAY INSPECTION, INSTALLED DRAIN PLUG, FILLED OIL, RAN TRUCK, TOPPED OFF OIL, REPLACED FUEL FILTERS, BLED FUEL SYSTEM, STARTED AND RAN TRUCK STOP

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE
1	106D/03-43876-001	FUEL FLTR ELEMENT W/SEP	25.46	25.46
1	106D/DN P550880	SPIN ON FUEL FILTER	27.88	27.88
1	106D/FG LF3970	ELEMENT-OIL FILTER 12 PACK	18.75	18.75
1	106D/OWI 23519399	BULK ALLIED 50/50 ANTIFREEZE	9.45	4.91
4	106X/KEN 1086534	KENDALL DXA SCA 15W40 CK4	19.71	83.77
1	106X/LPTRVIEW	WASHER FLUID 1 GAL SPLASH	4.90	4.90
	LABOR PM2-10	PM 2 SPECIAL BASE		165.00

Prepay: \$0.00 Parts: \$165.67 Labor: \$165.00 Misc: \$0.00 Sublet: \$0.00 \$330.67





14321 Cornhusker Road
OMAHA, NE 68138

(402) 592-2440

Sold To **RALSTON PUBLIC SCHOOLS - 30113**
8545 PARK DRIVE
OMAHA NE 68127

Ship To **RALSTON PUBLIC SCHOOLS - 30113**
8545 PARK DRIVE
OMAHA NE 68127

SERVICE INVOICE RA106025211:01

ESTIMATE: 13266196

UNIT NO: A	CONTACT #: (402) 658-2263	MILEAGE: 124,464
VIN: 4UZABRDTX9CAJ9141	P.O. NO: BUS A	LICENSE: 50781
YEAR/MAKE/MODEL: 2009 / Freightliner / CHASSIS	DATE CREATE: 6/22/23	ENG HRS: 0
ENGINE/MODEL/SN: / ISB - EPA07 / 46854520	DATE INVOICED: 7/17/23	R RATIO: 5.13
TRANS/MODEL/SN: ALLISON / 2500 PTS / 6310849039	DRIVER CONTACT:	TAG #: 7584
RXLS/MODEL/SN: / R190-2N / 742820-A091749	DATE SCHEDULED: 6/22/2023 12:00:00	DEL MILE:

Sold Operations

JOB #1 PDIB

PDI BUS

COMPLAINT

Inspection: AC & Heater - BLENDOR ARM BROKEN

CAUSE

CORRECTION

DRAIN COOLANT SYSTEM. RECOVER REFRIGERANT FROM TURBO SIDE HVAC SYSTEM.REMOVE AIR CLEANER ASSEMBLY, SURGE TANK, HVAC INTAKE DUCT, HVAC CONDENSATION DRAIN HOSE & HEATER CORE COOLANT LINES. START REMOVING REFRIGERANT LINES TO EXPANSION VALVE & REALIZE RECOVERED WRONG SYSTEM. RECOVER REFRIGERANT FROM DRIVER SIDE HVAC SYSTEM. FINISH REMOVING REFRIGERANT LINES FROM EXPANSION VALVE. REMOVE INTERIOR HVAC PANEL, DASH TRIM, CUP HOLDER PANEL, UPPER PASSENGER SIDE DASH PANEL & TOP DASH PAD. LOOSE DRIVER SIDE DASH PANEL, CENTER DASH PANEL & DASH TRAY ASSEMBLY. RAISE DASH TRAY ASSEMBLY & REMOVE HVAC UNIT ASSEMBLY. SWAP HVAC BLOWER MOTOR TO NEW HVAC UNIT ASSEMBLY. INSTALL NEW HVAC UNIT ASSEMBLY. REINSTALL DASH TRAY ASSEMBLY, CENTER DASH PANEL, DRIVER SIDE DASH PANEL, TOP DASH PAD, UPPER PASSENGER SIDE DASH PANEL, CUP HOLDER PANEL, DASH TRIM & INTERIOR HVAC PANEL. REINSTALL REFRIGERANT LINES TO EXPANSION VALVE, HEATER CORE COOLANT LINES & HVAC CONDENSATION DRAIN HOSE. VACUUM DRIVER SIDE HVAC SYSTEM FOR 1 HOUR. REINSTALL HVAC INTAKE DUCT & SURGE TANK. CHARGE BOTH HVAC SYSTEMS & PASSENGER SIDE HVAC SYSTEM HIGH PRESSURE LINE LEAKING BETWEEN A/C COMPRESSOR & HIGH PRESSURE PORT FITTING. RECOVER REFRIGERANT FROM PASSENGER SIDE HVAC SYSTEM & INFORMED ADVISOR. REINSTALL AIR CLEANER ASSEMBLY. REFILL COOLANT SYSTEM & CHECK OEPRATION, GOOD.

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE
	LABOR 0-10	Inspection: AC & Heater		1,650.00
1	106D/A22-63849-002	HEATER/HEATER AIR CONDITIONER-	1,291.02	1,291.02
2	106D/BEN 1553005116S	TUBE	4.80	9.60
	c	parts available from memphis pdc		

Prepay: \$0.00 Parts: \$1,300.62 Labor: \$1,650.00 Misc: \$0.00 Sublet: \$0.00 \$2,950.62



14321 Cornhusker Road
OMAHA, NE 68138



(402) 592-2440

Sold To **RALSTON PUBLIC SCHOOLS - 30113**
8545 PARK DRIVE
OMAHA NE 68127

Ship To **RALSTON PUBLIC SCHOOLS - 30113**
8545 PARK DRIVE
OMAHA NE 68127

SERVICE INVOICE RA106027085:01
ESTIMATE: 13667160

UNIT NO: A	CONTACT #: (402) 658-2263	MILEAGE: 126,005
VIN: 4UZABRDTX9CAJ9141	P.O. NO: BUS A	LICENSE: 50781
YEAR/MAKE/MODEL: 2009 / Freightliner / CHASSIS	DATE CREATE: 8/23/23	ENG HRS: 0
ENGINE/MODEL/SN: / ISB - EPA07 / 46854520	DATE INVOICED: 8/25/23	R RATIO: 5.13
TRANS/MODEL/SN: ALLISON / 2500 PTS / 6310849039	DRIVER CONTACT:	TAG #: 7168
RXLS/MODEL/SN: / R190-2N / 742820-A091749	DATE SCHEDULED: 8/23/2023 12:00:00	DEL MILE:

Sold Operations

JOB #1 COURTESY VEHICLE INSPECTION

COMPLAINT COURTESY VEHICLE INSPECTION - CONTACT CONNIE FOR INFORMATION OR APPROVAL. THE AIR CONDITIONERS HAVE BEEN WORKED ON IN JUNE & JULY. ROS ATTACHED. RA106024872 & RA106025211

CAUSE

CORRECTION

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE

Prepay: Parts: Labor: Misc: Sublet:

JOB #2 83 HEATER-AIR CONDITIONING

COMPLAINT HEATER-AIR CONDITIONING - (83) DASH - CUSTOMER STATES THE DASH AIR IS BLOWING WARM AIR. VERIFY

CAUSE

CORRECTION 1483 OPERATED UNIT AND SYSTEM WAS WORKING BUT NOT COOLING. HOOKED UP MACHINE AND MONITORED PRESSURES. ALITTLE HIGH. CLEANED EVAPORATOR NO CHANGE. PULLED DOWN FREON. PULLED 4.50 LBS. PULLED VACCUM AND CHARGED WITH 4 LBS OF FREON. OPERATED UNIT AND IT NOW COOLS 30 PLUS DEGREES BELOW AMBIENT TEMP. PRESSURES ARE NORMAL. EVERYTHING IS WORKING AS DESIGNED.

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE
	LABOR Decisiv	HEATER-AIR CONDITIONING - (83) REAR		165.00

Prepay: \$0.00 Parts: \$0.00 Labor: \$165.00 Misc: \$0.00 Sublet: \$0.00 \$165.00





14321 Cornhusker Road
OMAHA, NE 68138

(402) 592-2440

Sold To **RALSTON PUBLIC SCHOOLS - 30113**
8545 PARK DRIVE
OMAHA NE 68127

Ship To **RALSTON PUBLIC SCHOOLS - 30113**
8545 PARK DRIVE
OMAHA NE 68127

SERVICE INVOICE RA106031556:01

ESTIMATE: 14597344

UNIT NO: A	CONTACT #: (402) 658-2263	MILEAGE: 129,195
VIN: 4UZABRDTX9CAJ9141	P.O. NO: BUS A	LICENSE: 50781
YEAR/MAKE/MODEL: 2009 / Freightliner / CHASSIS	DATE CREATE: 1/22/24	ENG HRS: 0
ENGINE/MODEL/SN: / ISB - EPA07 / 46854520	DATE INVOICED: 2/7/24	R RATIO: 5.13
TRANS/MODEL/SN: ALLISON / 2500 PTS / 6310849039	DRIVER CONTACT:	TAG #:
RXLS/MODEL/SN: / R190-2N / 742820-A091749	DATE SCHEDULED: 1/22/2024 12:00:00	DEL MILE:

Sold Operations

JOB #1 CI

COURTESY INSPECTION

COMPLAINT COURTESY INSPECTION - (CI) - CONNIE 402-658-2263
CAUSE
CORRECTION

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE

Prepay: Parts: Labor: Misc: Sublet:

JOB #2 PM2

PM SPECIAL BASE

COMPLAINT PM SPECIAL BASE - (PM2) - pm service
CAUSE
CORRECTION B339 PERFORMED FULL SERVICE GREASED CHASSIS CNANGED ENGINE OIL AND FILTER. LOOKED UP TORQUE SPEC SPEC WAS 35 FOOT POUNDS TORWUED DRAIN PLUG TO SPEC. CHANGED FUEL FILTERS. CHECKED DIFFERNTIAL FLUID LEVEL

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE
1	106D/03-43876-001	FUEL FLTR ELEMENT W/SEP	27.20	27.20
1	106D/FG FF5632	FUEL FILTER	31.25	31.25
1	106D/FG LF3970	ELEMENT-OIL FILTER 12 PACK	19.31	19.31
2	106D/OWI AMAB53	50/50 OAT ELC GALLON JUGS	11.09	22.18
2	106D/SLO 550027637	GADUS GREASE S3- 180KG DRUM,LB	17.35	34.70
4	106X/KEN 1086534	KENDALL DXA SCA 15W40 CK4	19.71	78.84
	LABOR Decisiv	PM SPECIAL BASE - (PM2)		195.00

Prepay: \$0.00 Parts: \$213.48 Labor: \$195.00 Misc: \$0.00 Sublet: \$0.00 \$408.48





14321 Cornhusker Road
OMAHA, NE 68138

(402) 592-2440

Sold To **RALSTON PUBLIC SCHOOLS - 30113**
8545 PARK DRIVE
OMAHA NE 68127

Ship To **RALSTON PUBLIC SCHOOLS - 30113**
8545 PARK DRIVE
OMAHA NE 68127

SERVICE INVOICE RA106035446:01
ESTIMATE: 15430096

UNIT NO: A	CONTACT #: (402) 331-4700	MILEAGE: 133,240
VIN: 4UZABRDTX9CAJ9141	P.O. NO: BUS A	LICENSE: 50781
YEAR/MAKE/MODEL: 2009 / Freightliner / CHASSIS	DATE CREATE: 5/24/24	ENG HRS: 0
ENGINE/MODEL/SN: / ISB - EPA07 / 46854520	DATE INVOICED: 5/29/24	R RATIO: 5.13
TRANS/MODEL/SN: ALLISON / 2500 PTS / 6310849039	DRIVER CONTACT:	TAG #: 0335
RXLS/MODEL/SN: / R190-2N / 742820-A091749	DATE SCHEDULED: 5/24/2024 12:00:00	DEL MILE:

Sold Operations

JOB #1 CI COURTESY INSPECTION
COMPLAINT COURTESY INSPECTION - (CI) - CONNIE - 402-658-2263
CAUSE SEE ATTACHED PAPER
CORRECTION

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE

Prepay: Parts: Labor: Misc: Sublet:

JOB #2 396 INSPECTION
COMPLAINT INSPECTION - (396) - QUARTERLY INSPECTION
CAUSE
CORRECTION COMPLETED INSPECTION SHEET:

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE
	LABOR Decisiv	INSPECTION - (396)		170.00

Prepay: \$0.00 Parts: \$0.00 Labor: \$170.00 Misc: \$0.00 Sublet: \$0.00 \$170.00





14321 Cornhusker Road
OMAHA, NE 68138

(402) 592-2440

Sold To **RALSTON PUBLIC SCHOOLS - 30113**
8545 PARK DRIVE
OMAHA NE 68127

Ship To **RALSTON PUBLIC SCHOOLS - 30113**
8545 PARK DRIVE
OMAHA NE 68127

SERVICE INVOICE RA106038482:01

ESTIMATE: 16069038

UNIT NO: A	CONTACT #: (402) 331-4700	MILEAGE: 135,330
VIN: 4UZABRDTX9CAJ9141	P.O. NO: BUSA	LICENSE: 50781
YEAR/MAKE/MODEL: 2009 / Freightliner / CHASSIS	DATE CREATE: 8/29/24	ENG HRS: 0
ENGINE/MODEL/SN: / ISB - EPA07 / 46854520	DATE INVOICED: 10/24/24	R RATIO: 5.13
TRANS/MODEL/SN: ALLISON / 2500 PTS / 6310849039	DRIVER CONTACT:	TAG #: 8637
RXLS/MODEL/SN: / R190-2N / 742820-A091749	DATE SCHEDULED: 8/29/2024 12:00:00	DEL MILE:

Sold Operations

JOB #1 CI COURTESY INSPECTION

COMPLAINT COURTESY INSPECTION - POC: CONNIE 402-658-2263
CAUSE
CORRECTION

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE

Prepay: Parts: Labor: Misc: Sublet:

JOB #2 EA EXPRESS ASSESSMENT

COMPLAINT CUSTOMER STATES THE CEL IS ON AND IS STALLING OUT AT TIMES
CAUSE
CORRECTION CHEKCED FAULTS. FOUND 428 WIF SENSOR VOLTAGE ABOVE NORMAL. CHECKED VOLTAGE @ SENSOR @ 4.99 VOLTS. REPLACED WIF SENSOR AND RECHECKED, FAULT INACTIVE. INSPECTED OLD SENSOR AND FOUND PROBE CORRODED OFF.

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE
1	106D/RAI RK56237	PROBE ASSY-FWS WATER SENSOR	72.28	72.28
	C	DELIVER TO EA BAY		
	LABOR EA-10	EXPRESS ASSESSMENT - (EA)		272.00

Prepay: \$0.00 Parts: \$72.28 Labor: \$272.00 Misc: \$0.00 Sublet: \$0.00 \$344.28



14321 Cornhusker Road
OMAHA, NE 68138



(402) 592-2440

Sold To **RALSTON PUBLIC SCHOOLS - 30113**
8545 PARK DRIVE
OMAHA NE 68127

Ship To **RALSTON PUBLIC SCHOOLS - 30113**
8545 PARK DRIVE
OMAHA NE 68127

SERVICE INVOICE RA106038482:02
ESTIMATE: 16069038

UNIT NO: A	CONTACT #: (402) 331-4700	MILEAGE: 135,330
VIN: 4UZABRDTX9CAJ9141	P.O. NO: BUSA	LICENSE: 50781
YEAR/MAKE/MODEL: 2009 / Freightliner / CHASSIS	DATE CREATE: 8/29/24	ENG HRS: 0
ENGINE/MODEL/SN: / ISB - EPA07 / 46854520	DATE INVOICED: 12/3/24	R RATIO: 5.13
TRANS/MODEL/SN: ALLISON / 2500 PTS / 6310849039	DRIVER CONTACT:	TAG #: 1874
RXLS/MODEL/SN: / R190-2N / 742820-A091749	DATE SCHEDULED: 8/29/2024 12:00:00	DEL MILE:

Sold Operations

JOB #6 88 HOOD-GRILLE-CAB FENDERS

COMPLAINT LEFT HOOD MIRROR IS CRACKED
CAUSE REPLACE MIRROR
CORRECTION NO MOUNTING HARDWARE WAS SENT WITH MIRROR. HAD TO SWAP OVER MIRROR ARMS. REMOVED OLD MIRROR ASSEMBLY. HAD COWORKER ASSIST WITH INSTALL OF NEW MIRROR. INSTALLED BOLTS AND WASHERS. POSITIONED MIRROR IN CORRECT SPOT. INSTALLED OLD ARMS. CHECKED VIEW RANGE. WITHIN SPEC.

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE
1	106D/TBB 101686	MINI HAWK MIRR ASML	138.51	138.51
	LABOR Decisiv	HOOD-GRILLE-CAB FENDERS - (88)		170.00
Prepay: \$0.00 Parts: \$138.51 Labor: \$170.00 Misc: \$0.00 Sublet: \$0.00				\$308.51

JOB #7 82 WINDSHIELD WIPER-WASHER

COMPLAINT WIPER BLADES NEED REPLACED
CAUSE
CORRECTION REMOVED OLD WIPERS. INSTALLED NEW WIPER BLADES. TESTED WIPER OPERATION. WORKING CORRECTLY.

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE
2	106D/ABP N82 CB22	22IN CONV. BLADE	5.22	10.44
	LABOR Decisiv	WINDSHIELD WIPER-WASHER - (82)		34.00
Prepay: \$0.00 Parts: \$10.44 Labor: \$34.00 Misc: \$0.00 Sublet: \$0.00				\$44.44





14321 Cornhusker Road
OMAHA, NE 68138

(402) 592-2440

Sold To **RALSTON PUBLIC SCHOOLS - 30113**
8545 PARK DRIVE
OMAHA NE 68127

Ship To **RALSTON PUBLIC SCHOOLS - 30113**
8545 PARK DRIVE
OMAHA NE 68127

SERVICE INVOICE RA106041707:01

ESTIMATE: 16825114

UNIT NO: A	CONTACT #: (402) 331-4700	MILEAGE: 137,706
VIN: 4UZABRDTX9CAJ9141	P.O. NO: BUSA	LICENSE: 50781
YEAR/MAKE/MODEL: 2009 / Freightliner / CHASSIS	DATE CREATE: 12/18/24	ENG HRS: 0
ENGINE/MODEL/SN: / ISB - EPA07 / 46854520	DATE INVOICED: 1/9/25	R RATIO: 5.13
TRANS/MODEL/SN: ALLISON / 2500 PTS / 6310849039	DRIVER CONTACT:	TAG #: 2314
RXLS/MODEL/SN: / R190-2N / 742820-A091749	DATE SCHEDULED: 12/18/2024 12:00:00	DEL MILE:

Sold Operations

JOB #1 CI **COURTESY INSPECTION**
COMPLAINT COURTESY INSPECTION - POC: CONNIE 402-658-2263 -
CAUSE NO RECALLS
CORRECTION

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE

Prepay: Parts: Labor: Misc: Sublet:

INVOICE REPRINT





14321 Cornhusker Road
OMAHA, NE 68138

(402) 592-2440

Sold To **RALSTON PUBLIC SCHOOLS - 30113**
8545 PARK DRIVE
OMAHA NE 68127

Ship To **RALSTON PUBLIC SCHOOLS - 30113**
8545 PARK DRIVE
OMAHA NE 68127

SERVICE INVOICE RA106042479:01

ESTIMATE: 16985400

UNIT NO: A	CONTACT #: (402) 331-4700	MILEAGE: 137,740
VIN: 4UZABRDTX9CAJ9141	P.O. NO: BUS A	LICENSE: 50781
YEAR/MAKE/MODEL: 2009 / Freightliner / CHASSIS	DATE CREATE: 1/15/25	ENG HRS: 0
ENGINE/MODEL/SN: / ISB - EPA07 / 46854520	DATE INVOICED: 2/5/25	R RATIO: 5.13
TRANS/MODEL/SN: ALLISON / 2500 PTS / 6310849039	DRIVER CONTACT:	TAG #: 2046
RXLS/MODEL/SN: / R190-2N / 742820-A091749	DATE SCHEDULED: 1/15/2025 12:00:00	DEL MILE:

Sold Operations

JOB #1 CI

COURTESY INSPECTION

COMPLAINT
CAUSE
CORRECTION

COURTESY INSPECTION - (CI) - CONNIE WOULD LIKE TO PICK UP THE UNIT FRIDAY IF POSSIBLE . ADVISE

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE

Prepay: Parts: Labor: Misc: Sublet:

INVOICE REPRINT





RALSTON PUBLIC SCHOOLS

60 Passenger Freightliner – Thomas C2

2026 Model.....\$137,725.00

Approximate Delivery: December, 2025

Subject to Availability (One production slot remaining)

2027 Model.....\$148,890.00

Approximate Delivery: July, 2026

Subject to Availability (limited production slots available)

Engine: Cummins ISB 6.7 Liter (220 HP/600 Torque) Turbo Diesel

Transmission: Allison 2500 – 6 Speed Automatic

Brakes: Air

Mileage: NEW

ADDITIONAL SPECIFICATIONS:

-AIR CONDITIONING: 100,000 BTU system with rear in wall evaporator above emergency door and front side mount evaporator. Dual TM-21 compressors. Skirt mount condensers.

-Automotive style driver's air conditioning integrated into dash vents.

-Adjustable pedals: Accelerator and brake pedal adjust with switch in dash

-Alternator: 240 amp Leece/Neville

-Axle/front: 10,000

-Axle/rear: 21,000 lb.

-Barriers: (2) 39" with proform fireblock covering

-Batteries: Dual (2) Alliance, 1900 CCA

-Block Heater: 750 watt with plug in located in front bumper

-Brakes: Air w/ Bendix AD-9 air dryer and heated moisture ejector on wet tank

-Cell Phone Charger for Driver – Dual USB ports

-Cruise Control

-DRIVER ALERT SIGN on rear emergency door

-Entrance Door: Air operated with switch in dash

-Keyed vandal lock included

-Storm Glass in entire door

-Exhaust: Single right hand horizontal muffler and tail pipe

-Fenderettes: Mounted over rear wheels (steel)

-Floor Covering: 5/8" plywood covered with heavy duty vinyl covering

-Fuel Tank: 100 gallon. Safety mounted between frame rails in overhang. Hinged door

-Glove Box and Storage: Large glove box above driver and floor mounted clip board holder

- GVWR: 31,000 lbs
- Heaters/Defrosters:
 - 93,000 BTU left front heater/defroster
 - 53,000 BTU stepwell heater
 - Dual (2) rear 84,000 BTU heaters
 - Bergstrom heater booster pump
 - (2) defroster fans mounted above windshield
- Headroom: 78" interior height
- Heated fuel/water separator
- Horns: Dual electric with center steering wheel activation
- Insulation Package: Acoustic ceiling full length of bus
- Lettering: RALSTON PUBLIC SCHOOLS, Unit numbers as requested
- Lights: **LED extended life headlights** with daytime running lights, driver's dome light on separate switch, dual row of dome lights on separate switch. **All interior dome lights are LED.**
- LED Clearance/Marker- red rear/amber rear, back-up- clear, stop/tail- red.
- LED Marker/Cluster-Per FMVSS .
- LED side mounted turn signals on fender and side panels
- LED strobe 8-lamp warning system flush mounted.
- LED Stepwell light
- LED Strobe Light
- Manuals: Printed operator's maintenance manual
- Mirrors: Open View **remote control - heated/self-defrosting rear view mirrors**
 - Heated Cross-over mirrors
- Mud Flaps: Front and Rear
- Paint: Yellow w/ black trim. Interior light gray. Undercoated chassis
- Radio: AM/FM with P.A. and roof mounted speakers
- Roof Hatches: 2 installed in self-sealing pre-cut panels
- Rub Rails: Four (4) exterior side rub rails located at window level, seat level, floor, level, and bottom skirt. Sealed with Saf-T-Bond structural adhesive.
- Safety Equipment: (2) Nebraska first aid kits, one mounted front and one at rear of bus. 5 lb chemical type fire extinguisher, moisture proof body fluid clean up kit, triangle safety kit.
- Safety Solenoid Switch: Single switch for complete shutdown of all heaters and radio
- Seat/Driver: National high back adjustable **'Heated' Air Ride** seat with three point retractable shoulder harness, dual armrests, and adjustable lumbar support.
- Seats/Passenger: (20) 39" passenger seats covered with 42 oz. Proform leatherette fire block material and pivot cushion for cleaning. Powder-coated frames
- Steering: Tilt/Telescope steering wheel
- Stop Arm: Highly reflective and equipped with high intensity LED lights
- Surveillance Cameras: REI digital video recorder with two (2) cameras.**
- Suspension/Front: 10,000 lb. soft ride springs
- Suspension/Rear: 21,000 lb. Air Ride**
- Under Storage Luggage: 100" right side, double door, mid-mount.**
- Tires: Hankook 11R22.5 w/ mud & snow tread on rear
- Tow Hooks: Front and rear
- Ventilator: Static type, non-closable
- Wheelbase: 238"
- Wheels: 22.5 x 8.25 10 hole hub mounted – painted black

- Windows: All side and rear passenger windows tinted
 - 4 push/out windows (2 per side)
 - Driver's side window equipped with storm glass
- Windshield: Automotive style one piece, bonded, and curved, slanted to reduce glare and breakage and provide maximum vision. The tinted safety plate laminated glass provides 3362 square inches of windshield area.
- Winter Front Cover: Snap on cover for grill in yellow.

-WARRANTY:

Thomas/Freightliner comes standard with a 3 year/50,000 mile bumper to bumper warranty....the best in the industry!

Base: Limited 3 year bumper to bumper

Body: Limited 5 years on body

Engine: Limited 5 year/100,000 miles

Transmission: Limited 7 years/unlimited miles

Axles: Limited 5 years/unlimited includes king pins

OPTIONAL EQUIPMENT AVAILABLE:

1. Interior Tubular Type Parcel Racks.....add...\$1200.00
2. Back Up Camera.....add...\$700.00

Corey Sundberg

Corey Sundberg

6/3/2025

Date



**Kissel, Kohout,
ES Associates**
GOVERNMENT RELATIONS

301 SOUTH 13TH ST
SUITE 400
LINCOLN NE 68508
PHONE: 402-476-1188
FAX: 402-476-6167
KISSELKOHOUTES.COM

July 7, 2025

Ms. Robin Richards
President, Ralston Board of Education
8545 Park Drive
Ralston, NE 68127

Mr. Jason Buckingham
Superintendent, Ralston Public Schools
8545 Park Drive
Ralston, NE 68127

RE: Renewal of Government Affairs Services Agreement

Dear President Richards and Mr. Buckingham,

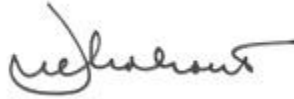
Thank you so much for the opportunity to work with Ralston Public Schools over the years. It has truly been an honor to represent the district for nearly 20 years—advocating for your priorities, helping navigate legislative challenges, and working together to advance opportunities for Ralston’s students and families.

We value the strong relationship we have built with the district and believe it reflects the deep understanding we have of Ralston’s needs, values, and vision for the future. This is not just professional for us—it’s personal. My own children proudly attended Ralston Public Schools for primary and middle school, and one of our team members, Sarah Wagelie, was the valedictorian of her class at Ralston. We care deeply about the district and are fully invested in its success.

As we look ahead, we would welcome the opportunity to continue this partnership through the renewal of our contract for another three years. Our team remains committed to working with you to advance your legislative priorities at the State Capitol, strengthen relationships with key policymakers, and position Ralston Public Schools as a leader in Nebraska’s education community. We believe our longstanding history with the district, combined with our knowledge of the legislative process and key decision makers, positions us well to continue delivering results on your behalf.

We appreciate your consideration of this request and look forward to the opportunity to continue supporting the important mission of Ralston Public Schools. Please let us know if there is any additional information we can provide as you consider renewal of our agreement.

Sincerely,

A handwritten signature in dark ink, appearing to read 'J. Kohout', with a stylized flourish extending to the right.

Joseph D. Kohout

District	2021 Lobbyist expenditure								
	Qtr 1		Qtr 2		Qtr 3		Qtr 4		
OPS	1	\$	4,875.00	\$	4,875.00	\$	4,875.00	\$	4,875.00
	2	\$	24,200.00	\$	18,000.00	\$	12,000.00	\$	24,200.00
Total									
Millard	1	\$	2,958.00	\$	2,958.00	\$	2,958.00	\$	3,000.00
	2	\$	15,200.00	\$	15,000.00	\$	15,000.00	\$	15,200.00
Total									
Westside		\$	5,750.82	\$	11,501.64	\$	8,626.23	\$	11,701.64
PLV		\$	9,750.00	\$	9,750.00	\$	9,750.00	\$	9,750.00
Bellevue		\$	13,700.00	\$	13,500.00	\$	13,500.00	\$	13,500.00
Bennington		\$	5,200.00	\$	5,000.00	\$	5,000.00	\$	5,000.00
Ralston		\$	10,687.50	\$	7,125.00	\$	14,458.32	\$	10,999.98

District	2024 Lobbyist expenditure							
	Qtr 1		Qtr 2		Qtr 3		Qtr 4	
OPS	\$	30,195	\$	30,195	\$	30,195	\$	30,195
Millard	\$	17,718	\$	1,268	\$	33,768	\$	-
Westside			\$	8,885	\$	8,885	\$	8,885
PLV	\$	9,750	\$	9,750	\$	9,750	\$	6,500
Bellevue	\$	13,700	\$	13,500	\$	13,500	\$	18,000
Bennington	\$	6,950	\$	6,750	\$	6,750	\$	6,750
Gretna	\$	7,700	\$	7,546	\$	7,500	\$	7,500
Elkhorn	\$	7,426	\$	7,426	\$	7,426	\$	7,426
Grand Island	\$	9,644	\$	9,644	\$	9,644		

Ralston	\$	11,783	\$	11,783	\$	12,058	\$	12,196

Total

\$ 19,500.00

\$ 78,400.00

\$ 97,900.00

\$ 11,874.00

\$ 60,400.00

\$ 72,274.00

\$ 37,580.33

\$ 39,000.00

\$ 54,200.00

\$ 20,200.00

\$ 43,270.80

Total

\$ 120,780

\$ 52,755

\$ 26,655

\$ 35,750

\$ 58,700

\$ 27,200

\$ 30,246

\$ 29,705

\$ 28,932

\$ 47,821

Ralston Middle School Fee List

Fees Assessed:

Extracurricular Activity Fee: \$25.00

Breakfast Prices: \$2.00 Reduced: \$0.30

Lunch Prices: \$3.20 Reduced Lunch: \$0.40

Milk 8 oz: \$0.50

Orange/Apple Juice 4 oz: \$0.50

Lost/Damaged library and/or classroom textbook: Replacement Cost

Lost/Damaged clothing/equipment: Replacement Cost

Required Clothing for PE

Gym Shorts and cotton T-shirt

*Ralston Middle School offers RMS shorts \$15 and RMS shirts \$15 which are available in the office but not required

Rubber soled athletic shoes

Undergarments and socks appropriate for the activity.

Extracurricular Activities

Cheer and Dance Team: \$100

Show Choir: \$185

Optional Fees - Not Required

Ralston High/Middle School Activity Ticket - \$50.00

Extracurricular activities travel fee – Not to exceed \$500 per event,

Extracurricular activities admission – Maximum \$5.00 per event

Physicals for 8th Grade Sports: \$50.00

Ralston Middle School Yearbook: \$25.00

8th Grade Class Picture: \$20.00

Student Picture Packages: \$15 - \$25

Printed Clothing

Paperback books for personal ownership

Insurance policy for technology: \$15 - \$30

Donations / Fundraising

Family Consumer Science for food and take home materials used in class: \$15.00

Industrial Technology for materials used in class that can be taken home: \$15.00

Art Supplies: \$15

As approved by the Superintendent or designee

Ralston High School Fee List

Fees Assessed:

Extracurricular Activity Fee: \$50.00

Transcripts: Price for Graduates set by Parchment online order system \$4.00

* Current students are free of charge through Naviance

Summer School: \$175 resident, \$225 non - resident

Breakfast Prices: \$2.50 Reduced: \$0.30

Lunch Prices: \$3.35 Reduced Lunch: \$0.40

Milk 8 oz: \$0.50

Orange/Apple Juice 4 oz: \$0.50

Replacement School ID: \$5.00

Lost/Damaged library and/or classroom textbook: replacement cost

Lost/Damaged clothing/equipment: replacement cost

Required Clothing for Classes and Extracurricular Activities

Gym Shorts and Cotton T-shirt (PE)

Undergarments

Swimsuit (Swimming)

Towel (PE and swimming)

Rubber soled athletic shoes

Socks

FCS (Year 2 & 3): white shirt, black pants, black shoes, and socks

Medical Science Academy 1 & 2: Lab Coat and Scrubs

Automotive Academy: blue jeans, close - toed shoes, academy shirt

Education Academy: business casual professional attire

SCUBA oxygen tank fee: not to exceed \$40

Specialized Equipment/Clothing Specific to Extracurricular Activities

Shoes appropriate for the activity

Undergarments appropriate for the activity

Gym Shorts and Cotton T - shirt

Athletic socks

Golf clubs, practice golf balls, tees

Baseball glove / softball glove, bat(s)

Tennis racquet

Protective gear (ex. soccer shin guards)

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

Optional Fees - Not Required

Ralston High/Middle School Activity Ticket - \$50.00 Physicals for Sports: \$50.00

Ralston High School Yearbook: \$75.00

Parking: \$30.00

Student Picture Packages: \$15 - \$25

Printed Clothing

Books &/or consumable materials for personal ownership (ex. clay, wood, etc.)

Extracurricular activities admission – Maximum \$25 per event

Extracurricular activities travel fee – Not to exceed \$4800 per event

Prom: \$35

Insurance policy for technology: \$15 - \$30

Certification (Optional to student)

Red Cross Lifeguard certification: \$85.00

OSHA: \$25

SCUBA certification - paid directly to certification provider

Donations / Fundraising

Cheer and Dance Uniforms: \$1200

As approved by Superintendent or designee

Elementary Fee List

Fees Assessed

Lost/Damaged library and/or classroom textbook: replacement cost

Lost/Damaged clothing/equipment: replacement cost

Breakfast Prices: \$1.75 Reduced: \$0.30

Lunch Prices: \$2.85 Reduced Lunch: \$0.40

Breakfast Prices: \$1.65 Reduced: \$0.30

Milk 8 oz: \$0.50

Orange/Apple Juice 4 oz: \$0.50

Recommended Items Not Required

Backpack

Water bottle

Towel/Mat for rest time (Pre-school)

Paint shirt

Required Clothing:

Select vocal music group attire: \$25.00

Rubber soled athletic shoes for PE

Optional Items Available for Purchase

Ralston High School Activity Ticket: \$40.00

Yearbook: \$10.00 - \$20.00

Student Picture Packages: \$6.50 - \$25

Printed clothing

Paperback books for personal ownership

Insurance policy for technology: \$15 - \$30

Donations and Fundraising:

As approved by Superintendent or designee

Meal Price History

Breakfast

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Elementary	\$ 1.55	\$ 1.55	\$ 1.55	\$ 1.55	\$ 1.55	\$ 1.55	\$ 1.55	\$ 1.55	\$ 1.65	\$ 1.70
Middle	\$ 1.95	\$ 1.95	\$ 1.95	\$ 1.95	\$ 1.95	\$ 1.95	\$ 1.95	\$ 1.95	\$ 1.95	\$ 1.95
High	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50

Current for comparison 2024-2025

	Elementary	Middle	High
Bellevue	\$ 2.20	\$ 2.20	\$ 2.20
Bennington	\$ 1.75	\$ 1.80	\$ 1.90
Millard	\$ 1.60	\$ 1.80	\$ 2.05
PLCS	\$ 1.95	\$ 2.50	\$ 2.55
Westside	\$ 1.70	\$ 1.90	\$ 2.05
Average	\$ 1.84	\$ 2.04	\$ 2.15

Current for comparison 2025-2026

	Elementary	Middle	High
Bellevue	\$ 2.30	\$ 2.30	\$ 2.30
Bennington	\$ 1.80	\$ 1.85	\$ 1.95
Millard	\$ 1.65	\$ 1.85	\$ 2.10
PLCS	\$ 1.95	\$ 2.50	\$ 2.55
Westside	\$ 1.80	\$ 1.90	\$ 2.15
Average	\$ 1.90	\$ 2.08	\$ 2.21

Ralston for 24-25 \$ 1.70 \$ 1.95 \$ 2.50

Proposed 25-26 \$ 1.75 \$ 2.00 \$ 2.50

Lunch

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Elementary	\$ 2.30	\$ 2.30	\$ 2.45	\$ 2.45	\$ 2.50	\$ 2.60	\$ 2.60	\$ 2.65	\$ 2.70	\$ 2.75
Middle	\$ 2.65	\$ 2.65	\$ 2.80	\$ 2.80	\$ 2.95	\$ 3.05	\$ 3.05	\$ 3.05	\$ 3.05	\$ 3.10
High	\$ 2.80	\$ 2.80	\$ 2.80	\$ 2.80	\$ 3.00	\$ 3.10	\$ 3.10	\$ 3.15	\$ 3.20	\$ 3.25

Current for comparison 2024-2025

	Elementary	Middle	High
Bellevue	\$ 3.00	\$ 3.30	\$ 3.30
Bennington	\$ 2.65	\$ 2.95	\$ 3.00
Millard	\$ 3.15	\$ 3.35	\$ 3.85
PLCS	\$ 2.70	\$ 3.05	\$ 3.50
Westside	\$ 2.65	\$ 3.00	\$ 3.80
Average	\$ 2.83	\$ 3.13	\$ 3.49

Current for comparison 2025-2026

	Elementary	Middle	High
Bellevue	\$ 3.10	\$ 3.40	\$ 3.40
Bennington	\$ 2.80	\$ 3.10	\$ 3.15
Millard	\$ 3.25	\$ 3.45	\$ 3.95
PLCS	\$ 2.75	\$ 3.10	\$ 3.55
Westside	\$ 2.75	\$ 3.10	\$ 3.90
Average	\$ 2.93	\$ 3.23	\$ 3.59

Ralston for 24-25 \$ 2.75 \$ 3.10 \$ 3.25

Proposed 25-26 \$ 2.85 \$ 3.20 \$ 3.35

Ralston High School



2025-2026

Student and Family Information Handbook

8969 Park Drive
Ralston, NE 68127-3600
Phone: 402-331-7373
Fax: 402-898-3511

rhs.ralstonschools.org

School Handbooks are based on Board of Education Policies



*District #54
Ralston, Nebraska*

BOARD OF EDUCATION

Carrie Hough
Katie Krause
Elizabeth Kumru
Robin Richards
Mary Roarty
Samantha Willey

DISTRICT ADMINISTRATORS

Mr. Jason Buckingham, Superintendent
Dr. Aaron Bredenkamp, Assistant Superintendent of Business
Dr. Sara Zabrowski-Gates, Assistant Superintendent of Teaching & Learning
Dr. Ryan Pivonka, Director for Human Resources
Mrs. Megan Harding, Director of Teaching & Learning
Mrs. Jennifer Pollock, Director of Student Services

RALSTON HIGH SCHOOL ADMINISTRATION

Mr. Ruben Cano, Principal
Mr. Joseph Kilzer, Assistant Principal
Mrs. Mary Sasek, Assistant Principal
Mr. Clint Williams, Assistant Principal / Athletic & Activities Director
Mrs. Jordan Brown, Dean of Students
Mrs. Sarah McCauley, Dean of Students

RALSTON HIGH SCHOOL COUNSELORS

Mr. Michael Burling, Last Name A-F
Mr. Rick Painter; Department Chair, Last Name N-Z
Mrs. Tara Vaughn, Last Name G-M

Counselors are divided alphabetically by last name. You must see your assigned counselor for schedule-related questions, concerns, or to request a schedule change. Any of the three counselors are available to assist with personal/social issues or college/career related questions.

Administrative Offices 8545 Park Drive
Ralston, NE 68127
402-331-4700
www.ralstonschools.org

Ralston High School 8969 Park Drive
Ralston, NE 68127-3600
402-331-7373
rhs.ralstonschools.org

RHS Calendar/Athletic/Activity schedules:
www.trailblazerconference.org

Attendance Office 402-763-4100 (voicemail available 24 hours)

RALSTON HIGH SCHOOL
STUDENT-FAMILY HANDBOOK

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RALSTON HIGH SCHOOL

“Achieving Excellence as a Community of Learners”

8969 Park Drive • Ralston NE 68127 • 402.331.7373 • Fax 402.898.3511 • rhs.ralstonschools.org

Ruben Cano, MS., Principal
Joseph Kilzer, MA, Assistant Principal
Mary Sasek MS, Assistant Principal
Clint Williams, MS, Assistant Principal/AD

Jordan Brown, MS, Dean of Students
Sarah McCauley, MS Dean of Students

Dear Ralston High School Students and Families,

It is with great enthusiasm and a deep sense of responsibility that I introduce myself as the new principal of Ralston High School. I am truly honored to join this vibrant community and look forward to partnering with each of you in support of our students' academic and personal growth.

High school is a critical time in every young person's life—a time of discovery, development, and opportunity. My goal is to ensure that every student at RHS feels supported, challenged, and inspired every day. Together with our dedicated teachers, staff, and leadership team, I am committed to fostering a safe, inclusive, and engaging learning environment where all students can thrive.

As we begin this new school year, I invite families to be active participants in the life of our school. Whether it's attending events, volunteering, or simply staying in touch, your involvement plays a vital role in our collective success. Open communication will be a top priority for me, and I welcome your ideas, questions, and feedback at any time.

To our students: I am excited to meet you, hear your stories, and cheer you on as you pursue your passions and goals. Know that you have a principal who believes in your potential and is here to support you every step of the way.

Let's make this year one of growth, connection, and achievement. I can't wait to see all that we will accomplish together.

Sincerely,

Mr. Cano

Ralston's School Song

Hail, Ralston High!
Red, White and Blue, We're loyal to you
Our banners fly!
Onward to victory,
Making Rams' history.
So fight, Ralston, win
We know you can do it, so let's get to it
And let's begin
Onward to victory
Ralston High School—Go! Fight! Win!

HISTORY OF RHS

High school in Ralston had its beginning in September of 1953, with an enrollment of 110 students in grades 9-12 and a faculty of nine members. Because the building was not yet completed, seven classes were held in the Maywood Elementary School until midway through the first year. Dedication of the former high school, located at 82nd and Lakeview, was held on February 28, 1954. At that time, only the first floor of the west wing and the gymnasium were completed. The former high school now serves as Ralston Middle School. In 1968 the high school moved to its present location at 90th & Park Drive. The first senior class of 1954 had a membership of 16. Current enrollment is approximately 1000. Renovation construction began in 2002 and finished in 2005. Construction is completed on the new baseball and softball complex, and renovations included in the recent bond project are underway!

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

The school district's handbooks are intended to convey information and explain school regulations and procedures that are necessary for the school to run smoothly and efficiently. Although the board of education may take action to approve the handbooks annually, the administration has the authority to change the contents of any handbook so long as the changes are consistent with board policy.

None of the district's handbooks create a "contract" between the school district, staff members, parents or students. If any information contained in any handbook conflicts with board policy or state statute, the policy or statute will govern.

NOTICE OF NON-DISCRIMINATION

The school district does not discriminate on the basis of race, color, national origin, religion, marital status, sex, pregnancy, gender identity, gender expression, sexual orientation, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Melissa Stolley at 402-898-3451, mstolley@ralstonschools.org or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: **Dr. Ryan Pivonka** at 402-898-3483, ryan_pivonka@ralstonschools.org, 8545 Park Drive, Ralston NE 68127 or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: https://www.ralstonschools.org/site/handlers/filedownload.ashx?moduleinstanceid=1169&dataid=9780&FileName=3053_-_Nondiscrimination.pdf.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: **Dr. Ryan Pivonka** at 402-898-3483, ryan_pivonka@ralstonschools.org, 8545 Park Drive, Ralston NE 68127 or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the building principal at 402-898-3501, ruben.cano@ralstonschools.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Ralston Public Schools Purpose Statement

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

Direction Statement

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

Ralston Public Schools Believes...

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

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

Ralston High School

Achieving Excellence as a Community of Learners

Vision

An inclusive community focused on: empowering students to reach their highest academic potential, developing their social and emotional awareness, and providing students unique opportunities to explore and plan for their future.

Belief Statements

The Ralston High School community of learners...

- ♦ **requires committed, active participation and support from students, parents, staff and patrons of the district.**
- ♦ **believes each student can learn when provided a safe, supportive learning environment.**
- ♦ **embraces diversity as an integral component of the community.**
- ♦ **supports high standards for cognitive and affective development.**
- ♦ **strives to provide diverse learning opportunities in fine and practical arts, in conjunction with career exploration and applied technology.**
- ♦ **encourages participation in co-curricular and extracurricular activities as a means to develop communication, teamwork, and leadership skills essential for success in a dynamic global society.**

ACADEMIC ACHIEVEMENT AND GRADUATION

ACADEMIC PROGRESS

Students at Ralston High School are placed in academic class years on the basis of years of high school attendance. In order to be on track for graduation, students need to earn the following credits:

Freshman	0-60 hours credit	Junior	120 -180 hours credit
Sophomore	60 -120 hours credit	Senior	180 + hours credit

GRADUATION REQUIREMENTS

Course credit is allowed only for grades 9, 10, 11, and 12. Students may repeat courses in which they earned failing grades, but it is not necessary to repeat courses not required for graduation. The course that is failed will not be replaced, but it must be completed successfully in order to earn credits.

The responsibility for determining when students are eligible to graduate from high school is delegated by the Board of Education to the building principal.

All students must successfully complete 240 hours of credit in grades 9-12, and attend a minimum of seven semesters. Students may graduate at the mid-term of their senior year if they make a formal application to their counselor prior to the end of the first semester of their senior year. Any request by a student to graduate earlier than the midterm of their senior year will be reviewed by the high school principal and a recommendation will be made to the Board of Education for approval. All students must complete the stipulations of an Individual Learning Plan.

The high school principal will review any unusual circumstances related to these graduation requirements for any student and make appropriate recommendations to the Board of Education.

Specific Requirements – Each student is expected to successfully complete coursework in each of the following areas as listed:

~~Class of 2024-2025:~~

- ~~1. **English:** 35 credit hours (Must pass English 1, English 2, English 3, and 1 semester of Composition) 35~~
- ~~2. **Oral Communication:** 5 credit Hours 5~~
- ~~3. **Social Studies:** 30 credit hours (Must pass World Civilization, Government, and US History) 30~~
- ~~4. **Mathematics:** 30 credit hours (10 credit hours must be earned in courses above the Pre-Algebra level) 30~~
- ~~5. **Science:** 30 credit hours (10 credit hours of Biology and 10 credit hours of Physical Science) 30~~
- ~~6. **Physical Education:** 20 credit hours (Must pass Health and Wellness and PE Swim) If students test out of Fitness and Swim Foundations, they need 5 credits of additional PE. 20~~
- ~~7. **Fine Arts:** 10 credit hours — Art, Music, Drama 10~~
- ~~8. **Practical Arts:** 20 credit hours — Business Education, Career Training Programs (must pass Career Exploration), Family and Consumer Sciences, Industrial Technology, Health Sciences 20~~
- ~~9. **Personal Finance:** 5 credit hours If students test out of Consumer Finance they will need additional 5 elective credits. 5~~
- ~~10. **Elective Courses:** 55 credit hours — Any additional credits beyond required coursework.~~
- ~~11. **Community Service:** 10 hours for each year of attendance at Ralston High School.~~

MINIMUM CREDIT HOURS TO GRADUATE 240

Class of 2026 - 2028:

1. <u>English</u> : 40 credit hours (Must pass English 1 and English 2),	40
2. <u>Social Studies</u> : 30 credit hours - (Must pass World Civilization, Government, and US History)	30
3. <u>Mathematics</u> : 30 credit hours (10 credit hours must be earned in an Algebra course)	30
4. <u>Science</u> : 30 credit hours (10 credit hours of Biology and 10 credit hours of Physical Science)	30
5. <u>Physical Education</u> : 20 credit hours (Must pass Health and Swim) If students test out of Swim Foundations, they need 5 credits of additional PE.	20
6. <u>Fine Arts</u> : 10 credit hours - Art, Music, Drama	10
7. <u>Career and Technical Education</u> : 20 credit hours- Business Education, Human Sciences, Industrial Technology, Health Sciences, Career Training Programs (must be a Career Pathway Completer or pass College and And Career Readiness)	15
Computer Science	5
9. <u>Personal Finance</u> : 5 credit hours -	5
10. <u>Elective Courses</u> : 55 credit hours -	55
Any additional credits beyond required coursework.	
11. <u>Community Service</u> : 10 hours for each year of attendance at Ralston High School/RISE	
12. Completion of the FAFSA (or completed NDE opt out form)	

MINIMUM CREDIT HOURS TO GRADUATE:**240****Graduation Requirements Beginning with the Class of 2029**

1. English: 40 credits (Must pass English 1, English 2, English 3 or AP English)	
3. Social Studies: 30 credits (Must pass World Civilization, U.S. History and American Government)	
4. Mathematics: 30 credits (minimum of 10 at or above Algebra 1)	
5. Science: 30 credits. (Must pass Biology, Chemistry, and Physics)	
6. Physical Education: 20 credits (Must pass Health & Wellness and Fitness & Swim Foundations)	
7. Fine Arts: 10 credits	
8. <u>Career and Technical Education</u> : 20 credit hours- Business Education, Human Sciences, Industrial Technology, Health Sciences, Career Training Programs (must be a Career Pathway Completer or pass College and And Career Readiness)	15
Computer Science	5
8. Elective Courses: 60 credits	5

All students must successfully complete 240 credits in grades 9-12, and attend a minimum of seven semesters. All students must function within the guidelines of an Individual Learning Plan.

GRADING SYSTEM AND REPORTS

Ralston High School will operate an extended learning time schedule that consists of semesters. ~~It is important that students and parents understand the difference.~~

~~Quarter—consists of a 9-week period of instruction, and is used for progress monitoring only. Progress reports will be generated at the end of quarters 1 and 3.~~

A semester consists of one 18-week term. A class that meets every other day is worth 10 credits and will last for a full year. There will be 5 credits awarded for a passing grade at the end of each semester.

The following is an explanation of Ralston High School's grading system:

A - Superior	90 - 100%	D - Below Average	60 - 69%
B - Above Average	80 - 89%	F - Failure	59% and Below
C - Average	70 - 79%	Inc. - Work to be made up	

Incomplete work must be completed within one week of the end of the term unless an administrator approves an extension. No incomplete grades may be given at the end of the second semester/~~term 4~~.

Running grades, progress reports and end-of-term/semester report cards are always available by accessing the **R-KIDS electronic gradebook at www2.esu3.org/dws/rhighschool**; therefore, mailings of these documents will no longer be automatically made. Parents may call to request a printed report card at the end of a given semester. Parents are urged to contact teachers whenever necessary. Mid-semester progress reports will be available at the door during Parent-Teacher Conferences. Grades on end-of- semester report cards become part of the permanent record.

Transcripts

Official transcripts of student records will be sent to requested institutions electronically and are issued at the request of the student or student's parent/guardian. Requests take time to process, so please make your requests well ahead of any deadlines. Requests for transcripts are fulfilled using the digital credential service Parchment which can be accessed at www.parchment.com.

GRADE POINT AND MARK POINT AVERAGES

Below is the Ralston High School Mark Point Average Table and an example of how Mark Point Average (MPA) can be determined for a single semester.

<u>Adv'd Rank Classes</u>	<u>Grade Earned</u>	<u>Unranked Classes</u>
5 mark points	A	4 mark points
4 mark points	B	3 mark points
3 mark points	C	2 mark points
2 mark points	D	1 mark point
0 mark points	F	0 mark points
Not computed	Pass/Fail	Not computed

EXAMPLE: Determining a Student's Grade Point Average

<u>Course</u>	<u>Grade</u>	<u>Credits</u>	<u>Mark Pt Value</u>	<u>Mark Points</u>
Spanish 3	B	5	times 3	equals15
Psych/Soc	C+	5	times 2	equals10
Geometry	C	5	times 2	equals10
Biology	B	5	times 3	equals15
Honors Eng 2 AR	A-	5	times 5	equals25
Edgenuity	P	<u>3</u>	(Not computed in MPA)	
Total Credits Earned		28	Total Mark Points	75
75 total Mark Points	÷	25 Credits Attempted	=	3.00 GPA

CLASS RANK for Class of 2026-2027

Class Rank will be determined by the weighted Grade Point Average of students and will be utilized by RHS for the purpose of graduation recognition and honors. GPA's are placed in a high-to-low numerical order, resulting in a ranking of all students for that grade level. Mark Point Average (MPA) is a high-to-low listing of a student's weighted GPA multiplied by total mark points attempted. ACT Rank (ACRS: Academic Class Ranking System) is a high-to-low listing of a student's ACT score + unweighted GPA x 9 + (earned credits/semester). Weighted GPA Rank (SCRS: Scholastic Class Ranking System) is a listing of a student's weighted GPA in a high-to-low numerical order. Weighted GPA is computed by dividing a student's total mark points by the number of credits attempted.

Class RANK for Class of 2028 & beyond

Class Rank will be determined by the weighted Grade Point Average of students and will be utilized by RHS for the purpose of graduation recognition and honors. GPA's are placed in a high-to-low numerical order, resulting in a ranking of all students for that grade level. Mark Point Average (MPA) is a high-to-low listing of a student's weighted GPA multiplied by total mark points attempted.

ACADEMIC HONORS AND LETTERS

Physical awards that recognize academic achievement will be based on a student's current school year GPA for semesters 1 & 2. For students to be eligible for such recognition, they must have earned 60 credits in the current school year.

• Merit Roll Certificate	Semester 1 & 2 GPA 3.00 - 3.49
• Honor Roll Letter/Pin	Semester 1 & 2 GPA 3.50 - 3.99
• Roll of Distinction Letter/Pin	Semester 1 & 2 GPA 4.00 and above

SENIOR HONORS AND RECOGNITION

Grade Point Averages used to determine honors recognition at commencement are based on grades at the end of 7 semesters of academic work.

Honors and recognition are reserved for students in their 4th year of high school or early graduates, as approved by the principal.

Valedictorian for Class of 2025-2027

The student(s) ranked first in the District Class Rank System and the student(s) ranked first in the Mark Point Average Rank System will be recognized as valedictorians and invited to speak at commencement. If a valedictorian declines this opportunity, it will be extended to the next highest-ranking student in that system. The class may also select a spokesperson to speak at commencement.

Valedictorian for Class of 2028 and beyond

The student(s) ranked first in the District Class Rank System and the student(s) ranked first in the Mark Point Average Rank System will be recognized as valedictorians and invited to speak at commencement.

Senior Achievement Awards

Seniors will be awarded honor cords based on the Cumulative Grade Point Average after 7 semesters of academic work:

- 4.0 to 4.19 = white cord
- 4.20 to 4.39 = silver cord
- 4.40 and above = gold cord

300 Club

Two hundred and forty credits are required to graduate. Graduates accumulating 300 or more credits will be recognized at graduation.

Community Service Excellence

Students earning one hundred or more hours of Community Service by April 15 of their final term will be recognized at graduation.

Character Achievement Board

Students earning two hundred or more hours of Community Service, Eagle Scout award, Girls or Boys State, Mayor's Advisory Council, NHS Board Members, American Legion Scholar, Believers and Achievers award, Toyo Teens or Runza Student of the Week will be honored on the character achievement board.

Academic Achievement Board

Students earning an ACT of 30 or higher, National Merit Finalist award, Valedictorian or Omaha World Herald Academic Recognition will be honored on the academic achievement board.

CTE Program of Study Completer

Three or more prescribed courses in a career pathway as set by The Nebraska Department of Education.

ATTENDANCE EXPECTATIONS AND PROCEDURES**COMPULSORY / REQUIRED ATTENDANCE AND EXCESSIVE ABSENTEEISM / TRUANCY**

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy. (Board Policy 5001)

MANDATORY ATTENDANCE AGE

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

EXCEPTIONS

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

PREGNANT AND PARENTING STUDENTS

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming in collaboration with the Title IX Coordinator.

EXCESSIVE ABSENTEEISM

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance. When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may/must file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer shall file a report with the appropriate county attorney.

ATTENDANCE CLASSIFICATIONS

Ralston High School recognizes the importance of consistent attendance in order for students to be successful. Ralston High School utilizes a block schedule and missing a day of school means that students lose approximately 1½ hours of instruction per class. In addition to the state requirements, when a student reaches ten (10) absences (excused or unexcused) an attendance letter will be mailed home to parents.

Those students who are hospitalized or who suffer from debilitating illness and are under a doctor's care and ordered not to attend school are required to provide the attendance secretary with written documentation from their healthcare provider to that effect.

Absences from class due to suspension are not considered part of the absence limitations. Students who are participating in or attending school-sponsored activities are considered present at school, and class absences incurred as a result of participation in or attendance at school activities do not count toward stated limits.

Activity/Athletic Absence

School sponsored activities are those where a student is on an official roster or participation list. Students engaged in school sponsored activities will not be counted absent at school. Completed permission forms must be turned into the sponsor one day prior to the activity.

Activity/Athletic Participation

Please refer to the Athletic/Activities section found later in the student handbook regarding participation in practices and/or performances when there is an absence during the day (see the Activity and Athletics sections starting on page 49).

Appointments During the School Day

Parents/Guardians must call the attendance line in advance if their student needs to leave during the school day for an appointment. Written notes will not be accepted. In order to minimize classroom disruptions and expedite the student's release from class, such a call should be made with **at least one hour's advance notice** of the time the student needs to sign out to leave the building. In order for the absence to be excused the student must provide medical documentation or other information to document the appointment. The attendance line is available 24 hours a day with voice mail in English and Spanish at 402-763-4100.

College Visits for Seniors

Seniors are urged to visit colleges during vacations or teacher instructional prep days. Parents/Guardians of seniors who wish to visit a college on days when school is in session must call in advance to inform the school in order to be excused. Contact should also be made with students' teachers so arrangements can be made in advance for collecting and completing homework during such an absence. See "Make up work due to absence" for further information.

Discontinuing Enrollment - 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll. (<https://www.education.ne.gov/aded/pdfs/NebraskaWithdrawalFromMandatoryAttendanceForm.pdf>) (Board Policy 5001)

LEAVING SCHOOL DURING THE DAY

Students are not allowed to leave the school building during the school day unless permission has been granted from an administrator or the school nurse. Students will not be allowed to leave the school premises without permission from the parents or guardian. This

permission can be granted by a phone call to an administrator or the attendance secretary. Students who leave the building without permission and return to the building ~~will~~ **may** be searched and other appropriate consequences assigned.

Lunch Skips

A “lunch skip” is when a student who is not a senior with off-campus lunch privileges leaves the building without a parent or guardian physically coming into the attendance office and signing them out. Students who skip lunch may have consequences/interventions assigned such as car/bag searches, loss of privileges, detention(s), support group, suspension, up to mandatory reassignment from Ralston High School.

Students who have permission to leave campus for lunch (seniors with open lunch or those with *pre-arranged* appointments/parent pick-up) are expected to be on time for class following the lunch period.

MAKE-UP WORK DUE TO ABSENCE

It is difficult to make up all work missed due to absence or suspension since student interaction, discussion, and laboratory experiments cannot be replicated. A student may be allowed to make up all possible classroom work when an absence occurs. Students may also make up any missed tests because of absences. **It is advisable for work to be completed prior to anticipated absences.** Under typical circumstances, the student should be allowed 2 days to make up work for each day of **excused** absence. Students who are absent due to a special request during the last 3 days of a term may not be allowed to make up final tests without advanced administrative approval.

Students will use their 1:1 device to email teachers about their absence and request make-up work.

PASSES

Passes are issued to students by staff at their discretion. In order to obtain a pass from a teacher, students must request a pass through the E-Hall pass system (either on their chromebook or a classroom-designated device). Passes are only for the intended destination (i.e. bathroom, nurse, counselor, office). Passes may be restricted based on misuse or repeated rule violations. Students found in the hallway without a valid pass from a staff member or in an unauthorized or unapproved area will be subject to disciplinary action as determined by the administration.

Prearranged / Extended Absences

Parents/Guardians must call the attendance office in advance of a planned extended absence from school, or as soon as possible in an emergency situation. Written notes will not be accepted. The attendance line is available 24 hours a day with voice mail in English and Spanish at 402-763-4100. Contact should also be made with students’ teachers so arrangements can be made in advance for collecting and completing homework during such an absence. See “Make up work due to absence” for further information.

Students who need to miss the last 3 days of any term need to have administrative pre-approval in order to make up any missed final exam.

State Meet and Tournament Absences

Students wishing to attend a state meet or tournament must have a parent/guardian call and give permission unless otherwise directed. Attendance will be coded as a “Family Reason”. Students are expected to keep up with any class assignments missed and are responsible for making arrangements with their teachers in advance for collecting and completing homework for such absences. See “Make up work due to absence” for further information.

Unexcused Absences/Class Skip

Students are expected to attend all of their classes each day unless excused by a parent/guardian or the student is on a school-sponsored activity. Students who miss class unexcused (class skip) will be subject to consequences/interventions such as car/bag searches, loss of privileges, WIN intervention, detention(s), suspension, loss of class credit, up to mandatory reassignment from Ralston High School.

REPORTING ABSENCES

When a student is absent from school, a parent or guardian of that student must call the school attendance number (402-763-4100) by 8:30 a.m. on the day of the absence. Failure to call will result in the absence being recorded as unexcused. **The absence will remain unexcused unless the parent/guardian calls the school by 3:00 p.m. of the school day following the day the absence occurred. NOTES WILL NOT BE ACCEPTED.** Messages can be left 24 hours a day on voice mail.

TARDY PROCEDURES

Punctuality is a life skill valued by employers and society at large. In order to minimize disruptions to learning and to help students learn lifelong skills, Ralston High School expects students to be on time for school and on time for individual classes.

1. Students who are tardy to class will be marked accordingly by the teacher in attendance.
2. Any student who is more than 20 minutes late to a class period will be required to check in with the attendance office to receive an office pass to class.
3. Parents will receive frequent communication as students accumulate tardies to classes.
4. Tardies to classes will be handled in the following way
 - Each time the student is tardy the teacher will conference and problem solve with the student. Teachers **or administrators** may assign consequences.
 - ~~Teachers will contact parents after 5 tardies or absences to a class to discuss a plan.~~
 - Parent/Guardian listed as the primary contact will receive an email alert informing them of the tardy.
 - Consequences for excessive tardies and/or absences may include loss of privileges, detention(s), suspension, being dropped from the class with a WF, and/or mandatory reassignment from Ralston High School will be assigned to students who accumulate multiple tardies to classes within a term semester.

SKIPPED DETENTION

Students who miss an assigned detention may earn additional consequences up to and including mandatory reassignment from Ralston High School.

GENERAL EXPECTATIONS AND PROCEDURES

The Ralston Public School District has an ongoing commitment to provide opportunities for all to become secure, self-reliant individuals who recognize the significance of their own lives and their ability to contribute to the lives of others.

ANIMALS ON SCHOOL GROUNDS (Policy 3046)

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent except as provided in this policy. ([Board Policy 3046](#))

ANNOUNCEMENTS

Announcements pertaining to general school business will be allowed as long as they apply to authorized Ralston High School organizations and activities. Announcements are published in multiple forms: student/staff email and web page. If an announcement is to be included, it must be in the office by noon the day before it is to be published. Announcements must be signed by the sponsor and an administrator.

AUTOMATED PHONE MESSAGES

Ralston Public Schools will use its automated phone message system to relay important time-sensitive information to Ralston families. This information will include school closings for inclement weather. Please log into your RKids account to update changes to home, cell, work or other contact phone numbers as soon as these changes are made.

ALTERNATIVE COMMUNICATION METHODS

Ralston High School strives to communicate well. You can expect to be communicated with in many different ways. Ralston Public Schools uses email, text messaging, mail, the District App, and social media, as other forms of communication. It is imperative that families maintain their RKids information with current email addresses, phone numbers and mailing address so that they can stay informed.

BACKPACKS / DRAWSTRING BAGS

Students may carry a drawstring bag, backpack, tote bag, or purse at any time during the school day. Student bags are subject to search.

BUILDING HOURS / DOOR ACCESS

Ralston High School is open to students from 7:30 a.m. to 3:20 PM. Students must exit the building by 3:20 p.m. unless they are under the direct supervision of a staff member.

For safety and security reasons, students must always enter/exit the main doors on the front side of the building. Students may use any exit at *the end of the official school day at 3:15*. Students leaving for appointments or for open lunch/campus privileges are expected to use the main doors on the front side of the building or risk disciplinary action up to and including losing their privileges. Additionally, disciplinary action up to and including suspension may be assigned for students who open secure doors for others seeking access during the school day.

Full Day Schedule

Mon (HR instead of WIN), Tue, Wed, Thur

Block 1: 8:00-9:30 (90 minutes)

Block 2: 9:35-11:05 (90 minutes)

Block 3: 11:10-1:00 (110 minutes)

Lunch 1: 11:05-11:30 **Class:** 11:35-1:00 (85 min)

Lunch 2: 11:35-12:00 **Class:** 11:10-11:35 **and** 12:05-1:00 (80 min)

Lunch 3: 12:05-12:30 **Class:** 11:10-12:05 **and** 12:35-1:00 (80 min)

Lunch 4: 12:35-1:00 **Class:** 11:10-12:35 (85 min)

Block 4: 1:05-1:40 (35 min) **(Monday - HOMEROOM, Tues/Wed/Thurs - WIN)**

Block 5: 1:45-3:15 (90 min)

Early Release Schedule

Friday

Block 1: 8:00-9:20 (80 minutes)

Block 2: 9:25-10:45 (80 minutes)

Block 3: 10:50-12:35 (105 total minutes)

Lunch 1: 10:55-11:20 Class: 11:20-12:35 (75 min)

Lunch 2: 11:20-11:45 Class: 10:50-11:15 and 11:45-12:35 (75 min)

Lunch 3: 11:45-12:10 Class: 10:50-11:40 and 12:10-12:35 (75 min)

Lunch 4: 12:10-12:35 Class: 10:50-12:05 (75 min)

Block 4/WIN: 12:40-1:15 (35 minutes)

Block 5: 1:20-2:40 (80 minutes)

****Important notes concerning Friday early dismissal PLC Schedule:** Teachers are unavailable for assistance after dismissal. Students need to leave the building unless they are with a coach or other supervising adult. Students will not be permitted to loiter in the halls or common during PLT meetings.

At certain times in the school year, the bell schedules may be altered due to school activities. During those times, students with open campus or release privileges **MUST ATTEND CLASSES ACCORDING TO THE ALTERED SCHEDULE**. Failure to do so may result in disciplinary action up to and including loss of the release privilege.

CLOSED CAMPUS

Ralston High School operates as a closed campus with the following exceptions that are explained in further detail in the sections below:

- Senior Open Lunch
- Senior ~~Open~~ Off Campus Courses (MCC, internships, etc)
- Release Period*

Those students who have permission to leave campus but choose to remain during their release periods are expected to report by the tardy bell and remain for the period to the library.

Students may lose their privilege to leave the building and grounds for loitering in classrooms, the hallways, restrooms, commons, etc. or for other disciplinary reasons at the administration's discretion.

Requirements for ALL Release Privileges*

- For safety/security reasons, students must exit/return through the main doors **only**.
- For safety/security reasons, students must be prepared to show their student ID leaving and returning every day. Students without their ID will NOT be allowed to leave – no exceptions.
- ~~• Students who choose to remain on campus during a release must report on time and remain for the duration of the period to the library or college/career center.~~
- Students may lose any privilege outlined for academic and/or disciplinary purposes at the administration's discretion. This includes, but is not limited to failing grades, exiting doors other than the commons, loitering in unapproved areas, class or lunch skips, taking those without privileges off campus, etc.
- Students should read, know and follow additional requirements specific to their privilege as outlined in the student handbook.
- ~~• Students with release periods are expected to leave the building each day unless they are meeting with a staff member or working in the College and Career center.~~

~~If a student does not wish to leave campus due to inclement weather, they may remain in the media center for that day. Students who continually remain on campus during their open period will be assigned an Edgenuity course or a study hall.~~

- ~~Students with release periods are expected to leave the building each day unless they are meeting with a staff member or working in the media center or College and Career center. Open campus is a privilege. Students who do not adhere to these guidelines and become problematic (roaming the building, found in unauthorized areas, etc) will be assigned an Edgenuity course or a study hall.~~

Please note Senior Schedules: Seniors must be enrolled in 3 of 4 class periods per day (6 of 8 per semester/30 credits per semester). ~~in order to be eligible for commencement honors, many scholarships, college admissions and/or varsity athletic participation. It is ultimately the student and parent/guardian's responsibility to ensure the student is enrolled in and participating in the number of courses required for these purposes.~~ Seniors on track for graduation may have one open period per ~~semester~~ day with the approval of the counselor. ~~Seniors in good academic standing who have met graduation requirements can apply for an additional open period through the office of the principal.~~ Open periods can be scheduled during blocks one or five.

Senior-only Open Lunch

Due to Federal lunch regulations, students who leave campus for lunch may not bring food or drinks back to the building from area establishments. All other students or seniors who lose their open lunch privilege for academic/disciplinary reasons must remain at school during their lunch period. Seniors who take underclassmen with them off campus can lose their open campus privileges.

COLLEGE AND CAREER CENTER

The College and Career Center is provided to assist students in securing information about post-high school education and careers. The center is open daily.

COMMENCEMENT

Commencement is a *privilege* arranged to celebrate students' successful completion of high school graduation requirements. Students who have failed to meet graduation requirements by the established deadline (communicated at the start of the year; typically 2-3 weeks prior to graduation) may be denied this privilege. At the Principal's discretion, this privilege may also be denied for disciplinary reasons. Any student attending in excess of 5 years will need Principal approval to participate in the graduation ceremony.

COMMENCEMENT ATTIRE:

Graduation apparel is limited to appropriate caps, gowns and honorary decorations designated by the school. All other apparel is not permissible unless cleared through the Superintendent's Office prior to graduation.

DISCIPLINE, STUDENT ([Board Policy 5035](#))

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other

consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

Any disciplinary action taken by staff must be consistent with the requirements of other applicable laws, including but not limited to the IDEA, Section 504, and Title IX.

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

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

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

Makeup Work for Suspended Students

Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations ("makeup work"). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a parent or guardian at the time of suspension. Suspended students may not be required to attend the school's alternative program for expelled students in order to complete classwork or homework.

Short-Term Suspension

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

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

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what they are accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal will send a written statement to the student, and the student's parent 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 and shall document such effort in writing. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended must be given the opportunity to complete classwork and homework missed during the period of suspension, including but not limited to examinations 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

Weapons. No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

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

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

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

Consequences – Weapon. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

Confiscation of Firearms and Weapons. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm or weapon possessed in violation of this policy. Any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm to school.

Long-Term Suspension

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

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent 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 a board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.
5. **Conclusion of Expulsion.** At the conclusion of an expulsion, the school district will reinstate the student and accept non duplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes; The board has determined that the use of synthetic media such as deepfakes may constitute “similar conduct”;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;

- b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
- c. Violating school bus rules as set by the school district or district staff;
- d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance, regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically); including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
- h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
- i. Bullying which shall include 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 email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violations of the district's acceptable computer use policy.
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon;
- m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation;
- n. Violation of the school's audio and video recording policy; and
- o. Any other violation of any board policy, handbook provision, or rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

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

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charges.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork.
 - 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 to the address provided on the form.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if 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 time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the

superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.

6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

Reporting Requirement to Law Enforcement

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

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

Emergency Exclusion (Board policy 6031)

Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

- (a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- (b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers that prompted the exclusion.

Extension of Exclusion. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing. The notice shall include notice of a recommended hearing examiner and an alternate hearing examiner for consideration by the parent(s) or guardian(s) if a hearing is requested.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit a request for a hearing on the proposed extension of the exclusion within one school day of receiving the notice of the proposed extension.

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. The parent(s) or guardian(s) shall notify the superintendent within one school day of receiving notice of the recommended extension and proposed hearing examiner and alternate hearing examiner if the alternate hearing examiner is preferred.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within ten school days after the initial date of exclusion; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the Superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony. The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify. The school district shall make available to testify at the hearing any employee who is a witness to the matter upon request from the parent(s) or guardian(s).

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

DISCIPLINE FOR OFF-CAMPUS BEHAVIOR

Students may be subject to discipline for conduct that does not occur on school grounds, at a school-sponsored activity or athletic event, or in a school vehicle if such conduct causes a substantial or significant disruption to the educational process. Such discipline may include, but is not necessarily limited to: counseling of students; parent conferences; rearrangement of schedules; requirements that a student remain in school after regular hours to do additional work; restriction of extracurricular activity; requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation; in-school suspension; short-term suspension; emergency exclusion if the student's conduct presents a clear threat to the physical safety of themselves or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education; and/or any other consequence

determined appropriate by the administration and allowed by law. The failure to serve or comply with the disciplinary consequences as directed will serve as grounds for further discipline, up to and including expulsion from school.

DANCES

All students at Ralston High School are encouraged to attend dances held by our school. Students in good academic and behavior standing must complete the Dance Eligibility Form. In order to maintain a safe environment for all attendees, students and their guests may be subject to drug/alcohol screening checks and/or security wands prior to entry. Students who have been suspended or have been mandatorily reassigned will be ineligible to attend dances or social functions held within the suspension/reassignment time, and may be excluded from all dances held that year. Additionally, at the administrator's discretion, students who have repeated disciplinary/attendance/tardy infractions may be ineligible to attend. Students who are academically at risk in the weeks leading up to a dance may be ineligible to attend. **All students and guests must present identification prior to admittance to any dance sponsored by Ralston High School.**

Outside Dates:

1. All outside dates must be registered a minimum of 3 school days prior to the dance.
2. Anyone not registered the night of the dance will not be allowed entry.
3. One outside date per RHS student.
4. If the outside date is removed from the dance, the RHS student who brought him/her will also be removed.
5. All dance attendees will follow all school rules, regardless of age.
6. Dates must be a current high school student, or a recent graduate under the age of 21.

Dress Code:

1. If a supervisor deems clothing inappropriate, the student will need to change, add clothing to what they are wearing, or be removed from the dance.

Dance Behavior:

1. If dancing is inappropriate, the student(s) involved will be asked to leave without additional warning or refund
2. All students need to make ride arrangements to be picked up at the conclusion of the dance. Any student on school grounds 30 minutes following a dance may be prohibited from attending the next school dance.

Eligibility Requirements for Dance Royalty

Seniors who are in their 4th year of high school are eligible for Homecoming or Prom royalty provided they meet the following conditions as confirmed by the administration:

1. Have been involved in at least two (2) school-sponsored activities during high school.
2. No suspensions during the current school year.
3. Seniors can be on the court for any or all dances until they have been named King or Queen.

DRESS CODE

General Regulations. The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.

- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Altering a student's appearance or removing or altering a student's attire without consent from their parent/guardian/caregiver is not allowed. Additionally, students' hair should not be permanently or temporarily altered by school personnel.

Cultural and Religious Attire. Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students are permitted to wear natural and protective hairstyles, including but are not limited to braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

Any person who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any public or private location where the person is otherwise authorized to be on school grounds or at any school function.

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

Health and Safety Accommodation Process. If a health and safety standard accommodation is necessary, the District will:

1. Engage in a good-faith effort to reasonably accommodate the student and
2. Notify the student's parent or guardian of such an attempt to accommodate the student's appearance or any attire, tribal regalia, hairstyles, adornment, or other characteristic associated with race, national origin, or religion
3. Attempt to obtain consent from a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire, tribal regalia, hairstyle, adornment, or other characteristic associated with race, national origin, or religion.

Recordkeeping. The District will record efforts made to accommodate a student's appearance, attire, hairstyle, adornment, or other characteristics associated with race, religion, sex, disability, or national origin. Each record must include: the student's name; federally identified demographic characteristics; date of the occurrence; the health and safety standard relating to the accommodation; the nature of the accommodation requested; staff involved; communication with parents/guardians/caregivers, and; the outcome of the effort.

Enforcement. Violations of this policy shall be addressed in a manner consistent with the board's policies regarding student discipline.

School is a place for serious work and study and a student's dress should contribute to that environment. The responsibility for adherence to the dress and grooming of a

student rests primarily with the student and their parents or guardians.

Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or skirt, and shoes.
- Clothing must cover undergarments and waistbands
- Fabric covering all private parts (breasts, genitals, and buttocks) must not be see through.
- Upper body articles should cover the body from both shoulders to the waist. Shirt straps must be approximately one inch or wider.
- Pajamas, blankets, bathrobes, and slippers are not to be worn during school.
- Clothing that has the potential to create a safety or health risk: chains, dog collars, or sharp objects are not to be worn to school or during activities.
- Headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. **Hoodies hoods** are not allowed. Any headwear must allow the student's face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, woodshop, and other activities where unique hazards exist.
- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing cannot be gang-affiliated.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

Cell Phone and Other Electronic Devices (Policy 6025)

Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy or as deemed appropriate by a student's education team.

Students at Ralston High may use cell phones or other electronic devices; responsibly and respectfully and comply with all other school rules while using the device on school sidewalks and in the common areas of the school before and after school, during passing periods, and during lunch so long as they do not create a distraction or a disruption and comply with all other policies and handbook provisions.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

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

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their cell phones and pagers. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students may use cell phones or other technology in classrooms only with the express permission of the classroom teacher.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

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

ELECTRONIC DEVICES, RHS SPECIFIC

Our primary concern is the academic success of students since the misuse of electronic devices can interfere with student learning. We also understand the need for parents to occasionally contact their student; however, it is best to call the office and a note will be sent to the student. **Students are not allowed to check their device or respond to parent contacts during class time, without permission. Students are not allowed to have headphones in their ears during class time, as it distracts from learning and teaching (except when used for testing or when directed by a teacher). Students will be required to keep all non-school issued electronic devices turned off and in backpacks, or turned into the phone lockbox in the classroom upon arriving. Students may not keep phones on their desks, in their pockets, or on their laps. Phones can be used inappropriately as tools for cheating, and this ensures all students have a fair and equitable experience.** The following rules will govern the use of electronic devices at the high school:

1. Students must follow the school electronic policy as stated above. Staff may confiscate electronic devices and or headphones if students fail to comply with those expectations. Students who refuse to turn their electronic devices over to the teacher will be sent to the administrator's office and a parent will be contacted **and may result in disciplinary action.**
2. Electronic devices may be used before and after school, during lunch, and during passing periods.
3. Electronic devices may NOT be used in the theater, when guest speakers are presenting, during school assemblies or other times as announced.
4. Students must discontinue use of any electronic device when so instructed by any staff member at any time during the school day;
5. Electronic devices that are confiscated by staff will be returned to the student at the end of the **class period-school day.**
6. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the

student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

Student 1:1 Chromebook. Please refer to the Ralston Public Schools Chromebook Usage Handbook. The complete Ralston Public Schools Chromebook usage handbook can be found on page 87. Personal laptops or tablets are not permitted during the school day as all students have been provided with a school-issued device. **Damage as a result of gross negligence or purposeful damage will not be covered under the RPS Chromebook Coverage Program.**

EXPECTATIONS OF COMPLIANCE

It is the expectation that all students follow the explicit directives of the school staff. Any student who willfully disregards directives is subject to disciplinary action.

It is also the expectation that students will engage respectfully and answer direct questions from staff members. Students who fail to properly identify themselves to staff members when asked are demonstrating noncompliance.

Students who ignore directives or are non-compliant will be subject to consequences up to and including mandatory reassignment from Ralston High School.

FIGHTING

Fighting (verbal or physical) or instigating a fight will not be tolerated. Being involved in a fight may result in consequences up to and including reassignment/expulsion and legal authorities being involved.

FIRE AND DISASTER DRILLS

We at Ralston High School take the safety and security of our students and staff very seriously. As a result, we have instituted a safety plan that we feel will be very beneficial in the event that an emergency situation would occur at any of our schools. Included below, you will find a web link for the safety system referred to as the Standard Response Protocol or SRP. The SRP system has been incorporated into several school districts in the Omaha Metro area.

At RHS we will practice evacuation drills, sheltering in place drills, and lockdown/lockout drills over the course of the school year. We provide this information to you so you have knowledge of our plan and have an idea of how our school will respond in the case of an emergency.

Reunification Plan for Ralston High School

In the event of an emergency that would require the evacuation, RHS students and staff would report to the reunification sites listed below. If an emergency were to occur we would attempt to communicate with our parents through the use of our mass call/email/text program to provide updates along with instructions on how best to help us navigate the emergency. We will need to account for each student during the time of reunification, please prepare yourself mentally that there will be a check-out procedure for each student that we will run as efficiently as possible. While we hope that we will never have to use this reunification plan, we feel that preparation is the key to best managing an emergency event.

Ralston High School - Liberty First Credit Union Arena at 7300 Q Street.

FIREWORKS, SMOKE BOMBS, ETC.

The school will have a zero-tolerance level for any fireworks, smoke bombs, or any other such disruptive products. Any such offense may result in consequences including, but not limited to suspension and/or recommendation for reassignment/expulsion, and law enforcement being involved.

FOOD AND BEVERAGE

Food and drink may not be taken out of the cafeteria without a pass. Pre-packaged food and bottled water may be allowed in **non-carpeted** classrooms at the teacher's discretion.

To maintain the cleanliness and longevity of our carpeted classrooms, and to prevent potential pest issues and allergic reactions, no food or drinks are permitted in these areas. Water in closed, spill-proof containers is the only exception.

Students are responsible for disposal and clean-up associated with food/drink.

Deliveries of food from local establishments to students during the school day are not allowed.

FUNDRAISING ACTIVITIES/CANDY SALES

No fundraising activities will be sponsored without the Athletic/Activity Director's consent.

HALL REGULATIONS

Students will be allowed in the halls only during passing periods or with a pass.

COMPLAINT PROCEDURE

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

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

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 the complainant reasonably believes speaking directly to the person would subject the complainant or the complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

- b. Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c. Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d. Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
- a. Determine whether the complainant has discussed the matter with the respondent.
 - i. If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - ii. If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b. Strongly encourage the complainant to reduce his or her concerns to writing.
 - c. Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - i. All relevant details of the complaint;
 - ii. All witnesses and documents which the complainant believes support the complaint;
 - iii. The action or solution which the complainant seeks.
 - d. Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply:
- a. The appeal must be in writing.

- b. This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c. For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
 - d. The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
- a. When the complaint is about a board policy, not implementation of the policy
 - b. When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
 - c. When the board is required by law, policy, or contract to hear a complaint or appeal.

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

- d. This appeal must be in writing.
- e. This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
- f. This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
- g. The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board

president shall submit the decision within 180 calendar days after receiving the written appeal.

- h. There is no appeal from any decision of the board unless authorized by law.
6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a. Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
 - b. Determine whether the complainant has discussed the matter with the superintendent.
 - i. If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - ii. If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - c. Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
 - d. Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
 - e. Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

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 to 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
- d. for purposes inconsistent with the efficient operations of the district

may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

HARASSMENT

The school will have a zero-tolerance level for any harassment toward any student or adult. Harassment consists of verbal or physical behaviors related to a person's gender, race or sexual orientation which creates an intimidating, hostile, or offensive environment. Conduct, such as intimidation, hostility, rudeness, or name-calling can be abusive and, therefore, harassment. (Reference. Title VII, Sec. 703 Civil Rights Act of 1964 - revised Civil Rights Act of 1991)

Consequences for harassment may result in consequences up to and including reassignment/expulsion and legal authorities being involved.

BULLYING (Policy 5054)

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

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior.

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or their designee, or

at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in bullying behavior, may be subject to discipline to the extent permitted by law.

Sexual Discrimination and Sexual Harassment of Students ([Policy 5026](#))

I. Sex Discrimination

- A. The district prohibits discrimination on the basis of sex in any educational program or activity except when it is necessary to accomplish a specific purpose that does not impinge upon essential equality or fairness in the treatment of students or employees. Employees are required to comply with this policy as well as with Title IX of the Education Amendments of 1972 and the regulations of the U.S. Department of Education as applicable to this district.
- B. Any individual who believes they are being discriminated against on the basis of race, color, national origin, sex (including pregnancy), gender identity, gender expression, sexual orientation, religion, marital status, disability, age or any other classification protected by applicable local, state, or federal laws may seek relief by filing a complaint pursuant to the board's complaint policy or contacting the district's Title IX coordinator.

II. Sexual Harassment

- A. Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment of its students, even when the affected student does not complain to the faculty or the administration.
- B. Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means:
- C. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.
- D. A student who feels they have been sexually harassed should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to the Title IX coordinator or to a teacher, principal or counselor with whom they feel comfortable.
- E. Retaliation against students who make good faith reports of sexual harassment is prohibited.

III. Disciplinary Decisions

- A. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.
- B. All complaints against staff members will follow the investigation, decision, and appeal process established in the district's complaint policy.

- C. Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct, as established in the district's student discipline policy.

HEALTH SERVICES AND REGULATIONS

MEDICAL

A school nurse or health aide is available at all times during the school day. If a student is not feeling well during school hours they should:

-Tell the teacher and obtain a pass to the Health Office, you must have a pass to go to the Health Office. Please do not go to the Health Office during passing periods.

-When, because of illness or injury to a student, it becomes inadvisable for the student to remain in school, a parent/guardian will be contacted by telephone and requested to come to school to pick up their student. If a parent/guardian can not be contacted, the emergency number that has been furnished to the school will be used. The person picking up the student must do so **within one hour of being contacted**.

-If parent/guardian/emergency contact can not be contacted and it is the opinion of the school officials that further medical aid is needed immediately, a rescue squad will be called, at the parents' expense, and the student will be transported to the nearest hospital.

-Under no circumstances will an ill or injured student be allowed to leave school on their own without parental permission.

FIRST AID

The school attempts to provide a safe environment for your child. First aid will be administered when appropriate. Any treatment beyond first aid is the responsibility of the parents.

IMMUNIZATIONS

Nebraska School Law (79.217-223) requires that all students be immunized against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, mumps, Hepatitis B, and 2 doses or year of infection for Varicella **PRIOR TO ENROLLMENT**. Affidavits for religious or medical reasons are available in the school office.

All students will need to have on file at least 3 DTP, 3 Polio, and 2 doses of MMR (Measles, Mumps, and Rubella) immunizations; 3 doses of pediatric hepatitis B vaccine, or, if the alternate hepatitis B vaccination schedule is used, 2 doses of a licensed adult hepatitis B vaccine specified for adolescents 11-15 years of age, 2 doses or year of infection for varicella (chickenpox).

Kindergarten, seventh grade and all out-of-state transfer students are required to have dates on file for the following immunizations: 3 DTP, 3 Polio, 2 MMR, 3 Hepatitis B, 2 doses or year of infection for varicella (chickenpox). 7th Graders are required to have an additional Tdap booster (contains Pertussis booster).

Please review your child's records to make sure your child has obtained the needed immunizations prior to enrollment. Please check with your child's physician or contact the Douglas County Health Department for information on immunization clinics that are available (444-7213). You may also contact the school nurse if you have questions regarding the law or need assistance in getting your child's immunizations.

Nebraska School Law dictates that your child will not be able to enroll unless dates of

immunizations are provided to the school at the time of enrollment.

MEDICATION

Administering Medication to Students

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

1. Prescription medication

- a. Parents/guardians must provide a physician's written authorization for the administration of the medication.
- b. Parents/guardians must sign an Authorization for Medication form provided by the school.
- c. The medication must be brought to school by a responsible adult in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

2. Nonprescription/over-the-counter medication.

- a. Parents/guardians must sign an Authorization for Medication form provided by the school.
- b. The medication must be brought to the school by a responsible adult in the manufacturer's container, and will be kept in the Health Office.
- c. The container must be labeled with the child's name and with directions for provision or administration of the medication.

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

At the end of the school year, if there is any medication leftover, a responsible adult must pick this up from the Health Office. Any medication left after the school year has completed, will be properly disposed of.

The district will not purchase, prescribe, or provide any form of medication to any student.

The district will stock and use naloxone, when necessary in accordance with policy 3051.

PHYSICAL EXAMINATIONS

The State of Nebraska requires a birth certificate and evidence of a physical examination by a qualified physician for all incoming kindergartners, seventh graders, and all out-of-state transfer students.

Kindergarten students are required to have an eye examination by a qualified medical professional prior to enrollment.

Evidence of a physical examination must be dated no more than six months prior to entrance, and must be on file prior to the first day of school. **This is a state law.**

If there is an objection to a physical examination, a refusal form must be signed and dated at the school by the parent/guardian.

CHRONIC CONDITIONS

It is the parent/guardian's responsibility to notify the school health office of any chronic conditions that students may have including, but not limited to, asthma, allergies, diabetes, heart conditions, lung conditions, or seizures. The school may require a physician's order for treatment or a signed emergency action plan to assist staff in managing these chronic conditions at school. Also very important, is to keep the school notified of any changes in the student's condition.

COMMUNICABLE DISEASES

The School District of Ralston will use the communicable disease regulations set up by the State of Nebraska and local Health Departments concerning children with communicable diseases and their attendance at school.

SUMMARY OF COMMUNICABLE DISEASES AND CONTAGIOUS CONDITIONS

Fever

Children will be sent home if they have a fever of 100 degrees or higher. Students must stay home the entire next day before returning. For example, if a student is sent home with a fever on Monday, they must stay home all of Tuesday and are able to return Wednesday.

Vomiting

Children will be sent home if they vomit due to illness. Students must stay home the entire next day before returning. For example, if a student is sent home on Monday, they must stay home all of Tuesday and are able to return Wednesday.

Chicken Pox - By direct contact and airborne spread.

Approximately 2 weeks, but may be as long as 3 weeks, after exposure a susceptible person may be expected to "break out" with their first crop of blister-like eruptions. New eruptions can be expected to continue for 3-4 days. Students will be excluded from school for 7 calendar days, starting from the time of the first eruption. Due to the degree of severity, the student may stay out of school longer. Students may be sensitive to their appearance even when they are no longer contagious, causing their absence to be longer than 7 calendar days. Secondary infections after apparent recovery may occur. Cellulitis (skin disorder) and Bacteremia (blood poisoning) are the most common kinds of secondary infections. Complications as described below with measles may also occur.

Measles - (Rubella, Red or Hard Measles) By direct contact, droplet spread and less commonly by airborne spread.

Approximately 10 days after exposure a susceptible person may develop a fever. Within 2-3 days a red blotchy rash will develop, usually starting on the face and neck and becoming generalized. A dry, hacky cough will develop at the same time. This is a serious disease. Students are excluded from school until the 7th day after the initial appearance of the rash. Parents should be cautioned not to send children back to school too soon as complications such as ear infections leading to hearing loss, decreased visual acuity, pneumonia, and encephalitis are not uncommon.

Mumps - By direct contact and droplet spread.

Approximately 18 days after exposure a susceptible person may develop a fever and swelling or tenderness of one or more salivary glands. Students are excluded from school for 9 calendar days from the onset of swelling; complications may occur as above plus some including reproductive organs.

Rubella - By direct contact and droplet spread, may be airborne. (German or 3-day Measles)

Approximately 18 days after exposure a susceptible person may suffer from a low-grade fever, headache, feeling sluggish and cold-like symptoms. Most victims will manifest a rash. Diagnosis may be difficult if a rash is not present. Students should be excluded for 5 calendar days after onset of rash. This disease is highly contagious, but usually mild.

Impetigo, Scabies, and Ringworm

To be excluded from school upon recognition. To be readmitted when there is no longer evidence of contagion, or upon a written statement from the physician or phone call from the doctor's office indicating that the condition is under treatment and no longer considered contagious.

Pediculosis - (Head lice)

To be excluded when live vermin are present. To be readmitted the morning after treatment is started. Treatment consists of lice shampoo and nit comb. ~~Eggs must be removed prior to the child returning to school.~~ All family members and close contacts that attend school may be inspected by the nurse.

Pinkeye

To be excluded from school upon recognition. May return with a written doctor's statement or phone call from the doctor's office after prescribed treatment or when the eye is normal in appearance.

Fifth Disease

To be excluded upon recognition. May return with a written doctor's statement or phone call from the doctor's office. Characteristically begins on the face and classically produces an intensely red "slapped cheek" appearance. A lace-like rash may appear on the trunk and upper extremities.

HOMEROOM

Each student will be assigned to a Homeroom led by a certified teacher. All students are expected to report to Homeroom. The homeroom groups will meet regularly once a week for activities that include, but are not limited to: character development and career planning curriculum, team-building activities, announcements and voting (class officers, dance royalty, etc.). Attendance is required for homeroom as it would be for any other scheduled class and consequences assigned accordingly for tardies and/or failure to attend.

IDENTIFICATION CARDS

All Ralston High School students will be issued a digital ID Card (students who do not have a cell phone can be issued a physical card). The unaltered ID card will be used for student identification, activity card status, lunchroom account use, library use, and other general purposes at school and school events. These pictured cards will be issued at no cost. All ID Cards are the property of RHS and are kept by the student until the end of the school year.

All students must have the ID Card in their immediate possession when they are in school or at school events. Students must present their ID when requested to do so by a staff member. Students without an unaltered ID Card or students refusing to show an ID Card to a staff member may be referred to the office for administrative disciplinary action.

Students may be asked to show their ID at the security camera when requesting access to secured doors during the school day. Students may be asked to show their ID for entrance to games and activities.

Lost physical ID cards should be reported to the main office and a replacement will be issued for a charge of \$5.00.

INTERNET AND COMPUTER ACCESS ([Policy 5037](#))

I. Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
 2. Students may use the Internet to conduct research for classroom projects. Students may use the Internet to gain access to information about current events.
 3. Students may use the Internet to conduct research for school-related activities.
 4. Students may use the Internet for appropriate educational purposes.
- B. Unacceptable Use**
1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
 2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
 3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
 4. Students shall not use school computers to participate in online auctions, online gaming or mp3/mp4 sharing systems.
 5. Students shall not disclose personal information, such as their name, school, address, or telephone numbers outside the school network.
 6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
 7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
 8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
 9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
 10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
 11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
 12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
 13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
 14. Students shall not forge electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other disciplines as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Children's Online Privacy Protection Act (COPPA)

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

POLICY 3059: AUDIO & VIDEO RECORDING

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used by students for personal academic purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

Secret Recordings. No person is permitted to make surreptitious recordings on school grounds unless authorized by the superintendent.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings when such recordings are deemed necessary or appropriate by an authorized representative of the district. The district will not maintain recordings unless the recording is purposefully copied and saved. Any recording not copied and maintained separately may only be accessible by the authorized representative for a limited time. Recordings made by the district may be destroyed by an authorized representative at any time unless retention is required by law.

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the

administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may record meetings with administrators or staff, including meetings related to a student's IEP or 504 plan, if prior notice is given to school administration. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Staff. Staff members may make recordings of classroom instruction, student behavior or performance, and school activities without prior administrative approval only for legitimate educational purposes. Staff members may not make secret recordings while on duty, even if those recordings do not violate state or federal criminal or privacy laws. Staff members who violate this provision may be subject to consequences up to termination for classified staff and cancellation of contract for certificated staff.

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

LOCKERS

At the beginning of the school year, students may request a locker from the main office. Students may **NOT** switch lockers with another student without permission from the office. Sharing of lockers is not allowed. All lockers are the property of the school and are available to students for their use. As school property, lockers are subject to inspection/search at any time by school officials. Students should not expect privacy regarding any item placed in a locker. Students are responsible for whatever is contained in their lockers.

Students should not give locker combinations to anyone, and should not keep valuable items in a school locker. The school cannot assume any liability for loss or theft of a student's money or valuables.

Locker Room Supervision (Policy 4062)

Staff members, coaches, sponsors, and students must comply with the requirements of this policy while using locker rooms at the school district or at other locations.

Staff members, coaches, and sponsors must appropriately supervise students in locker rooms and other locations where students dress, change, or engage in similar activities. This supervision must occur at all times during curricular and extracurricular activities and includes, but is not limited to, the following:

- Entering and walking through the entire locker room at regular and irregular intervals to provide direct supervision and to assess student behavior.
- Maintaining an orderly locker room free from "horseplay" and other prohibited conduct.
- Maintaining a visual presence.

- Adequately addressing any misbehaviors.
- Escorting students to and from the locker room and the activity or instructional area.
- Unlocking the locker room so that students may enter, and locking the locker room after all students have exited the locker room.
- Searching the locker room to determine that all students have exited the locker room before locking it.
- The locker room must be locked at all times when unsupervised.

Only students whose team or activity is currently playing or are in-season or who are involved in a school-sponsored activity that requires or allows presence in the locker room are allowed access to the locker room before or after the regular school day.

Students are not allowed to enter or reenter the locker room without appropriate supervision.

If the staff member, coach, or sponsor is the opposite sex of the students, he or she may designate another adult of the same sex as the students to provide the required locker room supervision. This delegation does not remove ultimate responsibility from the staff member, coach, or sponsor who is subject to the obligations under this policy to ensure that such obligations are met. By allowing their students to participate in an activity with a cross-gender coach, parents/guardians consent to the entry of the staff member or his or her designee into the locker room at any time as necessary to maintain student safety and order.

Staff members, coaches, and sponsors must remain with students until they are picked up by the parent, guardian, or other authorized person or the student leaves in his or her own transportation. Students must never be left unattended after a game, practice, or other school-sponsored activity.

Cell phones and other devices with visual or auditory recording capability may not be used in the locker room at any time or for any reason.

Under no circumstance may a staff member, coach, or sponsor delegate any responsibility under this policy to a student or other minor.

School administrators or their designees may make random checks to assess policy compliance.

LUNCH

Each Ralston High student will be provided with a 30-minute period for lunch. Students must report to and remain in one of the designated lunch areas. Students must request a pass to leave an area once they have reported to that location. No food from outside establishments is permitted in the building.

Students are expected to behave with respect, responsibility and safety in mind during the lunch period. This includes picking up their table/space. Students who leave trays/food/trash behind or otherwise cause disruption in the cafeteria will be subject to disciplinary action, up to and including mandatory reassignment from Ralston High School.

Students must have their ID Card with available funds in the account to purchase lunch, or pay with cash. Households are expected to maintain a positive school meals account. All meals are charged to each student's meal account and must be paid for. Any student with a negative meal account will not be allowed to purchase ala carte food items, such as additional entrees, bottled water, etc. Students who fail to carry their ID card when entering the cafeteria will be expected to wait at the end of the line and utilize a specified checkout station so their identity can be verified prior to funds being charged. Students who have their ID will be allowed to access the serving area first and scan their cards at checkout stations for faster service.

IDENTIMETRICS FINGER SCANNING

The Ralston Public Schools use a finger scan system to provide security for your students' meal account. All students are assumed to be eligible to participate in this system unless notified by the parent/guardian that they wish to exclude their student. All parents/guardians wishing to exclude their student from this program should contact their school secretary and request exclusion.

USDA NON DISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. Email: Program.Intake@usda.gov

MAKE-UP WORK DUE TO SUSPENSION

Refer to section DISCIPLINE, STUDENT on page 19.

MEDIA CENTER / LIBRARY

General Information and Expectations

1. The library is open from 7:30 a.m. until 3:20 p.m. when school is in session.
2. Books may be checked out for a three-week period.
3. Back issues of magazines may be checked out for a three-week period. Current magazines must be read in the library.
4. A total of 10 items can be checked out at one time.
5. Students must use their student I.D. to check out materials. Students are responsible for any late, lost, or damaged materials checked out in their name.
6. Students should not check out books for another student using their ID.
7. Students must have a pass to be in the Library during school hours, unless they are with their class or have Open Campus.
8. Food, drink, and electronic devices are only allowed in the Media Center area with advanced staff permission.

NATIONAL HONOR SOCIETY

To apply for consideration for membership in National Honor Society:

1. Student must be a junior or senior with a *cumulative* GPA of 3.5 or higher.
2. Student must complete a National Honor Society resume listing at least 2 school activities.
3. Juniors must have 20 hours of approved community service turned in by mid October; Seniors, 30 hours.
4. Student must acquire validation of outstanding leadership and character on forms filled out by adult leaders.

PARKING

Students are allowed to park in the East parking lot in designated areas with a parking permit. Students are **NOT** allowed to park in the staff lot or other non-designated areas around the building.

To secure a permit for a parking space, students must show a driver's license, complete an application, and purchase a permit for \$25.00. The parking permit must be visible from the aisle. The car will be ticketed if parked in a non-designated area and if the permit is not displayed. Failure to pay fines within one month may result in the parking privilege being revoked. The permit is valid only for the vehicle for which it is issued. Disregarding parking areas or willful reckless driving may result in ticketing, towing, or loss of parking privileges.

Students should keep cars locked at all times. The school cannot assume any liability for damage or theft to vehicles parked on school property.

PERSONAL PROPERTY, STUDENTS

The school does not assume responsibility for lost or stolen personal property. A report may be filed with the school resource officer.

PHYSICAL EDUCATION, MEDICAL EXCUSES

Any student who must be excused from physical education classes for a day must secure a medical excuse form from the school nurse prior to the period to be missed. Parent/Guardian permission must be given. The student must attend the class period, but need not follow the rigorous activities for the day. Students who miss physical education classes in such fashion may lose points and/or be expected to make up the missed time. A student may be given the opportunity to complete alternative assignments, if they are medically excused from physical activity.

PLAGIARISM & ACADEMIC DISHONESTY

Plagiarism is a form of copying another's work and using it as one's own. Plagiarism shall be considered an academic offense in any Ralston High School class. Any student found guilty of plagiarism shall be penalized. Penalties may include a failing grade for the assignment and other appropriate consequences.

Examples of plagiarism & Academic Dishonesty

- Copying and pasting a passage of text unchanged from an internet or online resource without citing the source.
- Copying slides from another student's Presentation and including them in your project.
- Copying pictures from Google Images and inserting those into your paper or project without citing the source (photographer's credit or location where the picture was found).

- Copying word-for-word from a printed resource (encyclopedia, magazine, etc.) and claiming it as your own.
- Copying an idea or format for a story or poem and claiming it as your own.
- Submitting work that was created through artificial intelligence.
- Allowing a student to copy your work or submit your work as their own.
- Cheating on a test, quiz or assignment.
- Additional instances as determined by the teacher or administrator.

POSSESSION OR USE OF TOBACCO PRODUCTS

The use or possession of any tobacco products, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time (Policy 3016).

Any student caught in violation of this policy may be assigned consequences up to and including mandatory reassignment from Ralston High School. Additional disciplinary action may be invoked for students involved in extracurricular activities or athletics (refer to the activities/athletic portion of the handbook).

POSSESSION OR USE OF ALCOHOL AND/OR OTHER DRUGS (Policy 5035)

When a student is found using, possessing or under the influence of alcohol, marijuana, unauthorized prescription or OTC drugs, or other illegal drugs including paraphernalia or look-alikes either at school or at school related functions, whether they take place during the school day or at sporting events, dances, plays, intramurals, or retreats held outside the school day, on or off campus, the following disciplinary actions may be taken and law enforcement notified.

1. Sanctions on School Grounds or at School Events

- a. **First Offense.** Suspension from school for 5-19 days. Parents/Guardians, at their own expense, may choose to enroll their student in a District approved drug/alcohol education program. Legal authorities will be contacted. (79-293 Reissue 1996)
- b. **Second Offense.** Mandatory reassignment/expulsion. Legal authorities shall be contacted. (79-267(6), 293 Reissue 1996).

POSTERS & SIGNS

A sponsor and an administrator must approve all posters and signs before they can be displayed or distributed. Display areas are provided. ONLY painter's tape may be used to hang posters in the building.

R-KIDS

RKIDS is the school management portal for student information. Parents will be provided a username and password for their student's RKids account. Parents are encouraged to monitor their student's progress. Parent may contact the main office to set up an RKIDS account to access students' grades, assignments, and attendance.

RESTROOM EXPECTATIONS

Stalls are for single use only and may not be occupied by more than one person at a time. **Multiple students found in a single stall is grounds for search and disciplinary action.** In order to ensure safety and proper use of the restrooms, there is a maximum of 6 people in a restroom, with the understanding that others need to use the facility, which should not be used for eating, drinking, or socializing. Food and drink are NOT permitted in the bathroom. Cell phone usage is not permitted in the restroom.

SCHEDULE CHANGE AND WITHDRAWAL FROM CLASS

Due to the time spent with the Individual Learning Plans and the focus spent on planning for a career, along with the commitments to hiring and resources being based on students' course requests, there are only a few ways a schedule will be changed: if there is an irresolvable conflict caused by the master schedule; if there was an "F" in the specific curriculum area on the previous report card; if a student picks up an approved class from Metro, UNO, or an internship; if the student is scheduled into a course for which credit was previously earned; if a course has been scheduled out of sequence (ex. French 2 before French 1); if a Senior is missing a class required for graduation. These changes *should* be made in advance of the start of the semester, but must otherwise be made within the first TWO DAYS of the semester .

Students' schedules will not be changed to secure a late start/early release or to leave early for work; to request a specific teacher; drop a semester/year long course prior to completion; to request a specific lunch period; to match a friend's schedule; drop a course that was requested to improve GPA and/or take a different course to raise GPA; drop a course to sign up for an online class instead; or drop a course that was requested because the student no longer "needs" the credit or has "lost interest" (students are encouraged to take a full load of classes to earn more than the minimum 240 credits required for graduation). Any requests for such schedule changes need to be directed to the counseling department prior to August 1.

After the second day of class, consideration will be given only to students who are academically misplaced. In rare circumstances during a semester, a parent may wish to withdraw their student from a class against the educational recommendations of the high school counseling staff and administration. These students will be dropped with a "WF" for the semester that counts against the student's grade point average.

SEARCHES

School representatives may search students, lockers, personal belongings, and vehicles that students drive to school when there is reasonable cause. This includes but is not limited to, clothes, book bags, purses, books, and gym bags. A metal-detecting wand may also be implemented.

SECURITY AND SAFETY

The Ralston High School administration and staff take building security very seriously. To ensure that our building is as safe as possible, the following behaviors and actions will not be tolerated:

- Propping open external doors
- Letting people into the building by opening a door - all students who arrive after the start of the school day, as well as all visitors to the building, are expected to enter through the front security entrance. Any student who lets another person (whether it be a student or visitor) into the building by bypassing this system is in direct violation and will face disciplinary action
- Using non-approved exits from the building for open campus privileges
- Concealing or restricting one's appearance with hoods, non-medical face coverings, etc
- Students who are in unsupervised areas that are not intended to be occupied
- Other behaviors or actions that could potentially compromise the integrity of the building's safety

Violations could result in consequences up to and including mandatory reassignment from Ralston High School.

SKATEBOARDS, BICYCLES AND "HEELYS"

Skateboards are not permitted in the building. Students who bring skateboards to school will be required to check them into the office or store them in their locker immediately upon arrival. Skateboards are not allowed to be ridden outside on the sidewalk or in the parking lot.

Bicycles are to be left outside and locked up. It is the student's responsibility to provide a lock and to lock the bike up.

Heelys or other wheeled shoes are not permitted.

TELEPHONES

There is a dedicated phone for student use in the counseling office.

TESTING POLICY OF RALSTON PUBLIC SCHOOLS (Policy 6004)

Ralston Public School follows the required state guidelines for standardized testing. The Board of Education shall receive an annual written report consisting of the results of all components of the school system performance program including, but not limited to, standardized norm-referenced assessments, criterion-referenced assessments, student performance, school system demographics, financial information, follow-up studies of graduates, and learning climate surveys. These reports shall be made available to all patrons of the district.

Copies of the most recent standardized and criterion-referenced tests used in the district will be available for parental/guardian review. Requests should be made to the building principal. In the case of secure tests, such as the ACT, parents/guardians must contact the publisher.

1. Parents/guardians may obtain individual test results of their child by contacting the teacher or building principal.
2. Building principals will excuse a student from specific tests through a written request by the student's parents/guardians when they object on political, moral, or religious grounds.

Parents may opt their student(s) out of mandated assessments. To opt out of a state mandated assessment a parent/guardian must provide a written notification to the school principal prior to the beginning of the assessment window.

THEFT

Any theft or attempted theft of school, student, or school employee property that occurs on school grounds or at a school activity may result in consequences including, but not limited to suspension and/or recommendation for reassignment or expulsion. Legal authorities will be contacted.

TRANSFER OR WITHDRAWAL FROM SCHOOL

If a student moves to another city, transfers to another school, or withdraws, they must obtain a withdrawal slip from the office. All textbooks and other materials belonging to the school must be checked in and fees paid before the student is released. School files or records concerning a student will be provided at no charge, upon request of the principal, to any public or private school to which the student transfers.

VENDING MACHINES

Vending machines are placed in the building for students' convenience. **Ralston High School is not responsible** in any way for the machines' malfunctions. Students are expected to dispose of containers and wrappers in the waste receptacles provided. There are no refunds given on machine malfunctions. Vending machines are available before 7:50 and after 3:15 each day.

WEAPONS AND FIREARMS

Weapons

No person 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;
2. The possession of firearms by peace officers or other duly authorized law enforcement officers

The carrying of firearms by qualified law enforcement officers or qualified retired law enforcement officers carrying pursuant to 18 U.S.C. 926B or 926C, respectively, as such sections existed on January 1, 2023

3. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
4. 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;
5. Firearms contained within a private vehicle operated by a nonstudent adult that are not loaded and are enclosed in a case or are in a locked firearm rack that is on a motor vehicle; or
6. A handgun carried as a concealed handgun by a nonstudent other than a minor or prohibited person 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.

Consequences. In the event a person violates this policy, the school may:

- Make a report to law enforcement;
- Ban any violator from school grounds, school vehicles, or school events for any time period it deems appropriate; and/or
- Take any other action allowed by law.

ACADEMIC WIN TIME

This time is designated for intervention and extension for student learning. Students who are identified by their teachers/staff needing academic or social emotional intervention will be assigned to those sections. Students who are not assigned for intervention will be able to select sessions, extensions or study halls. Students must attend WIN time.

ACTIVITIES AND ATHLETICS

Extracurricular Activity Philosophy

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens. Students who participate in extracurricular activities are subject to the rules, regulations, and stipulations in the entire student handbook. Students who violate the student handbook and/or the law of the state of Nebraska are subject to consequences up to and including not being allowed to participate in extracurricular activities.

ATHLETIC and ACTIVITY OFFERINGS

- **Fall Sports:** Volleyball*, Football*, Softball*, Boys Tennis*, Boys and Girls Cross Country*, Girls Golf*, Unified Bowling*
- **Winter Sports:** Boys and Girls Basketball*, Boys and Girls Wrestling*, Boys and Girls Swim and Dive.*
- **Spring Sports:** Baseball*, Boys and Girls Soccer*, Girls Tennis*, Boys Golf*, Boys and Girls Track.*
- **Clubs and Activities:** Art Club, Cheerleading, Dance, Class Officers, Color Guard, Debate*, DECA, Drama, FCA, FCCLA, FFA, Green Club, HOSA, Instrumental Music*, NHS, Speech*, Student Council/Rambassadors, Thespians, Vocal Music*, Yearbook, Educators Rising, Skills USA, E-Sports, RAMclucity.

Note: Sports and activities with a * are NSAA sanctioned activities and are subject to the by-laws of the NSAA. The NSAA bylaws can be found at nsaahome.org. Club offerings can change depending on participation numbers and other factors.

ACTIVITY TICKETS

Any Ralston Student can purchase an activity ticket that will allow admission into all home athletic events with the exception of conference and/or district tournaments. All students who participate in extracurricular activities must purchase a Student Activity Ticket. These cards are not transferable and refunds will not be made. Students abusing the use of these cards may lose their privileges. Lost cards should be reported to the office and a new one will be issued for a charge of \$5.00. The cost of a card is \$50.00 per year. The \$50 activity fee can be waived for students who are on the free and/or reduced lunch program. Students who wish to waive this fee must have the proper paperwork on file in the Principal's office **for each school year**.

ATHLETIC PARTICIPATION

Any student going out for athletics at Ralston High School will check out through the Athletic/Activities Director's office. In order to participate in athletics, the athlete must have on file in the Athletic/Activities Director's office, the following:

1. Completed Physical Form*
2. NSAA Student / Parent Consent Form (completed during student/parent verification).
3. Student Activity Ticket purchased

4. Completed Student Handbook Signature Form (completed during student and parent verification).
5. Ralston athletes must participate in the concussion baseline program.
6. Complete paperwork from the Athletic Trainer's office.

An athlete will check out a lock from the coaching staff for use in the school locker rooms.

All athletes must have all equipment from other sports turned in before participating in the next sport.

STUDENT ELIGIBILITY

Ralston High School adheres to the policies of the Nebraska State Activities Association (NSAA) in relation to student eligibility for NSAA sanctioned sports and activities. Those requirements are listed below with references to where the requirement can be found in the NSAA activity by laws.

In order to represent a Nebraska High School in interscholastic activities competition, a student must abide by the eligibility rules of the Nebraska School Activities Association. A summary of the major rules is given below. Contact the principal or activities director for an explanation of the complete rule.

2.2.1 Student must be a bonafide student of their member school and have not graduated from any high school. 2.2.2 After a student's initial enrollment in grade nine, they shall be ineligible after eight semesters of school membership beginning with their enrollment in grade nine. 2.3 Student is ineligible if nineteen years of age before August 1 of the current school year. (Students in grades 7 or 8 may participate on a high school team if they were 15 years of age prior to August 1 of the current school year.) 2.4.1 Student must be enrolled in some high school on or before the eleventh school day of the current semester. 2.5.1 Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school they wish to represent in interscholastic competition. 2.5.2 Student must have been enrolled and received twenty hours of credit in school the immediate preceding semester. 2.6.2.1 Guardianship does not fulfill the definition of a legal parent. If a guardian has been appointed for a student, the student is eligible in the school district where their legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling. 2.6.3 A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by their parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, they have established their eligibility at the high school where they participated. If the student elects to attend another high school upon entering ninth or tenth grade, they shall be ineligible for ninety school days. Student eligibility related to domicile can be attained in the following manners: 2.6.9.1 If the change in domicile by the parents occurs during a school year, the student may remain at the school they are attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible. 2.6.9.2 If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school they have been attending and retain eligibility. 2.6.9.3 If a student elects to remain at the high school where they initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, they are eligible at that school, or are eligible at a high school located within the school district in which the parents established their domicile. 2.6.10 If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile. 2.7.7 Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall. Those students whose name does NOT appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school

days, with such transfers being subject to hardship waiver guidelines. 2.7.8 Nebraska transfer students must have signed and delivered all forms necessary to make such a transfer to the school in which they intend to enroll for the 2025-26 school year prior to May 1, 2025; for the student to be eligible. The school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2025. The student would become ineligible for ninety school days the next fall if the student were to change their mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to their former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students who did not have their enrollment forms signed, delivered and accepted prior to May 1, 2023, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines. 3.5 / 3.1 Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by their school. Any other competition will render the student ineligible for a portion of, or all of, the season in the sport. The season of a sport begins with the first date of practice as permitted by NSAA rules. 3.5.1 During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school. *(Refer to 3.5.1.1 for exceptions in Swimming & Diving.) 3.6 A student shall not participate on an all-star team while a high school undergraduate. 3.7 A student must maintain their amateur status.

Further explanation of NSAA eligibility rules can be found at nsaahome.org. **Ralston High School may enforce further eligibility requirements, but cannot remove any NSAA requirements.** Parents/guardians and students can also contact the AD office at Ralston High School for clarification of any NSAA by-laws.

RISK OF INJURY WARNING

The purpose of this WARNING is to bring to your attention the existence of potential dangers associated with athletic and activity participation. Participation in any sport and/or activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body, bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck, and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis, or death. Even with the best coaching, the use of the best protective equipment and the strict observance of guidelines, injuries are still a possibility.

It is understood that if an Inhaler/EpiPen needs to be accessible, it will be the student's responsibility to provide a separate Inhaler/EpiPen which will be kept with the coach's first aid supplies or training staff until the end of that sports season.

Academics and Activities

Students who are involved in NSAA sports and/or activities are subject to academic participation rules. In addition to requirements by the NSAA, Ralston High School has established the following academic and behavior requirements for students involved in NSAA sports and activities (Other clubs and activities may also adopt these rules for participation).

Grade reports are received weekly by the AD office. Students who are currently in an NSAA sport or activity will be notified that they are failing one class.

Students who are failing any two classes will be notified that they are on academic probation.

Students who are failing any two classes for two consecutive weeks will be notified that they are ineligible to participate in any contests or events until the student is passing at least one of those classes. Once the student is not failing more than one class the student is immediately eligible. The failing classes do not have to be the same classes. For example, if a student is failing math

and science one week, and then government and science the next week, they still fall under the rule for failing two classes for two consecutive weeks.

Students who are failing three or more classes at the time of any grade report will be notified that they are ineligible the following week unless they are passing those classes, or on a teacher and AD approved plan.

Coaches will be aware of student attendance. Students who skip (absent unexcused) a class or classes cannot practice or participate in any event that same day. Students who have excessive unexcused absences or tardies are subject to team discipline by the coach/sponsor and may also be subject to discipline from the AD office that includes but is not limited to attending the activities study hall, being held out of practice(s), and/or not being allowed to participate in games or events.

All students who participate in activities and or sports are subject to the student handbook. Any office referrals or other disciplinary action during the school day can also affect a student's status with the team or activity that the student participates in.

Students who are declared ineligible for academic or attendance reasons will be notified as will their parent or guardian.

CODE OF CONDUCT

The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, vocal music, band, speech, drama, FCCLA, FFA, Spanish Club, Art Club, Student Council, National Honor Society, DECA, HOSA, Green Club, Math Club, French Club, ACADEC, class officers, FCA, Color Guard, Thespians, ESports and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if a DECA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension. Students who are under an expulsion that continues into the next school year will not be allowed to participate in summer workouts and/or other activities connected to the school during the summer months.

Grounds for Extracurricular Activity Discipline. Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been established to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. (Note: Refer to "Drug and Alcohol Violations" for further information).
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
11. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.

12. Repeated violation of any of the school rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Ralston Public School buses or vehicles used for activity purposes.
17. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
18. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
19. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
20. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
21. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

REGULAR SCHOOL ATTENDANCE

Students who participate in clubs, activities, and athletics are expected to have a good attendance record at school. Unexcused absences from school and classes, and/or excessive tardies, and/or lunch skips may lead to consequences in relation to participation in extracurricular activities. These consequences may include but are not limited to a warning, restricted practice time, restricted participation in events, suspension from participation, and possible removal from the team or activity. The previous list is not all-inclusive and is in addition to the policies of the coach or sponsor. Decisions on consequences will be made by the activities director in consultation with the coach or sponsor. A parent/guardian will be informed of decisions regarding consequences related to extracurricular activities.

Students are expected to attend practices, meetings, events, and other activities related to their particular extracurricular activity. Each coach and sponsor will have attendance policies and participants are subject to those policies.

ABSENCE AND ACTIVITY PARTICIPATION

Students may not participate in a school activity or practice unless they have been in attendance for periods 3, 4, and 5 unless excused in advance for that school day by a parent and/or approved by an administrator. Any student unexcused for any part of the school day who is also a member of an extracurricular activity, club, or team will not be allowed to participate in the activity, club, or team performance or practice with their team that day without approval from an administrator.

ACTIVITIES THAT HAVE CONFLICT

If a student is involved in 2 different school activities and if each activity has an event scheduled for the same time, then the student must choose the event in which to participate. This decision should be made after the student has consulted parents/guardians and the sponsors involved.

If one of the events is a state or district event, the student may be expected to participate in the state or district event.

BEHAVIOR IN SCHOOL

Students who participate in clubs, activities, and athletics, are expected to behave in school. Any student suspended from school is prohibited from participating in or attending any extracurricular activity or practice until the suspension is over. The student is also subject to additional consequences in relation to extracurricular activities. The participant may also be subject to consequences from the coach or sponsor per their expectations. These consequences may include but are not limited to a warning, restricted practice time, restricted participation in events, suspension from participation for a specific period, removal from the team or activity, and/or suspension from attending or participating in extracurricular activities for up to one year. The previous list is not all-inclusive and is in addition to the policies of the coach or sponsor. Decisions on consequences will be made by the activities director, in consultation with the high school administration and the coach or sponsor. A parent/guardian will be informed of decisions regarding consequences related to extracurricular activities.

Students who participate in extracurricular activities are subject to the stipulations in the entire student handbook when participating in or attending any school event.

BEHAVIOR AT EXTRACURRICULAR EVENTS

Student participants in extracurricular activities are expected to follow the ideals of being respectful, being responsible, and being safe at all home and away events. Students and/or participants are expected to display good sportsmanship and respect opponents, officials, fans, and all participants. Students are subject to stipulations in the entire student handbook while participating or attending school events at home or away. Violation of any part of the student handbook may result in school consequences determined by the administration and/or consequences related to activities.

DRESS FOR EVENTS

Student participants in extracurricular activities are expected to dress appropriately when traveling to and from away events. In addition to being subject to the student dress code in the student handbook, participants are subject to the dress and grooming expectations of the head coach or sponsor. The same stipulations apply to home events.

TEAM PICTURES

Team and individual pictures are taken by a professional photographer and students, parents, and/or guardians can make the appropriate arrangements for purchase (generally an order form is given to the students). The photo sessions are scheduled between the coach or

sponsor and the photographer. Students not in attendance the day of the scheduled photo shoot will not appear in the pictures.

SOCIAL MEDIA

Ralston High School recognizes the importance and power of social media. There are many ways social media can enhance the experience of participants in extracurricular activities. Ralston High School encourages the positive use of social media to promote students and activities.

The misuse of social media by students who participate in extracurricular activities is subject to consequences. Examples of misuse of social media include but are not limited to the following list.

1. Making profane or disparaging remarks about another student or students, a staff member, a sponsor or coach, or someone in the community.
2. Bullying another student or students, a staff member, a sponsor or coach, or someone in the community.
3. Use of language that is profane, sexist, racist, or otherwise disparaging to a certain group of people.
4. Sending out inappropriate pictures.
5. Use of social media for purposes that are in violation of the law.
6. Any other use of social media that a reasonable person could consider harmful to someone or to a group of people.

If it is brought to the attention of the AD office that there has been misuse of social media by a participant in extracurricular activities, an investigation will ensue and decisions will be made regarding consequences in consultation with the head coach or sponsor and the high school administrative team. These consequences may include but are not limited to a warning, restricted practice time, restricted participation in events, suspension from participation, and removal from the team or activity. The previous list is not all-inclusive and is in addition to the policies of the coach or sponsor. A parent or guardian will be informed of any decision affecting a student's participation in extracurricular activities.

TOBACCO, VAPING (Policy 3016)

Per school board policy, Ralston High School is a smoke free campus. The use or possession of tobacco or vaping products by any student on campus or at any school event home or away is prohibited. The offending participant will visit with an administrator for school consequences. The student will not be able to participate in any practices or contests during any suspension, and cannot practice, attend, or participate in any event the day of the possession or use. Any student who receives consequences for vaping, tobacco use or having materials associated with vaping and/or tobacco at school or at a school event will not be allowed to practice or participate in any activities during the time period of school consequences and will be suspended for one contest and/or event in each activity the student is currently participating in. Any event missed during the school consequences will count toward the 1 event suspension. If a student is not currently in any activity the consequence will take place during the students next activity. Once the suspension is announced, the student cannot join an activity in order to fulfill the requirements of the suspension. If there are not enough competitions or events left for a student to fulfill the suspension requirement then the suspension carries over to the next season and/or activity. If a student is vaping and it is found that the vaping included the use of drugs the student is subject to the school and activity drug and alcohol procedures.

POSSESSION OR USE OF ALCOHOL AND/OR OTHER DRUGS

Student participants in extracurricular activities are subject to the student handbook and to the tobacco, drug, and alcohol policy contained therein. Students who participate in extracurricular activities are also subject to the athletic and activities portion of the handbook.

Any student who is participating in or plans to participate in any extracurricular activity and has been cited by the police for or found through investigation by school administration to

have been using, in possession of, and/or under the influence of alcohol, marijuana, unauthorized prescription or OTC drugs, or other illegal drugs including paraphernalia or look-a-likes either at school or at school sponsored functions, whether they take place during the school day or outside the school day, on or off campus is subject to the following consequences:

Suspension from attending and participating in any RHS activity sanctioned by the NSAA for a period that equates to 30% of each activities season that the student is currently participating in. If the activity includes competitions against other schools the student is suspended from 30% of the competitions instead of 30% of the season. This suspension can be reduced to 20% of the season or 20% of competitions if the student self-reports* and upon agreement to participate in a district approved evaluation and treatment program** at the expense of the student, parent, and/or guardian;
During the length of the suspension, the student is not allowed to attend any extracurricular activity as a spectator or participant;
If the student is out of season the consequences carries over to the next extracurricular activity in which the student participates;
If there is not enough season left to complete the suspension, the consequence carries over to the next extracurricular activity in which the student participates. The student must complete all activities affected to the satisfaction of the sponsor or coach and activities director or the suspension starts over upon the next extracurricular activity in which the student participates;
The student may not join an activity once the suspension is announced in order to fulfill the requirements of the student's suspension.

Any student who is in an activity or activities that are not an NSAA sanctioned activity will be suspended from that activity for a period of 14 days; these 14 days must include at least 2 events or competitions. If there are not two events within the 14 day suspension the student will still be required to fulfill that part of the suspension even if the initial 14 days suspension has expired. Events do not include regular meetings. Events that qualify will be determined by the AD in conjunction with the sponsor. Students who are in an NSAA sanctioned activity and other activities will serve both suspensions.

Some activities may have additional consequences that are not listed in this handbook. Students who participate in such activities will be informed of those consequences by the activity sponsor.

Any student who participates in any extracurricular activities-and has been cited by the police for or found through investigation by school administration to have been using, in possession of, and/or under the influence of alcohol, marijuana, unauthorized prescription or OTC drugs, or other illegal drugs including paraphernalia or look-alikes off school grounds and not at a school sponsored event at any time of the year is subject to the following consequences:

Suspension from attending and participating in any RHS activity sanctioned by the NSAA for a period that equates to 30% of each activities season that the student is currently participating in. If the activity includes competitions against other schools the student is suspended from 30% of the competitions instead of 30% of the season. This suspension can be reduced to 20% of the season or 20% of competitions if the student self-reports* and upon agreement to participate in a district approved evaluation and treatment program** at the expense of the student, parent, and/or guardian;
During the length of the suspension, the student is not allowed to attend any extracurricular activity as a spectator or participant;

If the student is out of season the consequences carries over to the next extracurricular activity in which the student participates;
If there is not enough season left to complete the suspension, the consequence carries over to the next extracurricular activity in which the student participates. The student must complete all activities affected to the satisfaction of the sponsor or coach and activities director or the suspension starts over upon the next extracurricular activity in which the student participates;
The student may not join an activity once the suspension is announced in order to fulfill the requirements of the student's suspension.

Any student who is in an activity or activities that are not an NSAA sanctioned activity will be suspended from that activity for a period of 14 days; these 14 days must include at least 2 events or competitions. If there are not two events within the 14 day suspension the student will still be required to fulfill that part of the suspension after the 14 days are over. Events do not include regular meetings. Events that qualify will be determined by the AD in conjunction with the sponsor. Students who are in an NSAA sanctioned activity and other activities will serve both suspensions.

Some activities may have additional consequences that are not listed in this handbook. Students who participate in such activities will be informed of those consequences by the activity sponsor.

Once a student has satisfied the terms of the activity suspension from NSAA sanctioned activities, from non NSAA sanctioned activities or both, the student can resume participation. If a student is not in any activity at the time of the suspension it carries over to the next activity or activities the student participates in. A student cannot join any activity once the suspension is given as a means to satisfy the suspension.

*Self-report requires that the student report the violation within 24 hours to the student's coach/sponsor or to an administrator. If there is no school within 24 hours of the violation but there is a practice or a competition the student must report the violation to the coach/sponsor or to an administrator on duty. If there is no school, practice, or competition within 24 hours of the violation the student must self-report at the next reasonable opportunity. All students are expected to be honest and forthright with school officials. In making a self-report, the student must identify the events that took place, location of the event, what conduct the student participated in and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

**The student must participate in the treatment program if recommended by the evaluation. If the student does not complete any recommended treatment program the consequence reverts to the 30% of the season or competitions length of suspension.

Procedures for Extracurricular Discipline

The following procedures are established for suspensions from participation in extracurricular activities:

1. **Investigation:** The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances.
2. **Meeting:** Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone

conference or by zoom. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate. The suspension may be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practical. The student is responsible for cooperating in the scheduling of the meeting.

3. **Notice Letter:** Within five school days or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parent/guardian. The statement will describe the student's conduct violation and the discipline imposed.
4. The student and parent or guardian may follow the due process procedures.

In regard to activities that include practices for competitions, the student will be allowed to practice but must meet all attendance requirements expected of every participant. Students may not attend practice during any suspension from school.

SUBSEQUENT OFFENSES

A second offense of the drug and alcohol portion of the student handbook as it related to activities will result in a one year suspension from attending and participating in activities. A third offense and the student is suspended from attending and participating in activities until the end of the student's high school career.

DUE PROCESS

Students who participate in extracurricular activities and have their participation curtailed for violation of the code of conduct, attendance, behavior, breaking the drug and/or alcohol policy, or for any other reason have due process rights. Students who are suspended from extracurricular activities will have the reasons explained to them and their parents/guardian will be contacted with an explanation. Students held out of activities for academic reasons will have their parent/guardian contacted by their coach or sponsor or the AD. Due process for activities will consist of the following process:

1. An appeal is made to the high school Principal. The Principal will inform the student and parent or guardian of the decision within 3 school days of the appeal.
2. An appeal is made to the district Superintendent. The Superintendent informs the student and parent or guardian of the decision within 3 school days of the appeal.

All appeals must be in writing and within five days after the notice of consequences to the student and parent or guardian and within 5 days of subsequent decisions by school administrators.

FACILITY USAGE / ATHLETIC LOCKERS

Students may use the physical education/athletic areas after school only if a sponsor is present. Priority for facility usage will be given to organized extracurricular activities and/or classes at Ralston High School. Use of facilities should be arranged in advance through the activities director's office. No student is to be in the physical education areas or using school facilities without supervision.

Students who participate in sports will be checked out a locker and will be provided a lock. It is the athlete's responsibility to take care of the lock and locker. All clothing and equipment should be removed by the participant after each season. The Ralston School District is not responsible for lost or stolen articles or articles left in lockers after the season or school year is over. Students may not switch locks or lockers once they have been checked out without

permission. Students are not to share lockers. Vandalizing or damaging school property will result in school consequences as well as consequences related to activities.

TEAM SELECTION

Head coaches and sponsors will make decisions regarding which students will be selected to participate in any given activity. The coach or sponsor will also make decisions as to what level each student will participate (freshman, reserve, junior varsity and varsity). If a coach or sponsor determines that a cut will be made, they will announce the process in advance of any tryouts. Any student who is cut from any activity will have the opportunity for an evaluation if requested. The head coach or sponsor will determine the evaluation process. Students not selected for an activity or sport will be given the opportunity to try out for another sport that season if so desired.

PLAYING TIME

The amount of playing time and/or participation in an activity is determined by the coaching staff or sponsor of that activity. Playing time and participation is determined by a number of factors and is up to the discretion of the head coach or sponsor and assistants.

EQUIPMENT AND UNIFORMS

Any equipment supplied by the school district to participants in any extracurricular activities must be returned at the end of season. Students will be issued appropriate fines for any school property not returned. Students can also be fined for the damage or loss of any equipment and/or uniforms put in their charge. All fines must be paid or equipment (including uniforms) returned before a student is allowed to participate in any other activity or, in the case of a senior, before receiving a diploma. Participants are expected to take proper care of any equipment or uniform supplied by the district.

INCLEMENT WEATHER

If school must be canceled or dismissed early because of inclement weather, practices and contests will be postponed as a rule. Occasionally, weather and road conditions clear by early afternoon, if it is determined that athletes can travel safely, a varsity practice or contest may be held with permission from the athletic director in conjunction with the Superintendent or their designee. Certified staff members are directly responsible for all students under their supervision at any school-sponsored activity. When severe weather strikes, staff members will determine what action will be in the best interest concerning safety for their students. At away events when severe weather becomes a concern, coaches/sponsors along with bus drivers will determine the best course of action to be taken. Coaches/sponsors will make every effort to keep students, school officials and parents informed of any changes or deviations from the normal routine if weather dictates that such actions are necessary.

TRANSPORTATION

The District generally will provide transportation to away events. There are occasions where students are allowed to drive. Any student who drives must have a permission slip signed by a parent or guardian on file in the activity director's office prior to the event. Students who ride with other students must also have a permission slip signed by a parent or guardian in the AD's office prior to the event. Parents wishing to pick up students from school-sponsored activities may do so at any time. However, if return transportation is being provided and the student is not returning with the school group, coaches, sponsors, or school officials must be notified. No student will be released to anyone other than their parent or guardian, or an adult designated by the parent/guardian.

INSURANCE

Ralston Public Schools provides no insurance coverage and is not responsible for any such expenses. It is the responsibility of the parents/guardians to provide adequate insurance to cover any medical expenses which may be incurred while a student is participating in a school sponsored activity. This insurance may be under a family coverage plan.

COMMUNICATION PROTOCOL

If a student and or parent has a concern the proper communication protocol will be followed:

1. Student participant meets with coach(es) to try to solve the issue;
2. If the problem still exists, the parent can email or call the coach to make an appointment for a meeting. The coach will inform the AD about the meeting and what the concern is.
3. If the student/parent still has a concern, the parent will then email or call the activities director to set up a meeting.
4. If a resolution to the issue is not obtained after meeting with the AD, the parent will call or email the Principal of the high school to meet.
5. If the situation is still not resolved, the parent can call the Central Office and request a meeting with the Superintendent or their designee.

Anonymous letters or other forms of anonymous communications involving a complaint or other issue sent to any coach or sponsor or any administrator may or may not be dealt with depending on the subject matter of the letter. Ralston Public Schools strongly discourages the use of anonymous letters, or other forms of anonymous communication to express a complaint or other issue. The AD, Principal, Superintendent or their designee will not discuss playing time and will not talk about other players on the team.

SPECTATOR EXPECTATIONS

Ralston parents, families, and fans are expected to display good sportsmanship at home and away events. Encourage our team and your athlete, respect the opponents and their fans, accept the decisions of the officials, and accept the outcome. Fans who behave in a manner inconsistent with good sportsmanship by berating officials, making disparaging comments about anyone, or engage in behavior that may put others at harm may be asked to leave the event and could be banned and barred from Ralston Public School property. All parents/guardians, families, and fans are asked to cooperate with on-site supervisors who may include Ralston administrators, staff, and/or coaches. Law enforcement will be called if deemed necessary by on-site supervisors.

ATHLETIC AND ACTIVITY AWARDS

The following is a list of the different athletic and activity awards presented to the athletes at Ralston High School:

Activities Students of the Year

An award given to two students who participated in several activities over the course of their high school career. Students are nominated and selected for the award by activity sponsors. The student must not have been suspended from the school during the year of selection and must have finished each activity in good standing.

Dozen Award

An award presented to any senior who participates in three sports a year for all four years. The student athlete must finish each sport in good standing (athletes who quit or are removed from a sport for disciplinary reasons are not eligible).

Athlete of the Year Award

An award presented to one male and one female athlete at the end of each school year who meet certain criteria in addition to showing superior athletic ability. Students are nominated by head coaches and chosen by a vote of head coaches. The criteria for the athlete of the year award include being a junior or senior, displaying superior ability in athletics, and not being suspended from sports or school during the year of selection. Other possible

considerations include attendance at school, behavior at school and events, character, support of Ralston High School.

Spirit Athlete Award

Given to one male and one female athlete at the end of each school year who have demonstrated quality leadership and support of their activity and has shown support for other activities at RHS. Students are nominated and voted on by head coaches. Nominees must be seniors and cannot have had a suspension from school or extracurricular activities during the year of selection. Other considerations are attendance at school, behavior at school, character, and support of Ralston High School in general.

Lifter of the Year

Given to one male and one female athlete at the end of each school year who have demonstrated quality leadership and dedication while training in the Ralston High School weight room. Students are nominated by the weight room supervisor and/or coach, and voted on by head coaches. Nominees can be freshman, sophomore, junior or senior.

School Letters

Lettering in any school activity is based on the criteria set up by each individual head coach or sponsor. The only requirement from the AD office is that the student finish the season in good standing (the participant has not been removed from the team or quit).

Ralston Wall of Fame

Athletes recognized in the Ralston Wall of Fame must meet at least one of the following criteria:

- Win an individual or team state championship in state competition sponsored by the Nebraska Schools Activities Association;
- Be selected 1st team class A/B by either the *Omaha World-Herald* or *Lincoln Journal Star*;
- Be selected as a male/female athlete of the year
- Be selected as a male/female spirit athlete of the year;
- Set an individual school record in any activity.
- Be selected as activities student of the year.

Awards Night Ceremonies

At the discretion of the coaches/sponsors, an awards ceremony may be organized to recognize students for their achievements following their season. Coaches and parent representatives will pick a night, format, and location for this ceremony. Coaches will present letters, certificates, etc.

The dozen awards, athlete of the year awards, and spirit awards are given at the Senior or Underclass awards ceremonies.

NCAA CLEARINGHOUSE

The National Collegiate Athletic Association (NCAA) has established guidelines that Division I and II member schools must follow before awarding scholarships and granting eligibility to high school students who wish to compete as freshmen on college athletic teams after completion of high school. Student athletes who wish to participate in NCAA Division I or Division II sports must be certified by the NCAA initial-Eligibility Clearinghouse which will analyze your academic information to determine if you meet the NCAA initial eligibility requirements. The three steps for being certified are clearly explained online at www.ncaaclearinghouse.net.

Students who have questions should see the counseling office regarding items such as whether a college is a Division I or II institution in the sport in which they are interested.

Students interested in participating in athletics at NCAA Division III colleges, or NAIA colleges should obtain the appropriate athletic guidelines that pertain to these institutions.

CONCUSSION AWARENESS

Pursuant to Nebraska Statute 71-9104 (The Nebraska Concussion Awareness Act) the following information is provided to students, parents, and/or guardians.

Heads Up: Concussion in High School and Middle School Sports A Fact Sheet for Parents

What is a concussion?

A concussion is a brain injury. concussions are caused by a bump, blow, or jolt to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even a “ding” or a bump on the head can be serious.

What are the signs and symptoms of concussion? You can’t see a concussion. signs and symptoms of concussion can show up right after the injury or can take days or weeks to appear. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

Signs Observed by Coaching Staff	Signs Reported by Athlete	Signs Observed by Parent(s)
Appears dazed or stunned	Headache	Appears dazed or stunned
Is confused about assignment	Nausea	Appears confused
Forgets plays	Balance problems or dizziness	Forgets known items
Is unsure of game, score, or opponent	Double or fuzzy vision	Is unsure of name, usual surroundings
Moves clumsily	Sensitive to light or noise	Moves clumsily
Answers questions slowly	feeling sluggish	Answers questions slowly
Loses consciousness	Feeling foggy or groggy	Loses consciousness
Show behavior or personality changes	Concentration of memory problems	Shows behavior or personality changes
Can’t recall events prior to hit on the head	Confusion	Can’t recall events prior to hit on the head
Can’t recall events after the hit on the head		Can’t recall events after the hit on the head

What should you do if you think your child has a concussion?

1. Seek medical attention right away. A health care professional will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
2. Keep your child out of play. Concussions take time to heal. Don’t let your child return to play until a health care professional says it’s OK. Athletes who return to play too soon -- when the brain is still healing -- risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
3. Tell all of your child’s coaches and the school athletic trainer about any recent concussion. Coaches should know if your child had a recent concussion in ANY

sport. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell them. Knowing about the concussion will allow the coach to keep your child from activities that could result in another concussion.

4. Remind your child. It's better to miss one game than the whole season.

WHEN IN DOUBT, SIT THEM OUT!

Heads Up: Concussion in High School and Middle School Sports

• A Fact Sheet for Student-Athletes

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head.
- Can change the way your brain normally works.
- Can range from mild to severe.
- Can occur during practices or games in any sport.
- Can happen even if you haven't been knocked out.
- Can be serious even if you're just "dinged" or had your "bell rung"

How can I prevent a concussion?

- It's different for every sport. But there are steps you can take to protect yourself from concussion: Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Use proper sports equipment, including personal protection equipment. In order for the equipment to protect you, it must: 1. Be appropriate for the game, position, and activity. 2. Be well maintained. 3. Properly fitted. 4. Used every time you play.

How do I know if I've had a concussion?

- You can't see a concussion, but you might notice some of the symptoms right away. Pay attention to how you are feeling after any bump, blow, or jolt to the head.
- If you notice any of the symptoms, tell your parents, coach, and school athletic trainer right away.
- Other symptoms of a concussion can show up days or weeks after the injury.
- It's best to see a healthcare professional if you think you might have a concussion. An undiagnosed concussion can affect your ability to do schoolwork, other everyday activities, as well as your athletic play. An undiagnosed concussion also raises your risk for additional, serious injury.

What are the symptoms of a concussion?

- Nausea (feeling like you might vomit)
- Balance problems or dizziness.
- Double or fuzzy vision
- Sensitivity to light or noise
- Headache
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems (such as forgetting plays)
- Confusion

What should I do if I think I have a concussion?

- Tell your coaches, parents, and school athletic trainer
- Never ignore a bump, blow, or jolt to the head
- Get a medical check-up. A health care professional can tell you if you have had a concussion and when you are OK to return to play.

- Give yourself time to recover. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause permanent brain damage, and even death in rare cases. Severe brain damage can change your whole life.
- Tell your coaches and the school athletic trainer if one of your teammates might have a concussion.

As a reminder, always report any injury to your coach and school athletic trainer right away. It's better to miss one game than the whole season. Take care of yourself and enjoy your participation in athletics. When in doubt, sit them out!

MISCELLANEOUS RIGHTS AND RESPONSIBILITIES

ACCIDENT INSURANCE

All students are given the opportunity to participate in a group accident insurance plan provided by an independent carrier. The fee is nominal and covers an accident en route to and from school, on school grounds, during school sponsored events, and intramural and interscholastic athletics except football. All students participating in athletics are required to have accident insurance (either a family policy or the school's plan) or sign a responsibility waiver. Football insurance is available at a higher cost. The Ralston School District is not liable for injuries to students, nor can they pay the medical costs for accidents that occur in athletic contests, on school premises, at school activities, or on the way to and from school.

EXPEDITED APPEALS PROCEDURE

Effective procedures will be developed, including an expedited appeals procedure, by which concerned parents, students, teachers, and area residents will be able to directly participate in local decisions that impact programs offered under this act.

INTERROGATIONS AND SEARCHES (Policies 5022 & 3045)

School officials will respect the privacy of students pursuant to the provisions of law, and the policies of the school district.

1. Law enforcement representatives wishing to interrogate students at schools must show proper credentials.
2. Law enforcement representatives shall not interrogate a student on school premises unless it is an extraordinary matter in scope that necessitates the questioning of the student on school premises. In such a case, the principal or designated school representative shall be present during the interrogation.
3. School authorities shall make reasonable attempts to contact students' parents or guardians before interrogation is permitted.

School representatives may search lockers, personal belongings, and vehicles that students drive to school when there is reasonable cause to do so. This includes, but is not limited to, clothes, book bags, purses, books, and gym bags.

The district superintendent or designee may authorize the use of a canine trained in the detection of narcotics, explosives or any other contraband at any time.

The district superintendent or designee may authorize the use of preliminary breath tests (or alcohol sensors) on school property and/or school sponsored activities.

PARENTAL/GUARDIAN INVOLVEMENT IN EDUCATIONAL PRACTICES (Policy 5018)

The Ralston Public School District recognizes the importance of parental/guardian involvement in the education of children.

Parental/Guardian Review of Textbooks and Other Materials

The District will provide access to textbooks and other curriculum materials used in Ralston Schools.

1. Textbooks may be checked out by parents/guardians for review. Other curriculum materials, including video and audio recordings and teacher manuals, can be reviewed by parents/guardians within a time frame which does not disrupt the instructional process. Requests should be made to the teacher or the building principal.
2. If parents/guardians object to textbooks or other materials used in the district, they may file a written request with the building principal to request that these textbooks or other materials be reviewed by a committee of teachers and parents/guardians.

Parental/Guardian Attendance at Courses, Assemblies, Counseling Sessions, and Other Instructional Activities

Parents/guardians are always welcome in the buildings, but they must check in at the office at the time of arrival.

1. Parents/guardians are invited to make appointments with the teacher or building principal to attend and observe classes, assemblies, and other instructional activities.
2. School counseling service providers are bound by law to notify parents/guardians if there is a danger to the student, danger to others, or involvement in illegal activities. Parents/guardians will be notified of ongoing counseling sessions. Permission to attend counseling sessions may be granted to parents/guardians by the principal after consultation with the student's counselor.

Parental/Guardian Option to Remove From Classroom Instruction and Other School Experiences

Building principals may excuse a student from specific classroom instruction and other school experiences through a written request by the student's parents/guardians when they object on political, moral or religious grounds. Alternative assignments of comparable effort may be provided for the student by the school.

Parental/Guardian Access to Student Records ([Policy 5016](#))

Parents/Guardians may review their child's files and records at any time. The building principal is responsible for maintaining and protecting the privacy of such files. Outside agencies, such as, but not limited to, physicians, probation officers, psychologists, child guidance clinics, and other reputable agencies who are working with the child, may access these files with parental/guardian consent or by court order.

Parental/Guardian Notification of Student Surveys

All internal surveys which are intended to gather information from students in the district will be approved by the building principal prior to being made available to students. Student participation in surveys is voluntary.

All surveys from external sources will be approved by the Superintendent. Student participation in surveys is voluntary. Parents/guardians will be notified in writing prior to school district participation in surveys by students and may restrict their child from participating in any survey through written request. (Legal reference: 79-531, 79-532)

Routine Directory Information ([Policy 5017](#))

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

- Name and grade
- Name of parent and/or guardian
- Address
- Telephone number, including the student's cell phone number
- E-mail address

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

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

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student's parents have notified the district that they do not want this information disclosed without their prior written consent.

The district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act (FERPA). Parents will be given the opportunity to prevent the release of this directory information by filing a written objection with the district.

Any student who is 18 years of age or older should communicate to the district office if they do not want this information disclosed without their prior written consent.

VISITORS TO SCHOOL

The Board of Education and staff of the District welcome visits to the schools. Such visitations will be governed by those rules and regulations established by the district to provide a safe environment.

- I. In accordance with building and District safety procedures, parents/guardians, students, and others may visit schools. These visits shall be in compliance with all building and District safety guidelines. The principal or appropriate Central Office administrator authorizing the visits shall consider the following
 - A. Disruption to the educational environment;
 - B. Distraction to students and staff;
 - C. Confidentiality for students and staff;
 - D. Safety of students and staff.
- II. Parent/Guardians
 - A. Parents wishing to attend and monitor courses, counseling sessions, and other instructional activities, must obtain prior approval of the appropriate teacher, counselor, or administrator as defined by the building handbook.
 - B. Parents attending or monitoring courses with prior approval who, by their conduct or presence, interfere with the educational process or constitute an interference with school purposes, will be asked to leave.
 - C. Parents attending building assemblies, building activities, classroom activities/parties during school hours will sign in at the office in accordance with building procedures.
 - D. Unless otherwise restricted by law or court order, parents/guardians may visit their child's class.

- E. All visitors will report to the school office.
- III. Visitation by Students
 - A. Visits by students from other school districts or buildings must be cleared through the building principal. If approval is given, a visitor's pass will be issued.
 - B. Children below legal school age wishing to visit the school must be accompanied by their parent or guardian
 - C. Non-students (graduates, etc.) will not be allowed to visit in a building without special permission from the building principal.
- IV. Program Visitation
 - A. Persons wishing to visit schools for the purpose of viewing new programs, organizational patterns, facilities, etc. must obtain clearance from the appropriate Central Office administrator.

STUDENT FEES, FINES AND CHARGES

PART ONE:

The district's general policy is to provide for instruction in accordance with the Nebraska State Constitution. The district offers some activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction and as such may require additional expenditures which are properly borne by students as a separate charge. Such charges shall be kept to a minimum to maintain the activity, program or service. Students qualifying under part 3 of this policy may receive a fee waiver. No fees, materials, specialized or non-specialized attire or equipment shall be required of students except as expressly permitted below.

A. Extracurricular activities and spectator events: A fee will be charged for participation in extracurricular activities and to spectators of extracurricular activities. Each school building shall annually submit its extracurricular fee list to the District for approval and publication in that school's handbook.

1. Fees may be charged for participation in extracurricular activities. Extracurricular activities are those activities or organizations where student participation is voluntary and does not count toward graduation or advancement between grades.
2. Schools may require students to furnish specialized equipment and attire, or pay a reasonable fee for use of district owned equipment and attire, for participation in extracurricular activities including such activities as extracurricular music.
3. Clubs, teams and organizations for which there may be a fee required for participation may also, as a club, team or organization, decide to make purchases, and may fundraiser and/or seek donations according to district policy to assist in the funding of such purchases, which may include, but are not limited to, apparel and trips. The decision of an organization to require members to participate in fundraising or otherwise fund purchases is not a fee charged by the District.
4. Fees may be charged for admission to activities and events which occur at the facilities of Ralston Public Schools and for transportation to and from activities and events which occur at other schools, when those activities do not count toward graduation or advancement between grades and when student participation is voluntary.
5. A school may sell an activity ticket that admits students to activities and events that do not count toward graduation or advancement between grades.
6. Field trip fees may only be charged if participation by the student is voluntary and it does not relate to the required curriculum or if the field trip occurs after school hours and does not count toward school attendance.

B. Minor personal consumable items: The district may require students to be responsible for the purchase of minor consumable items that are used by the student for extracurricular activities. The District will establish a master list of those items, which are considered minor personal consumable items, which may be required. Each school building shall choose those items on the

list, which it will require of students attending the school. No item, which is not on the District's master list, will be required. Each school shall annually submit its list of required personal consumable items to the district for approval and publication in that school's handbook.

C. School Store: The District authorizes the operation of school stores in which students may purchase food, beverages and personal or consumable items. A school store need not have a permanent physical presence and may provide order forms for students to voluntarily purchase items from the school or another vendor. School stores may stock required personal and consumable items and make such items available to students for voluntary purchase. Schools may not require students to purchase an item directly from the school store.

D. Clothing: In addition to school guidelines about general appropriateness of attire, school buildings may require students to furnish and wear non-specialized clothing meeting general guidelines for the specified courses and activities, if the guidelines are reasonably related to the course. Each school's clothing guidelines shall be submitted to the District for approval and publication into the student handbook.

E. Musical Instruments: Students who take an elective band course shall be required to supply their own instrument or rent an instrument except those students who qualify under part 3 of this policy. For those students qualifying under part 3 the District shall not be required to provide for the use of a particular type of musical instrument for any student. The District shall supply the music for such courses.

1. Personal supplies related to musical instruments including, but not limited to, items such as reeds, cork lubricant, pipe cleaners, cleaning cloths and other supplies of general upkeep and considered personal consumable items shall be the responsibility of the student.
2. Schools may require students to furnish their own musical instruments, stands, music and specialized attire for participation in extracurricular music organizations and activities.

F. Lost or damaged school property: A school may require a student to reimburse the school district for repair or replacement of school district property, which is entrusted to the student and is lost or damaged, as well as property of the district damaged through the acts of a student. The Board of Education authorizes assessment of fines for damaged, lost or overdue books purchased by the district and loaned to students free of charge.

G. Donations: The District may request donations of money, materials, equipment or attire to help defray costs of educational programs. The request for donations will clearly indicate the request as a donation and not a requirement.

H. Parking: Students may be required to pay to park their cars on school property. The district shall annually determine the amount to be charged for parking and publish it in the student handbook.

I. Yearbook, class rings and other optional purchases: Students may be charged for the purchase of items such as yearbooks, class rings, class sweatshirts, graduation announcements and other such voluntary purchases.

J. Graduation attire: Students may be required to pay the necessary fee to cover the cost of graduation attire required to participate in graduation ceremonies.

K. Food: Students may be charged a fee for the purchase of breakfast and/or lunch. Students may be charged for the cost of food, beverages, and the like that students purchase from a school store, a vending machine, a booster club or similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

L. Summer school: The District may annually set fees for student participation in classes offered during the summer. Any and all fees collected pursuant to this subsection shall be deposited into, and expended from, the Student Fee Fund.

M. Night school/Adult education: The District may annually set fees for student participation in classes offered to students taking classes through the district's night school/adult education program. Any and all fees collected pursuant to this subsection shall be deposited into, and expended from, the Student Fee Fund.

N. Post-Secondary education costs: A student may be charged the actual tuition and fees associated with obtaining credits from a post-secondary educational institution when a student receives both high school credit and post-secondary education credit from a course being taken as part of an approved accelerated or differentiated curriculum program. Any and all fees collected pursuant to this subsection shall be deposited into, and expended from, the Student Fee Fund unless paid directly to the post-secondary educational institution.

O. Student files and records: Fees may be charged for copies of student files or records. Parents of students have the right to inspect and review the student's file or records without the payment of a fee, and no fee shall be charged to search for or retrieve any student's files or records.

P. Materials required for course projects: The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

PART TWO:

Student Fee Fund

Fees that are charged to students pursuant to PART ONE, subsections A.1, A.2, L, M, and N shall be deposited into the Student Fee Fund and expended for the purpose for which they were collected from students.

PART THREE:

Waiver of Student Fees

Fees that are charged pursuant to PART ONE, subsections A and E shall be waived for students who qualify for participation in the free or reduced-price lunch program under United States Department of Agriculture child nutrition programs. Actual participation in the free and reduced-price lunch program is not required to qualify for waivers in this section. All students shall be provided forms at the beginning of each school year, upon enrollment in the District, or at the request of the student, which provide the necessary information and permit the District to use this information to determine eligibility for fee waiver. Criteria for fee waiver will be the same as the criteria for participation in the free and reduced-lunch program. Application forms for fee waivers are available from each building Principal. Once the school district has received a student's completed fee waiver application form, and has verified the student's eligibility, waiver of the fee shall be granted for the student. The District is not obligated to provide any particular type or quality of equipment or other material to eligible students.

****RALSTON PUBLIC SCHOOLS FEE LIST UPDATED FOLLOWING THE 2nd BOARD MEETING
EACH JULY. THE FOLLOWING FEES ARE SUBJECT TO CHANGE.**

Ralston High School Fee List

Fees Assessed:

Extracurricular Activity Fee: \$50.00 includes activity ticket
Transcripts: Price for Graduates set by Parchment online order system \$4.00;
Current students are free of charge through Naviance
Summer School: \$175 resident, \$225 non-resident. Night School: \$300 maximum / class.
Breakfast Prices: \$2.50 Reduced: \$0.30
Lunch Prices: \$3.25, Reduced Lunch: \$0.40
Milk 8 oz: \$0.50 Orange/Apple Juice 4 oz: \$0.50
Replacement School ID : \$5.00
Lost/Damaged library and/or classroom textbook: replacement cost
Lost/Damaged clothing/equipment: replacement cost
Technology Insurance: \$30/\$15

Required clothing for classes and extracurricular activities

Gym Shorts and Cotton T-shirt (PE) Undergarments
Swimsuit (Swimming) Towel (PE and swimming)
Rubber-soled athletic shoes Socks
FCS (Year 2 & 3): white shirt, black pants, black shoes, and socks
Medical Science Academy 1 & 2: Lab Coat and Scrubs
Automotive Academy: blue jeans, close-toed shoes, academy shirt
Education Academy: business casual professional attire
SCUBA oxygen tank fee- not to exceed \$40

Specialized Equipment or Clothing Specific to Extracurricular Activity Participation

Shoes appropriate for the activity Undergarments appropriate for the activity
Gym Shorts and Cotton T-shirt Athletic socks
Golf clubs, practice golf balls, tees Baseball glove / softball glove, bat(s)
Tennis racquet Protective gear (ex. soccer shin guards)
Choir: Up to \$350 for competition shirt, pants, ties, dress, shoes, and stockings

Optional Fees -Not Required

Ralston High School Activity Ticket-\$50.00 Physicals for Sports-\$50.00
Ralston High School Yearbook-\$75.00 Parking-\$25.00
Student Picture Packages-\$15-\$25
Printed Clothing
Books &/or consumable materials for personal ownership (ex. clay, wood, etc.)
Extracurricular activities admission – Maximum \$25.00 per event
Extracurricular activities travel fee – Not to exceed \$4800 per event
Prom-\$35

Certification (Optional to student)

Red Cross Lifeguard certification \$85.00
OSHA: \$25
SCUBA certification-paid directly to certification provider

Donations / Fundraising

Cheer and Dance Uniforms: \$1200
As approved by the Superintendent or designee

AHERA NOTIFICATION

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, 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 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.

It is the intention of the Ralston Public School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in the school district administrative office or administrative office of the school during regular business hours. Pat Flinn is our designed asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to 402-898-3460.

HOMELESS CHILDREN AND YOUTH

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

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

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

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Dianne Young who may be contacted at 402-898-3441.

PROTECTION OF STUDENT RIGHTS

Ralston Public Schools respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA) and Federal Legislation Act. The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as follows: First Semester. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

STAFF QUALIFICATIONS

Notice to Parents

As a parent of a student in Ralston you have the right to know the professional qualifications of the classroom teacher who instructs your child or if there will be a change in staff for more than four weeks of student contact days. Under the Every Student Succeeds Act, federal law allows you to request certain information about your student's classroom teacher. The law also requires the district to give you this information in a timely manner upon request. Listed below is the information about which you have the right to know:

- *Whether the Nebraska Department of Education (NDE) licensed or endorsed your student's teacher for the grades and subjects taught.*
- *Whether NDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.*
- *The teacher's college major; whether the teacher has any advanced degrees, and if so, the subject of the degrees. Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.*

Please contact the if you would like to receive any of this information at 402-331-4700.

FERPA Notification

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attend a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth their view about the contested information.
- FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

TITLE IX

Nondiscrimination. The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at Title IX Coordinator, 8545 Park Drive, Ralston, NE, or by email at ryan_pivonka@ralstonschools.org, or via phone at 402-331- 4700 The school district's nondiscrimination policy and grievance procedures are included this policy, or can be accessed at: [https://www.ralstonschools.org/site/handlers/filedownload.ashx?moduleinstanceid=1169&dataid=9780&FileName=3053 - Nondiscrimination.pdf](https://www.ralstonschools.org/site/handlers/filedownload.ashx?moduleinstanceid=1169&dataid=9780&FileName=3053_-_Nondiscrimination.pdf). To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

Retaliation Prohibited. Retaliation, including peer retaliation, is prohibited in the school district's education program or activity. If the school district has information about conduct that reasonably may constitute retaliation under Title IX, it may be required to treat it as an allegation of sex discrimination. Upon receiving a complaint alleging retaliation, the school district will initiate its grievance procedures or informal resolution process.

Definitions. As used in this policy, the following terms are defined as follows:

Complainant means an employee, a student, or a parent, guardian, or other individual with the legal right to act on behalf of a complainant who is alleged to have been subjected to conduct that could constitute sex discrimination, including sex-based harassment; or any other person who may have been subjected to sex discrimination when that person was participating or attempting to participate in the school district's education program or activity.

Complaint means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged sex discrimination under Title IX.

Consent for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. School district officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

Respondent means a person who is alleged to have violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that the school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

Sex-based harassment prohibited by this part is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex that is:

Quid pro quo harassment. An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in the school district's education program or activity.

Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

Sex Offenses, Forcible—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

- Rape—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- Sodomy—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent

because of his/her age or because of his/her temporary or permanent mental or physical incapacity

- **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses, Non-forcible—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

- **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

Dating violence meaning violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length and type of relationship and the frequency of interaction between the persons involved in the relationship;

Domestic violence meaning felony or misdemeanor crimes committed by a person who:

- Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the school district, or a person similarly situated to a spouse of the victim;
- Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction

Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Response to Sex-based Harassment.

All Employees. All school district employees must notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination, including sex-based harassment under Title IX.

Title IX Coordinator. The school district will designate and authorize at least one employee as the school district's "Title IX Coordinator," to coordinate the school district's efforts to comply with its responsibilities under Title IX and this policy. The superintendent or Title IX Coordinator is authorized to delegate specific duties to one or more designees.

For conduct that could constitute sex-based harassment, the Title IX Coordinator must take the following actions:

- Offer and coordinate supportive measures for the complainant and for the respondent;

- Notify the complainant or the individual who reported the conduct of the grievance procedures and, if appropriate, the informal resolution process.
- Take other appropriate steps to avoid the recurrence of sex discrimination and restore or maintain equal access to the school district's programs and activities.

Supportive Measures. The school district will provide supportive measures, as appropriate, in cases involving sex-based harassment. These measures may include but are not limited to: counseling; extending deadlines; increased supervision; no-contact directives; leaves of absence; changes in class, work, or activities, regardless of whether there is a comparable alternative; and training and education programs related to sexbased harassment. Supportive measures may be continued, modified, or discontinued at the conclusion of any grievance process. Supportive measures will not be disclosed to anyone other than the person to whom they apply and others, including school officials, who need to know the supportive measures to implement them.

Requests to Modify Supportive Measures. A complainant or respondent may request modification or reversal of the school district's decision to provide, deny, change, or terminate supportive measures applicable to them. Requests must be made to the Title IX Coordinator in writing, and an impartial individual will review the request.

Students with Disabilities. If the complainant or respondent is a student with a disability, the Title IX Coordinator will consult with one or more members of the student's IEP or Section 504 team to determine compliance with those laws while implementing supportive measures and all other requirements of this policy and Title IX.

Emergency Removal. The school district is authorized to remove a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis; determines that an imminent and serious threat to the health or safety of a complainant or other persons arising from the allegations of sex discrimination justifies removal; and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

Administrative Leave. The school district is authorized to place an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures.

Informal Resolution. The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged in sex-based harassment of a student or informal resolution would be contrary to law. Prior to initiating informal resolution, the parties will be provided with notice of the allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and respondent, the ability to withdraw from the process, and the right to resume the grievance process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process.

The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.

If informal resolution is offered, the school district will maintain all evidence gathered, communications about the informal resolution process, and the agreement reached. This information will be disclosed to outside individuals only as permitted by law and if required to implement the requirements of the agreement or Title IX. If no agreement is reached, only relevant and permissible evidence received during the informal resolution process will be considered during the grievance process.

Grievance Procedures to Resolve Complaints of Sex Discrimination. Any person designated as Title IX Coordinator, investigator, or decision maker will not have a conflict of interest or bias for or against any party, generally or specifically. The decisionmaker may be the same person as the Title IX Coordinator or investigator.

Complaint. Complaints of sex-based harassment may only be made by a complainant; a parent, guardian, or other individual with the legal right to act on behalf of a complainant; or the Title IX Coordinator. Complaints of sex discrimination (excluding complaints of sex-based harassment) may be made by any person who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.

Complaint by Coordinator. In the absence of a complaint made by any other individual, the Title IX Coordinator will determine whether to initiate a complaint of sex discrimination. The Title IX Coordinator must consider, at a minimum, the following factors:

- The complainant's request not to proceed with the initiation of a complaint;
- The complainant's reasonable safety concerns regarding the initiation of a Complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the school district;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If the Title IX Coordinator initiates a complaint, they will notify the complainant prior to doing so and address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.

Consolidation of Complaints. The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references in this section to a party, complainant, or respondent include the plural, as applicable.

Basic Procedures. This grievance procedure is governed by the following basic requirements:

- A respondent is presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedure;
- The school district will treat the complainant and respondent equitably throughout the grievance process;
- The school district will take reasonable steps to protect the privacy of individuals participating in the grievance process in a manner that does not restrict the parties

- from obtaining and presenting evidence, speaking to witnesses, consulting with family members or advisors, or otherwise participating in the grievance process;
- The District will use the following timelines for each complaint, but the Title IX Coordinator or designee may extend them as needed:

Major Stage	Target Duration (calendar days)
Completion of the school district's decision whether to dismiss or investigate a complaint of sex discrimination	1-15
Investigation	1-30
Determination	1-30
Appeal	1-20

Notice of Allegations. Upon initiation of the grievance procedure, the school district will provide notice of the allegations to the parties whose identities are known. The notice will include a copy of this policy; the parties involved in the incident(s); the conduct alleged to constitute sex discrimination; and the date(s) and location(s) of the alleged incident(s), if available. Retaliation is prohibited.

If the school district decides to investigate additional allegations of sex discrimination that are not included in the initial notice, the school district will provide notice of the additional allegations to the parties.

Complaint Investigation. The burden is on the school district to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. The individual investigating and deciding the complaint will:

- Provide an equal opportunity for the parties to present fact witnesses and relevant and permissible evidence;
- Objectively review all evidence gathered through the investigation and determine what evidence is relevant and permissible;
- Provide each party with an accurate description of the relevant and permissible evidence, and upon request, copies of this evidence;
- Provide the parties a reasonable opportunity to respond to the evidence;
- Use a process that enables the decision maker to question parties and witnesses to adequately assess a party's or witness's credibility, but credibility will not be based upon any individual's status as a complainant, respondent, or witness; and
- Take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Relevant and Permissible Evidence. The school district will consider relevant and permissible evidence. Relevant evidence is evidence related to the allegations of sex discrimination under investigation as part of the grievance procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Generally relevant evidence is permissible, but does not include:

- Evidence that is protected under a privilege as recognized by Federal or State law;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional in connection with the provision of treatment to the party or witness unless the school district obtains that party's or witness's voluntary, written consent for use in this grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless that evidence is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sexbased harassment occurred.

Determining Whether Sex Discrimination Occurred. The school district will:

- Use the preponderance of the evidence standard of proof, that it is more likely than not, to determine whether sex discrimination occurred;
- Use only relevant and permissible evidence to reach a determination;
- Notify the parties in writing of the determination whether sex discrimination occurred, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- If there is a determination that sex discrimination occurred, coordinate and provide remedies to restore equal access, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur;
- Not discipline a party, witness, or others participating in a school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

Dismissal of a Complaint. A complaint of sex discrimination made through the grievance procedure may be dismissed for any of the following reasons:

- The school district is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the school district's education program or activity and is not employed by the school district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that without the complainant's withdrawn allegations, the remaining alleged conduct would not constitute sex discrimination even if proven;
- The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint under this paragraph, the school district must make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The school district will notify the complainant that a dismissal may be appealed and provide the complainant with an opportunity to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district

must also notify the respondent that the dismissal may be appealed on the bases set out in this policy. Upon the dismissal of a complaint, at a minimum, the school district will:

- Offer supportive measures to the complainant, and offer supportive measures to the respondent if the respondent has been notified of the complaint;
- Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

Appeal. The school district will provide the parties the opportunity to appeal the decision-maker's written determination or a dismissal of a complaint, on the grounds identified below. The school district will implement appeal procedures equally for the parties, including a reasonable and equal opportunity to make a statement in support of or challenging the outcome being appealed. Appeals under Title IX, like other comparable proceedings, will be handled consistent with the school district's general complaint policy.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the superintendent within three (3) calendar days of the party's receipt of (1) the written determination of whether sex discrimination occurred from which the appeal is taken, or (2) the written dismissal of the complaint from which the appeal is taken.

Notice of Appeal Filed By Party. The Notice of Appeal must include (a) the name of the party or parties appealing, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from the following subsection) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy and Title IX.

Appeals of Dismissals. If a dismissal is appealed, the school district will provide notice of the allegations to the complainant and respondent if not provided previously.

Appeal Decision. The decision maker for the appeal will be an individual who did not take part in the investigation, determination, and/or decision to dismiss the complaint. The appeal decision maker will notify the parties of the result of the appeal and the rationale for the result.

Disciplinary Sanctions and Remedies. If it is determined that sex-based harassment occurred, the school district may impose disciplinary sanctions that may include suspension, expulsion, mandatory reassignment, adverse employment action up to and including termination, or any other actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.

Superintendent Authorized to Contract. The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the school district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

Recordkeeping. The school district will maintain the following documents for a period of at least seven years:

- For each complaint of sex discrimination, records documenting the informal resolution process or grievance procedures and the outcome.
- Records documenting the actions the school district took to meet its obligations under Title IX for any allegation of sex discrimination.
- All materials used to provide training as required by this policy. The school district will make these training materials available upon request for inspection by members of the public.

RALSTON PUBLIC SCHOOLS

Chromebook Usage Handbook



The policies, procedures, and information within this document apply to all computing devices used at Ralston Public Schools by students including any other device considered by the

Administration to fall under these policies.

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Chromebook Essentials

Receiving Your Chromebook

1. Parent/Guardian Orientation

All parents/guardians are expected to attend registration and sign the *Ralston Public Schools Student Chromebook Agreement* before a device will be issued to their student.

2. Distribution

Students will receive their Chromebook and related peripherals within the first two weeks of school. Students and parents/guardians will need to sign the *Ralston Public Schools Student Chromebook Agreement* Receipt before receiving their Chromebook.

3. Transfer/New Student Distribution

All transfers/new students will be able to pick up their Chromebook from the school media center/technology office. **Students and parents/guardians will need to sign the *Ralston Public Schools Student Chromebook Agreement* Receipt before receiving their Chromebook. This will be done within student verification.**

Returning Your Chromebook

1. End of Year (grades 9-12)

Students returning to the district the next school year, will retain their Chromebook and all issued peripherals over the summer unless parents elect to return their student's device for the summer.

2. Transferring/Withdrawing Students

Students who transfer out of or withdraw from the Ralston Public Schools must turn in their Chromebook and related peripherals to the media center/technology office on or before their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving the Ralston Public Schools must be paid prior to disenrollment from the district. The district may also file a report of stolen property with the Police Department.

RPS Chromebook Coverage Program

Ralston Public Schools offers the opportunity to participate in the optional RPS Chromebook Coverage Program designed to protect students and families from full financial responsibility for device repairs and/or replacement. The cost is \$30.00/\$15.00* (*reduced for students who qualify for Free/Reduced Lunch Program) **annually** for each Chromebook and it covers the summer months if parents/students elect to keep the Chromebook over the summer.

Payment must be submitted by September 1st in order to participate in this program. After this date, a student's device will not be eligible for the RPS Chromebook Coverage Program. Students enrolling at RPS throughout the school year will have three weeks to submit payment in order to participate in the RPS Chromebook Coverage Program. If a student withdraws from Ralston Public Schools and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated. **Premiums are non-refundable.**

The program covers devices assigned to the student against accidental damage and/or loss. Damaged, lost, or stolen devices should be reported immediately according to the process described during orientation. Ralston Public Schools will require that a police report be

submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

Total value of repairs or device replacement will be determined by RPS. The program will pay the amount of damage or replacement per the schedule of repairs listed below. Damage as a result of gross negligence or purposeful damage will not be covered under the RPS Chromebook Coverage Program. Parents/Guardians are responsible for 100% of damages due to gross negligence. The district reserves the right to discontinue participation for students with unusually high numbers of claims. Such discontinuation will be effective 30 days after notification to the student and parent/guardian.

Training

Students will receive training to address care and usage of the Chromebook as well as usage of their Google (@ralstonschools.org) account. Digital Citizenship training will also be provided to address respectful, responsible, and ethical use of the internet and digital tools.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the school media center/technology office. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions

- No food or drink should be next to your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, or labels.
- Chromebooks, not being used for an extended period of time, should be shut down in order to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Heavy objects should never be placed on top of Chromebooks.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.

Device Protection

- Students and parents may decide to add additional protection for their Chromebooks by purchasing a hard protective case and/or sleeve from an outside source.

Carrying Chromebooks

- Always transport Chromebooks with care.
- Never lift Chromebooks by their screen.
- Never carry Chromebooks with the screen open.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment,

some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, **dry** microfiber cloth or anti-static cloth. Do not clean screens with products containing ammonia or alcohol.

Using Your Chromebook

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebook to all classes unless specifically advised not to do so by their teacher.

If a Student Does not Bring His/Her Chromebook to School

- Loaner devices may be available for students failing to bring their device to school.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the issued device.
- School personnel will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to administration for students who have excessive occurrences during the school year.
- Staff will treat such occurrences as insubordination offenses, which may result in disciplinary action.
- If a loaner is not turned in at the end of the day, an administrator will be contacted and will work on retrieving the loaner.

Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.

Personalizing the Chromebook

- Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Ralston Public Schools. Spot checks for compliance will be done by administration, teachers, and technology support staff at any time.
- Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Ralston Public Schools Internet Safety and Acceptable Use Policy.

Sound

- Sound should be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

Logging into a Chromebook

- Students will log into their Chromebook using their school-issued Google (@ralstonschools.org) account.
- Students should never share their account passwords with others. In the event of a

compromised account the Ralston Public Schools Technology Department reserves the right to disable your account.

- The student assigned to the Chromebook should be the only individual logging in to and using the device.

Using Your Chromebook Outside of School

- Students are encouraged to use their Chromebook at home and other locations outside of school.
- A WiFi Internet connection will be necessary for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Ralston Public Schools Acceptable Use Policy, Administrative Procedures, acceptable use agreement, and all other guidelines in this document wherever they use their Chromebook. Please note that some internet providers DO NOT work with Chromebook.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the District.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, deny access to, view, monitor, and record use of the Chromebook at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

Teachers, school administrators, and the Technology Department staff may use monitoring software that allows them to view the screens and activity on the Chromebooks.

Updates

The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebook.

Virus Protection

Chromebook uses the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Content Filter

The District utilizes an Internet Content Filter that is in compliance with the federally-mandated Children’s Internet Protection Act (CIPA). All Chromebooks are filtered for inappropriate content and pass through the District’s filtering appliance when connected to the Internet regardless of the physical location (e.g., school, home, public WiFi). If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact school personnel, who in turn, will submit a helpdesk ticket to request the site be unblocked. Ralston Public Schools makes every effort to filter web content through its comprehensive web filter; however, it is essential students and parents understand that students will be held accountable for using technology according to District policies.

Inspection

Students may be asked to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Software on Chromebooks

Originally-Installed Software

Chromebook software is delivered via the Chrome Web Store and/or Google Play. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and be easily accessible at all times.

All Chromebooks are supplied with the latest stable build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS may install updates when the computer is idle or restarted.

Google Apps for Education Accounts

Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Sheets (spreadsheets), Slides (presentations), Drawings, Forms, Sites, and Gmail within Ralston Public Schools.

Additional Apps and Extensions

Students are unable to install additional apps and extensions on the Chromebook other than what has been approved by the Ralston Public Schools.

Repairing or Replacing Your Chromebook

Tech Support

All Chromebook in need of repair must be brought to the school media center/technology office as soon as possible.

Accidental Damage or Loss Protection

As part of the 1 to 1 initiative at Ralston Public Schools, the school district is recommending participation in the RPS Chromebook Coverage Program. **Payment must be submitted by September 1st in order to participate in this program. After this date, a student's device will not be eligible for the RPS Chromebook Coverage Program.** Students enrolling at RPS throughout the school year will have three weeks to submit payment in order to participate in the RPS Chromebook Coverage Program.

This program is designed to protect students and families from full financial responsibility for accidental damage or loss. Damaged, lost, or stolen devices should be reported immediately according to the process described during registration. Ralston Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

Parents/Students will be charged full replacement costs for any damages due to gross negligence or purposeful damage.

Chromebook Technical Support

The School Media Center/Technology Office will be the first point of contact for repair of the Chromebook. Services provided include:

- Password identification
- User account support
- Distribution of replacement Chromebook
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

Chromebook Being Repaired

- Loaner Chromebook may be issued to students when they leave their school-issued Chromebook for repair.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- Chromebook on loan to students having their devices repaired may be taken home.
- The media center/technology staff will contact students when their devices are repaired and available to be picked up.
- In order to pick up their school-issued device, students must return the previously loaned device and pay any fees associated with the repairs.

RPS STUDENT COMPUTING DEVICE COVERAGE PROGRAM

As part of the Student Computing Device initiative at Ralston Public Schools, the School District is recommending the purchase of an Equipment Repair and Replacement Program prior to the deployment of the Student Computing Device to your student. Under this agreement, the Student Computing Devices are protected against accidental damage if participating in the RPS Student Computing Device Coverage Program. The Ralston Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

This additional cost does not cover for loss of the Student Computing Device and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Ralston Public Schools will assess the Student Computing Device loss/damage and repair or replace the device if the loss/damage is determined to be accidental and within the protection guidelines. **Parents/Students will be charged for full replacement cost of a device that has been lost or damaged due to intentional misuse or abuse.**

Schedule of Repair Costs

<i>Description</i>	<i>Without Device Coverage Cost</i>	<i>RPS Device Coverage Program Participant Co</i>
<i>Device Replacement</i>	<i>\$330</i>	<i>\$165</i>
<i>Motherboard(device replacement)</i>	<i>\$330</i>	<i>\$165</i>
<i>Keyboard</i>	<i>\$80</i>	<i>\$40</i>
<i>Battery</i>	<i>\$50</i>	<i>\$25</i>
<i>LCD Panel</i>	<i>\$90</i>	<i>\$45</i>
<i>AC Power Adapter w/ Cord</i>	<i>\$45</i>	<i>\$23</i>
<i>Top Cover</i>	<i>\$50</i>	<i>\$25</i>
<i>Bottom Base</i>	<i>\$60</i>	<i>\$30</i>

<i>Bezel</i>	<i>\$40</i>	<i>\$20</i>
<i>Camera</i>	<i>\$30</i>	<i>\$15</i>
<i>LCD Back Cover</i>	<i>\$40</i>	<i>\$20</i>
<i>Asset Tag</i>	<i>\$5</i>	<i>\$5</i>

Policies and Appropriate Use

Appropriate Uses and Digital Citizenship

School-issued devices should be used for educational purposes and students are to adhere to the Acceptable Use of Technology and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Ralston Public Schools Internet Safety and Acceptable Use Policy

Ralston Public Schools Internet Access is to be used only for classroom-related activities. This policy applies when using either school equipment or personal equipment on the district network. The administration reserves the right to refuse access to the Internet by Ralston Public Schools to anyone when it deems it necessary in the public interest.

Compliance with the Law and Use of Computers/Internet

Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy.

Students at Ralston Public Schools shall receive instruction in Internet Safety. This curriculum will include material related to appropriate "Access to Internet by Minors", appropriate use of social networking sites, cyber-bullying, and other topics as are relevant in encouraging digital citizenship.

Access to the Internet by Minors (students under the age of 18) or Adults (over the age of 18)

Minors or adults shall:

1. Not access material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for education.
2. Not use Ralston Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Not engage in any illegal activities on the Internet.
4. Only use electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a Ralston Public Schools-related assignment or activity.
5. Not attempt to override or bypass any protection measure that has been put in place by Ralston Public Schools to block and/or filter access to Internet Sites that are not in accordance with policies of Ralston Public Schools.
6. Minors shall not disclose personal identification information on the Internet.

Agreement Violations

Any violation of this agreement may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Ralston Public Schools, including applicable State and Federal laws.

Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed Student Handbook form.

Acceptable Use

- We believe that access to the Internet is an important educational resource for our students.
- We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.
- We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.
 - As a safety precaution, full names or addresses are not to be revealed online.
 - Computer and network resources have been provided for educational purposes; game-playing and commercial uses are prohibited.
 - Sharing of individual accounts is prohibited.
 - Electronic mail (email) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by district personnel.
 - Chain letters and inter-relay chat are misuses of the system.
 - Vandalism or "hacking" of any kind is prohibited.
 - The security of the system and the rights of other users are to be respected at all times.
- Students who knowingly violate the terms of the agreement will be dealt with according to

the discipline policies of the individual school building and Ralston Public Schools and/or civil authorities.

- Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.
- Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold Ralston Public Schools harmless from any claims or damages arising from such use. Ralston Public Schools makes no warranties for the information or the services provided.

Privacy and Safety

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- Ralston Public Schools makes every effort to filter web content through its comprehensive web filter; however, it is essential students and parents understand that students will be held accountable for using technology according to District policies.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety

- All students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
- Plagiarism is a violation of the Ralston Public Schools code of conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Email

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the Ralston Public Schools. This email system is monitored by the Ralston Public Schools Technology Department and all messages sent or received through this system are archived and subject to filtering of inappropriate content.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Email is subject to inspection at any time by school administration.

Discipline Consequences

- The student to whom a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Handbook or the Ralston Public Schools' Student Internet and Computer Access Policy (#5037), will result in disciplinary action as outlined by the student code of conduct and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the Ralston Public Schools Technology Department to ensure appropriate use. The Ralston Public Schools cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.

Summer Chromebook Use

Ralston Public School students returning to the district the next school year will retain their Chromebook and all issued peripherals during the summer unless parents elect to return their student's device for the summer. By keeping Chromebook during the summer months, parents and students understand that the use of the Chromebook falls under the Ralston Public Schools Student Internet and Computer Access Policy (#5037). Additionally, parents and students who have enrolled in the RPS Chromebook Coverage Program will be covered during the summer months. Parents and students further understand that if a student transfers out of the Ralston Public Schools, they are responsible for returning their Chromebook to Ralston Public Schools immediately. Failure to return the Chromebook will result in criminal charges being filed for stolen property.

CHROMEBOOK USAGE HANDBOOK

RECEIPT OF NOTIFICATION AND UNDERSTANDING

(Note: Students and parents can now fill out this form online.)

The Ralston Public Schools Student Acceptable Use Agreement (AUA) is on the next page of this document for your review. Your signature on this document states that you have read, understand, and agree to abide by the compliance requirements of Ralston Public Schools regarding the use of computers and the Internet in the Ralston Public Schools.

Additionally, as part of the 1 to 1 initiative at Ralston Public Schools, the school district is recommending the purchase of an Equipment Repair and Replacement Program prior to the deployment of the Chromebook to your student. Under this agreement, the Chromebooks are protected against accidental damage if participating in the RPS Chromebook Coverage Program. The Ralston Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

This additional cost does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Ralston Public Schools will assess the Chromebook loss/damage and repair or replace the device if the loss/damage is determined to be accidental and within the protection guidelines. **Parents/Students will be charged for full replacement cost of a device that has been lost or damaged due to intentional misuse or abuse.**

Please check one of the following options:

SELECTION	DESCRIPTION OF OPTION
☐	Option 1: I accept and will abide by the Ralston Public Schools Chromebook Usage Handbook. Additionally, I would like to participate in the optional RPS Chromebook Coverage Program for the amount of \$30, \$15 if student is free/reduced lunch status.
☐	Option 2: I accept and will abide by the Ralston Public Schools Chromebook Usage Handbook. I DO NOT wish to participate in the optional RPS Chromebook Coverage Program and understand that I am responsible for 100% of all damages.
☐	Option 3: I accept and will abide by the Ralston Public Schools Chromebook Usage Handbook. I DO NOT wish to have my student issued a Chromebook to take home. <i>(PLEASE NOTE: If you choose this option, students will be assigned a Chromebook for daily use at school and may be held responsible for 100% of damages as a result of gross negligence or purposeful damage).</i>
If Option 3 above is chosen, parents/guardians may still elect to enroll in the RPS Chromebook Coverage Program. ☐ While I do not wish to have my student issued a Chromebook to take home, I would like to participate in the optional RPS Chromebook Coverage Program for the amount of \$30.	

Print Full Student Name

Grade

Student Signature (REQUIRED)

Date

Parent/Guardian Signature (REQUIRED)

Date**RPS Acceptable Use Agreement (AUA)**

Ralston Public Schools Internet Access is to be used only for classroom related activities. This agreement applies when using either school equipment or personal equipment on the district network.

This Acceptable Use Agreement (AUA) outlines the appropriate use of RPS's technology resources and services during and after school hours. By signing this form, students are indicating that they understand and agree to abide by the guidelines written below.

RPS network, technology resources and Internet access are school resources and use of them is considered a privilege. Therefore, violation of this AUA will result in the loss of this privilege and/or other appropriate discipline actions according to division-level policies. These actions may include written warnings, withdrawal of access privileges, and in extreme cases, suspension, expulsion or termination of privileges.

Compliance with Law and Use of Computers/Internet

Users of Ralston Public Schools technology will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy.

Safety and Security:

- I will not attempt to access material that is obscene, pornographic, harmful to others, or otherwise inappropriate for education.
- I understand that passwords are private and should not be shared with others. I will not allow others to use my account name or password, or try to use that of others.
- I will not attempt to engage in hacking or attempts to bypass security settings or interfere with the operation of the RPS network in any way.
- I will use RPS network and technology resources productively and responsibly for school-related purposes.
- I will maintain the setup of RPS devices as they were when I received them.
- I will record or share image or audio files only when I have obtained permission from my teacher, media specialist or administrator. I will not use cameras in restrooms, locker rooms, or dressing rooms, regardless of intent.
- I will not use RPS network and technology resources to access, display, create or communicate material that is illegal, obscene, destructive, harassing, threatening, hateful or otherwise offensive. I am responsible for not pursuing or sending material that could be considered objectionable or harmful to myself or others.
- I will be responsible for all of my digital files, including backing up files not already stored in the cloud.

Digital Citizenship

- I will use technology in such a way that does not disrupt the educational environment. This includes setting all of my devices on "mute" or "vibrate" unless permission is obtained from the teacher, media specialist or administrator.
- I will be thoughtful and polite and use appropriate language in my digital communication, as determined by school administrators.
- I will follow appropriate guidelines when publishing work online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
- I will respect the intellectual property rights of others. I will obey copyright guidelines and avoid plagiarizing others' work or ideas.
- I understand that I am an ambassador for the school/District in all of my online activities, which should not reflect negatively on my school/District. I will not post personal or embarrassing information about other students, employees, members of the RPS community or myself.

Expectations of Privacy

The computer system, including email and Internet, is the property of the Ralston Public School District. RPS relies on a combination of self-hosted, externally hosted, and cloud-based services. These services are primarily intended for educational and business use and are subject to monitoring at any time. Although RPS does not routinely check communications or files, it has the right to review, audit, and disclose all matters sent over or stored on the system. As a result, members of the RPS community should recognize that there is no reasonable expectation of privacy when using the computer system.

Respecting and Protecting Intellectual Properties

The increasing use of technology and multimedia at RPS presents a wonderful opportunity for students and teachers to share what they do with others at RPS. The presentations, photos, video and audio of classes, field trips and school events are often shared electronically through web-based resources. Sometimes, students and parents buy or receive copies of school events on media, such as CDs or DVDs. The instinct to share achievements is understandable, but these files are for private use only. Any sharing of these materials within the RPS Google domain is prohibited.

Agreement Violations

Any violation of the agreement may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Ralston Public Schools, including applicable State and Federal laws.

Users of Ralston Public Schools technology shall be granted permission to access the Internet upon receipt of the signed Acceptable Use Agreement Signature Form available from your building administrator or media specialist.

Details and definitions of the full Ralston Public Schools Student Internet and Computer Access Policy (5037) can be reviewed on the Ralston Public Schools webpage.



RALSTON MIDDLE SCHOOL **2025-2026 STUDENT / FAMILY HANDBOOK**

BOARD OF EDUCATION

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Mrs. Megan Harding - Director for Teaching and Learning
Mrs. Jennifer Pollock - Director of Student Services
Mr. Jim Frederick - External Relations and Engagement

ADMINISTRATIVE OFFICES

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

RALSTON MIDDLE SCHOOL

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

MIDDLE SCHOOL ADMINISTRATION

Andy Parizek, Principal
Jon Taylor, Assistant Principal/ Activities Director

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June, 2025

Welcome to Ralston Middle School!

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

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

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

Have a great year!

Andy Parizek
Principal
Andrew_parizek@ralstonschools.org

Jon Taylor
Assistant Principal/ Activities Director
Jon_taylor@ralstonschools.org

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

NOTICE OF NON-DISCRIMINATION

The school district does not discriminate on the basis of race, color, national origin, religion, marital status, sex, pregnancy, gender identity, gender expression, sexual orientation, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Melissa Stolley at 402-898-3451, mstolley@ralstonschools.org or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Dr. Mike Rupprecht at 402-898-3483, mrupprecht@ralstonschools.org, 8545 Park Drive, Ralston NE 68127 or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: https://www.ralstonschools.org/site/handlers/filedownload.ashx?moduleinstanceid=1169&dataid=9780&FileName=3053_-_Nondiscrimination.pdf.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Dr. Mike Rupprecht at 402-898-3483, mrupprecht@ralstonschools.org, 8545 Park Drive, Ralston NE 68127 or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the building principal at 402-898-3501 (phone number), ryan_pivonka@ralstonschools.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

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

Purpose Statement of Ralston Public Schools

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

Direction Statement

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

Ralston Public Schools Believe . . .

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

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

Ralston Middle School Vision

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

Ralston Middle School Guiding Mantra

Responsibility. Relationships. Resiliency.

Ralston Middle School Collective Commitments

Approach each day with a **positive** attitude.

Show **flexibility**.

Communicate clearly, honestly, and openly.

Be **committed** to making yourself and others better.

Practice **patience** and **empathy**.

Be **engaged** in your learning.

Collaborate as a team.

Respond to adversity with **resilience**.

Mass Communication with Families

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

Bell Schedule

<i>Bell Schedule (Non-WIN Time)</i> (Monday - Thursday - 44 minute class periods) <u>7th grade</u> - Period 1 - 8 to 8:46 am (2 extra minutes for Pledge/ Morning Announcements) - Period 2 - 8:48 to 9:32 am - Period 3 - 9:34 to 10:18 am - Period 4 - 10:20 to 11:04 am - Period 5 (Lunch and Homeroom) - 11:06 am to 12:06 pm 7A lunch - 11:06 to 11:36 am 7B lunch - 11:21 am to 11:51 am - Period 6 - 12:08 to 12:52 pm - Period 7 - 12:54 to 1:38 pm - Period 8 - 1:40 to 2:24 pm - Period 9 - 2:26 to 3:11 pm (1 extra minute for Afternoon Announcements) <u>8th grade</u> - Period 1 - 8 to 8:46 am (2 extra minutes for Pledge/ Morning Announcements) - Period 2 - 8:48 to 9:32 am - Period 3 - 9:34 to 10:18 am - Period 4 - 10:20 to 11:04 am - Period 5 - 11:06 to 11:50 am - Period 6 (Lunch and Homeroom) - 11:52 am to 12:52 pm 8A lunch - 11:56 am to 12:26 pm 8B lunch - 12:11 to 12:41 pm - Period 7 - 12:54 to 1:38 pm - Period 8 - 1:40 to 2:24 pm - Period 9 - 2:26 to 3:11 pm (1 extra minute for Afternoon Announcements)	<i>Bell Schedule (WIN Time)</i> (Monday - Thursday - 40 minute class periods) <u>7th grade</u> - Period 1 - 8 to 8:42 am (2 extra minutes for Pledge/ Morning Announcements) - Period 2 - 8:44 to 9:24 am - WIN Time - 9:26 to 9:56 am - Period 3 - 9:58 to 10:38 am - Period 4 - 10:40 am to 11:20 am - Period 5 (Lunch and Homeroom) - 11:22 am to 12:22 pm 7A lunch - 11:22 to 11:52 am 7B lunch - 11:37 am to 12:07 pm - Period 6 - 12:24 to 1:04 pm - Period 7 - 1:06 to 1:46 pm - Period 8 - 1:48 to 2:28 pm - Period 9 - 2:30 to 3:11 pm (1 extra minute for Afternoon Announcements) <u>8th grade</u> - Period 1 - 8 to 8:42 am (2 extra minutes for Pledge/ Morning Announcements) - Period 2 - 8:44 to 9:24 am - WIN Time - 9:26 to 9:56 am - Period 3 - 9:58 to 10:38 am - Period 4 - 10:40 am to 11:20 am - Period 5 - 11:22 am to 12:02 pm - Period 6 (Lunch and Homeroom) - 12:04 to 1:04 pm 8A lunch - 12:14 to 12:44 pm 8B lunch - 12:29 to 12:59 pm - Period 7 - 1:06 to 1:46 pm - Period 8 - 1:48 to 2:28 pm - Period 9 - 2:30 to 3:11 pm (1 extra minute for Afternoon Announcements)
<i>Bell Schedule (Early Release)</i> (Friday - 39 minute class periods) <u>7th grade</u> - Arrival - 7:35 to 7:55 am (<i>Grab-n-Go Breakfast available from 7:35 to 7:45 am</i>) - Period 1 - 8 to 8:41 am (2 extra minutes for Pledge/ Morning Announcements) - Period 2 - 8:43 to 9:22 am - Period 3 - 9:24 to 10:03 am - Period 4 - 10:05 to 10:44 am - Period 5 (Lunch and Homeroom) - 10:46 to 11:46 am 7A lunch - 10:46 to 11:16 am 7B lunch - 11:01 to 11:31 am - Period 6 - 11:48 am to 12:27 pm - Period 7 - 12:29 to 1:08 pm - Period 8 - 1:10 to 1:49 pm - Period 9 - 1:51 to 2:31 pm (1 extra minute for Afternoon Announcements)	<i>Bell Schedule (Early Release)</i> (Friday - 39 minute class periods) <u>8th grade</u> - Arrival - 7:35 to 7:55 am (<i>Grab-n-Go Breakfast available from 7:35 to 7:45 am</i>) - Period 1 - 8 to 8:41 am (2 extra minutes for Pledge/ Morning Announcements) - Period 2 - 8:43 to 9:22 am - Period 3 - 9:24 to 10:03 am - Period 4 - 10:05 to 10:44 am - Period 5 - 10:46 to 11:25 am - Period 6 - (Lunch and Homeroom) - 11:27 am to 12:27 pm 8A lunch - 11:37 am to 12:07 pm 8B lunch - 11:52 am to 12:22 pm - Period 7 - 12:29 to 1:08 pm - Period 8 - 1:10 to 1:49 pm - Period 9 - 1:51 to 2:31 pm (1 extra minute for Afternoon Announcements)

Homeroom/ Advisement

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

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

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

WIN (What I Need Time)

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

Guidance Counselor

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

The counselor can help you with many things including:

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

Grading

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

- A = Superior = 92-100
- B = Above Average = 84-91
- C = Average = 76-83
- D = Below Average = 67-75
- F = Failure = 0-66
- I = Incomplete

- NM = No Mark
- P = Passing

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

- Stay informed and use R-KIDS - <https://www.ralstonschools.org/> and look for the R-KIDS button under “For Families” <https://ralfamily.nebsis.org/>.
- Visit with your teachers about their availability to work with you
- Remember learning takes effort both in and outside the classroom

Ralston Middle School Academic Integrity Policy

To ensure our vision of creating a community of respect, responsibility, and academic excellence, we must demonstrate a high level of personal character and academic integrity.

Academic Integrity is:

- Completing and submitting work that is entirely your own, including words, thoughts, ideas, concepts, images, and data.
- Giving credit when you use other people's words, thoughts, ideas, concepts, images, or data in your work.
- Not plagiarizing or cheating when completing your work.

What is plagiarism?

- Plagiarism is submitting the works, ideas, images, or data from another person in any of your academic writing or projects, and claiming them as your own.

Examples of plagiarism:

- Copying and pasting a passage of text unchanged from an internet or online resource without citing the source.
- Copying slides from another student's PowerPoint and including them in your project.
- Copying pictures from Google Images and inserting those into your paper or project without citing the source (photographer's credit or location where the picture was found).
- Copying word-for-word from a printed resource (encyclopedia, magazine, etc.) and claiming it as your own.
- Copying an idea or format for a story or poem and claiming it as your own.

What constitutes cheating?

- Possession of unauthorized materials (cheat sheets, notes, etc.)
- Having someone else completing your work for you.
- Copying someone else's homework, allowing someone to copy your homework, or turning in someone else's work as your own.
- Using fake or fabricated quotes, references, or data in your work.
- Copying someone else's test, quiz, exam, or sharing answers during a test, quiz, or exam with someone else.
- Using technology to retrieve/ share answers, testing materials, etc.

Examples of academic cheating:

- Writing the answers to a test on your hand.
- Having your friend or sibling write an essay for you.
- Copying your friend's math homework, or allowing a friend to copy your homework.
- Inventing statistics or data to support your conclusions on a science experiment.

Consequences for Plagiarism and/or Cheating:

- Parents will be notified of academic misconduct by either the teacher or the principal.
- Students will be required to do another similar replacement assignment or exam to demonstrate accurate evidence of learning, or they can be required to retake or re-submit

the work. If retaking or re-submitting the work, the student must complete this on their own time.

- Participation in extracurricular activities may be suspended until the issue has been fully resolved to the satisfaction of the principal.
- A student's academic misconduct can be confidentially communicated to their teachers.
- Appropriate consequences will be determined by the administration.

Lockers (Policy 5036)

Lockers are the property of the school district and students are permitted to use them without charge. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particular suspicion or reasonable cause.

The school loans lockers to each student as an area to keep coats, books, and other items that are needed for school. Students will have access to their lockers before school and after school. Lockers will be issued at the beginning of the school year. Students, students' possessions including, but not limited to purses, bags, and automobiles, may be searched whenever there is a reasonable suspicion that the student possesses any illegal substance or object which is a violation of law or district policy, or which could cause bodily harm or damage to property. The refusal of a student to consent or submit to a reasonable search and/ or to surrender objects or substances found as a result of such a search may be grounds for discipline.

Each student is assigned their own locker. Students are not to share lockers for any reason.

- Lockers are school property.
- Lockers are subject to inspection at any time. This may include inspection by police dogs.
- Use only the locker assigned to you.
- Your locker combination is your personal business - DO NOT TELL YOUR COMBINATION TO ANYONE!
- Lockers must be kept in an orderly fashion at all times.
- Kicking lockers closed is not acceptable.
- Rigging lockers to open them without using the combination leaves all items in the locker susceptible to theft - Do not preset your locker to open.
- Never leave anything unlocked in the locker rooms.
- If your locker gets stuck, tell an office secretary, teacher, counselor, or administrator.

Lab equipment, sports equipment, instruments, computers, lockers, tables, chairs, and desks are all school property, and you are responsible for items in your care. Ralston Middle School is not responsible to pay for damages when another student steals, vandalizes or breaks another student's personal property.

Locker Room Supervision (Policy 4062)

Staff members, coaches, sponsors, and students must comply with the requirements of this policy while using locker rooms at the school district or at other locations.

Staff members, coaches, and sponsors must appropriately supervise students in locker rooms and other locations where students dress, change, or engage in similar activities. This supervision must occur at all times during curricular and extracurricular activities and includes, but is not limited to, the following:

- Entering and walking through the entire locker room at regular and irregular intervals to provide direct supervision and to assess student behavior.
- Maintaining an orderly locker room free from "horseplay" and other prohibited conduct.
- Maintaining a visual presence.
- Adequately addressing any misbehaviors.
- Escorting students to and from the locker room and the activity or instructional area.
- Unlocking the locker room so that students may enter, and locking the locker room after all students have exited the locker room.

- Searching the locker room to determine that all students have exited the locker room before locking it.
- The locker room must be locked at all times when unsupervised.

Only students whose team or activity is currently playing or are in-season or who are involved in a school-sponsored activity that requires or allows presence in the locker room are allowed access to the locker room before or after the regular school day.

Students are not allowed to enter or reenter the locker room without appropriate supervision.

If the staff member, coach, or sponsor is the opposite sex of the students, he or she may designate another adult of the same sex as the students to provide the required locker room supervision. This delegation does not remove ultimate responsibility from the staff member, coach, or sponsor who is subject to the obligations under this policy to ensure that such obligations are met. By allowing their students to participate in an activity with a cross-gender coach, parents/guardians consent to the entry of the staff member or his or her designee into the locker room at any time as necessary to maintain student safety and order.

Staff members, coaches, and sponsors must remain with students until they are picked up by the parent, guardian, or other authorized person or the student leaves in his or her own transportation. Students must never be left unattended after a game, practice, or other school-sponsored activity.

Cell phones and other devices with visual or auditory recording capability may not be used in the locker room at any time or for any reason.

Under no circumstance may a staff member, coach, or sponsor delegate any responsibility under this policy to a student or other minor.

School administrators or their designees may make random checks to assess policy compliance.

Building and Grounds

Your parents and the taxpayers in this school district pay for our educational programs, materials, and facilities. Any offender will pay for vandalism or careless use of property, and disciplinary actions will be taken by the administration. You are expected to care properly for the furniture, equipment, and building.

- Pick up your trash and the trash around you.
- Recycle paper.
- No open containers of pop or other liquid are permitted outside of the cafeteria, unless cleared as a legitimate medical condition.

Emergency Procedures

Various drills are held at regular intervals throughout the school year and are an important safety precaution. It is essential when these drills are held that everyone follows staff instructions promptly. Directions for each type of emergency will be reviewed by the teacher and posted in each classroom. If a student is in the hall during a Lockout, the student should return to their classroom. If a student is in the hall during a Lockdown, the student should go to the closest possible restroom.

Food Items

Food and beverage items should be consumed in the cafeteria. Exceptions would be special food days in classes or Advisement. Clear water bottles may be used in a respectful and responsible manner. Sunflower seeds will not be allowed in the building at any time. The permission of gum will be at the teacher's discretion.

Lunch

Parents, students, etc. are asked not to bring/ order in lunches from outside vendors to students or groups of students unless cleared through the principal's office. Students will be able to leave the building for lunch only with their parent or guardian.

Student Appearance (Policy 5031)

~~Any manner of dress, hair style, make up, or personal hygiene that~~

- ~~• Constitutes a threat to the safety, health, or welfare of the student or others;~~
- ~~• Violates any statute;~~
- ~~• Interferes with the education process, or that school officials can reasonably predict will interfere with the education process; or~~
- ~~• Causes or may cause excessive maintenance problems in the school may be grounds for corrective or disciplinary action.~~

~~The superintendent or their designee may institute specific dress code regulations in any school consistent with board policy.~~

General Regulations

The District prohibits student attire or appearance that:

- Causes or is likely to cause material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/ or wear district approved or issued uniforms in order to participate in activities.

Altering a student's appearance or removing or altering a student's attire without consent from their parent/ guardian/ caregiver is not allowed. Additionally, students' hair should not be permanently or temporarily altered by school personnel.

Cultural and Religious Attire

Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids, locks, twists, tight coils or curls, cornrows, Bantu knots, argos, weaves, wigs, or head wraps.

Any person who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any public or private location where the person is otherwise authorized to be on school grounds or at any school function.

Health and Safety Considerations

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

Health and Safety Accommodation Process

If a health and safety standard accommodation is necessary, the District will:

- Engage in a good-faith effort to reasonably accommodate the student and

- Notify the student's parent or guardian of such and attempt to accommodate the student's appearance or any attire, tribal regalia, hairstyle, adornment, or other characteristic associated with race, national origin, or religion
- Attempt to obtain consent from a student's parent or guardian prior to altering a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire, tribal regalia, hairstyle, adornment, or other characteristics associated with race, national origin, religion.

Recordkeeping

The District will record efforts made to accommodate a student's appearance, attire, hairstyle, adornment, or other characteristics associated with race, religion, sex, disability, or national origin. Each record must include: the student's name; federally identified demographic characteristics; date of the occurrence; the health and safety standard relating to the accommodation; the nature of the accommodation requested; the staff involved; communication with parents/ guardians/ caregivers, and; the outcome of the effort.

Enforcement

Violations of this policy shall be addressed in a manner consistent with the board's policies regarding student discipline.

Student Appearance and Dress Code

~~The school dress code is based on the principle that student dress is the responsibility of each student's parents/guardians. For this reason, we feel that many of the restrictions on dress code and grooming should originate with the parent/ guardian rather than with the school administration.~~

~~The dress code should allow for individualism and meet the current trend of changing styles. However, when a style becomes extreme, the matter will be discussed with the student. Students wearing clothing that is deemed inappropriate may be sent home or have proper clothing delivered by a parent or wear clothing stored in the office for dress code violations. Students who refuse to comply will face disciplinary action.~~

- ~~1. Appearances which are disruptive, according to the staff, will not be allowed. Students may be referred to administration for final approval. Automatically included in this category are-

 - ~~a. Not any clothing that is offensive or distracting to the learning environment. (Clothing with vulgar, obscene, profane, suggestive or otherwise inappropriate drawings or slogans)~~
 - ~~b. No sagging pants.~~
 - ~~c. No pajama pants.~~
 - ~~d. No bare midriffs.~~
 - ~~e. Upper body articles should cover the body from both shoulders to the waist. Shirt straps must be approximately one inch or wider~~
 - ~~f. No pants/ clothing with tears/ missing fabric that reveals excessive skin.~~~~
- ~~2. Students must wear shoes or sandals at all times, no slippers.~~
- ~~3. Students will not be allowed to wear sunglasses, hats, caps, bandanas, bandanas worn as headbands, or other head coverings that are not related to an individual's religious/ cultural beliefs. Those items are to be kept IN LOCKERS during the day from 7:55 am to 3:14 pm. Bandana printed items may not be worn or displayed.~~
- ~~4. Coats are generally not needed in school and should not be worn in class unless a teacher determines coats are needed.

 - ~~a. What is NOT allowed? Any coat that is generally worn as an OUTSIDE coat for warmth is not allowed. Not allowed are heavy overcoats, ski jackets, rain wear, or any lined jackets.~~~~

- ~~b. What IS allowed? One layer cotton lining inside a windbreaker, unlined windbreaker, and pullover or zippered sweatshirts are acceptable for indoor wear.~~
- ~~c. Sweatshirts with hoods are allowed but the **hoods must be down at all times** during the school day.~~

Cell Phone/ Electronic Items (Policy 6025)

~~Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices. By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law. Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct. Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including any calls or downloads. Students who violate this policy may have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.~~

Cell Phone and Other Electronic Devices (Policy 6025)

Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy or as deemed appropriate by a student's education team.

Students attending Ralston Middle or any Ralston Elementary schools are prohibited from using their cell phones or electronic devices unless given express permission by a faculty member during school hours.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

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

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their cell phones and pagers. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students may use cell phones or other technology in classrooms only with the express permission of the classroom teacher.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

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

Media Center

All students enrolled in Ralston Middle School are entitled to borrow books from the school media center. A library ID card is not needed. During school hours, a student will be allowed to use the media center with a pass signed by a teacher. Books and periodicals taken out of the media center must be checked out at the circulation desk. Students should exercise good judgment when deciding the number of books to check out at one time. Reserved books, reference books, and encyclopedias may be checked out for one period or overnight only. You are responsible for their condition and may be fined up to the full cost of the book if there is abnormal wear or damage to any books you have been loaned.

Physical Education

Physical Education is part of our curriculum. Every student is expected to participate unless excused as a part of legitimate medical conditions.

Should this be the case, we expect a doctor's written excuse stating the reason and the length of time the pupil will not be participating. These excuses will be renewable at the beginning of each school year. If a student has a doctor's written excuse, they will be unable to participate in athletic practice and events during that time. Parent/guardian written excuses may not amount to more than three (3) days for the school year. For any illness or injury that limits the student's activity longer than this, a doctor's written excuse is expected.

Proper gym shoes are required. Clothing for P.E. must follow the dress code policies.

Bikes

- Park bikes in the bike racks provided.
- LOCK your bikes at all times.
- The school is not responsible for lost, stolen, or damaged bikes.
- Non-licensed (e.g., mopeds, go-karts, mini bikes, etc.) motorized vehicles are prohibited on school property.

Student Activities (Policy 6028)

The school day at RMS does not necessarily end when the bell rings at the end of the day. There are several opportunities for students after school, however, students need to report to the designated areas directly after school or bring a signed note if they are staying after with a teacher. **Students not participating in an after school opportunity are expected to be off school property by 3:30 pm.** If a student is participating in any extra-curricular activity, they must be present at school for at least four periods of the school day.

The opportunities listed below are available for students staying after school. Students involved must follow the school guidelines when staying after school.

Ralston Middle School programs are proud of the students, coaches and sponsors who contribute to make the activities programs a positive experience for its participants. Success in extracurricular activities cannot always be measured by the wins and losses of each program, but they must also be measured by the satisfaction and educational experiences received by the participants. The activities program also provides opportunities to assist participants in growing physically, mentally, and emotionally.

The element of competition, although it exists, is controlled to the point that it does not determine the nature of the programs. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good behaviors prevail at all times to enhance the educational values of the contest.

The coaching and activities staff and administration believe that participation in activities and athletics, both as a participant and as a student spectator, is an integral part of the student's educational experiences. Such participation is a privilege that carries with it responsibilities to the school, the team, the student body, the community, and the students themselves. In their participation and in their conduct, they are representing all of these groups. Such experiences contribute to the knowledge, skill, and emotional patterns that they possess, thereby providing guidance in becoming better people and better citizens.

Safety

The District's philosophy is to maintain an activities program that recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Player Responsibility - Listen to your Coaches/Sponsors

- Stop what you are doing and make eye contact.
- Be respectful while listening by displaying appropriate body language.
- Make a conscious effort to pay attention to detail.
- Respond to instructions immediately and in a positive manner.
- If you do not understand, raise your hand and ask questions.

Player Responsibility - Accept Coaching Instruction and Team Philosophies

- Understand that coaching is instructional. Learning the fundamentals of your sport/activity is integral in becoming the best you can be in that particular endeavor.
- If you feel frustrated, visit with your coach or sponsor at an appropriate time.
- Make only **POSITIVE** comments to your teammates - **SUPPORT ONE ANOTHER!**
- Remember your teammates are here for the same common goals!

- Respect your opponents- treat them how you would choose to be treated.
- Win with class. Lose with dignity.

Sports by season:

Fall (August – mid October)

Football, volleyball, cross country

Early Winter (end of October - December)

Boys basketball, girls wrestling

Late Winter (December – March)

Girls basketball, boys wrestling

Spring (end of March – May)

Track

In order to participate in any sport, students must provide:

1. ***A physical exam to be kept on file at Ralston Middle School (dated after May 1st, 2025).*** Students will not be able to participate in any practices or games until this physical is received in our office. All students entering seventh grade are required to have physical exams prior to enrolling at RMS. These also serve as the athletic physical during the student's seventh grade year.
2. ***A ONE TIME activity fee of \$25.00 (paid each school year).*** Please make checks payable to Ralston Middle School.
3. ***Signed parent permission form and RECEIPT OF RALSTON MIDDLE SCHOOL 2025-2026 STUDENT HANDBOOK signature*** (part of student check-in packet).
4. ***Students must also have proof of health insurance.*** Ralston Middle School provides NO insurance coverage. It is the responsibility of the parents to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or resulting in their participation in athletics. If a student needs health insurance, please stop in the office for an informational handout provided by Student Assurance Services.

Attendance Requirements

1. Attend practices regularly. Students may miss practices for the following reasons only: 1) family 2) church 3) involvement in another school activity 4) illness (absence from school that day)
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests, the participant should contact the coach or sponsor in advance by phone, with a written note, or by email. Any practice that is missed without prior contact with the coach will be assumed an unexcused practice.
3. On the day of a contest, performance or other activity, be in attendance for four periods of the school day. A student who is not in attendance for the four periods is ineligible for the contest, performance, or activity (*exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The principal or athletic director must approve the exception*).
4. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.
5. Students will have situations when they meet with teachers after school to make up tests or assignments. Academics are always the first priority. In this situation, students must:
 - Bring a note/pass from the teacher to their coach **before** practice begins. Some coaches may have you change into your practice clothes before meeting with your teacher.
 - Complete assignments with the teacher then return to practice.

~~However, if a student must serve a detention due to our RMS late work policy or for not meeting expectations for behavior in the classroom,~~ If a student is receiving help from a teacher, students must still possess a note/ pass from the teacher in these situations so coaches are aware of the team member obligations with their teachers.

Equipment and Lockers

The athletic department will furnish equipment needed for each program. It will not furnish shoes or any equipment needed of a personal nature. All equipment checked out to a participant is their responsibility. Upon completion of the season, the equipment will be checked in to the coach. *If there is an item missing or damaged, the student must pay for the replacement cost.* Students are provided a locker in the locker room to store practice clothing and equipment. *Students are to be responsible for locking all equipment and personal articles in their lockers during practice and game times.* Negligence in doing so could result in items being stolen. **The school is not responsible for lost or stolen items.**

Scheduled Practice Times

Students will receive a practice and game schedule from their coaches at the start of the sports season. Practices will be held from **3:15 to 5 pm.** During the winter sports season, there could be 6:00-7:30 a.m. practices on a rotating basis due to the availability of the gyms. However, please refer to the practice schedule received at the beginning of the season for exact practice times. These may vary. Please arrange your student to be picked up from practices and games on time.

Cancellation/Postponement Procedure:

There may be situations when we will need to postpone or cancel games or matches due to inclement weather. The following steps will be used to communicate to parents:

- An announcement will be made over the school intercom to alert students of the cancellation/postponement.
- Students will be allowed ~~to use classroom telephones~~ to contact parents.
- In the event that games are canceled or postponed, no practices will be held after school.
- The cancellation/postponement will also be posted on our RMS website.

Facilities Usage

No one is allowed to be in the building or to use the athletic facilities without a coach or sponsor supervising. Any athlete using the weight room must also be supervised by coaching staff.

Transportation Policy

Activities may be conducted at locations other than Ralston Middle School. In some instances, Ralston Middle School will not provide transportation to the activity. Ralston Middle School is not responsible when students are provided transportation by a vehicle driven by others. In these instances, the responsibility and liability of the school and school officials is limited to the period from the participant's arrival at the event site and contact with the coach, sponsor, or assigned staff member, until dismissal from the event. All other liability for the child's safety lies with the parent, or their designated drivers.

Age Specific Information to Parents of Middle School Athletes

NSAA Eligibility Rule 2.3 – “Student is ineligible if 19 years of age before August 1 of the current school year.” (Students in grades 7 or 8 may participate on a high school team if they are 15 years of age prior to August 1 of the current school year). Parents need to be informed that their child, who would be ineligible if they turn 15 years of age before August 1st of their 8th grade year of school or 14 years of age before August 1st of their 7th grade school year. Please contact your school's activities director for more information.

Extracurricular Code of Conduct

Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

Scope of the Code of Conduct

The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school. **The Code of Conduct also applies to participation in school-sponsored activities such as school dances, 8th grade end of the year celebration at Papio Fun Park, attendance at school events such as athletic contests and concerts, and other school sponsored events.**

A participant means a student who participates in, has participated in, or will participate in an extracurricular or school sponsored activity.

Any Ralston student is subject to disciplinary procedures for inappropriate actions that take place at their building of attendance, any other district building and/or school related activity, or for any other action prohibited by state statute.

While we cannot itemize every action of misconduct here, the following are the main areas of conduct, which may lead to disciplinary action, in-school suspension/suspension, expulsion from school, and/or loss of extracurricular participation privileges:

- The possession, use, sale, or transmission of tobacco, alcoholic beverages, drugs, or drug paraphernalia.
- The willful use of force, violence, threat, or insubordinate action.
- Gross disrespect for any student, school official, or employee. This includes the use of profanity or disrespectful speech or gestures toward another student or school employee.
- Stealing, willful damage, or destruction of school property or property belonging to another student or school employee.
- Continued behavior that seriously interferes with classroom instruction or other activities associated with school.
- Threatening or intimidation of other students, teachers, or anyone else connected with the school. This includes sexual, verbal, and physical harassment.
- Possession and/or use of any object or material that is ordinarily or generally considered a weapon in any school building, on school grounds, in any vehicle, or at any school sponsored activity is prohibited.
- Truancy from school or failure to attend assigned classes or activities.
- Causing or attempting to cause physical injury to a school employee or to any student.

Students cannot participate in extracurricular contests, performances, practices, or attend other school activities on days of in school suspension and/or out of school suspension.

Academic Standards

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities shows evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities, students must:

- Demonstrate the ability to balance academics with extracurricular participation. **A student is ineligible to participate in extracurricular activity contests or performances for the following academic reasons:**
 - *If they have an F grade in one of their classes*
- Office staff will do grade checks. Students are ineligible until grades have been improved and a new grade check is completed by administration.

- *If they are ineligible, they cannot participate in athletic contests, concerts, competitions, performances, school dances or other school sponsored activities for the entire week. However, the student will continue to attend practices during this time.*
- Academic requirements do not apply to:
 - *Instructional field trips which are a part of the scheduled course learning experience; or*
 - *Activities or events that are a part of the students' grade requirements.*

School Dances

A school-sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

General Rules of Student Conduct at Dances.

In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

- Only Ralston Middle School students may attend the dance.
- Students who have been suspended from school or from extracurricular activities may not attend.
- The school reserves the right to exclude persons who may or do cause a disruption or detract from the event.
- ~~Rules for dances may restrict students from leaving the dance until the dance ends without written parental permission on a form provided.~~
- Students who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
- Attire must meet school dress code requirements.
- ~~Dances are scheduled after school from 3:25-5:00 p.m.~~
- **Rides need to be arranged to pick up students at 5:00 p.m. - Rides need to be arranged to pick up students at the end of the dance**

Relationships Between Parents and Coaches/Sponsors

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone. Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

Conflict Resolution

In the event you have a concern about your student's participation on our teams and/or our programs, we ask that you use the following chain of communication to deal with the concerns:

1. First, ask your student to talk with the coach or sponsor about the concerns. This is an important life skill to teach your student and a very important first step in problem solving.
2. Second, if the issues have not been resolved by the coach or sponsor and student, then the parent/legal guardian should request a meeting with the coach or sponsor outside of class time, practice time, or event time. The coach or sponsor may request that the student attend this meeting.
3. Third, if these two steps have not succeeded, then the parent/legal guardian may request a meeting with the activities director at the school. The student and coach/sponsor will also be included in this meeting.
4. Fourth, if resolution has not been achieved, the parent/legal guardian and student may request a meeting with the principal, in which the coach or sponsor, parent, student, and assistant principal will attend. We hope the concerns can be addressed at the site level.
5. Topics that will not be discussed at any of these meetings will be playing time, game strategies, playing level, starters, student selections on teams, and comparison of students'

skills. We as an administration believe it is the responsibility and right of the coaches and sponsors to determine the members of the team, the time and/or role earned by each student during each game and event, and to determine the strategies used during a game or event.

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purpose of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

- **School Representative** - Student participants must demonstrate that they can and will represent themselves and their school in a manner that reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
- **Success** - Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Parent/Guardian Role in Communicating with Children

- Make sure your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be “out there trying,” to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, they will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that their philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under their leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

Parent/Guardian Role in Communicating with a Coach/Sponsor

- *Communication you should expect from your child's coach includes:*
 - Philosophy of the coach
 - Expectations the coach has for your child
 - Locations and times of all practices and contests
 - Team requirements
 - Procedure should your child be injured
 - Discipline that results in the denial of your child's participation
- *Communication coaches expect from parents:*
 - Notification of any schedule conflicts well in advance
 - Specific concerns in regard to a coach's philosophy and/or expectations
- *Appropriate concerns to discuss with coaches:*

- The treatment of your child, mentally, and physically
- Ways to help your child improve
- Concerns about your child's behavior
- Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- *Issues not appropriate to discuss with coaches:*
 - Playing time
 - Team strategy
 - Play calling
 - Other student-athletes

Good Sportsmanship—Behavior Expectations of Spectators

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities

- Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
- Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
- Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
- Do not “boo,” stamp feet or make disrespectful remarks toward players or officials.
- Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
- Know that noise makers of any kind are not proper for indoor events.
- Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
- Stay off the playing area at all times.
- Do not disturb others by throwing material onto the playing area.
- Show respect for officials, coaches, cheerleaders, and student-athletes.
- Pay attention to the half-time program and do not disturb those who are watching.
- Respect public property by not damaging the equipment or the facility.
- Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
- Refrain from the use of alcohol, tobacco, and drugs on the site of the contest.

Concussion Awareness (Policy 6034)

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

The School District will:

1. Require all coaches and trainers to complete one of the following online courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury -
 - a. Heads UP Concussions in Youth Sports
 - b. Concussion in Sports—What You Need to Know
 - c. Sports Safety International

- d. ConcussionWise
 - e. ACTive™ Athletic Concussion Training for Coaches
- 2. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - a. The signs and symptoms of a concussion;
 - b. The risks posed by sustaining a concussion;
 - c. The actions a student should take in response to sustaining a concussion, including the notification of their coaches; and
 - d. Acknowledgement of receipt of information by both parent/guardian and the student.

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

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

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

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

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

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

Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall be the guidance provided by the Nebraska Department of Education entitled "Bridging the Gap from Concussion to the Classroom," and accompanying materials and future supplements. Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

School Handbooks are based on Board of Education Policies - www.RalstonSchools.org

Routine Directory Information (Policy 5017)

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

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

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

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses, and telephone 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.

Parent Involvement in Education Practices (Policy 5018)

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

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
 - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
 - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
 - c. A parental request to review specific standardized and criterion- referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide NeSA assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
 - b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
 - a. Building principals may excuse a student from any single school experience at the parent's written request.
 - b. When appropriate, alternative experiences will be provided for the student by the school.
4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
 - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
 - b. State Assessments
 - i. The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.
 - c. National Assessment of Educational Progress
 - i. As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

- ii. The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.
- 7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

Field Trip (Policy 6027)

The board encourages instructional staff to incorporate field trips into the curriculum. These trips should normally be conducted during the school day.

General Conditions

All trips must be pre-approved by the teacher's building principal. Out-of-state and overnight trips require pre-approval by the board. The superintendent and principals will develop guidelines for approval of trips and communicate those guidelines to teaching staff.

Parental Permission

Each student must submit a signed parental permission slip prior to being allowed to attend a field trip. A new permission slip must be submitted for each trip. Caregivers, as that term is defined in the Nebraska Strengthening Families Act, shall be permitted to sign parental permission slips.

Supervision

Sponsoring teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. Whether paid staff or volunteers, chaperones are prohibited from drinking alcoholic beverages of any kind at any time during any field trip. All chaperones must be at least 21 years of age. Any chaperone who drives students must possess a valid driver's license. Chaperones who drive students in private vehicles must possess adequate insurance coverage. Chaperones do not have any property right in or to a chaperone assignment. The school district may deny or terminate a chaperone assignment for any reason that is not unconstitutional or unlawful. The superintendent's decision shall be final.

Student Conduct

Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

Parental/Guardian Access to Student Records (Policy 5016)

The school district shall manage student records and reports as is necessary for effective administration and in compliance with the law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district.

For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is SIMS.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No “student record” or record required to be retained by the Nebraska Secretary of State’s Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and “student records” as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, “teachers” include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when they have a legitimate educational interest in such. “School official” includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district’s direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district’s insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing their tasks. A school official typically has a “legitimate educational interest” if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility. All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Parent/Guardian Notification of Student Surveys (Policy 5015)

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

1. Surveys
 - a. Surveys Created by a Third Party
 - i. This section applies to every survey:
 1. that is created by a person or entity other than a district staff member or student;
 2. regardless of whether the student answering the questions can be identified; and
 3. regardless of the subject matter of the questions
 - ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.
 - b. Surveys Requesting Particular Sensitive Information
 - i. Sensitive information shall include:
 1. Political affiliations or beliefs of the student or the student's parent(s);
 2. Mental or psychological problems of the student or the student's family;
 3. Sexual behavior or attitudes;
 4. Illegal, antisocial, self incriminating, or demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
 7. Religious practices, affiliations, or beliefs of the student or student's parent(s); or
 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
 - ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.
 - iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the written consent of a student's parent(s) before the student participates in the survey.
 - iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.
 - v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.
 - c. Survey Inspection Requests
 - i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.
 - ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.
 - iii. The principal shall respond to survey inspection requests without delay.
2. Invasive Physical Examinations
 - a. The term "invasive physical examination" means:
 - i. any medical examination that involves the exposure of private body parts; or
 - ii. any act during such examination that includes incision, insertion, or injection into the body; and
 - iii. does not include a hearing, vision, or scoliosis screening.

- b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:
 - i. required as a condition of attendance;
 - ii. administered by the school and scheduled by the school in advance; and
 - iii. not necessary to protect the immediate health and safety of the student, or of other students.
 - c. This policy does not apply to any physical examination or screening that:
 - i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;
 - ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.)
 - iii. is otherwise authorized by Board policy.
- 3. Collection of Personal Information from Students for Marketing
 - a. The term “personal information” means individually identifiable information including:
 - i. student’s and parent(s)’ first and last name;
 - ii. home or other physical address;
 - iii. telephone number; and/or
 - iv. social security number.
 - b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
 - c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
 - i. postsecondary education recruitment;
 - ii. military recruitment;
 - iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
 - iv. student recognition programs.
- 4. Inspection of Instructional Material
 - a. Definition
 - i. The term “instructional materials” means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
 - ii. The term does not include academic tests or academic assessments.
 - b. Parents may inspect, upon their request, any instructional material used as part of their child’s education curriculum.
 - c. Curriculum inspection requests must be made to the building principal in writing.
 - d. Building principals shall respond to inspection requests within a reasonable amount of time.
- 5. Notification of Rights and Procedures
 - a. The superintendent shall notify parents of:
 - i. this policy and its availability upon request from the office of the district;
 - ii. how to opt their child out of participation in activities as provided for in this policy;
 - iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
 - iv. how to request access to any survey or other material described in this policy.
 - b. This notification shall be given to parents at least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Investigations, Arrests, and Other Student Contact by Law Enforcement & HHS (Policy 5022)

The school district and its administrators and staff desire to maintain a positive working relationship with law enforcement officers and other representatives of governmental bodies in the discharge of their duties. However, this desire must be balanced against other equally important factors such as a student's legal rights, ensuring that a student's time spent in school is for education, and acknowledging that the school stands *in loco parentis* to the students.

"Law enforcement officer" means police officers, county sheriffs, state patrolmen, Health and Human Service workers, Child Protective Services workers, Office of Juvenile Services workers, probation officers, U.S. Immigration and Customs Enforcement (ICE) agents, Federal Bureau of Investigations agents, or any other government investigatory workers.

"Parent" means the biological or adoptive mother or father, guardian, responsible relative, or any other person who has claimed legal or actual charge or control of the student pursuant to Nebraska law or Title 92 Nebraska Administrative Code Chapter 19.

Law enforcement officers are encouraged whenever possible to talk to a student away from the school before or after school hours so as to cause as little disruption as possible to the student's education.

Law enforcement officers may be called to the school at the request of school administration, or they may initiate contact with the school for their own purposes. Contact between the school and law enforcement officers on matters involving students shall be made through the office of the superintendent or building principal and the law enforcement officer. All reasonable attempts should be made to avoid embarrassing the student before their teachers and peers, and to avoid disrupting the student's and school's education program. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.

School staff shall promptly notify the superintendent when a student is questioned, arrested, or removed from school grounds by law enforcement officers.

School Related Criminal Activity

This section applies to alleged or suspected criminal activity that occurs on school grounds; in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by their designee; or at a school-sponsored activity or athletic event.

Law enforcement officers will be allowed to contact and question students at school regarding school related criminal activity as provided below.

The building principal must be notified before a student may be questioned in school or taken from a classroom by law enforcement. The building principal should request identification of the officers, their affiliation with the identified law enforcement agency, and whether their purpose is to interview, interrogate, or take custody of the student.

The building principal will make reasonable attempts to contact a student's parent for their consent and/or presence before the student is interviewed. In the event that a parent cannot be contacted after reasonable attempts, the student will be questioned only if the law enforcement officer identifies emergency circumstances requiring immediate questioning. A building principal or designee shall be present for such questioning. The student will be brought to a private room and the contact will be made out of sight of others as much as practicable.

If the student is suspected of criminal activity, it is the responsibility of the law enforcement officer to advise a student of their rights against self-incrimination.

If at any time the district's representative believes that the questioning is being conducted in an inappropriate manner and clearly contrary to the rights of the student, then the representative shall request that the law enforcement activities cease. The building principal will also make another attempt to contact the student's parent.

The building principal shall document steps taken to notify parents, summarize the law enforcement activities, identify the actions taken by the District on behalf of the student, and any further contact with law enforcement officer.

Non-School Related Criminal Activity

Law enforcement officials may not question students at school unless parental consent is obtained or the law enforcement authorities have a warrant or court order.

Taking a Student into Custody

Law enforcement officers seeking custody of a student must contact the superintendent or building principal. The principal will request the arresting law enforcement officer to provide a copy of the arrest warrant, written parental consent, a court order, or other document giving authority to take the student into legal custody. If there is no document presented, the principal should obtain the officer's name, badge number identifying the law enforcement agency, date, time, the reason for the arrest, and the place to which the student is reportedly being taken. Whenever practicable, the arrest or release of the student should be conducted in a location and in a manner that minimizes observation by others.

When a law enforcement officer removes a student from the school, the building principal will take immediate steps to notify the parent about the student's removal and the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse.

Child Abuse and Neglect

When law enforcement officers seek to investigate reports of alleged child neglect or abuse regarding a student, the building principal shall obtain a proper identification from the authorities or officials. If a student interview is conducted on school grounds, the building principal or designee and such other school personnel as appropriate shall observe the interview.

If the law enforcement officer decides to remove the student from school, school officials shall provide the law enforcement authorities with the address and telephone number of the student's parent or guardian. The principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign a statement certifying that the child is being removed from school premises because they are believed to be the victim of child abuse and that the officer understands and will comply with the legal requirements of Neb. Rev. Stat. § 79-294.

Student Records

Student records will be shared with law enforcement officers only as allowed by state and federal law.

Audio and Video Recording (Policy 3059)

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.

Secret Recordings. No person is permitted to make surreptitious recordings on school grounds unless authorized by the superintendent.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings when such recordings are deemed necessary or appropriate by an authorized representative of the district. The district will not maintain recordings unless the recording is purposefully copied and saved. Any recording not copied and maintained separately may only be accessible by the authorized representative for a limited time. Recordings made by the district may be destroyed by an authorized representative at any time unless retention is required by law.

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

Recordings Made by Staff. Staff members may make recordings of classroom instruction, student behavior or performance, and school activities without prior administrative approval only for legitimate educational purposes. Staff members may not make secret recordings while on duty, even if those recordings do not violate state or federal criminal or privacy laws. Staff members who violate this provision may be subject to consequences up to termination for classified staff and cancellation of contract for certificated staff.

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

USDA Notice of Non-Discrimination (Policy 3053)

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g.,

Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. Email: Program.Intake@usda.gov

Title IX Policy (Board Policy 3057)

Nondiscrimination. The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at Title IX Coordinator, 8545 Park Drive, Ralston, NE, or by email at mrupprecht@ralstonschools.org, or via phone at 402-331- 4700. The school district's nondiscrimination policy and grievance procedures are included in this policy, or can be accessed at: https://www.ralstonschools.org/site/handlers/filedownload.ashx?moduleinstanceid=1169&dataid=9780&FileName=3053_-_Nondiscrimination.pdf. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

Retaliation Prohibited. Retaliation, including peer retaliation, is prohibited in the school district's education program or activity. If the school district has information about conduct that reasonably may constitute retaliation under Title IX, it may be required to treat it as an allegation of sex discrimination. Upon receiving a complaint alleging retaliation, the school district will initiate its grievance procedures or informal resolution process.

Definitions. As used in this policy, the following terms are defined as follows:

Complainant means an employee, a student, or a parent, guardian, or other individual with the legal right to act on behalf of a complainant who is alleged to have been subjected to conduct that could constitute sex discrimination, including sex-based harassment; or any other person who may have been subjected to sex discrimination when that person was participating or attempting to participate in the school district's education program or activity.

Complaint means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged sex discrimination under Title IX.

Consent for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither

verbal nor physical resistance is required to establish that an individual did not consent. School district officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

Respondent means a person who is alleged to have violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that the school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

Sex-based harassment prohibited by this part is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex that is:

Quid pro quo harassment. An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in the school district's education program or activity.

Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

Sex Offenses, Forcible—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

- Rape—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- Sodomy—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- Sexual Assault With An Object—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses, Non-forcible—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

- Incest—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- Statutory Rape—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

Dating violence meaning violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length and type of relationship and the frequency of interaction between the persons involved in the relationship;

Domestic violence meaning felony or misdemeanor crimes committed by a person who:

- Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the school district, or a person similarly situated to a spouse of the victim;
- Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction

Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Response to Sex-based Harassment.

All Employees. All school district employees must notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination, including sex-based harassment under Title IX.

Title IX Coordinator. The school district will designate and authorize at least one employee as the school district's "Title IX Coordinator," to coordinate the school district's efforts to comply with its responsibilities under Title IX and this policy. The superintendent or Title IX Coordinator is authorized to delegate specific duties to one or more designees.

For conduct that could constitute sex-based harassment, the Title IX Coordinator must take the following actions:

- Offer and coordinate supportive measures for the complainant and for the respondent;
- Notify the complainant or the individual who reported the conduct of the grievance procedures and, if appropriate, the informal resolution process.
- Take other appropriate steps to avoid the recurrence of sex discrimination and restore or maintain equal access to the school district's programs and activities.

Supportive Measures. The school district will provide supportive measures, as appropriate, in cases involving sex-based harassment. These measures may include but are not limited to: counseling; extending deadlines; increased supervision; no-contact directives; leaves of absence; changes in class, work, or activities, regardless of whether there is a comparable alternative; and training and education programs related to sexbased harassment. Supportive measures may be continued, modified, or discontinued at the conclusion of any grievance process. Supportive measures will not be disclosed to anyone other than the person to whom they apply and others, including school officials, who need to know the supportive measures to implement them.

Requests to Modify Supportive Measures. A complainant or respondent may request modification or reversal of the school district's decision to provide, deny, change, or terminate supportive measures applicable to them. Requests must be made to the Title IX Coordinator in writing, and an impartial individual will review the request.

Students with Disabilities. If the complainant or respondent is a student with a disability, the Title IX Coordinator will consult with one or more members of the student's IEP or Section 504 team to determine compliance with those laws while implementing supportive measures and all other requirements of this policy and Title IX.

Emergency Removal. The school district is authorized to remove a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis; determines that an imminent and serious threat to the health or safety of a complainant or other persons arising from the allegations of sex discrimination justifies removal; and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

Administrative Leave. The school district is authorized to place an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures.

Informal Resolution. The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged in sex-based harassment of a student or informal resolution would be contrary to law. Prior to initiating informal resolution, the parties will be provided with notice of the allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and respondent, the ability to withdraw from the process, and the right to resume the grievance process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process.

The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.

If informal resolution is offered, the school district will maintain all evidence gathered, communications about the informal resolution process, and the agreement reached. This information will be disclosed to outside individuals only as permitted by law and if required to implement the requirements of the agreement or Title IX. If no agreement is reached, only relevant and permissible evidence received during the informal resolution process will be considered during the grievance process.

Grievance Procedures to Resolve Complaints of Sex Discrimination. Any person designated as Title IX Coordinator, investigator, or decision maker will not have a conflict of interest or bias for or against any party, generally or specifically. The decision maker may be the same person as the Title IX Coordinator or investigator.

Complaint. Complaints of sex-based harassment may only be made by a complainant; a parent, guardian, or other individual with the legal right to act on behalf of a complainant; or the Title IX Coordinator. Complaints of sex discrimination (excluding complaints of sex-based harassment) may be made by any person who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.

Complaint by Coordinator. In the absence of a complaint made by any other individual,

the Title IX Coordinator will determine whether to initiate a complaint of sex discrimination. The Title IX Coordinator must consider, at a minimum, the following factors:

- The complainant's request not to proceed with the initiation of a complaint;
- The complainant's reasonable safety concerns regarding the initiation of a Complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the school district;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If the Title IX Coordinator initiates a complaint, they will notify the complainant prior to doing so and address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.

Consolidation of Complaints. The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references in this section to a party, complainant, or respondent include the plural, as applicable.

Basic Procedures. This grievance procedure is governed by the following basic requirements:

- A respondent is presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedure;
- The school district will treat the complainant and respondent equitably throughout the grievance process;
- The school district will take reasonable steps to protect the privacy of individuals participating in the grievance process in a manner that does not restrict the parties from obtaining and presenting evidence, speaking to witnesses, consulting with family members or advisors, or otherwise participating in the grievance process;
- The District will use the following timelines for each complaint, but the Title IX Coordinator or designee may extend them as needed:

Major Stage	Target Duration (calendar days)
Completion of the school district's decision whether to dismiss or investigate a complaint of sex discrimination	1-15
Investigation	1-30

Determination	1-30
Appeal	1-20

Notice of Allegations. Upon initiation of the grievance procedure, the school district will provide notice of the allegations to the parties whose identities are known. The notice will include a copy of this policy; the parties involved in the incident(s); the conduct alleged to constitute sex discrimination; and the date(s) and location(s) of the alleged incident(s), if available. Retaliation is prohibited.

If the school district decides to investigate additional allegations of sex discrimination that are not included in the initial notice, the school district will provide notice of the additional allegations to the parties.

Complaint Investigation. The burden is on the school district to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. The individual investigating and deciding the complaint will:

- Provide an equal opportunity for the parties to present fact witnesses and relevant and permissible evidence;
- Objectively review all evidence gathered through the investigation and determine what evidence is relevant and permissible;
- Provide each party with an accurate description of the relevant and permissible evidence, and upon request, copies of this evidence;
- Provide the parties a reasonable opportunity to respond to the evidence;
- Use a process that enables the decision maker to question parties and witnesses to adequately assess a party's or witness's credibility, but credibility will not be based upon any individual's status as a complainant, respondent, or witness; and
- Take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Relevant and Permissible Evidence. The school district will consider relevant and permissible evidence. Relevant evidence is evidence related to the allegations of sex discrimination under investigation as part of the grievance procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Generally relevant evidence is permissible, but does not include:

- Evidence that is protected under a privilege as recognized by Federal or State law;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional in connection with the provision of treatment to the party or witness unless the school district obtains that party's or witness's voluntary, written consent for use in this grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless that evidence is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sexbased harassment occurred.

Determining Whether Sex Discrimination Occurred. The school district will:

- Use the preponderance of the evidence standard of proof, that it is more likely than not, to determine whether sex discrimination occurred;
- Use only relevant and permissible evidence to reach a determination;
- Notify the parties in writing of the determination whether sex discrimination occurred, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- If there is a determination that sex discrimination occurred, coordinate and provide remedies to restore equal access, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur;
- Not discipline a party, witness, or others participating in a school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

Dismissal of a Complaint. A complaint of sex discrimination made through the grievance procedure may be dismissed for any of the following reasons:

- The school district is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the school district's education program or activity and is not employed by the school district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that without the complainant's withdrawn allegations, the remaining alleged conduct would not constitute sex discrimination even if proven;
- The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint under this paragraph, the school district must make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The school district will notify the complainant that a dismissal may be appealed and provide the complainant with an opportunity to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent that the dismissal may be appealed on the bases set out in this policy. Upon the dismissal of a complaint, at a minimum, the school district will:

- Offer supportive measures to the complainant, and offer supportive measures to the respondent if the respondent has been notified of the complaint;
- Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

Appeal. The school district will provide the parties the opportunity to appeal the decision-maker's written determination or a dismissal of a complaint, on the grounds identified below. The school district will implement appeal procedures equally for the parties, including a reasonable and equal opportunity to make a statement in support of or challenging the outcome being appealed. Appeals under Title IX, like other comparable proceedings, will be handled consistent with the school district's general complaint policy.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the superintendent within three (3) calendar days of the party's receipt of (1) the written determination of whether sex discrimination occurred from which the appeal is taken, or (2) the written dismissal of the complaint from which the appeal is taken.

Notice of Appeal Filed By Party. The Notice of Appeal must include (a) the name of the party or parties appealing, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from the following subsection) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy and Title IX.

Appeals of Dismissals. If a dismissal is appealed, the school district will provide notice of the allegations to the complainant and respondent if not provided previously.

Appeal Decision. The decision maker for the appeal will be an individual who did not take part in the investigation, determination, and/or decision to dismiss the complaint. The appeal decision maker will notify the parties of the result of the appeal and the rationale for the result.

Disciplinary Sanctions and Remedies. If it is determined that sex-based harassment occurred, the school district may impose disciplinary sanctions that may include suspension, expulsion, mandatory reassignment, adverse employment action up to and including termination, or any other actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.

Superintendent Authorized to Contract. The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the school district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

Recordkeeping. The school district will maintain the following documents for a period of at least seven years:

- For each complaint of sex discrimination, records documenting the informal resolution process or grievance procedures and the outcome.
- Records documenting the actions the school district took to meet its obligations under Title IX for any allegation of sex discrimination.

All materials used to provide training as required by this policy. The school district will make these training materials available upon request for inspection by members of the public.

Compulsory Attendance and Excessive Absenteeism (Policy 5001)

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming in collaboration with the Title IX Coordinator.

Attendance Officer

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

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance. When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may/must file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer shall file a report with the appropriate county attorney.

Reporting Excessive Absenteeism

The building administrator shall report to the county attorney of the county in which the student resides when the school has documented the efforts made that the collaborative plan to reduce barriers identified to improve regular attendance has not been successful and that the child has been absent more than 20 days per year.

Pregnant and Parenting Students (Policy 5008)

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs.

I. Accommodations Regarding Attendance and Participation

- A. Generally - Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan will include:
 - 1. The provision of online courses if the student cannot regularly attend classes;
 - 2. The arrangement of meeting times with teachers;

3. The identification of child care providers that meet statutory requirements for quality and care if the student has not identified appropriate child care; and
 4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators, which will include, but not be limited to, the modification of attendance policies.
- B. Students with Disabilities - For students with disabilities who have an IEP or Section 504 plan, the administrators, student's parents or guardians, and student if appropriate will collaborate with the student's educational team to coordinate accommodations consistent with state and federal law. As permitted by law, students may be entitled to accommodations as a result of pregnancy.
- II. Accommodations Regarding Lactation and Breastfeeding
- A. Accommodations
1. In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public.
 2. Students who wish or need to express breast milk on a regular schedule will work with school administrators to create a schedule which accommodates the student's needs while facilitating education to the maximum extent possible.
 3. The district will provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.
- B. Educational Process - In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Absence Procedures

Good school attendance and punctuality are important and closely related to success in school.

- When a student is to be absent from school, a parent or guardian must notify the attendance secretary. The attendance secretary is available at 7:00 a.m. To help us ensure student safety, please call 402-331-4701 before 8:30 a.m. If the school has not received a call, the school shall call the parent/guardian to verify the student's whereabouts. Parents/guardians are expected to call each day that the student is to be absent from school, unless other arrangements have been made.
- Following an absence, a student must report to the office with a note from home explaining the reason for the absence, if the parents did not previously call the attendance secretary.
- Students may not leave school at any time before dismissal without prior parental permission.
- Calls to remove a student from school due to illness during the school day must come from the nurse's office (not personal cell phone or classroom phone).
- Please arrange for absences for reasons other than illness and family emergencies as far in advance as possible. If a student is on a school-sponsored trip, the absence is considered an activity and does not count against their absent total or their perfect attendance. If the student is going with parents, it is a permissible absence, though it will count towards their number of absences for the year. In either case, students are required to get assignments in advance and complete as much as possible in advance. Students may or may not be excused from school to participate in trips sponsored by outside organizations.

- Students are expected to be in their classrooms and in their seats when the tardy bell rings.

Unexcused Absences

Students can gain the most from their education if they attend classes on a regular basis. All absences must be with the permission of parents and the proper school officials. If a student is absent without being properly excused, it can be considered a truancy. A truancy is defined as follows: After leaving home, a student does not attend school, does not attend a class, overtly refuses to attend school, or leaves school after arrival without permission of school officials.

Habitual Truancy/Notification

Habitual truancy is defined as excessive absences or tardies, which inhibit a child's ability to be successful in their education. Excessive absences are best resolved when the parents/guardians, school, physicians, and the community work together.

Parents/guardians are asked to notify and work with building administrators or assignees regarding reasons for absences and any extended or recurring illnesses or family emergencies involved. Illnesses of 3 days or more will require a doctor's note. If illness continues to be a reason for absences, a form will be given to the parents or mailed to the doctor's office to be completed by the student's physician. School authorized or sponsored activities, trips, and all suspensions and expulsions that may result in absence from classes are not counted as absences from school for truancy purposes.

A student who is absent 5 days or the hourly equivalent per quarter will be reported to the building administrator.

The building administrator is required to render all services in the school district's power to compel the student to attend school including:

- One or more meetings with the parent/guardian and child, if necessary, to report and attempt to solve the truancy problem.
- Educational counseling provided by the school counselor or student assistance team.
- Educational evaluation and specific efforts by the school to help remedy any condition diagnosed.
- Investigation by review of records and documented interventions by the school social worker. If the school social worker determines further review is needed, they will meet with appropriate school personnel, the parent/guardian, and child to discuss the need for interventions and/or referral to appropriate community services.

Upon accumulation of 10 recorded absences, a form letter will be sent to the parent/guardian of the child notifying them of the school attendance policy and the Nebraska Compulsory Attendance Law.

Upon accumulation of 15 recorded absences, a form letter will be sent to the parent/guardian of the child notifying them of the school attendance policy, the compulsory attendance law, and the school's requirement to notify the county attorney after 20 school absences are reported.

A student who reaches 20 absences (**regardless of whether any of the absences were excused**) will be referred to the Douglas County Attorney's Office as habitually truant as required by law (79-209).

The Ralston Board of Education authorizes the Ralston School District to render all services in its power to compel a child who has accumulated five days of unexcused absences per quarter, or the hourly equivalent, to attend some school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

Leaving School Early

To ensure the safety of our students, we are requiring that when a student is being picked up by you, the parent/guardian, or anyone else, that proper I.D. be shown. The person picking up the student must be on the Family Information Sheet. If the person is not on the information sheet, we will not allow the student to leave the school with this individual.

COMPLAINT PROCEDURE

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

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

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 reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b. Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c. Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d. Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to

follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

- a. Determine whether the complainant has discussed the matter with the respondent.
 - i. If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - ii. If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b. Strongly encourage the complainant to reduce his or her concerns to writing.
 - c. Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - i. All relevant details of the complaint;
 - ii. All witnesses and documents which the complainant believes support the complaint;
 - iii. The action or solution which the complainant seeks.
 - d. Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply:
- a. The appeal must be in writing.
 - b. This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c. For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
 - d. The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
- a. When the complaint is about a board policy, not implementation of the policy
 - b. When the complaint involves the budget or school expenditures that have been or must be approved by the board; or

- c. When the board is required by law, policy, or contract to hear a complaint or appeal.
- If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.
- d. This appeal must be in writing.
 - e. This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
 - f. This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
 - g. The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
 - h. There is no appeal from any decision of the board unless authorized by law.
6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a. Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
 - b. Determine whether the complainant has discussed the matter with the superintendent.
 - i. If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - ii. If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - c. Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
 - d. Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
 - e. Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

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 to 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

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

Student Bullying (Policy 5054)

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

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior.

Reporting Bullying. Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district's anonymous platform safe2help located at www.Safe2helpNE.org or at 531-299-7233 to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

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

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or their designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Based on Protected Class Status. Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district's anti-discrimination policies.

Support for Students Who Have Experienced Bullying. Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team or other resources as appropriate.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

Policy Review. The school district shall review this policy annually.

Student Discipline (Policy 5035)

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

Any disciplinary action taken by staff must be consistent with the requirements of other applicable laws, including but not limited to the IDEA, Section 504, and Title IX.

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

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.

Makeup Work for Suspended Students

Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations (“makeup work”). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a parent or guardian at the time of suspension. Suspended students may not be required to attend the school’s alternative program for expelled students in order to complete classwork or homework.

Short-Term Suspension

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

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

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. 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, not to exceed an additional 48 hours, following the suspension, the Principal will send a written statement to the student, and the student's parent 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 and shall document such effort in writing. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended must be given the opportunity to complete classwork and homework missed during the period of suspension, including but not limited to examinations, 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

Weapons. No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term “weapon” means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term “firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

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

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

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

Consequences – Weapon. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

Confiscation of Firearms and Weapons. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm or weapon possessed in violation of this policy. Any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm to school.

Long-Term Suspension

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

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school

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

2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent 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 a board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.
5. **Conclusion of Expulsion.** At the conclusion of an expulsion, the school district will reinstate the student and accept non duplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes; The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;

4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district’s dress code and/or is dangerous to the student’s health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance, regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically); including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;

- h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
- i. Bullying which shall include 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 email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violations of the district's acceptable computer use policy.
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon;
- m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation;
- n. Violation of the school's audio and video recording policy; and
- o. Any other violation of any board policy, handbook provision, or rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

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

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

- b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork.
 - 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 to the address provided on the form.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if 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 time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.

8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

Reporting Requirement to Law Enforcement

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

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

Student Conduct

Ralston Middle School will incorporate into its discipline policy a combination of the following:

- Detentions
- Parent Contact
- In-school Suspension (I.S.S.)
- Out of School Suspension (O.S.S.)

Based on the decision of the RMS staff and administration and the severity/seriousness of the incident students may be assigned the appropriate penalties above or other consequences, as necessary.

Tardy Procedures

Being on time is an important life skill that all students need to learn and model to become successful in current and future endeavors. Because we believe strongly in this life skill, we fully expect students to arrive at their classrooms on time and ready to learn. We have a general discipline continuum that will be followed for students who are chronically late to class. Remedies may include but are not limited to detention, in-school suspensions, and/or loss of privileges.

Restricted Lunch Assignment

If you are assigned to restricted lunch you are to:

- Check into the office to determine placement for your lunch detention.
- Be responsible for cleaning up your area when you are done with lunch.
- If behavior during lunch detention does not meet expectations, or if students do not take the responsibility to serve these detentions, additional detentions will be assigned.
- Be present for the assigned number of days. Absences will not count for days assigned.

In-Service Days

At the decision of the administration, students may be assigned to In-service Days or student vacation days for the following misconduct:

1. Truancies or chronic tardiness to classes.
2. Vandalism/Stealing.
3. Fighting.
4. Cheating/Missing work
5. Gross disrespect toward school officials/employees.
6. Threatening or intimidation of other students/school officials. This includes sexual, verbal, or physical harassment.
7. Behavior that seriously interferes with classroom instruction or other activities associated with school.

This time affords students an opportunity to serve discipline obligations, attend school full time, and take advantage of the educational opportunities regular school attendance affords. It also gives students an opportunity to complete work usually done at home. All school rules apply to students while attending these days. In-Service Days begin at 8:00 a.m.

In-School Suspension

At the discretion of the administration, a student may be assigned to in-school suspension if they have violated a major rule or are continually disruptive in class. Students are disciplined through isolation from the regular class atmosphere, restricted periods of silence, and strict observance of other rules. Failure to comply with the following guidelines could result in additional time assigned to in-school suspension or out-of-school suspension.

Guidelines for In-School Suspension

- Students are to be responsible for bringing all needed materials.
- Students will be given a work schedule to structure their day.
- Students are to complete all assignments given to them by their teachers.
- Students may be required to complete a suspension-learning packet, which will be related to the offense for which they were assigned in-school suspension, or the student may be required to complete a think sheet.
- An in-school suspension day begins at 8:00 a.m. and concludes at 3:14 p.m.

Emergency Exclusion (Board policy 6031)

Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

- (a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- (b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers that prompted the exclusion.

Extension of Exclusion. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing. The notice shall include notice of a recommended hearing examiner and an alternate hearing examiner for consideration by the parent(s) or guardian(s) if a hearing is requested.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit a request for a hearing on the proposed extension of the exclusion within one school day of receiving the notice of the proposed extension.

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. The parent(s) or guardian(s) shall notify the superintendent within one school day of receiving notice of the recommended extension and proposed hearing examiner and alternate hearing examiner if the alternate hearing examiner is preferred.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within ten school days after the initial date of exclusion; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the Superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony. The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify. The school district shall make available to testify at the hearing any employee who is a witness to the matter upon request from the parent(s) or guardian(s).

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

District Drug Policy

The School District of Ralston is concerned about the academic growth and the personal welfare of every person associated with the schools. The misuse of alcohol, marijuana, or other chemicals can seriously interfere with one's health. This is essentially true of teenagers since adolescence is a period of rapid change and important personality integration. The inappropriate use of alcohol and other chemicals can not only hinder academic achievement but also affect physical health and even block personal growth.

It shall be the policy of the School District of Ralston to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in the school involving the possession, sale, and/or use of behavior affecting substances. These substances shall include, but are not limited to, marijuana, LSD, glue, alcohol, barbiturates, and other controlled chemical substances.

Inspection of school district property for the location of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for such inspection by school personnel.

Drug and Chemical Use

When a student is found using, possessing, or under the influence of alcohol, marijuana, drug paraphernalia, or other illegal drugs, the following disciplinary actions will be taken -

1. The police will be contacted in all cases of possession of suspected illegal drugs and/or alcoholic beverages.
2. The student will be suspended from school for up to five days pending recommendation from their parent(s) to meet with the administration of Ralston Middle School. Additional disciplinary action may be invoked if the student participates in extracurricular activities or athletics.
3. Repeat occurrences of illegal drug or alcohol abuse will lead to expulsion proceedings.

Use of Tobacco Products (Policy 3016)

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

Use of Sniffer Dogs (Policy 3045)

The board of education finds that the possession of illegal drugs and other contraband on school grounds is unlawful, is disruptive of the educational process, is harmful to students and staff, and is contrary to the interests of the school district. Accordingly, to minimize the presence of these items on school grounds, the administration is authorized to use sniffer dogs according to the protocol set forth in this policy.

Protocol for Use of Sniffer Dogs

1. The superintendent, or the building principal with the superintendent's permission, may initiate the use of specially trained sniffer dogs to conduct an inspection.
2. The administration will contact the canine provider and/or the appropriate law enforcement agency to schedule the use of a sniffer dog or dogs. The administration shall require an assurance from the provider that any sniffer dogs to be used in the school have been properly trained, and may request evidence of the training and/or certification of the dogs. In no event will the school district authorize a sniffer dog to sniff any person.
3. The superintendent or if designated by the superintendent, the building principal, and law enforcement representatives or canine provider will confer regarding the specific plan of areas to be inspected. The plan may involve any or all school building facilities, vehicles in the school parking lot, or other areas where students and staff vehicles are parked on school property during or after school hours.
4. If the inspection is scheduled for a day when school is in session, students and staff will be informed over the public address system, and will be directed to remain in their rooms until given further directions.
5. During the inspection, administrators may assign personnel to designated areas as deemed appropriate to assist in the smooth handling of the inspection.
6. After the inspection is finished, students and staff will be notified over the public address system, and will be thanked for their cooperation.
7. If the sniffer dog alerts, the alert will constitute reasonable cause for the administration to conduct a search of the property. If the sniffer dog alerts on a vehicle on school grounds, the owner will be required to unlock the vehicle doors and trunk for further inspection of the interior of the vehicle. If the owner refuses to unlock the vehicle, the matter will be turned over to law enforcement authorities. The owner will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law. This may include discipline for the refusal to obey an administrative directive.
8. Any illegal drugs or contraband found on school grounds, whether in a desk, locker, vehicle, or any other place on school grounds, will be confiscated and turned over to law enforcement authorities. A student's parents will be contacted. The individual will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law.
9. At the conclusion of the inspection, school officials will confer with the canine provider and/or any law enforcement authorities who were involved in the inspection to review the results of the inspection. The administration may authorize any follow-up inspections or other action deemed appropriate.

Notice to students and staff

Students and staff shall be informed of the District's policy regarding the use of sniffer dogs as soon as practicable after the adoption of this policy. Thereafter, students and staff shall be informed of the policy at the beginning of the school year. By this policy and/or via the provision in the student or staff handbook, students and staff are specifically notified that:

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

Firearms and Weapons (Policy 3060)

Weapons

No person 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;
2. The possession of firearms by peace officers or other duly authorized law enforcement officers

The carrying of firearms by qualified law enforcement officers or qualified retired law enforcement officers carrying pursuant to 18 U.S.C. 926B or 926C, respectively, as such sections existed on January 1, 2023

3. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
4. 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;
5. Firearms contained within a private vehicle operated by a nonstudent adult that are not loaded and are enclosed in a case or are in a locked firearm rack that is on a motor vehicle; or
6. A handgun carried as a concealed handgun by a nonstudent other than a minor or prohibited person 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.

Consequences. In the event a person violates this policy, the school may:

- Make a report to law enforcement;
- Ban any violator from school grounds, school vehicles, or school events for any time period it deems appropriate; and/or
- Take any other action allowed by law.

Visitors (Policy 3056)

The Board of Education and staff of the District welcome visits to the schools. Such visitations will be governed by those rules and regulations established by the district to provide a safe environment.

- I. In accordance with building and District safety procedures, parents/guardians, students, and others may visit schools. These visits shall be in compliance with all building and District safety guidelines. The principal or appropriate Central Office administrator authorizing the visits shall consider the following
 - A. Disruption to the educational environment;
 - B. Distraction to students and staff;
 - C. Confidentiality for students and staff;
 - D. Safety of students and staff.
- II. Parent/Guardians
 - A. Parents wishing to attend and monitor courses, counseling sessions, and other instructional activities, must obtain prior approval of the appropriate teacher, counselor, or administrator as defined by the building handbook.
 - B. Parents attending or monitoring courses with prior approval who, by their conduct or presence, interfere with the educational process or constitute an interference with school purposes, will be asked to leave.
 - C. Parents attending building assemblies, building activities, classroom activities/parties during school hours will sign in at the office in accordance with building procedures.
 - D. Unless otherwise restricted by law or court order, parents/guardians may visit their child's class.
 - E. All visitors will report to the school office.
- III. Visitation by Students
 - A. Visits by students from other school districts or buildings must be cleared through the building principal. If approval is given, a visitor's pass will be issued.
 - B. Children below legal school age wishing to visit the school must be accompanied by their parent or guardian
 - C. Non-students (graduates, etc.) will not be allowed to visit in a building without special permission from the building principal.
- IV. Program Visitation
 - A. Persons wishing to visit schools for the purpose of viewing new programs, organizational patterns, facilities, etc. must obtain clearance from the appropriate Central Office administrator.

Health Services at School

Medical. A school nurse or health aide is available at all times during the school day. If a student is not feeling well during school hours they should:

Tell the teacher and obtain a pass to the Health Office, you must have a pass to go to the Health Office. Please do not go to the Health Office during passing periods.

When, because of illness or injury to a student, it becomes inadvisable for the student to remain in school, a parent/guardian will be contacted by telephone and requested to come to school to pick up their student. If a parent/guardian can not be contacted, the emergency number that has been furnished to the school will be used. **The person picking up the student must do so within one hour of being contacted.**

If parent/guardian/emergency contact can not be contacted and it is the opinion of the school officials that further medical aid is needed immediately, a rescue squad will be called, at the parents' expense, and the student will be transported to the nearest hospital.

Under no circumstances will an ill or injured student be allowed to leave school on their own without parental permission.

First Aid. The school attempts to provide a safe environment for your child. First aid will be administered when appropriate. Any treatment beyond first aid is the responsibility of the parents.

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

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

Immunizations (Board Policy 5010)

In compliance with Nebraska Law 79-217, each student wishing to enroll in the school district is required to be immunized against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, tetanus, hepatitis and varicella (chicken pox) prior to enrollment. Any student who does not comply with this policy shall not be permitted to continue attending school.

The district is not responsible for the cost of such immunizations.

Exceptions to this policy are listed below:

- a. Provisional Enrollment: Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for thirty days without the necessary immunizations.
- b. Immunization shall not be required if the student's parent or guardian submits one of the following to the superintendent of schools:
 - i. A statement signed by a medical professional stating that the required immunization would be injurious to the health and well-being of the student or any member of the student's household.
 - ii. An affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's religious beliefs.
- c. Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Medication of Students (Board Policy 5024)

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

1. Prescription medication
 - a. Parents/guardians must provide a physician's written authorization for the administration of the medication.
 - b. Parents/guardians must sign an Authorization for Medication form provided by the school.

- c. The medication must be brought to school by a responsible adult in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.
2. Nonprescription/over the counter medication. Parents/guardians must provide a physician's written authorization for the administration of the medication. These included, but are not limited to, pain relievers, cold medicine, allergy medicine, etc..
 - a. Parents/guardians must sign an Authorization for Medication form provided by the school.
 - b. The medication must be brought to the school by a responsible adult in the manufacturer's container, and will be kept in the Health Office.
 - c. The container must be labeled with the child's name and with directions for provision or administration of the medication.

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

At the end of the school year, if there is any medication left over, a responsible adult must pick this up from the Health Office. Any medication left after the school year has completed, will be properly disposed of.

The district will not purchase, prescribe, or provide any form of medication to any student.

The district will stock and use naloxone, when necessary in accordance with policy 3051.

Physical Examination

The State of Nebraska requires a birth certificate and evidence of a physical examination by a qualified physician for all incoming kindergartners, seventh graders, and all out-of-state transfer students.

Kindergarten students are required to have an eye examination by a qualified medical professional prior to enrollment.

Evidence of a physical examination must be dated no more than six months prior to entrance, and must be on file prior to the first day of school. **This is a state law.**

If there is objection to a physical examination, a refusal form must be signed and dated at the school by the parent/guardian.

Chronic Conditions

It is the parent/guardian's responsibility to notify the school health office of any chronic conditions that students may have including, but not limited to, asthma, allergies, diabetes, heart conditions, lung conditions, or seizures. The school may require a physician's order for treatment or a signed emergency action plan to assist staff in managing these chronic conditions at school. Also very important, is to keep the school notified of any changes in the student's condition.

Communicable Diseases

The School District of Ralston will use the communicable disease regulations set up by the State of Nebraska and local Health Departments concerning children with communicable diseases and their attendance at school.

Summary of Communicable Diseases and Contagious Conditions

Fever

Children will be sent home if they have a fever of 100 degrees or higher. Children must be fever free for one full school day prior to returning to school.

Vomiting

Children will be sent home if they vomit due to illness. Children must be free from vomiting for one full school day prior to returning to school.

Chicken Pox - By direct contact and airborne spread.

Approximately 2 weeks, but may be as long as 3 weeks, after exposure a susceptible person may be expected to "break out" with their first crop of blister-like eruptions. New eruptions can be expected to continue for 3-4 days. Students will be excluded from school for 7 calendar days, starting from the time of the first eruption. Due to the degree of severity, the student may stay out of school longer. Students may be sensitive to their appearance even when they are no longer contagious, causing their absence to be longer than 7 calendar days. Secondary infections after apparent recovery may occur. Cellulitis (skin disorder) and Bacteremia (blood poisoning) are the most common kinds of secondary infections. Complications as described below with measles may also occur.

Measles - (Rubella, Red or Hard Measles) By direct contact, droplet spread and less commonly by airborne spread.

Approximately 10 days after exposure a susceptible person may develop a fever. Within 2-3 days a red blotchy rash will develop, usually starting on the face and neck and becoming generalized. A dry, hacky cough will develop at the same time. This is a serious disease. Students are excluded from school until the 7th day after the initial appearance of the rash. Parents should be cautioned not to send children back to school too soon as complications such as ear infections leading to hearing loss, decreased visual acuity, pneumonia, and encephalitis are not uncommon.

Mumps - By direct contact and droplet spread.

Approximately 18 days after exposure a susceptible person may develop a fever and swelling or tenderness of one or more salivary glands. Students are excluded from school for 9 calendar days from the onset of swelling; complications may occur as above plus some including reproductive organs.

Rubella - By direct contact and droplet spread, may be airborne. (German or 3-day Measles)

Approximately 18 days after exposure a susceptible person may suffer from a low-grade fever, headache, feeling sluggish and cold-like symptoms. Most victims will manifest a rash. Diagnosis may be difficult if a rash is not present. Students should be excluded for 5 calendar days after onset of rash. This disease is highly contagious, but usually mild.

Impetigo, Scabies, and Ringworm

To be excluded from school upon recognition. To be readmitted when there is no longer evidence of contagion, or upon a written statement from physician or phone call from doctor's office indicating that the condition is under treatment and no longer considered contagious.

Pediculosis - (Head lice)

To be excluded when live vermin are present. To be readmitted the morning after treatment is started. Treatment consists of lice shampoo and nit comb. Eggs must be removed prior to the child returning to school. All family members and close contacts that attend school may be inspected by the nurse.

Pinkeye

To be excluded from school upon recognition. May return with a written doctor's statement or phone call from the doctor's office after prescribed treatment or when the eye is normal in appearance.

Fifth Disease

To be excluded upon recognition. May return with a written doctor's statement or phone call from the doctor's office. Characteristically begins on the face and classically produces an intensely red "slapped cheek" appearance. A lace-like rash may appear on the trunk and upper extremities.

Animals at School (Policy 3046)

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent except as provided in this policy. See Board Policy 3046 regarding Service Animals and Therapy Dogs for more information.

Lunch Program (Policy 5038)

The superintendent shall be the administrator of the school lunch program which shall be run in accordance with state and federal guidelines.

General Information

- You may bring or purchase your breakfast or lunch.
- Parents may wish to assure their child of a well balanced diet. If this is the case you can have your child's card coded. This code will alert the lunch help, and only a balanced meal can be purchased.
- We have an automated system for students to use in purchasing their breakfast or lunch.
- Federal School Food Service guidelines do not permit bringing food into the building for groups of students at serving time.
- Students who received free or reduced meals last year will qualify automatically the first week. However, the parents of those students must fill out a new application form and return it to the office in order to continue receiving free or reduced meals.
- All students will be given application forms and guidelines. Students will be notified if they are eligible.

Identimetrics Finger Scanning

The Ralston Public Schools use a finger scan system to provide security for your students meal account. All students are assumed to be eligible to participate in this system unless notified by the parent/guardian that they wish to exclude their student. All parents/guardians wishing to exclude their student from this program should contact their school secretary and request exclusion.

Ralston Middle School Fee List (Policy 5045)

Fees Assessed

Extracurricular Activity Fee: \$25.00

Lunch Prices: \$3.10, Reduced Lunch: \$0.40

Breakfast Prices: \$1.95 Reduced: \$0.30

Milk 8 oz: \$0.50 Orange/Apple Juice 4 oz: \$0.50

Lost/Damaged library and/or classroom textbook: replacement cost

Lost/Damaged clothing/equipment: replacement cost

Technology Insurance: \$15/\$30

Required clothing for PE and extracurricular activities

Select vocal music groups, including show choir, attire: Maximum \$185.

Choir-

- Boys- Black pants, shirt, tie, and black shoes.
- Girls- Vests and shoes.

Show Choir-

- Boys Costume- ex. Dress shirt, dress pants, vest, belt, shoes, T-shirt
- Girls Costume- ex. Dress, shoes, accessories, T-shirt

Cheer and Dance-Maximum \$100.00

Gym Shorts and cotton T-shirt (Ralston Middle School offers RMS shorts (\$15) and RMS shirts (\$15) which are available in the office but not required.)

Rubber-soled athletic shoes

Undergarments and socks appropriate for the activity.

Optional Fees- not required

Ralston High School Activity Ticket-\$50.00 (includes RMS Activity Fee)

Extracurricular activities travel fee – Not to exceed \$500 per event

Extracurricular activities admission – Maximum \$5.00 per event

Physicals for 8th Grade Sports-\$50.00

Ralston Middle School Yearbook-\$25.00

Student Picture Packages-\$15-\$25

Printed Clothing

Paperback books for personal ownership

Donations / Fundraising

Family Consumer Science for food and take-home materials used in class-\$15.00.

Skilled Technical Science for home materials used in class that can be taken home-\$15.00.

Art Supplies-\$15.

As approved by the Superintendent or designee.

Ralston Public School - Chromebook Usage Handbook

The policies, procedures, and information within this document apply to all computing devices used at Ralston Public Schools by students including any device considered by the Administration to fall under these policies.

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Chromebook Essentials

Receiving Your Chromebook

1. Parent/Guardian Orientation
All parents/guardians are expected to attend registration and sign the *Ralston Public Schools Student Chromebook Agreement* before a device will be issued to their student.
2. Distribution
Students will receive their Chromebook and related peripherals within the first two weeks of school. Students and parents/guardians will need to sign the *Ralston Public Schools Student Chromebook Agreement* Receipt before receiving their Chromebook.
3. Transfer/New Student Distribution
All transfers/new students will be able to pick up their Chromebook from the school media center/technology office. **Students and parents/guardians will need to sign the *Ralston Public Schools Student Chromebook Agreement* Receipt before receiving their Chromebook.**

Returning Your Chromebook

1. End of Year
Students returning to the district the next school year, will retain their Chromebook and all issued peripherals over the summer unless parents elect to return their student's device for the summer.
2. Transferring/Withdrawing Students
Students who transfer out of or withdraw from the Ralston Public Schools must turn in their Chromebook and related peripherals to the media center/technology office on or before their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving the Ralston Public Schools must be paid prior to disenrollment from the district. The district may also file a report of stolen property with the Police Department.

RPS Chromebook Coverage Program

Ralston Public Schools offers the opportunity to participate in the optional RPS Chromebook Coverage Program designed to protect students and families from full financial responsibility for device repairs and/or replacement. The cost is \$30.00/\$15.00* (*reduced for students who qualify for Free/Reduced Lunch Program) annually for each Chromebook and it covers the summer months if parents/students elect to keep the Chromebook over the summer.

Payment must be submitted by September 1st in order to participate in this program. After this date, a student's device will not be eligible for the RPS Chromebook Coverage Program. Students enrolling at RPS throughout the school year will have three weeks to submit payment in order to participate in the RPS Chromebook Coverage Program. If a student withdraws from Ralston Public Schools and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated. **Premiums are non-refundable.**

The program covers devices assigned to the student against accidental damage and/or loss. Damaged, lost, or stolen devices should be reported immediately according to the process described during orientation. Ralston Public Schools will require that a police report be

submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

Total value of repairs or device replacement will be determined by RPS. The program will pay the amount of damage or replacement per the schedule of repairs listed below. Damage as a result of gross negligence or purposeful damage will not be covered under the RPS Computing Device Coverage Program. Parents/Guardians are responsible for 100% of damages due to gross negligence. The district reserves the right to discontinue participation for students with unusually high numbers of claims. Such discontinuation will be effective 30 days after notification to the student and parent/guardian.

Training

Students will receive training to address care and usage of the Chromebook as well as usage of their Google (@ralstonschools.org) account. Digital Citizenship training will also be provided to address respectful, responsible, and ethical use of the internet and digital tools.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the school media center/technology office. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions

- No food or drink should be next to your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, or labels.
- Chromebooks, not being used for an extended period of time, should be shut down in order to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Heavy objects should never be placed on top of Chromebooks.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.

Device Protection

- Students and parents may decide to add additional protection for their Chromebooks by purchasing a hard protective case and/or sleeve from an outside source.

Carrying Chromebooks

- Always transport Chromebooks with care.
- Never lift Chromebooks by their screen.
- Never carry Chromebooks with the screen open.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth. Do not clean screens with products containing ammonia or alcohol.

Using Your Chromebook

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebook to all classes unless specifically advised not to do so by their teacher.

If a Student Does not Bring His/Her Chromebook to School

- Loaner devices may be available for students failing to bring their device to school.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the issued device.
- School personnel will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to administration for students who have excessive occurrences during the school year.
- Staff will treat such occurrences as insubordination offenses, which may result in disciplinary action.
- If a loaner is not turned in at the end of the day, an administrator will be contacted and will work on retrieving the loaner.

Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.

Personalizing the Chromebook

- Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Ralston Public Schools. Spot checks for compliance will be done by administration, teachers, and technology support staff at any time.
- Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Ralston Public Schools Internet Safety and Acceptable Use Policy.

Sound

- Sound should be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

Logging into a Chromebook

- Students will log into their Chromebook using their school-issued Google (@ralstonschools.org) account.
- Students should never share their account passwords with others. In the event of a compromised account the Ralston Public Schools Technology Department reserves the right to disable your account.
- The student assigned to the Chromebook should be the only individual logging in to and using the device.

Using Your Chromebook Outside of School

- Students are encouraged to use their Chromebook at home and other locations outside of school.
- A WiFi Internet connection will be necessary for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Ralston Public Schools Acceptable Use Policy, Administrative Procedures, acceptable use agreement, and all other guidelines in this document wherever they use their Chromebook. Please note that some internet providers DO NOT work with Chromebook.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, deny access to, view, monitor, and record use of the Chromebook at any time for any reason related to the operation of the district. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on Chromebook.

Updates

The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebook.

Virus Protection

Chromebook uses the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks are filtered for inappropriate content and pass through the District’s filtering appliance when connected to the Internet regardless of the physical location (e.g., school, home, public WiFi). If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact school personnel, who in turn, will submit a helpdesk ticket to request the site be unblocked. Ralston Public Schools makes every effort to filter web content through its comprehensive web

filter; however, it is essential students and parents understand that students will be held accountable for using technology according to District policies.

Inspection

Students may be asked to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Software on Chromebooks

Originally Installed Software

Chromebook software is delivered via the Chrome Web Store and/or Google Play. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and be easily accessible at all times.

All Chromebooks are supplied with the latest stable build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS may install updates when the computer is idle or restarted.

Google Apps for Education Accounts

Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Sheets (spreadsheets), Slides (presentations), Drawings, Forms, Sites, and Gmail within Ralston Public Schools.

Additional Apps and Extensions

Students are unable to install additional apps and extensions on their Chromebook other than what has been approved by the Ralston Public Schools.

Repairing or Replacing Your Chromebook

Tech Support

All Chromebook in need of repair must be brought to the school media center/technology office as soon as possible.

Accidental Damage or Loss Protection

As part of the 1 to 1 initiative at RalstonPublic Schools, the school district is recommending participation in the RPS Chromebook Coverage Program. **Payment must be submitted by September 1st in order to participate in this program. After this date, a student's device will not be eligible for the RPS ChromebookCoverage Program.** Students enrolling at RPS throughout the school year will have three weeks to submit payment in order to participate in the RPS Chromebook Coverage Program.

This program is designed to protect students and families from full financial responsibility for accidental damage or loss. Damaged, lost, or stolen devices should be reported immediately according to the process described during registration. Ralston Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

Parents/Students will be charged full replacement costs for any damages due to gross negligence or purposeful damage.

Chromebook Technical Support

The school media center/technology office will be the first point of contact for repair of the Chromebook. Services provided include:

- Password identification
- User account support
- Distribution of replacement Chromebook
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

Chromebook Being Repaired

- Loaner Chromebook may be issued to students when they leave their school-issued Chromebook for repair.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- Chromebook on loan to students having their devices repaired may be taken home.
- The media center/technology staff will contact students when their devices are repaired and available to be picked up.
- In order to pick up their school-issued device, students must return the previously loaned device and pay any fees associated with the repairs.

Policies and Appropriate Use

Appropriate Uses and Digital Citizenship

School-issued devices should be used for educational purposes and students are to adhere to the Acceptable Use of Technology and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. Respect Intellectual Property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Ralston Public Schools Internet Safety and Acceptable Use Policy

Ralston Public Schools Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network. The administration reserves the right to refuse access to the Internet by Ralston Public Schools to anyone when it deems it necessary in the public interest.

Compliance with the Law and Use of Computers/Internet

Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy.

Students at Ralston Public Schools shall receive instruction in Internet Safety. This curriculum will include material related to appropriate "Access to Internet by Minors", appropriate use of social networking sites, cyber-bullying, and other topics as are relevant in encouraging digital citizenship.

Access to the Internet by Minors (students under the age of 18) or Adults (over the age of 18)

Minors or adults shall:

1. Not access material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for education.
2. Not use Ralston Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Not engage in any illegal activities on the Internet.
4. Only use electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a Ralston Public Schools-related assignment or activity.
5. Not attempt to override or bypass any protection measure that has been put in place by Ralston Public Schools to block and/or filter access to Internet Sites that are not in accordance with policies of Ralston Public Schools.
6. Minors shall not disclose personal identification information on the Internet.

Agreement Violations

Any violation of this agreement may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Ralston Public Schools, including applicable State and Federal laws.

Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed Student Handbook form.

Acceptable Use

- We believe that access to the Internet is an important educational resource for our students.
- We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.
- We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.
 - As a safety precaution, full names or addresses are not to be revealed online.
 - Computer and network resources have been provided for educational purposes; game-playing and commercial uses are prohibited.
 - Sharing of individual accounts is prohibited.
 - Electronic mail (email) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by district personnel.

- Chain letters and inter-relay chat are misuses of the system.
 - Vandalism or "hacking" of any kind is prohibited.
 - The security of the system and the rights of other users are to be respected at all times.
- Students who knowingly violate the terms of the agreement will be dealt with according to the discipline policies of the individual school building and Ralston Public Schools and/or civil authorities.
 - Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.
- Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold Ralston Public Schools harmless from any claims or damages arising from such use. Ralston Public Schools makes no warranties for the information or the services provided.

Privacy and Safety

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- Ralston Public Schools makes every effort to filter web content through its comprehensive web filter; however, it is essential students and parents understand that students will be held accountable for using technology according to District policies.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety

- All students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
- Plagiarism is a violation of the Ralston Public Schools code of conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Email

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the Ralston Public Schools. This email system is monitored by the Ralston Public Schools Technology Department and all messages sent or received through this system are archived and subject to filtering of inappropriate content.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Email is subject to inspection at any time by school administration.

Discipline Consequences

- The student to whom a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Handbook or the Ralston Public School's Student Internet and Computer Access Policy (#5037), will result in disciplinary action as outlined by the student code of conduct and/or other school policies for the user unless there is proof that another is responsible.

- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the Ralston Public Schools Technology Department to ensure appropriate use. The Ralston Public Schools cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.

Summer Chromebook Use

Ralston Public School students returning to the district the next school year will retain their Chromebook and all issued peripherals during the summer unless parents elect to return their student's device for the summer. By keeping Chromebook during the summer months, parents and students understand that the use of the Chromebook falls under the Ralston Public Schools Student Internet and Computer Access Policy (#5037). Additionally, parents and students who have enrolled in the RPS Chromebook Coverage Program will be covered during the summer months. Parents and students further understand that if a student transfers out of the Ralston Public Schools, they are responsible for returning their Chromebook to Ralston Public Schools immediately. Failure to return the Chromebook will result in criminal charges being filed for stolen property.

CHROMEBOOK USAGE HANDBOOK

RECEIPT OF NOTIFICATION AND UNDERSTANDING

(Note: Students and parents can now fill out this form online.)

The Ralston Public Schools Student Acceptable Use Agreement (AUA) is on the next page of this document for your review. Your signature on this document states that you have read, understand, and agree to abide by the compliance requirements of Ralston Public Schools regarding the use of computers and the Internet in the Ralston Public Schools.

Additionally, as part of the 1 to 1 initiative at Ralston Public Schools, the school district is recommending the purchase of an Equipment Repair and Replacement Program prior to the deployment of the Chromebook to your child. Under this agreement, the Chromebooks are protected against accidental damage if participating in the RPS Chromebook Coverage Program. The Ralston Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

This additional cost does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Ralston Public Schools will assess the Chromebook loss/damage and repair or replace the device if the loss/damage is determined to be accidental and within the protection guidelines. **Parents/Students will be charged for full replacement cost of a device that has been lost or damaged due to intentional misuse or abuse.**

Please check one of the following options:

SELECTION	DESCRIPTION OF OPTION
	Option 1: I accept and will abide by the Ralston Public Schools Chromebook Usage Handbook. Additionally, I would like to participate in the optional RPS Chromebook Coverage Program for the amount of \$20, \$10 if student is free/reduced lunch status.
	Option 2: I accept and will abide by the Ralston Public Schools Chromebook Usage Handbook. I DO NOT wish to participate in the optional RPS Chromebook Coverage Program and understand that I am responsible for 100% of all damages.
	Option 3: I accept and will abide by the Ralston Public Schools Chromebook Usage Handbook. I DO NOT wish to have my child issued a Chromebook to take home. <i>(PLEASE NOTE: If you choose this option, students will be assigned a Chromebook for daily use at school and may be held responsible for 100% of damages as a result of gross negligence or purposeful damage).</i>
If Option 3 above is chosen, parents/guardians may still elect to enroll in the RPS Chromebook Coverage Program. ☐ While I do not wish to have my child issued a Chromebook to take home, I would like to participate in the optional RPS Chromebook Coverage Program for the amount of \$20.	

Print Full Student Name

Grade

Student Signature (REQUIRED)

Date

Parent/Guardian Signature (REQUIRED)

Date

RPS Acceptable Use Agreement (AUA)

Ralston Public Schools Internet Access is to be used only for classroom related activities. This agreement applies when using either school equipment or personal equipment on the district network.

This Acceptable Use Agreement (AUA) outlines the appropriate use of RPS's technology resources and services during and after school hours. By signing this form, students are indicating that they understand and agree to abide by the guidelines written below.

RPS network, technology resources and Internet access are school resources and use of them is considered a privilege. Therefore, violation of this AUA will result in the loss of this privilege and/or other appropriate discipline actions according to division-level policies. These actions may include written warnings, withdrawal of access privileges, and in extreme cases, suspension, expulsion or termination of privileges.

Compliance with Law and Use of Computers/Internet

Users of Ralston Public Schools technology will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy.

Safety and Security:

- I will not attempt to access material that is obscene, pornographic, harmful to others, or otherwise inappropriate for education.
- I understand that passwords are private and should not be shared with others. I will not allow others to use my account name or password, or try to use that of others.
- I will not attempt to engage in hacking or attempts to bypass security settings or interfere with the operation of the RPS network in any way.
- I will use RPS network and technology resources productively and responsibly for school-related purposes.
- I will maintain the setup of RPS devices as they were when I received them.
- I will record or share image or audio files only when I have obtained permission from my teacher, media specialist or administrator. I will not use cameras in restrooms, locker rooms, or dressing rooms, regardless of intent.
- I will not use RPS network and technology resources to access, display, create or communicate material that is illegal, obscene, destructive, harassing, threatening, hateful or otherwise offensive. I am responsible for not pursuing or sending material that could be considered objectionable or harmful to myself or others.
- I will be responsible for all of my digital files, including backing up files not already stored in the cloud.

Digital Citizenship

- I will use technology in such a way that does not disrupt the educational environment. This includes setting all of my devices on "mute" or "vibrate" unless permission is obtained from the teacher, media specialist or administrator.
- I will be thoughtful and polite and use appropriate language in my digital communication, as determined by school administrators.
- I will follow appropriate guidelines when publishing work online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
- I will respect the intellectual property rights of others. I will obey copyright guidelines and avoid plagiarizing others' work or ideas.
- I understand that I am an ambassador for the school/District in all of my online activities, which should not reflect negatively on my school/District. I will not post personal or embarrassing information about other students, employees, members of the RPS community or myself.

Expectations of Privacy

The computer system, including email and Internet, is the property of the Ralston Public School District. RPS relies on a combination of self-hosted, externally hosted, and cloud-based services. These services are primarily intended for educational and business use and are subject to monitoring at any time. Although RPS does not routinely check communications or files, it has the right to review, audit, and disclose all matters sent over or stored on the system. As a result, members of the RPS community should recognize that there is no reasonable expectation of privacy when using the computer system.

Respecting and Protecting Intellectual Properties

The increasing use of technology and multimedia at RPS presents a wonderful opportunity for students and teachers to share what they do with others at RPS. The presentations, photos, video and audio of classes, field trips and school events are often shared electronically through web-based resources. Sometimes, students and parents buy or receive copies of school events on media, such as CDs or DVDs. The instinct to share achievements is understandable, but these files are for private use only. Any sharing of these materials within the RPS Google domain is prohibited.

Agreement Violations

Any violation of the agreement may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Ralston Public Schools, including applicable State and Federal laws.

Users of Ralston Public Schools technology shall be granted permission to access the Internet upon receipt of the signed Acceptable Use Agreement Signature Form available from your building administrator or media specialist.

Details and definitions of the full Ralston Public Schools Student Internet and Computer Access Policy (5037) can be reviewed on the Ralston Public Schools webpage.

RPS STUDENT COMPUTING DEVICE COVERAGE PROGRAM

As part of the Student Computing Device initiative at Ralston Public Schools, the school district is recommending the purchase of an Equipment Repair and Replacement Program prior to the deployment of the Student Computing Device to your child. Under this agreement, the Student Computing Devices are protected against accidental damage if participating in the RPS Student Computing Device Coverage Program. The Ralston Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

This additional cost does not cover for loss of the Student Computing Device and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Ralston Public Schools will assess the Student Computing Device loss/damage and repair or replace the device if the loss/damage is determined to be accidental and within the protection guidelines.

Parents/Students will be charged for full replacement cost of a device that has been lost or damaged due to intentional misuse or abuse.

Schedule of Repair Costs

<i>Description</i>	<i>Without Device Coverage Cost</i>	<i>RPS Device Coverage Program Participant Cost</i>
<i>Device Replacement</i>	<i>\$290</i>	<i>\$145</i>

<i>Motherboard</i>	<i>\$290</i>	<i>\$145</i>
<i>Keyboard</i>	<i>\$80</i>	<i>\$40</i>
<i>Battery</i>	<i>\$50</i>	<i>\$25</i>
<i>LCD Panel</i>	<i>\$84</i>	<i>\$42</i>
<i>AC Power Adapter w/ Cord</i>	<i>\$40</i>	<i>\$20</i>
<i>Top Cover</i>	<i>\$46</i>	<i>\$23</i>
<i>Bottom Base</i>	<i>\$34</i>	<i>\$17</i>
<i>Bezel</i>	<i>\$24</i>	<i>\$12</i>
<i>Camera</i>	<i>\$30</i>	<i>\$15</i>
<i>LCD Back Cover</i>	<i>\$40</i>	<i>\$20</i>



Ralston
PUBLIC SCHOOLS

Elementary
Student & Family Handbook
2025-2026

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127

Administrative Office Phone: 402.331.4700 Fax: 402.331.4843

Spanish Hotline: 402.898.3454 Website: www.ralstonschools.org

BOARD OF EDUCATION

Robin Richards
Elizabeth Kumru
Mary Roarty
Samantha Willey
Carrie Hough
Katie Krause

DISTRICT ADMINISTRATORS

Mr. Jason Buckingham - Superintendent
Dr. Sarah Zabrowski-Gates - Assistant Superintendent for Teaching & Learning
Dr. Aaron Bredenkamp - Assistant Superintendent for Business
Mrs. Megan Harding - Director of Teaching & Learning
Dr. Ryan Pivonka - Director of Human Resources
Mrs. Jennifer Pollock - Director of Student Services

Building	Administrator	Address	Phone
Blumfield Elementary	Mr. Casey Knight Mr. Kyl Gillespie	10310 Mockingbird Drive	402.331.0891
Karen Western Elementary	Mr. Andrew Mather	6224 'H' Street	402.731.7477
Meadows Elementary	Ms. Lisa Schroeder	9225 Berry Street	402.339.6655
Mockingbird Elementary	Mr. Brian Ferguson Mr. Kyl Gillespie	5100 South 93rd Street	402.331.6954
Seymour Elementary	Ms. Jody Blessen	4900 South 79th Street	402.331.0540
Wildewood Elementary	Mr. Kris Kaiser	8071 Ralston Avenue	402.331.6475

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OVERVIEW

RALSTON PUBLIC SCHOOLS PURPOSE STATEMENT

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

RALSTON PUBLIC SCHOOLS DIRECTION STATEMENT

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

THE RALSTON PUBLIC SCHOOLS BELIEVES...

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

ACCREDITATION

Ralston Public School District has achieved AdvancED district accreditation.

BOARD OF EDUCATION POLICIES

Board of Education policies can be accessed on the district website: www.ralstonschools.org.

RIGHT TO HANDBOOK NOTICE

Handbooks will be available on the district and school websites. Notification of the web address and location to links will be provided to all students. In addition, any parent or student may request a printed copy of the handbook. A copy of the general rules of conduct will be posted in a conspicuous place in each school building.

COMMUNICATION

PHONE & EMAIL COMMUNICATION

To ensure effective and timely communication between our school district, staff, and school patrons, Ralston Public Schools uses a messaging platform to announce or remind our students and parents/guardians about important upcoming events. Also, it can serve as an information system to communicate student absences, school cancellations due to inclement weather, and crisis situations that may arise. Messages may come in the form of a pre-recorded phone call, text, push alert through the RPS Mobile App, and in other cases, will be accompanied by an email.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled twice a year. If additional conferences are desired, parents are encouraged to contact their child's teacher or principal. Appointments for the conference will be made at a mutually convenient time. Conferences are designed to share information between parent(s) and teachers. Parents are encouraged to attend each of the scheduled conferences.

PROGRESS REPORTS

Student progress will be formally reported to parents four times each school year. The main purpose of the reporting system is to communicate to the parent and the student, the teacher's assessment of the student's growth and development. A child's achievement in the academic areas is based on his/her ability and performance. Achievement markings are given based on the progress the child has made as they work on those materials that are educationally appropriate for him/her.

SCHOOL PUBLICATIONS

Each building will provide a newsletter to parents with updated information specific to your child's school. School Board policies, handbooks, and curriculum information are available at each school building and online at: www.ralstonschools.org.

NOTICE OF PARENTAL RIGHTS

The Family Education Rights and Privacy Act and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children.

Directory information is information from an education record of a student which would not generally be considered harmful or, if it were disclosed, an invasion of privacy. For example, an athletic program, which lists the names of team members, their heights and/or weights, and an academic program which lists the names of students receiving academic awards both contain directory information. Directory information includes the following information about a student:

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

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

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student's parents have notified the district that they do not want this information disclosed without their prior written consent. Any student who is 18 years of age or older should communicate to the district office if they do not want this information disclosed without their prior written consent.

The district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given the opportunity to prevent the release of this directory information by filing a written objection with the district.

Ralston Public Schools has defined directory information for media purposes.

Several times during the school year, local media (TV, radio, newspaper, etc.) visit Ralston schools for newsworthy items, school happenings, holidays, local interest items and interview/photograph students for newspaper articles, TV news items, and promos. Media events are considered directory information.

Ralston Public Schools has defined directory information for the use of the Web (www.ralstonschools.org).

All Ralston schools and district Internet Web pages are considered directory information. Internet Web pages (schools and districts) may contain pictures and names of students.

Internal/External use of information: Whatever choice you make, the school district will be able to use this directory information for internal school purposes and to share it with other educational institutions and professionals in accordance with law. Please refer to this student handbook referencing Parental/Guardian Access to Student Records and Routine Directory Information (Policies 5016 and 5017). If you disagree with the way directory information may be used, please complete a written objection in writing, available at 8545 Park Drive, Omaha, NE 68127. The objection should be completed by the 1st of September of the current school year.

DAY TO DAY

CLASS TREATS/GIFTS/FLOWERS/PARTY INVITATIONS

For the safety of our students, homemade food items will not be permitted. Treats for birthdays or other special occasions must be purchased from a store and must arrive in the original store container. We encourage you to consider alternative non-edible treats such as pencils, erasers, or buying a book for the classroom as ways to celebrate your child's birthday. Gifts/flowers may be delivered to the office but will be kept in the office until the end of the school day.

Party invitations that include the **entire class** can be distributed at school. Invitations that are only for select students need to be mailed by parents. The school is not permitted to provide other student information to mail or contact other families.

LOST CLOTHING

All clothing the student would normally remove while in school should be marked with the child's first and last names. If an article of clothing is lost, the student should check in the lost and found area. Periodically throughout the year, the school will donate to charitable organizations clothing placed in the lost and found area that has not been claimed.

SKATEBOARDS/SCOOTERS

Safety concerns dictate that skateboards, scooters, and similar play items are not allowed on school property.

SPORTS EQUIPMENT

Such articles as hockey sticks, gloves, mitts, bats, toys, skates, etc. should not be brought to school without prior permission from the principal.

TOYS

To help eliminate classroom disturbance, disagreements on the playground, and to prevent loss or breakage, toys should not be brought to school. An exception to this rule will be made if the toy is to be used in "show

and tell” and has been approved by the teacher. In this case the toy should be brought to school in a sack or book bag and taken out only for the purpose of and during classroom “show and tell” time. **The student and his/her parent assume liability for any personal items brought to school.**

STUDENT FEES, FINES AND CHARGES

The District’s general policy is to provide for instruction in accordance with the Nebraska State Constitution. The district offers some activities, programs, and services that extend beyond the minimum level of constitutionally-required free instruction and as such may require additional expenditures that are properly borne by students as a separate charge. Such charges shall be kept to a minimum to maintain the activity, program or service. Students qualifying under part 3 of this policy may receive a fee waiver. No fees, materials, specialized or non-specialized attire, or equipment shall be required of students except as expressly permitted.

PART ONE:

The District’s general policy is to provide for instruction in accordance with the Nebraska State Constitution. The district offers some activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction and as such may require additional expenditures that are properly borne by students as a separate charge. Such charges shall be kept to a minimum to maintain the activity, program or service. Students qualifying under part 3 of this policy may receive a fee waiver. No fees, materials, specialized or non-specialized attire, or equipment shall be required of students except as expressly permitted below.

Extracurricular activities and spectator events: A fee will be charged for participation in extracurricular activities and to spectators of extracurricular activities. Each school building shall annually submit its extracurricular fee list to the District for approval and publication in that school’s handbook.

1. Fees may be charged for participation in extracurricular activities. Extracurricular activities are those activities or organizations where student participation is voluntary and does not count toward graduation or advancement between grades.
2. Schools may require students to furnish specialized equipment and attire, or pay a reasonable fee for use of district owned equipment and attire, for participation in extracurricular activities including such activities as extracurricular music.
3. Clubs, teams and organizations for which there may be a fee required for participation may also, as a club, team or organization, decide to make purchases, and may fundraise and/or seek donations according to District policy to assist in the funding of such purchases, which may include, but are not limited to, apparel and trips. The decision of an organization to require members to participate in fundraising or otherwise fund purchases is not a fee charged by the District.
4. Fees may be charged for admission to activities and events which occur at the facilities of Ralston Public Schools and for transportation to and from activities and events which occur at other schools, when those activities do not count toward graduation or advancement between grades and when student participation is voluntary.
5. A school may sell an activity ticket that admits students to activities and events that do not count toward graduation or advancement between grades.
6. Field trip fees may only be charged if participation by the student is voluntary and it does not relate to the required curriculum or if the field trip occurs after school hours and does not count toward school attendance.

Materials for course project: The District authorizes the operation of school stores in which students may purchase food, beverages and personal or consumable items. A school store need not have a permanent physical presence and may provide order forms for students to voluntarily purchase items from the school or another vendor. School stores may stock required personal and consumable items and make such items available to students for voluntary purchase. Schools may not require students to purchase an item directly from the school store.

Clothing: In addition to school guidelines about general appropriateness of attire, school buildings may require students to furnish and wear non-specialized clothing meeting general guidelines for the specified courses and activities, if the guidelines are reasonably related to the course. Each school's clothing guidelines shall be submitted to the District for approval and publication in the student handbook.

Musical Instruments: Students who take an elective band course shall be required to supply their own instrument or rent an instrument, except those students who qualify under part 3 of this policy. For those students qualifying under part 3 the district shall not be required to provide for the use of a particular type of musical instrument for any student. The District shall supply the music for such courses.

1. Personal supplies related to musical instruments including, but not limited to, items such as reeds, cork lubricant, pipe cleaners, cleaning cloths and other supplies of general upkeep and considered personal consumable items shall be the responsibility of the student.
2. Schools may require students to furnish their own musical instruments, stands, music and specialized attire for participation in extracurricular music organizations and activities.

Lost or damaged school property: A school may require a student to reimburse the school district for repair or replacement of school district property, which is entrusted to the student and is lost or damaged, as well as property of the district damaged through the acts of a student.

The Board of Education authorizes assessment of fines for damaged, lost or overdue books purchased by the district and loaned to students free of charge.

Donations: The District may request donations of money, materials, equipment or attire to help defray costs of educational programs. The request for donations will clearly indicate the request as a donation and not a requirement.

Yearbook: Students may be charged for the purchase of a yearbook.

Food: Students may be charged a fee for the purchase of breakfast and/or lunch. Students may be charged for the cost of food, beverages, and the like that students purchase from a school store, a vending machine, a booster club or similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

Student files and records: Fees may be charged for copies of student files or records. Parents of students have the right to inspect and review the student's files or records without the payment of a fee, and no fee shall be charged to search for or retrieve any student's files or records.

PART TWO:

Student Fee Fund: Fees that are charged to students pursuant to PART ONE, shall be deposited into the Student Fee Fund and expended for the purpose for which they were collected from students.

PART THREE:

Waiver of Student Fees: Fees that are charged pursuant to PART ONE, subsections A and C shall be waived for students who qualify for participation in the free or reduced-price lunch program under United States Department of Agriculture child nutrition programs. Actual participation in the free and reduced-price lunch program is not required to qualify for waivers in this section. All students shall be provided forms at the beginning of each school year, upon enrollment in the District, or at the request of the student, which provide the necessary information and permit the District to use this information to determine eligibility for fee waiver. Criteria for fee waiver will be the same as the criteria for participation in the free and reduced-lunch program. Application forms for fee waivers are available from each building principal. Once the school district has received a student's completed fee waiver application form, and has verified the student's eligibility, waiver of

the fee shall be granted for the student. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students.

ELEMENTARY FEE LIST

Fees Assessed:

Transcripts: \$1.00
Lost/Damaged library and/or classroom textbook: replacement cost
Lost/Damaged clothing/equipment: replacement cost
Lunch Prices: \$2.65, Reduced Lunch: \$0.40
8 oz. Milk: \$0.50, 4 oz. Juice: \$0.50
Breakfast: \$1.65, Reduced: \$0.30

Recommended Items - Not Required

Backpack
Water bottle
Paint shirt

Required clothing

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

Optional Items Available for purchase

Ralston High School Activity Ticket-\$50.00
Yearbook- \$10 to \$20
Student Picture Packages-\$6.50-\$25
Printed clothing
Paperback books for personal ownership

Donations and Fundraising:

As approved by the Superintendent or designee

TELEPHONE MESSAGES

Except in an emergency, placing telephone calls to a student during the school day is discouraged. When it is necessary to get a message to a student, please call the school office. We will attempt to deliver the message to the student. **Please call 30 minutes prior to dismissal to ensure that staff have adequate time to get the message to your child.**

VALUABLES

Students are discouraged from bringing valuables to school. Secure locations for personal items may not be available and the school does not assume responsibility for non-approved items brought to school.

VISITORS TO THE SCHOOL

The Board of Education and staff of the District welcome visits to the schools. Such visitations will be governed by those rules and regulations established by the district to provide a safe environment.

- I. In accordance with building and District safety procedures, parents/guardians/patrons, students, and others may visit schools. These visits shall be in compliance with all building and District safety guidelines. The principal or appropriate Central Office administrator authorizing the visits shall consider the following:
 - a. Disruption to the educational environment;
 - b. Distraction to students and staff;

- c. Confidentiality of students and staff;
- d. Safety of students and staff.

II. Parent/Guardians/Patrons

- a. Parents/Guardians wishing to attend and monitor courses, counseling sessions, and other instructional activities, must obtain prior approval of the appropriate teacher, counselor, or administrator.
- b. Parents/Guardians attending or monitoring courses with prior approval who, by their conduct or presence, interfere with the educational process or constitute an interference with school purposes, will be asked to leave.
- c. Parents/Guardians/Patrons attending building assemblies, building activities, classroom activities/parties during school hours will sign in at the office in accordance with building procedures.
- d. Unless otherwise restricted by law or court order, parents/guardians may visit their child's class for a segment of time that does not interfere with the educational process.
- e. All visitors will report to the school office upon arrival and departure.

III. Visitation by Students

- a. Visits by students from other school districts or buildings must be cleared through the building principal. If approval is given, a visitor's pass will be issued.
- b. Children below legal school age wishing to visit the school must be accompanied by their parent or guardian.

IV. Program Visitations

- a. Persons wishing to visit schools for the purpose of viewing new programs, organizational patterns, facilities, etc. must obtain clearance from the appropriate Central Office administrator.

CODE OF CONDUCT & DISCIPLINE

STUDENT CONDUCT

Bullying Prohibited. Bullying disrupts a school's ability to educate students, threatens public safety by creating an atmosphere in which such behavior can escalate into violence.

Bullying Prevention and Education. Students and parents are expected to immediately inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities, which educate students about bullying and bullying prevention.

Bullying Defined. Bullying means any intentionally hostile or offensive verbal, written, graphic, demonstrative, electronic, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, oppressing, or adversely controlling the student, and that is disruptive of the educational process, or any ongoing pattern of physical, verbal, written, graphic, demonstrative, or electronic abuse, on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events. This may include, but is not limited to, verbal, graphic, written, or electronic activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing, or physical or demonstrative activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, tripping, and damaging clothing.

Sexual Harassment. Sexual harassment is defined as any unwelcome act of a sexual nature. It may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and verbal or non-verbal sexual

comments or physical conduct of a sexual nature. Any offenses that meet the definition of sexual harassment may result in suspension or potential reassignment based on the severity of the incident. Legal authorities may be contacted.

GENERAL CONDUCT OF STUDENTS

Students are expected to conduct themselves in an orderly, dignified, and respectful manner at all times. This applies to student interactions with other students, staff members, and visitors. Violence will not be tolerated. Any such actions on the part of students will result in immediate consequences, as outlined in school board policy and/or Nebraska statutes. Consequences may include student exclusion, suspension and/or expulsion. (See Appendix) Student discipline shall conform to the general rules of conduct that are stated in the Board approved handbooks. (Policy 5035)

Principles and General Procedures: It is the philosophy of the School District of Ralston that appropriate behavior is of great importance in schoolwork, and that all feasible means should be employed to help each student develop skills in self-discipline. Students are expected to follow school and classroom rules, and to be courteous to all of their associates. Such learning may call for control of student conduct by adults. Any Ralston student is subject to disciplinary procedures for inappropriate actions that take place at his/her building of attendance or any other district building and/or school related activity or for any other action prohibited by state statute.

Students may be kept after school at the discretion of a staff member. In such cases, every effort will be made to notifyNo pants/clothing with tears/missing fabric that reveals excessive skin.

1. Students must wear shoes or sandals at all times, no slippers.

Students will not be allowed to wear sunglasses, hats, caps, bandanas, bandanas worn as headbands, or the parents. If a parent cannot be reached, the student will be allowed to leave, but may be kept before or after school on another day after parent notification. If two students are involved in an act of misconduct, the school is not permitted to share the consequences of another student with the other parties parents/guardians.

Student Appearance

The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Altering a student's appearance or removing or altering a student's attire without consent from their parent/guardian/caregiver is not allowed. Additionally, students' hair should not be permanently or temporarily altered by school personnel.

Cultural and Religious Attire. Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids, locks, twists, tight coils or curls,

cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

Any person who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any public or private location where the person is otherwise authorized to be on school grounds or at any school function.

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

Health and Safety Accommodation Process. If a health and safety standard accommodation is necessary, the District will:

1. Engage in a good-faith effort to reasonably accommodate the student and
2. Notify the student's parent or guardian of such an attempt to accommodate the student's appearance or any attire, tribal regalia, hairstyles, adornment, or other characteristic associated with race, national origin, or religion
3. Attempt to obtain consent from a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire, tribal regalia, hairstyle, adornment, or other characteristic associated with race, national origin, or religion.

Recordkeeping- The District will record efforts made to accommodate a student's appearance, attire, hairstyle, adornment, or other characteristics associated with race, religion, sex, disability, or national origin. Each record must include: the student's name; federally identified demographic characteristics; date of the occurrence; the health and safety standard relating to the accommodation; the nature of the accommodation requested; staff involved; communication with parents/guardians/caregivers, and; the outcome of the effort.

Enforcement. Violations of this policy shall be addressed in a manner consistent with the board's policies regarding student discipline.

DRESS CODE

~~The school dress code is based on the principle that student dress is the responsibility of each student's parents/guardians. For this reason, we feel that many of the restrictions on dress code and grooming should originate with the parent/guardian rather than with the school administration.~~

~~The dress code should allow for individualism and meet the current trend of changing styles. However, when a style becomes extreme, the matter will be discussed with the student. Students wearing clothing that is deemed inappropriate may be sent home or have proper clothing delivered by a parent or wear clothing stored in the office for dress code violations. Students who refuse to comply will face disciplinary action.~~

- ~~1. Appearances which are disruptive, according to the staff, will not be allowed. Students may be referred to administration for final approval. Automatically included in this category are—
 - a. Not any clothing that is offensive or distracting to the learning environment. (Clothing with vulgar, obscene, profane, suggestive or otherwise inappropriate drawings or slogans)
 - b. No sagging pants.
 - c. No pajama pants.
 - d. No bare midriffs.
 - e. Upper body articles should cover the body from both shoulders to the waist. Shirt straps must be approximately one inch or wider.~~

- ~~f. other head coverings that are not related to an individual's religious/cultural beliefs. Those items are to be kept IN LOCKERS during the day from 7:55 am to 3:14 pm. Bandana printed items may not be worn or displayed.~~
- 2. Coats are generally not needed in school and should not be worn in class unless a teacher determines coats are needed.
 - ~~a. What is NOT allowed? Any coat that is generally worn as an OUTSIDE coat for warmth is not allowed. Not allowed are heavy overcoats, ski jackets, rain wear, or any lined jackets.~~
 - ~~b. What IS allowed? One layer cotton lining inside a windbreaker, unlined windbreaker, and pullover or zippered sweatshirts are acceptable for indoor wear.~~
 - c. Sweatshirts with hoods are allowed but the **hoods must be down at all times** during the school day.

ILLEGAL SUBSTANCES

State law and Board of Education policy strictly prohibits students from having tobacco products, alcoholic beverages or drugs at school. Violation of this policy will result in appropriate disciplinary action, and may cause the student to be suspended or expelled from school.

TOBACCO & VAPING

The use or possession of any tobacco products, including cigarettes, cigars, or other tobacco or tobacco derivative products, vapor products or electronic nicotine delivery systems, alternative nicotine products, or any other such look-alike or imitation product, is not permitted on school property at any time (Policy 3016).

Per school board policy, our campuses are smoke-free. The use or possession of tobacco or vaping products by any student on campus or at any school event home or way is prohibited. The offending participant will visit with an administrator for school consequences. The student will not be able to participate in any practices or contests during any suspension, and cannot practice, attend, or participate in any events the day of the possession or use.

SNIFFER DOGS

The superintendent, or the building principal with the superintendent's permission, may initiate the use of specially trained sniffer dogs to conduct an inspection (Policy 3045).

WEAPONS IN SCHOOLS

Weapons. No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitors under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

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

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

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;

2. The possession of firearms by peace officers or other duly authorized law enforcement officers

The carrying of firearms by qualified law enforcement officers or qualified retired law enforcement officers carrying pursuant to 18 U.S.C. 926B or 926C, respectively, as such sections existed on January 1, 2023

3. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;

4. 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;

5. Firearms contained within a private vehicle operated by a nonstudent adult that are not loaded and are enclosed in a case or are in a locked firearm rack that is on a motor vehicle; or

6. A handgun carried as a concealed handgun by a nonstudent other than a minor or prohibited person 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.

SCHOOL BUS/VAN RULES AND REGULATIONS

These rules apply to all means of district provided transportation.

1. The driver is responsible for the students and the safety of the bus
2. Students will be picked up and /or dropped off at the pre-arranged location and time.
3. The driver will wait for up to 3 minutes for a student at a stop, after which time the driver will travel to the next stop.
4. Students are to follow school rules while riding on the bus: Be Safe, Be Responsible, Be Respectful.
 - a. Students are to follow the directions of the bus driver
 - b. No food or drink allowed on the bus at any time
 - c. Hands and feet must remain in the bus at all times
 - d. Students will remain seated while the bus is moving
 - e. Students will wear seat belts when available
5. Students are responsible for any damages they create to the bus
6. Students will be discharged ONLY to regular stops unless otherwise pre-approved through the Director of Transportation.

Students may be suspended from riding privileges for failure to follow any of these regulations.

STUDENT DISCIPLINE

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

Any disciplinary action taken by staff must be consistent with the requirements of other applicable laws, including but not limited to the IDEA, Section 504, and Title IX.

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

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.

Pre-Kindergarten through Second Grade Students

Notwithstanding any other provision of this policy, an elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Makeup Work for Suspended Students

Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations ("makeup work"). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a parent or guardian at the time of suspension. Suspended students may not be required to attend the school's alternative program for expelled students in order to complete classwork or homework.

Short-Term Suspension

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

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,

2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. 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

Weapons. No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

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

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

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United

States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Consequences – Weapon. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

Confiscation of Firearms and Weapons. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm or weapon possessed in violation of this policy. Any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm to school.

Long-Term Suspension

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

Expulsion

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

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

4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.
5. **Conclusion of Expulsion.** At the conclusion of an expulsion, the school district will reinstate the student and accept non duplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
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 email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
 - j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
 - k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
 - l. Using any object to simulate possession of a weapon; and
 - m. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

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

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charges.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in

writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.

6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

Reporting Requirement to Law Enforcement

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

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

EMERGENCY EXCLUSION

Grounds for Emergency Exclusion. Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

(a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

(b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than

is necessary to avoid the dangers that prompted the exclusion.

Extension of Exclusion. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit an oral request for a hearing on the proposed extension of the exclusion within two school days of receiving the initial notice. If the initial request for a hearing is oral, they shall confirm the request in writing.

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within five school days after the school district receives the initial oral or written request; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony. The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own

defense and may be questioned on such testimony, but may choose not to testify.

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension of the exclusion. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, the student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

ACADEMICS

INSTRUCTIONAL MATERIALS AND ACTIVITIES

The District will provide access to textbooks and other curriculum materials used in Ralston schools for parental review. If any materials appear questionable to a parent / guardian, a request may be made to have the material reviewed by a panel of teachers and parents. It is Ralston Public School's intent to keep parents well informed. Parents and guardians are welcome at any assembly, counseling session, or other special educational activity. Please contact the building principal prior to the event to ensure space may be provided.

STUDENT ASSISTANCE TEAMS

When a student experiences difficulties with learning or behavior in school, the teacher will consult the student's parent(s). If the problem persists the teacher or other school personnel may also seek the advice or suggestions of other teachers. Sharing of expertise among educators whether the problem is simple or complex, often promotes desirable solutions. At each elementary school, appropriate personnel, referred to as the Student Assistance Team (S.A.T.), meet regularly to assist in providing the most desirable education opportunities for the students.

The S.A.T. usually consists of regular educators including the student's teacher, parent(s), and other personnel who may be appropriate to consider the problem at hand. Staff members who will be included on the team are general education classroom teachers, administrators and school counselors or reading specialists. Special education staff may be involved occasionally as needed. Parents will receive a notice and be involved throughout the SAT process.

The goal of the team is to share information in a problem-solving discussion. The classroom teacher will bring evidence to demonstrate the difficulty occurring within the classroom. As a team, the members will discuss possible causes for the difficulty. After a cause has been identified team members will give recommendations. The recommendations will become interventions. Once the interventions have been identified, persons responsible will be identified as well as a timeline. Generally a S.A.T. intervention will be tried for approximately 30-45 hours of intervention. This allows for accurate data collection on whether the intervention was appropriately identified and successful. At the end of approximately 30-45 hours of intervention a S.A.T. 2 meeting will occur. At this meeting results of the interventions will be shared. The team will determine if the appropriate level of success has been reached. Additional interventions may be put in place and monitored for another 30-45 hours of intervention. If the team feels that appropriate interventions have been in place and the child is not making significant progress a further recommendation for testing may be made. Parents are encouraged to participate and be involved throughout the entire S.A.T. process.

FIELD TRIPS

Students in prekindergarten through sixth grade will have the opportunity to participate in field trips throughout their educational experience. Information about specific field trips where students leave the building will be sent home to parents and guardians prior to the field trip. This includes transportation to other buildings for school-related events (e.g. concerts, orientation, etc.). Parents/guardians will sign a permission slip sent home by the teachers.

On field trips, parents are not typically able to ride the bus due to the limited amount of space on the bus. Therefore, if parents/guardians plan on attending field trips, they may be asked to provide their own transportation.

PREKINDERGARTEN

Ralston Public Schools offers prekindergarten programming in all elementary buildings. Prekindergarten Handbooks are provided to each parent/guardian over the summer before school begins. Prekindergarten screenings are held in the spring and summer for the following school year. For information please contact the District Office at 402-331-4700.

CHILD FIND NOTICE

Ralston Public Schools has an ongoing goal of locating and identifying all children, birth through age 21, who have special needs. The district will provide any child or youth who has a disability an appropriate public education at no cost to the parents of the child. Children or youth with disabilities are those who have hearing impairments, vision impairments, behavioral disorders, deafness, blindness, health impairments, specific learning disabilities, mental disabilities, autism, or traumatic brain injuries. In addition, children and youth with any disability which substantially limits a major life activity may receive modifications to allow them access to an appropriate education (Section 504 of the Rehabilitation Act, as amended).

Ralston Public Schools requests your help in locating children and youth with disabilities who are eligible to benefit from Special Education. If you know of a child or youth who is a resident of the District, who may have a disability and is not receiving needed services, please contact the Director of Student Services, 8545 Park Drive, Ralston, NE 68127.

COMPLAINT REGARDING PRINTED MATERIALS

Patrons, students or faculty members desiring to make a complaint about any textbook, workbook, or materials used within the Ralston School system should file a written complaint with the building principal. Each building principal serves as a chairperson of a committee composed of faculty, librarian, and lay citizens who will review each complaint on an individual basis and make a decision based upon this review. All decisions are subject to review by the Superintendent of Schools. Patrons in disagreement with the decision reached by the committee and/or the Superintendent may appear before the Board of Education with their complaint.

MEALS

BREAKFAST / LUNCH PROGRAM

Each elementary school will provide a hot lunch for students in grades kindergarten through six for a nominal fee. Students are encouraged to eat at school by purchasing a hot lunch, or they may bring a sack or cold lunch.

The Ralston Public Schools use a finger scan system to provide security for your students meal account. All students are assumed to be eligible to participate in this system unless notified by the parent/guardian that they wish to exclude their student. All parents/guardians wishing to exclude their student from this program should contact their school secretary and request exclusion.

The cost for a hot lunch is \$2.60 per meal. All hot lunch trays include a carton of milk. Any student who is allergic to milk will be offered a substitute. To qualify for this substitution a written statement from a doctor stating the student is unable to drink milk must be on file in the office of the school.

Students bringing a cold lunch may purchase milk for \$.50 or juice for \$.50. Carbonated/soda drinks with cold lunches are discouraged.

All Ralston elementary schools offer breakfast. The cost is \$1.55.

Parents are strongly encouraged to use the online lunch payment option and to maintain a positive balance in the student's account. For information on how to sign up for and use this option please visit the school's website and click on the "Online Lunch Payment" button.

Any parent wishing to eat with their child will follow the school visitation policy outlined in the Student/Parent Handbook. Anyone planning to eat at school should call the school office by 8:30 a.m. to be included in that day's lunch count. Adult meals cost **\$2.60** for breakfast and **\$3.35** for lunch.

A free and reduced price lunch program is available for those qualifying. The cost is \$.40 for a reduced lunch and \$.30 for a reduced breakfast. Application forms for this program were mailed in August to the parents/guardians of students enrolled in the school district. Additional forms are also available in the school office.

USDA Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:

U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. Fax: (833) 256-1665 or (202) 690-7442; or

3. Email: Program.Intake@usda.gov

LUNCH ROOM BEHAVIOR

Students will:

1. Talk in normal voice tones at all times.
2. Conduct themselves in a manner that is acceptable to dining in a large group.
3. Eat only their own food.
4. Display good manners.
5. Respect the rights of others.
6. Ask and receive permission before leaving the lunchroom.

Infractions of the above rules will lead to appropriate disciplinary actions by the administrator or the persons assigned to monitor the lunchroom.

EXTENDED DAY

EXTENDED CHILD CARE PROGRAM - LIL' RAMS

The Ralston Schools Foundation offers parent pay extended childcare in each elementary building if there is adequate interest. The hours are 7:00 - 8:00 a.m. and 3:00 - 6:00 p.m. on days school is in session. Extended hours are offered for schools with weekly early dismissal. Please call Sara Ryan, Lil' Rams Director, at (402) 898-3491 for registration and fee information. Registration forms are available at the Ralston Administrative Office, 8545 Park Drive and at ralstonschoolsfoundation.org.

Tuition for Fall 2025:

- \$ 58.00 weekly a.m. only
- \$ 68.00 weekly p.m. only
- \$ 89.00 weekly full time
- \$ 40.00 per day – inservice

INTRAMURAL ACTIVITIES

Intramural activities will be scheduled intermittently throughout the year. Detailed information, along with participation permission slips will be sent to the parent(s) of the students eligible for intramural programs. **For supervision reasons, siblings are not permitted to wait for students participating in intramurals.**

ENROLLMENT & STUDENT PLACEMENT

ENTRANCE AGE

The Ralston School District will admit a child

- a. who is age eligible for kindergarten based on their age (must be 5 on or before July 31st of the current year)
- b. who is age eligible for prekindergarten based on their age and meeting eligibility criteria
- c. whose parent or guardian requests such entrance and provides an affidavit stating that the child previously attended kindergarten in another jurisdiction; or
- d. whose parent or guardian requests such entrance and provides an affidavit that the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or
- e. whose parent or guardian requests such entrance and is recommended for admission through the Early Entrance Evaluation procedures.

CHANGE OF RESIDENCE/PHONE NUMBER

Current contact information is vital for the safety and well being of your child if an emergency occurs. **PARENTS ARE REQUIRED TO PROVIDE A CURRENT PHONE NUMBER AND EMAIL IN CASE OF EMERGENCY.** Parents are required to notify the secretary of the school whenever there is an address, a home telephone or work telephone number change. Also, please report any change in emergency numbers.

Upon the written recommendation of the principal and the approval of the superintendent, any K-12 student regularly enrolled in the school who transfers his/her residence to another school district may continue to attend Ralston Schools until the end of the current semester without payment of tuition. It is understood that the parent(s) or guardian assumes responsibility for the regular and punctual attendance of the child and any transportation that may be needed. The parent will also need to complete an Option Enrollment form if the student will continue to attend Ralston Public Schools.

PLACEMENT OF STUDENTS IN CLASSES

The Ralston Elementary Schools use the following guidelines in determining classroom placement:

- A range of academic ability
- Input from previous teacher(s)
- Social/behavioral relationships

The final decision on classroom placement is the responsibility of the building principal.

TRANSFER OR WITHDRAWAL FROM SCHOOL

Students transferring or withdrawing from school must be cleared through the school office. Parents are requested to notify the school as soon as possible that a withdrawal or transfer is pending.

WITHIN DISTRICT TRANSFER OF STUDENT

Upon a written request of the parent or guardian and approval of the involved principals and the superintendent, any student residing within the school district boundaries may receive permission to attend an elementary school other than the one in his/her prescribed attendance area if enrollment permits.

Application for transfer from one attendance center to another within Ralston Public Schools is required by February 14th. Transfer requests will be considered in the order in which they are received and notification of the transfer decision might not be made until late summer. Transfers will be granted at any time during the school year, if enrollment permits. It should be understood that when such a transfer occurs any needed transportation to or from school is the responsibility of the parent(s) or guardian in accordance with the school's beginning and dismissal times.

ATTENDANCE

TIME OF ARRIVAL

Regular School Days

Kindergarten-6th grade Breakfast: upon arrival - 8:00 a.m.

Kindergarten-6th grade School Hours: 8:00 am - 3:00 pm

Prekindergarten Hours: - 8:00 am - 3:00pm Monday - Thursday, no school Friday

Kindergarten-6th Grade Early Release Days: Fridays - 8:00 am - 2:30pm

Unless the student is participating in a designated school activity or the student is registered for the extended day care program, students should arrive at 7:45 a.m. at the earliest. Please plan with your child the appropriate time for leaving home so they do not arrive earlier than the specified time. **IN THE MORNING PRIOR TO THE STARTING OF SCHOOL AND AFTER SCHOOL PLAYGROUND SUPERVISION IS UNAVAILABLE.**

Supervision of the student before the first bell and after the dismissal bell is the responsibility of the parent/guardian. Students on the grounds 15 minutes after the dismissal bell will have to be signed out in the office by a parent. **Principals may contact the proper authorities if students are dropped off and/or not picked up within thirty minutes of designated arrival and dismissal times.** Please deliver and pick up your children on time.

Students will not be permitted to return to the classroom after dismissal for items left in the classroom unless supervised by a staff member.

ABSENCE PROCEDURES

When it is necessary for a student to be tardy or absent from school, parents are asked to call the school office between the hours of **7:45 and 8:15 a.m.** If the school has not received a call, the school shall call the parent/guardian to verify the student's whereabouts. Parents/guardians are expected to call each day that the student is to be absent from school, unless other arrangements have been made with the school.

COMPULSORY ATTENDANCE AND EXCESSIVE ABSENTEEISM

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

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

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

Discontinuing Enrollment – 5 Year Old Students

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

Discontinuing Enrollment – 16 and 17 Year Old Students

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

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

confirm the validity of the submission with the State Department of Education.

Attendance Officer

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

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance. When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may/must file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer shall file a report with the appropriate county attorney.

LEAVING BEFORE THE END OF THE DAY

Students leaving school early must be signed out by a parent/guardian. Students must check out of the office prior to them leaving the building. We encourage you to contact the school via written or phone communication to notify the staff of the early departure if possible.

If a student must leave school during school hours for a doctor's appointment or other valid reason please note:

- Students leaving the school prior to dismissal must report to the office before leaving the building.
- Depending upon time of day this could count as an absence.

RELEASE OF STUDENT TO NON-CUSTODIAL PARENT

As specified in current law, **the school may release a student to a non-custodial parent** unless a court order specifically barring such a release has been filed in the school office. A current, original court document must be brought to the school office for copying. The non-custodial parent will be required to provide a valid driver's license to confirm their identity.

Nebraska Compulsory Attendance Law

Every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child who will reach six (6) years of age prior to January 1 of the current school year and did not reach sixteen (16) years of age prior to July 16, 2005, and has not reached eighteen (18) years of age shall cause such child to attend regularly the public, private, denominational, or parochial day schools each day that such schools are open and in session except when excused by school authorities, unless such child has graduated from high school, or unless such child has reached the age of sixteen (16) and such child's parent or guardian has signed a notarized release disenrolling the child on a form provided by the school.

SCHOOL PROPERTY & STUDENT SAFETY

SAFETY

Instruction in safety practices begins in every elementary classroom the first day of school and continues throughout the year. The home and school must work together until safe living is a natural practice of the child. Parents should constantly set an example of safety for their children. You can do your part by helping your

children learn the following:

The student will...

- go directly home after school.
- walk the safest route to and from school.
- look and be sure the way is clear before crossing the street.
- cross the street only at marked crossings.
- stay on the sidewalk. Avoid lawns, vacant lots, etc.
- walk on the left side of the street if there are no sidewalks.
- observe and obey traffic rules.
- get in and out of the car on the curbside.
- make safe choices when crossing the street and in the parking lot.
- observe the rules of good bicycle riding.
- cross railroad tracks at proper places and make safe choices while near the tracks.
- leave items on the ground that belong on the ground.
- refuse all gifts, invitations or rides from strangers.
- obey general safety rules.

SAFETY DRILLS

Students and staff will practice routine safety drills. During a fire drill all people in the building are required to leave.

During tornado drills all students will receive instructions concerning safe areas of the building and precautions to be followed during a tornado.

BICYCLE RULES

All bicycles must be placed in the bicycle rack immediately upon arrival at school. No riding is permitted on school grounds. Bicycles must be chained and padlocked to the bicycle rack. **The school assumes no responsibility for theft or vandalism that occurs to bicycles.**

INCLEMENT WEATHER - SCHOOL CLOSING/CONSIDERATIONS

When the Superintendent or his representative deems it necessary to close school for all or part of the day, notice will be provided through the Blackboard calling system and local radio and television stations. When school is dismissed during the school day, parents may pick up their students or they will be sent home by regular means (bus or walk). Be sure to communicate to your building's office if your contact or emergency information changes.

As a general guideline students will participate in outdoor activities unless the **wind chill is 10° F or below**, above 95 degrees Fahrenheit, or precipitation necessitates students remaining indoors. The building principal may restrict outside activity when inclement weather is present in concern for the health and safety of students and staff.) The Safety Patrol may not be on duty in the case of extreme weather conditions.

ANIMALS ON SCHOOL GROUNDS

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent except as provided in this policy. See Board Policy 3046 regarding Service Animals and Therapy Dogs for more information.

MEDICAL

Health Services & Regulations

A school nurse or health aide is available at all times during the school day. If a student is not feeling well during school hours they should:

- Tell the teacher and obtain a pass to the Health Office, you must have a pass to go to the Health Office. Please do not go to the Health Office during passing periods.
- When, because of illness or injury to a student, it becomes inadvisable for the student to remain in school, a parent/guardian will be contacted by telephone and requested to come to school to pick up their student. If a parent/guardian can not be contacted, the emergency number that has been furnished to the school will be used. The person picking up the student must do so **within one hour of being contacted.**
- If parent/guardian/emergency contact can not be contacted and it is the opinion of the school officials that further medical aid is needed immediately, a rescue squad will be called, at the parents expense, and the student will be transported to the nearest hospital.
- Under no circumstances will an ill or injured student be allowed to leave school on their own without parental permission.

Please review your child's records to make sure your child has obtained the needed immunizations prior to enrollment. Please check with your child's physician or contact the Douglas County Health Department for information on immunization clinics that are available (444-7213). You may also contact the school nurse if you have questions regarding the law or need assistance in getting your child's immunizations.

Nebraska School Law dictates that your child will not be able to enroll unless dates of immunizations are provided to the school at the time of enrollment.

FIRST AID

The school attempts to provide a safe environment for your child. First aid will be administered when appropriate. Any treatment beyond first aid is the responsibility of the parents.

IMMUNIZATIONS

Nebraska School Law (79.217-223) requires that all students be immunized against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, mumps, Hepatitis B, and 2 doses or year of infection for Varicella

PRIOR TO ENROLLMENT. Affidavits for religious or medical reasons are available in the school office.

All students will need to have on file at least 3 DTP, 3 Polio, and 2 doses of MMR (Measles, Mumps, and Rubella) immunizations; 3 doses of pediatric hepatitis B vaccine, or, if the alternate hepatitis B vaccination schedule is used, 2 doses of a licensed adult hepatitis B vaccine specified for adolescents 11-15 years of age, 2 doses or year of infection for varicella (chicken pox).

Kindergarten, seventh grade and all out-of-state transfer students are required to have dates on file for the following immunizations: 3 DTP, 3 Polio, 2 MMR, 3 Hepatitis B, 2 doses or year of infection for varicella (chicken pox). 7th Graders are required to have an additional Tdap booster (contains Pertussis booster).

MEDICATION

Administering Medication to Students

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

1. Prescription medication

- a. Parents/guardians must provide a physician's written authorization for the administration of the medication.
- b. Parents/guardians must sign an Authorization for Medication form provided by the school.
- c. The medication must be brought to school by a responsible adult in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

2. Nonprescription/over the counter medication.

~~a. Parents/guardians must provide a physician's written authorization for the administration of the medication. These included, but are not limited to, pain relievers, cold medicine, allergy medicine, etc..~~

- a.. Parents/guardians must sign an Authorization for Medication form provided by the school.
- b.. The medication must be brought to the school by a responsible adult in the manufacturer's container, and will be kept in the Health Office.
- c.. The container must be labeled with the child's name and with directions for provision or administration of the medication.

All medications must be brought into the Health Office by an adult. If a student rides the bus, an adult can hand the medication to the bus driver, who can then give it to a staff member at the school dropoff.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for

giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

At the end of the school year, if there is any medication left over, a responsible adult must pick this up from the Health Office. Any medication left after the school year has completed, will be properly disposed of.

The district will not purchase, prescribe, or provide any form of medication to any student.

The district will stock and use naloxone, when necessary in accordance with policy 3051.

PHYSICAL EXAMINATIONS

The State of Nebraska requires a birth certificate and evidence of a physical examination by a qualified physician for all incoming kindergartners, seventh graders, and all out-of-state transfer students.

Kindergarten students are required to have an eye examination by a qualified medical professional prior to enrollment.

Evidence of a physical examination must be dated no more than six months prior to entrance, and must be on file prior to the first day of school. **This is a state law.**

If there is objection to a physical examination, a refusal form must be signed and dated at the school by the parent/guardian.

CHRONIC CONDITIONS

It is the parent/guardian's responsibility to notify the school health office of any chronic conditions that students may have including, but not limited to, asthma, allergies, diabetes, heart conditions, lung conditions, or seizures. The school may require a physician's order for treatment or a signed emergency action plan to assist staff in managing these chronic conditions at school. Also very important, is to keep the school notified of any changes in the student's condition.

COMMUNICABLE DISEASES

The School District of Ralston will use the communicable disease regulations set up by the State of Nebraska and local Health Departments concerning children with communicable diseases and their attendance at school.

SUMMARY OF COMMUNICABLE DISEASES AND CONTAGIOUS CONDITIONS

Fever

Children will be sent home if they have a fever of 100 degrees or higher. Children must be fever free for 24 hours prior to returning to school with no medication given.

Vomiting

Children will be sent home if they vomit due to illness. Children must be free from vomiting for 24 hours prior to returning to school.

Chicken Pox - By direct contact and airborne spread.

Approximately 2 weeks, but may be as long as 3 weeks, after exposure a susceptible person may be expected to

"break out" with their first crop of blister-like eruptions. New eruptions can be expected to continue for 3-4 days. Students will be excluded from school for 7 calendar days, starting from the time of the first eruption. Due to the degree of severity, the student may stay out of school longer. Students may be sensitive to their appearance even when they are no longer contagious, causing their absence to be longer than 7 calendar days. Secondary infections after apparent recovery may occur. Cellulitis (skin disorder) and Bacteremia (blood poisoning) are the most common kinds of secondary infections. Complications as described below with measles may also occur.

Measles - (Rubella, Red or Hard Measles) By direct contact, droplet spread and less commonly by airborne spread.

Approximately 10 days after exposure a susceptible person may develop a fever. Within 2-3 days a red blotchy rash will develop, usually starting on the face and neck and becoming generalized. A dry, hacky cough will develop at the same time. This is a serious disease. Students are excluded from school until the 7th day after the initial appearance of the rash. Parents should be cautioned not to send children back to school too soon as complications such as ear infections leading to hearing loss, decreased visual acuity, pneumonia, and encephalitis are not uncommon.

Mumps - By direct contact and droplet spread.

Approximately 18 days after exposure a susceptible person may develop a fever and swelling or tenderness of one or more salivary glands. Students are excluded from school for 9 calendar days from the onset of swelling; complications may occur as above plus some including reproductive organs.

Rubella - By direct contact and droplet spread, may be airborne. (German or 3-day Measles)

Approximately 18 days after exposure a susceptible person may suffer from a low-grade fever, headache, feeling sluggish and cold-like symptoms. Most victims will manifest a rash. Diagnosis may be difficult if a rash is not present. Students should be excluded for 5 calendar days after onset of rash. This disease is highly contagious, but usually mild.

Impetigo, Scabies, and Ringworm

To be excluded from school upon recognition. To be readmitted when there is no longer evidence of contagion, or upon a written statement from physician or phone call from doctor's office indicating that the condition is under treatment and no longer considered contagious.

Pediculosis - (Head lice)

To be excluded when live vermin and/or eggs are present. To be readmitted the morning after treatment is started. Treatment consists of lice shampoo and nit comb. ~~Eggs must be removed prior to the child returning to school.~~ All family members and close contacts that attend school may be inspected by the nurse.

Pinkeye

To be excluded from school upon recognition. May return with a written doctor's statement or phone call from the doctor's office after prescribed treatment or when the eye is normal in appearance.

Fifth Disease

To be excluded upon recognition. May return with a written doctor's statement or phone call from the doctor's office. Characteristically begins on the face and classically produces an intensely red "slapped cheek" appearance. A lace-like rash may appear on the trunk and upper extremities.

FAMILY ENGAGEMENT

PARENT/GUARDIAN INVOLVEMENT IN EDUCATIONAL PRACTICES

Ralston Public School District recognizes the importance of parental/guardian involvement in the education of children. The partnership between home and school is critical for student success. A few notes for parents are found below regarding parental involvement. Ralston Public Schools policy for parental involvement may be found in the Appendix.

STANDARDS AND BENCHMARKS FOR PARENT INVOLVEMENT

Parenting:

Assist families with parenting skills and setting home conditions to support children as students and assist schools to understand families.

- Students will develop positive personal qualities, habits, beliefs, and values taught by family
- Students will be aware of the importance of school
- Parents will be self-confident about parenting
- Parents will have a sense of support from school and other parents
- Teachers will have respect for families' strengths and efforts
- Teachers will use their training and skills to share information on child development

Communication:

Conduct effective communications from school to home and from home to school about school programs and children's progress.

- Students will be aware of own progress in subjects and skills
- Students will understand school programs and policies
- Parents will monitor child's progress in subjects and skills
- Parents will understand school programs and policies
- Teachers will be able to communicate clearly with parents
- Teachers will elicit help with child's progress from the family

Volunteering:

Organize volunteers and audiences to support the school and students.

- Students will be aware of the many skills, talents, occupations, and contributions of parents and other volunteers
- Students will develop skills in communicating with adults
- Parents will be self confident about ability to work in school and with children
- Parents will have an understanding of the teacher's job
- Parents will feel that families are welcome and valued at school
- Teachers will be aware of parents' talents and interests in school and children
- Teachers will be skilled in organization, training, and use of volunteers

Learning at Home:

Involve families with their children on homework and other curriculum-related activities and decisions

- Students will have a positive attitude about homework and school
- Students will view parents as more similar to teacher and of home as more similar to school
- Parents will be confident and skilled in how to support, encourage, and help his or her child at home
- Parents will have an understanding of instructional program and what the child is learning in each subject
- Parents will have an appreciation of teacher's skill
- Teachers will have a respect of family time
- Teachers will recognize the helpfulness of all families in motivating and reinforcing student learning

Decision Making:

Include families as participants in school decisions, and develop parent leaders and representatives.

- Students will understand the benefits linked to policies enacted by parent organizations
- Parents will feel they have input into policies that affect their child's education
- Teachers will be accepting of equality of family representatives on school committees and in leadership roles

Collaborate with the Community:

Coordinate resources and services from the community for families, students, and the school, and provide services to the community.

- Students will have the opportunity to know and explore careers and options for future education and work
- Students will feel like a valued member of the community
- Students will develop positive relationships with adults in the community
- Parents will use local resources to increase skills and talents or to obtain needed services
- Parents will be aware of community's contributions to the school
- Parents will participate in activities to strengthen the community
- Teachers will use community resources to enrich curriculum and instruction
- Teachers will be skilled in working with mentors, business partners, community volunteers, and others to assist students and teaching practices

POLICY 5018 PARENT/GUARDIAN INVOLVEMENT IN EDUCATIONAL PRACTICES

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

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
 - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
 - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
 - c. A parental request to review specific standardized and criterion- referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide NSCAS assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.

2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies, and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, at the sole discretion of the building principal.
 - b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
 - a. Building principals may excuse a student from any single school experience at the parent's written request.
 - b. When appropriate, alternative experiences will be provided for the student by the school.
4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
 - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
 - b. State Assessments
The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.
 - c. National Assessment of Educational Progress
As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.
7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

School-Caregiver Compact

Ralston Public Schools: Elementary
2024/2025 School Year

This Title I School-Parent Compact has been jointly developed with parents and outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high academic standards. At the annual parent-teacher conferences the compact shall be discussed as it relates to the individual child's achievement.

Teacher / School:

It is important that students achieve. I agree to do the following:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment to enable children to meet challenging state academic standards.
2. Regularly communicate with parents on their child's progress.
3. Demonstrate professional behavior and positive attitude.

Parent / Caregiver:

I want my child to achieve; therefore I will encourage him/her by doing the following:

1. Communicate and work with teachers and school staff on an ongoing basis to be involved and support my child's learning.
2. Support your child's learning--volunteer in their classroom; participate, as appropriate, in decisions related to their education, guide positive use of extracurricular time.
3. Make sure my child is at school every day and on time, unless they are ill.

TECHNOLOGY

STUDENT INTERNET AND COMPUTER USE

Students are expected to use computers and the Internet as an educational resource. Procedures and guidelines governing the use of computers and the Internet at school are provided in the Appendix (Policy 5037).

Technology in Ralston Elementary & Middle Schools

Vision Statement. To develop 21st century skills through relevant instruction to create learners who are academically competitive, technology literate, motivated, and college and career ready.

Purpose Statement. To enable secure access and effective delivery of curriculum, sustainable and proactive instructional technology support, and efficient and reliable information for decision making for all stakeholders.

WEBSITES

District, School, & Teacher

Ralston Public Schools district website address is www.ralstonschools.org. Some of the services provided include school and teacher websites, Board of Education, calendars, community connections, enrollment, handbooks, lunch menus, online lunch payment, student services, & instructional resources.

GOOGLE APPS FOR EDUCATION. Ralston Public Schools actively uses Google Apps for Education(GAFE). The applications that students have access to include gmail, calendars, and drive. All students grades 3-12 have an

email account. Each account is password protected. All students K-12 have a drive account. The drive app includes the ability to create documents, spreadsheets, presentations, and drawings. GAFE gives all our students equal access to the same products. The only requirement for the student is internet access.

R-KIDS. All Ralston schools offer the R-KIDS (Ralston Knowledge, Information, Data Site) online grading. This site will encourage greater communication between the school, teacher, student, and parent. Grades are a way for students, teachers and parents to communicate the progress and achievement level of each student. An on-line grading system enhances this communication and creates a more efficient way for parents and students to monitor their progress in school. Teachers will post grades in a timely manner, based upon the assignment and the teacher's schedule. Parents are encouraged to monitor their child's progress by checking the system weekly. Please note that some classes may not have graded assignments each week. When a student is missing an assignment/assessment, the incomplete box will be checked. Once the work is made up, the grade will be entered and the late box will be checked.

What is an Acceptable Usage Policy? An acceptable use policy (AUP), is a set of rules applied by the owner or manager of a network, website or large computer system that restrict the ways in which the network, website or system may be used. AUP documents are written for corporations, businesses, universities, schools, internet service providers, and website owners, often to reduce the potential for legal action that may be taken by a user, and often with little prospect of enforcement. See reverse side for Ralston's AUP.

Ralston's Acceptable Use Policy

The use of school-owned technology, including computers, whether stand-alone, as a part of a local area network, or as part of a wide area network such as the Internet, is a privilege, not a right, and must be consistent with and driven by the educational objectives of the Ralston School District.

The Ralston School District exercises exclusive control over all school-owned technology, and students should not expect privacy regarding their use of any such equipment or network because school property is subject to search and inspection at any time by school officials. This search and inspection includes, but is not limited to, electronic mail, Internet access, file storage and transfer. Students are responsible for whatever is contained in computer files assigned to them.

Students using computers connected to the Internet, an international computer network, are able to access computers and people all over the world. The Ralston School District does not condone student access to any unsuitable materials which exist on the Internet. The Ralston School District recognizes that it cannot control the information on other computer systems and that it may not be physically possible to screen out all such inappropriate information and materials. All student Internet activities are subject to being monitored.

The Ralston School District makes no warranties of any kind, whether expressed or implied, for the technological services it provides. The District will not be responsible for any damages a user suffers. This includes loss of data.

Technology will be supplied for student use on an "as is, as available" basis. The availability of on-line resources does not indicate endorsement of their contents by the Ralston School District. The District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

The purchase of services or merchandise through the Internet, including the use of credit cards by students through District technological services is prohibited. The Ralston School District shall not be liable for any costs arising out of such transactions.

The Ralston School District will not be responsible for any liability or expense the user may incur in connection with the use of District technology. The user agrees to indemnify (hold harmless) the Ralston School District for any expenses, including attorney's fees, arising out of the use of District technology in violation of this agreement.

It is the responsibility of the parents/guardians to establish and convey the standards that their child should follow. In support of parents/guardians, the Ralston School District will enforce the minimum appropriate technology use standards set in the Technology Procedures (Code of Ethics for Technology).

ON-LINE GRADING SITE

R-KIDS (Ralston Knowledge, Information, Data Site) on-line grading enhances communication between the school, teacher, student, and parent. It also creates a more efficient way for parents and students to monitor their progress in school. Teachers post grades in a timely manner and parents are encouraged to monitor their child's progress by checking the system weekly. R-KIDS is available for all students in grades kindergarten through twelve. Parents can register for R-KIDS by visiting Ralston Public Schools website at www.ralstonschools.org.

CELL PHONES

Cell phones are not to be used during school and may be confiscated if the cell phone is causing a disruption. Students will be expected to follow the building cell phone security expectations that may include phones being kept in a designated place in the classroom or the office during school hours.

STUDENT INTERNET AND COMPUTER ACCESS

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

- I. Education About Appropriate On-Line Behavior
 - A. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
 - B. Staff will specifically educate students on
 - i. Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - ii. Cyberbullying awareness and response.
 - C. The School District's Assistant Superintendent of Learning shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy.
- II. Student Expectations in the Use of the Internet
 - A. Acceptable Use
 - i. Students may use the Internet to conduct research assigned by teachers.
 - ii. Students may use the Internet to conduct research for classroom projects.
 - iii. Students may use the Internet to gain access to information about current events.
 - iv. Students may use the Internet to conduct research for school-related activities.
 - v. Students may use the Internet for appropriate educational purposes.
 - B. Unacceptable Use
 - i. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
 - ii. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
 - iii. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
 - iv. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
 - v. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
 - vi. Students shall not publish web pages that purport to represent the school district or the

work of students at the school district without the express written permission of the system administrator.

- vii. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
- viii. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
- ix. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
- x. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
- xi. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
- xii. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.

III. Enforcement

A. Methods of Enforcement

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

B. Consequences for Violation of this Policy

- i. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - 1. Loss of computer privileges;
 - 2. Short-term suspension;
 - 3. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - 4. Other discipline as school administration and the school board deem appropriate.
- ii. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

IV. Children's Online Privacy Protection Act (COPPA)

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

Legal Reference: Children's Internet Protection Act and Protecting Children in the Twenty-First Century Act; Children's Online Privacy Protection Act (COPPA); 47 C.F.R., Ch. 1.

3059

Audio and Video Recording

Students, staff, parents/guardians, and patrons should assume that any class or activity in the school may be recorded by the school district for legitimate educational purposes. There is no reasonable expectation of privacy within classrooms, common areas of the school building or on school grounds outside of the building. Recordings permitted pursuant to this policy may only be used for authorized 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.

Secret Recordings. No person is permitted to make surreptitious recordings on school grounds unless authorized by the superintendent.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings when such recordings are deemed necessary or appropriate by an authorized representative of the district. The district will not maintain recordings unless the recording is purposefully copied and saved. Any recording not copied and maintained separately may only be accessible by the authorized representative for a limited time. Recordings made by the district may be destroyed by an authorized representative at any time unless retention is required by law.

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

Recordings Made by Staff. Staff members may make recordings of classroom instruction, student behavior or performance, and school activities without prior administrative approval only for legitimate educational purposes. Staff members may not make secret recordings while on duty, even if those recordings do not violate state or federal criminal or privacy laws. Staff members who violate this provision may be subject to consequences up to termination for classified staff and cancellation of contract

for certificated staff.

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

POLICIES & PROCEDURES

POLICY 5022 INVESTIGATIONS, ARRESTS & OTHER STUDENT CONTACT BY LAW ENFORCEMENT OR HEALTH & HUMAN SERVICES

The school district and its administrators and staff desire to maintain a positive working relationship with law enforcement officers and other representatives of governmental bodies in the discharge of their duties. However, this desire must be balanced against other equally important factors such as a student's legal rights, ensuring that a student's time spent in school is for education, and acknowledging that the school stands *in loco parentis* to the students.

"Law enforcement officer" means police officers, county sheriffs, state patrolmen, Health and Human Service workers, Child Protective Services workers, Office of Juvenile Services workers, probation officers, U.S. Immigration and Customs Enforcement (ICE) agents, Federal Bureau of Investigations agents, or any other government investigatory workers.

"Parent" means the biological or adoptive mother or father, guardian, responsible relative, or any other person who has claimed legal or actual charge or control of the student pursuant to Nebraska law or Title 92 Nebraska Administrative Code Chapter 19.

Law enforcement officers are encouraged whenever possible to talk to a student away from the school before or after school hours so as to cause as little disruption as possible to the student's education.

Law enforcement officers may be called to the school at the request of school administration, or they may initiate contact with the school for their own purposes. Contact between the school and law enforcement officers on matters involving students shall be made through the office of the superintendent or building principal and the law enforcement officer. All reasonable attempts should be made to avoid embarrassing the student before his or her teachers and peers, and to avoid disrupting the student's and school's education program. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where

confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.

School staff shall promptly notify the superintendent when a student is questioned, arrested, or removed from school grounds by law enforcement officers.

School Related Criminal Activity. This section applies to alleged or suspected criminal activity that occurs on school grounds; in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event.

Law enforcement officers will be allowed to contact and question students at school regarding school related criminal activity as provided below.

The building principal must be notified before a student may be questioned in school or taken from a classroom by law enforcement. The building principal should request identification of the officers, their affiliation with the identified law enforcement agency, and whether their purpose is to interview, interrogate, or take custody of the student.

The building principal will make reasonable attempts to contact a student's parent for their consent and/or presence before the student is interviewed. In the event that a parent cannot be contacted after reasonable attempts, the student will be questioned only if the law enforcement officer identifies emergency circumstances requiring immediate questioning. A building principal or designee shall be present for such questioning. The student will be brought to a private room and the contact will be made out of sight of others as much as practicable.

If the student is suspected of criminal activity, it is the responsibility of the law enforcement officer to advise a student of his or her rights against self-incrimination.

If at any time the district's representative believes that the questioning is being conducted in an inappropriate manner and clearly contrary to the rights of the student, then the representative shall request that the law enforcement activities cease. The building principal will also make another attempt to contact the student's parents.

The building principal shall document steps taken to notify parents, summarize the law enforcement activities, identify the actions taken by the District on behalf of the student, and any further contacts with law enforcement officers.

Non-School Related Criminal Activity. Law enforcement officials may not question students at school unless parental consent is obtained or the law enforcement authorities have a warrant or court order.

Taking a Student into Custody. Law enforcement officers seeking custody of a student must contact the superintendent or building principal. The principal will request the arresting law enforcement officer to provide a copy of the arrest warrant, written parental consent, court order, or other document giving authority to take the student into legal custody. If there is no document presented, the principal should obtain the officer's name, badge number identifying the law enforcement agency, date, time, the reason for the arrest, and the place to which the student is reportedly being taken. Whenever practicable, the arrest or release of the student should be conducted in a location and in a manner that minimizes observation by others.

When a law enforcement officer removes a student from the school, the building principal will take immediate steps to notify the parent about the student's removal and the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse.

Child Abuse and Neglect. When law enforcement officers seek to investigate reports of alleged child neglect or abuse regarding a student, the building principal shall obtain a proper identification from the authorities or officials. If a student interview is conducted on school grounds, the building principal or designee and such other school personnel as appropriate shall observe the interview.

If the law enforcement officer decides to remove the student from school, school officials shall provide the law enforcement authorities with the address and telephone number of the student's parent or guardian. The principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign a statement certifying that the child is being removed from school premises because he or she is believed to be the victim of child abuse and that the officer understands and will comply with the legal requirements of NEB. REV. STAT. § 79-294.

Student Records. Student records will be shared with law enforcement officers only as allowed by state and federal law.

NOTICE OF NON-DISCRIMINATION

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

Name: **Dr. Ryan Pivonka**

Title: Director of Human Resources and School Improvement

Address: 8545 Park Drive, Ralston, Nebraska 68127

Telephone: 402-898-3483

E-mail: ryan_pivonka@ralstonschools.org

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

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

PARENT CONCERN PROCEDURES

The policy of the Ralston School District is to solve problems at the level at which they occur. If a parent has a concern about anything that has happened at school, they should contact the person who has the most information about the matter. In most instances this will be the student's classroom teacher. Parents/guardians are encouraged to work with building principals to bring about resolution(s).

When a concern relates to a special area (such as physical education, music, art or media) that teacher should be contacted. If, after conferencing with the teacher, a satisfactory solution has not been reached, the principal of the building should then be contacted.

RECORDS AVAILABLE FOR REVIEW

Parents/guardians may review their child's files and records at any time. The building principal is responsible for maintaining and protecting the privacy of such files. Outside agencies, such as, but not limited to, physicians, probation officers, psychologists, child guidance clinics, and other reputable agencies who are working with the child, may access these files with parental/guardian consent or by court order. (Policy 5016)

Schools are required to provide information concerning the progress and activities of a student to the custodial and non-custodial parent equally, unless restricted by court order. If a restriction is to apply, a copy of the certified court order outlining the rights and restrictions must be placed on file in the school office. A copy of the school's files or records concerning a student will be provided at no charge, upon request, to any public or private school to which the student transfers. The building principal may authorize a total charge of \$1.00 for copies of student records that are not being mailed to another school district for transfer purposes.

GRIEVANCE PROCEDURE FOR DISCRIMINATION CLAIMS

Grievances, complaints, and communications should be initiated and processed in the following manner. This procedure is to be followed for any and/or all alleged acts of discrimination.

1. If a student has a grievance or complaint, the person should present the matter to the building principal in an effort to resolve the problem informally. The grievance or problem should be signed and dated by the building principal.
2. If the principal has the authority to resolve the problem it will be done as quickly as possible. If the principal does not have the authority it shall be reported to the superintendent in a timely manner.
3. Within 10 days, if the principal has not resolved the grievance, the aggrieved party may provide a written, signed, and dated copy of the grievance to the superintendent.
4. Within 10 days of the superintendent's decision, the aggrieved party may provide a written, signed, and dated copy of the grievance to the president of the board of education. The superintendent may also provide a copy of the grievance to the president of the board of education if the superintendent believes the problem is policy and not administration.
5. The Board of Education shall make an investigation, either as a board or as a committee, and shall provide the aggrieved party an opportunity to appear before the full board in person, either privately or accompanied by legal counsel, with the right to present facts and witnesses in full hearing. At the conclusion of the investigation, the Board of Education shall, within 30 calendar days, render its determination in writing.

COMPLAINT PROCEDURE

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy. References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination. 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 reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

- a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
- b. Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
- c. Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
- d. Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

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

- a. Determine whether the complainant has discussed the matter with the respondent.
 - i. If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - ii. If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
- b. Strongly encourage the complainant to reduce his or her concerns to writing.
- c. Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - i. All relevant details of the complaint;
 - ii. All witnesses and documents which the complainant believes support the complaint;
 - iii. The action or solution which the complainant seeks.
- d. Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply:

- a. The appeal must be in writing.
- b. This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
- c. For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
- d. The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration

unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

- a. When the complaint is about a board policy, not implementation of the policy
- b. When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
- c. When the board is required by law, policy, or contract to hear a complaint or appeal. If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.
- d. This appeal must be in writing.
- e. This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
- f. This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
- g. The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
- h. There is no appeal from any decision of the board unless authorized by law.

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

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

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

ii. If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

- c. Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
- d. Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e. Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

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 to 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
- d. for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

NOTICE TO PARENTS - PROFESSIONAL QUALIFICATIONS

As a parent of a student in Ralston you have the right to know the professional qualifications of the classroom teacher who instructs your child or if there will be a change in staff for more than four weeks of student contact days. Under the Every Student Succeeds Act, federal law allows you to request certain information about your student's classroom teacher. The law also requires the district to give you this information in a timely manner upon request. Listed below is the information about which you have the right to know:

- *Whether the Nebraska Department of Education (NDE) licensed or endorsed your student's teacher for the grades and subjects taught.*
- *Whether NDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.*
- *The teacher's college major; whether the teacher has any advanced degrees, and if so, the subject of the degrees. Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.*

Please contact the Executive Director of Human Resources if you would like to receive any of this information at 402-331-4700.

TESTING POLICY

The Ralston School District follows the required state guidelines for standardized testing. The Board of Education shall receive an annual written report consisting of the results of all components of the school system performance program including, but not limited to, standardized norm-referenced assessments, criterion-referenced assessments, student performance, school system demographics, financial information, follow-up studies of graduates, and learning climate surveys. These reports shall be made available to all patrons of the district. (Policies IL and ILC)

1. Copies of the most recent standardized and criterion-referenced tests used in the district will be available for parental/guardian review. Requests should be made to the building principal. In the case of secure tests, such as the ACT, parents/guardians must contact the publisher.
2. Parents/guardians may obtain individual test results of their child by contacting the teacher or building principal.
3. Building principals will excuse a student from specific tests through written request by the student's parents/guardians when they object on political, moral, or religious grounds.

Parents have the option to opt out of NAEP, but not out of state mandated assessments. To opt out of a state NAEP assessment a parent/guardian must provide a written notification to the school principal prior to the beginning of the assessment window.

PARENTAL/GUARDIAN NOTIFICATION OF STUDENT SURVEYS

All internal surveys which are intended to gather information from students in the district will be approved by the building principal prior to being made available to students. Student participation in surveys is voluntary.

All surveys from external sources will be approved by the Superintendent. Student participation in surveys is voluntary. Parents/Guardians will be notified in writing prior to school district participation in surveys by students and may restrict their child from participating in any survey through written request.

TITLE IX section pending BOE review of new policy 3057

Title IX Policy

~~It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.~~

~~1. Title IX Coordinator~~

~~1.1. — **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "Title IX Coordinator." The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).~~

~~2. — **Definitions.** As used in this policy, the following terms are defined as follows:~~

~~2.1. — **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). “Notice” as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.~~

~~2.2. — **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.~~

~~2.3. — **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district’s education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).~~

~~2.4. — **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.~~

~~2.5. — **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.~~

~~2.6. — **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:~~

~~2.6.1. — An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual’s participation in unwelcome sexual conduct;~~

~~2.6.2. — Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district’s education program or activity;~~

~~2.6.3. — **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;~~

- 2.6.3.1. ~~**Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.~~
- 2.6.3.1.1. ~~**Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.~~
- 2.6.3.1.2. ~~**Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity~~
- 2.6.3.1.3. ~~**Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity~~
- 2.6.3.1.4. ~~**Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity~~
- 2.6.3.2. ~~**Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.~~
- 2.6.3.2.1. ~~**Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law~~
- 2.6.3.2.2. ~~**Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent~~
- 2.6.4. ~~**Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—~~
 - 2.6.4.1. ~~who is or has been in a social relationship of a romantic or intimate nature with the victim; and~~
 - 2.6.4.2. ~~where the existence of such a relationship shall be determined based on a consideration of the following factors:~~
 - 2.6.4.2.1. ~~The length of the relationship.~~
 - 2.6.4.2.2. ~~The type of relationship.~~
 - 2.6.4.2.3. ~~The frequency of interaction between the persons involved in the relationship.~~
- 2.6.5. ~~**Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate~~

~~partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.~~

~~2.6.6. — **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to —~~

~~2.6.6.1. — fear for his or her safety or the safety of others; or~~

~~2.6.6.2. — suffer substantial emotional distress.~~

~~2.7. — **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.~~

~~3. — **Discrimination Not Involving Sexual Harassment.**~~

~~3.1. — **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.~~

~~3.2. — **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:~~

~~3.2.1. — Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;~~

~~3.2.2. — Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;~~

~~3.2.3. — Deny any person any such aid, benefit, or service;~~

~~3.2.4. — Subject any person to separate or different rules of behavior, sanctions, or other treatment;~~

~~3.2.5. — Apply any rule concerning the domicile or residence of a student or applicant;~~

~~3.2.6. — Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;~~

~~3.2.7. — Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.~~

~~3.3. — **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above shall be addressed pursuant to the district's general complaint procedure, Board Policy 2006.~~

~~4. — **Response to Sexual Harassment**~~

~~4.1. — **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District's Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.~~

~~4.2. — **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.~~

~~4.3. — **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.~~

~~4.4. — **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.~~

~~4.5. — **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.~~

~~5. — **Grievance Process for Formal Complaints of Sexual Harassment:**~~

5.1. General Requirements.

5.1.1. Equitable Treatment. The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. Objective Evaluation. This grievance process requires an objective evaluation of all relevant evidence including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. Absence of Conflicts of Interest or Bias. The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. Training. The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. All District Employees and Board Members. All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators. The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. Decision-Makers. The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. Investigators. The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

~~5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.~~

~~5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.~~

~~5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.~~

~~5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.~~

~~5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.~~

~~5.2. **Notice of Allegations.**~~

~~5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:~~

~~5.2.1.1. A copy of this policy.~~

~~5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.~~

~~5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the~~

~~Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.~~

~~5.3. — Dismissal of Formal Complaint.~~

~~5.3.1. — The district will investigate the allegations in a formal complaint.~~

~~5.3.2. — **Mandatory Dismissals.** The district **must** dismiss a format complaint if the conduct alleged in the formal complaint:~~

~~5.3.2.1. — Would not constitute sexual harassment as defined in subsection 2.6 even if proved;~~

~~5.3.2.2. — Did not occur in the district's education program or activity; or~~

~~5.3.2.3. — Did not occur against a person in the United States.~~

~~5.3.3. — **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:~~

~~5.3.3.1. — The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;~~

~~5.3.3.2. — The respondent is no longer enrolled in or employed by the district; or~~

~~5.3.3.3. — Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.~~

~~5.3.4. — Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.~~

~~5.3.5. — Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.~~

~~**5.4. — Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.~~

~~**5.5. — Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:~~

~~5.5.1. — Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;~~

~~5.5.2. — Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity;~~

~~or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);~~

~~5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;~~

~~5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;~~

~~5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;~~

~~5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;~~

~~5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and~~

~~5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.~~

~~**5.6. — Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.~~

~~**5.7. — Determination Regarding Responsibility**~~

~~5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).~~

~~5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:~~

~~5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;~~

~~5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties; interviews with parties and witnesses; site visits; methods used to gather other evidence; and hearings held;~~

~~5.7.2.3. Findings of fact supporting the determination;~~

~~5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;~~

~~5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and~~

~~5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.~~

~~5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.~~

~~5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.~~

~~5.8. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.~~

~~5.8.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.~~

~~5.8.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:~~

~~5.8.2.1. Procedural irregularity that affected the outcome of the matter;~~

- ~~5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and~~
- ~~5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.~~
- ~~5.8.3. As to all appeals, the district will:~~
- ~~5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;~~
- ~~5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;~~
- ~~5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.~~
- ~~5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;~~
- ~~5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and~~
- ~~5.8.3.6. Provide the written decision simultaneously to both parties.~~
- ~~5.9. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:~~
- ~~5.9.1. Provides to the parties a written notice disclosing:~~
- ~~5.9.1.1. The allegations;~~
- ~~5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;~~
- ~~5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and~~
- ~~5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;~~
- ~~5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and~~

~~5.9.3. — Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.~~

~~5.10. — Recordkeeping.~~

~~5.10.1. — The district will maintain for a period of seven years records of:~~

~~5.10.1.1. — Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;~~

~~5.10.1.2. — Any appeal and the result therefrom;~~

~~5.10.1.3. — Any informal resolution and the result therefrom; and~~

~~5.10.1.4. — All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.~~

~~5.10.2. — For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.~~

~~6. — Superintendent Authorized to Contract. The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.~~

~~7. — Access to Classes and Schools.~~

~~7.1. — General Standard. Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.~~

~~7.1.1. — Contact sports in physical education classes. This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.~~

~~7.1.2. — Ability grouping in physical education classes. This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.~~

~~7.1.3. — **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.~~

~~7.1.4. — **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.~~

~~7.2. — **Classes and Extracurricular Activities.** The district may provide non-vocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.~~

~~8. — **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.~~

~~8.1. — **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.~~

~~8.2. — **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.~~

~~9. — **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.~~

~~10. — **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).~~

~~10.1. — **Specific Circumstances.**~~

~~10.1.1. — The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.~~

~~10.1.2. — Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.~~

~~11. — **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not~~

~~discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.~~

~~12. — **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).~~

~~13. — **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.~~

~~14. — **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.~~

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Ship To:

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Product	ISBN	Quantity	Sales Price	Total Price
EPACK: IMPACT 2E AME STARTER S B + SPARK EPIN (72 MO)	9798214455396	30.00	USD 115.00	USD 3,450.00
Impact Starter: Student's Book	9798214174471	5.00	USD 45.00	USD 225.00
Impact Starter: Workbook	9798214174587	20.00	USD 25.00	USD 500.00
EPACK: IMPACT 2E AME L1 SB + S PARK EPIN (72 MO)	9798214455419	36.00	USD 115.00	USD 4,140.00
Impact 1: Workbook	9798214175010	7.00	USD 25.00	USD 175.00
EPACK: IMPACT 2E AME L2 SB + S PARK EPIN (72 MO)	9798214455426	32.00	USD 115.00	USD 3,680.00
Impact 2: Workbook	9798214175225	7.00	USD 25.00	USD 175.00

Subtotal USD 12,345.00
Total Price USD 12,345.00
Shipping and Handling USD 617.25
Grand Total USD 12,962.25
Total Savings USD 617.25

Accept Quote

Order Creation Link <https://cengageorg.my.site.com/Service/s/k12-order?orderId=00083491>

Terms & Conditions

This quote shall be deemed accepted by Customer upon Cengage receiving (i) any written confirmation indicating acceptance, or (ii) a Customer purchase order. Any terms or conditions contained in any written confirmation or Customer purchase order will have no force and effect and will not amend or modify this quote. Once confirmed, an invoice will be sent on the start date of Customer purchase. Notwithstanding anything in the Terms (defined below), invoices are due and payable within thirty (30) days from receipt of the applicable invoice. This quote shall be governed by the terms and conditions for Products and/or Offerings found at <https://cengage.widen.net/s/glsqhrqfbt/ngl-online-sales-terms--jan-2025> (the "Terms"), except (i) where Customer has a written sales agreement executed by Cengage for the Products and/or Offerings referenced herein, in which case such written sales agreement will govern, or (ii) as otherwise set forth herein.

If Customer wishes to negotiate terms, please reach out to Cengage to obtain the proper agreement. All information embodied in this document is strictly confidential and may not be duplicated or disclosed to third parties outside recipient's organization without prior written consent of Cengage.

Additional Information

Comments



Prepared For	Prepared By
Ralston Public Schools 8545 Park Drive Ralston, NE 68127-3621	Charlie Hanchett chanchett@vistahigherlearning.com (617) 728-9364 Vista Higher Learning 500 Boylston St, 10 th Floor Boston, MA 02116-3736

Bridges 2023					
Qty	Item Number	Description	Unit Price	Total Value	Total Cost
10	978-1-54337-123-9	Bridges 2023 LB Practice Book (10-pack)	\$189.95	\$1,899.50	\$1,899.50
66	978-1-54337-313-4	Bridges 2023 LB Student Edition(Hardcover) + Supersite Plus(v) + OWorkbook(6 year license)	\$164.95	\$10,886.70	\$10,886.70
2	978-1-54338-012-5	Bridges 2023 Level B TRB	\$325.95	\$651.90	\$651.90
10	978-1-54337-127-7	Bridges 2023 LC Practice Book (10-pack)	\$189.95	\$1,899.50	\$1,899.50
62	978-1-54337-314-1	Bridges 2023 LC Student Edition(Hardcover) + Supersite Plus(v) + OWorkbook(6 year license)	\$164.95	\$10,226.90	\$10,226.90
2	978-1-54338-013-2	Bridges 2023 Level C TRB	\$325.95	\$651.90	\$651.90

Get Ready					
Qty	Item Number	Description	Unit Price	Total Value	Total Cost
4	978-1-54331-866-1	Get Ready 6-8 Workbook (10-Pack)	\$209.95	\$839.80	\$839.80
5	978-1-54331-867-8	Get Ready 9-12 Workbook (10-Pack)	\$209.95	\$1,049.75	\$1,049.75
20	978-1-54331-615-5	Get Ready Student Edition (Gr 9-12)	\$49.00	\$980.00	\$980.00
40	978-1-54332-132-6	Get Ready 2021 6-8 Student Edition(Paperback) + Prime(6 year license)	\$164.95	\$6,598.00	\$6,598.00
30	978-1-54332-140-1	Get Ready 2021 9-12 Student Edition(Paperback) + Prime(6 year license)	\$164.95	\$4,948.50	\$4,948.50

Services EL					
Qty	Item Number	Description	Unit Price	Total Value	Total Cost
1	TRNG1002	EL PL Implementation - Getting Started Workshop - Onsite - Standard Session	\$3,000.00	\$3,000.00	\$3,000.00
1	TRNG1004	EL PL Implementation - Ongoing & Follow-Up Workshop - Virtual Session	\$1,000.00	\$1,000.00	\$1,000.00



COST PROPOSAL

Quote Prepared On June 9, 2025
Quote Valid Through October 15, 2025
Quote No. 2506194084
Version No. 1

Total Cost	\$44,632.45
Est. Shipping	\$789.80
Est. Grand Total Cost	\$45,422.25

Ordering Instructions

- Purchase Orders will be processed upon receipt and will be invoiced for the full "Total Cost" amount as shown above as well as the actual final Shipping charges required for your shipment, where applicable. Please note that the "Est. Shipping" amount shown above is an estimate only and may be different than the final charges applied.
- When submitting your Purchase Order, please be sure to attach:
 - o A copy of this Quote
 - o If applicable, a copy of your signed and dated tax exemption certificate
- To place your order, please contact Customer Support:

Vista Higher Learning
500 Boylston Street, 10th Floor
Boston, MA 02116-3736
Email: orders@vistahigherlearning.com
Phone: (800) 269-6311, option 3
Fax: (617) 426-5215

Terms of Purchase



COST PROPOSAL

Quote Prepared On June 9, 2025
Quote Valid Through October 15, 2025
Quote No. 2506194084
Version No. 1

By accepting a Quote, initiating a Purchase Order to us, entering into a separate agreement with us, and/or ordering online content, you are agreeing to these Terms of Purchase. The Vista Higher Learning Terms of Purchase shall govern all sales of materials and online content and shall supersede any and all terms and conditions attached to your Purchase Orders and/or any other document that you present to Vista Higher Learning, which shall be considered as a confirmation only and the terms and conditions shall in no way amend, prevail over, supplement or supersede any term or condition hereof.

- **Terms of Use:** All sales of Vista Higher Learning materials and online content are expressly made subject to the Vista Higher Learning Terms of Use: https://www.vhlcentral.com/terms_of_use.
- **Return Policy:** Returns of Vista Higher Learning materials and online content are subject to the Vista Higher Learning Return Policy: <https://vistahigherlearning.com/return-policy>.
- **Tax:** Prices included within this Quote are exclusive of all applicable taxes, which are the responsibility of the Customer. Customer must provide documentation of tax-exempt status, if applicable.
- **Subscription Term:** For digital product license purchases, the duration of access being purchased based on the product license selection outlined in the Quote above will be considered the Subscription Term.
- **Term Dates:** Subscription Terms are aligned to an academic year calendar and will start as of the next upcoming academic year following the receipt of a Purchase Order, unless otherwise requested by Customer. All product licenses will have the same start and end dates aligned with the Subscription Term.
- **Unused Licenses:** All product licenses must be used within the purchased Subscription Term. Unused licenses during the purchased Subscription Term are not refundable or eligible for credit.
- **Licensing Add-ons:** If purchasing additional license quantities and/or licensing level upgrades to be added onto an existing base of product licenses, the additional quantities and/or upgrades will be applied beginning with the currently active Subscription Term, unless otherwise requested by Customer. All product licenses must maintain the same start and end dates aligned with the Subscription Term, with any additional quantities and/or upgrades matching the current expiration date of the existing Subscription Term in place.

Thank you for your business!

Created Date 6/23/2025
Expiration Date 10/10/2025

Quote Number 00083482

Prepared By:

LAURA REYNOLDS
laura.reynolds@cengage.com

Presented To:

Stacy Athow
4023314701
stacy_athow@ralstonschools.org

Bill To:

RALSTON MIDDLE SCHOOL

Ship To:

RALSTON MIDDLE SCHOOL
8202 LAKEVIEW ST
RALSTON, Nebraska 68127
United States

Product	ISBN	Quantity	Sales Price	Total Price
EPACK: IMPACT 2E AME STARTER S B + SPARK EPIN (72 MO)	9798214455396	40.00	USD 115.00	USD 4,600.00
Impact Starter: Workbook	9798214174587	4.00	USD 25.00	USD 100.00
EPACK: IMPACT 2E AME FND SB + SPARK EPIN (72 MO)	9798214455402	30.00	USD 115.00	USD 3,450.00
Impact Foundation: Workbook	9798214174808	3.00	USD 25.00	USD 75.00
EPACK: IMPACT 2E AME L1 SB + S PARK EPIN (72 MO)	9798214455419	30.00	USD 115.00	USD 3,450.00
Impact 1: Workbook	9798214175010	3.00	USD 25.00	USD 75.00
EPACK: IMPACT 2E AME L2 SB + S PARK EPIN (72 MO)	9798214455426	30.00	USD 115.00	USD 3,450.00
Impact 2: Workbook	9798214175225	3.00	USD 25.00	USD 75.00

Subtotal USD 15,275.00
Total Price USD 15,275.00
Shipping and Handling USD 763.75
Grand Total USD 16,038.75
Total Savings USD 763.75

Accept Quote

Order Creation Link <https://cengageorg.my.site.com/Service/s/k12-order?orderId=00083482>

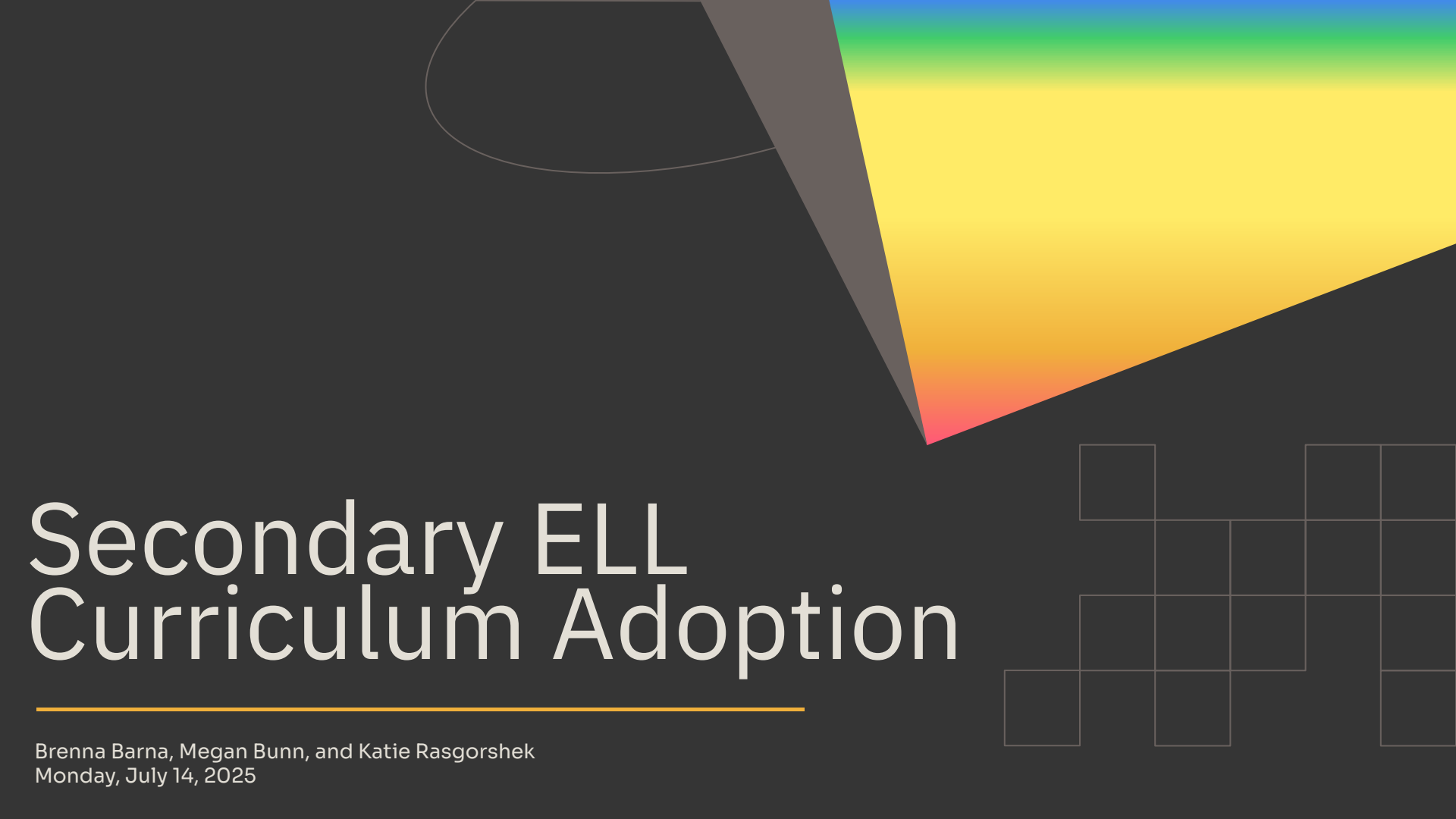
Terms & Conditions

This quote shall be deemed accepted by Customer upon Cengage receiving (i) any written confirmation indicating acceptance, or (ii) a Customer purchase order. Any terms or conditions contained in any written confirmation or Customer purchase order will have no force and effect and will not amend or modify this quote. Once confirmed, an invoice will be sent on the start date of Customer purchase. Notwithstanding anything in the Terms (defined below), invoices are due and payable within thirty (30) days from receipt of the applicable invoice. This quote shall be governed by the terms and conditions for Products and/or Offerings found at <https://cengage.widen.net/s/glsqhrqfht/ngl-online-sales-terms---jan-2025> (the "Terms"), except (i) where Customer has a written sales agreement executed by Cengage for the Products and/or Offerings referenced herein, in which case such written sales agreement will govern, or (ii) as otherwise set forth herein.

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Additional Information

Comments



Secondary ELL Curriculum Adoption

Brenna Barna, Megan Bunn, and Katie Rasgorshek
Monday, July 14, 2025

Goal of Curriculum Adoption

To choose a program that best supports our English language learners' academic growth and long-term success.



Pilot and Adoption Process

January 2025

Team agreed to choose two curriculums to pilot; pilots would be Fall of 2025 and Spring of 2026.

February 2025

Team was told pilot process needed to be expedited due to funding; decision needed by May 2025.

March 2025

Secondary team participated in curriculum overviews and selected Cengage and Vista materials to pilot.

April 2025

Team participated in training via Zoom during PLT times for both Cengage and Vista; began piloting Cengage after Spring Break.

May 2025

Secondary Team met with building and district administration; the team voted unanimously to adopt Vista.

June 2025

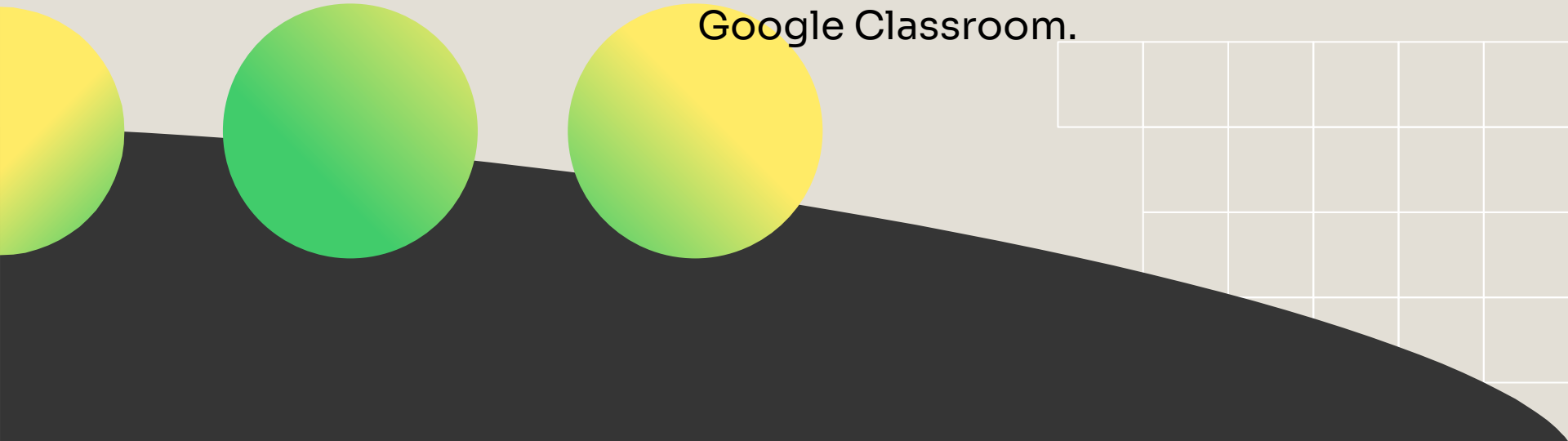
Team came together to align exit criteria for each level in both middle school and high school based on standards and curriculum.

Why Vista?

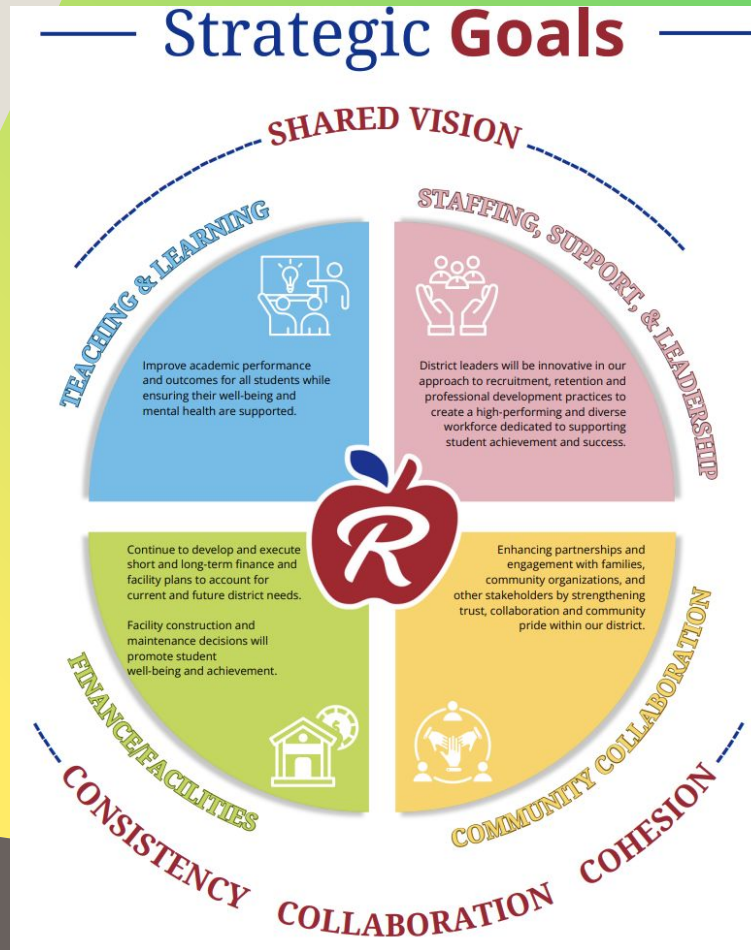
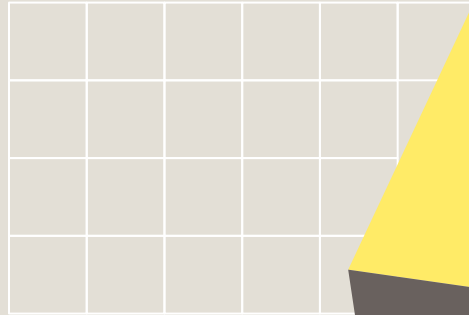
1. Designed specifically for English language learners
2. Strong focus on both language and content
3. Cross curricular connects and activities embedded
4. Better instructional support & resources
5. Closer alignment between EL class levels
6. Integrates with Clever and Google Classroom.

Why not Cengage?

1. Previously used Cengage materials
2. Not as user-friendly for teachers or students
3. Less engaging and fewer scaffolds provided
4. Does not integrate with Clever and Google Classroom.



How does Vista align with the district goals?



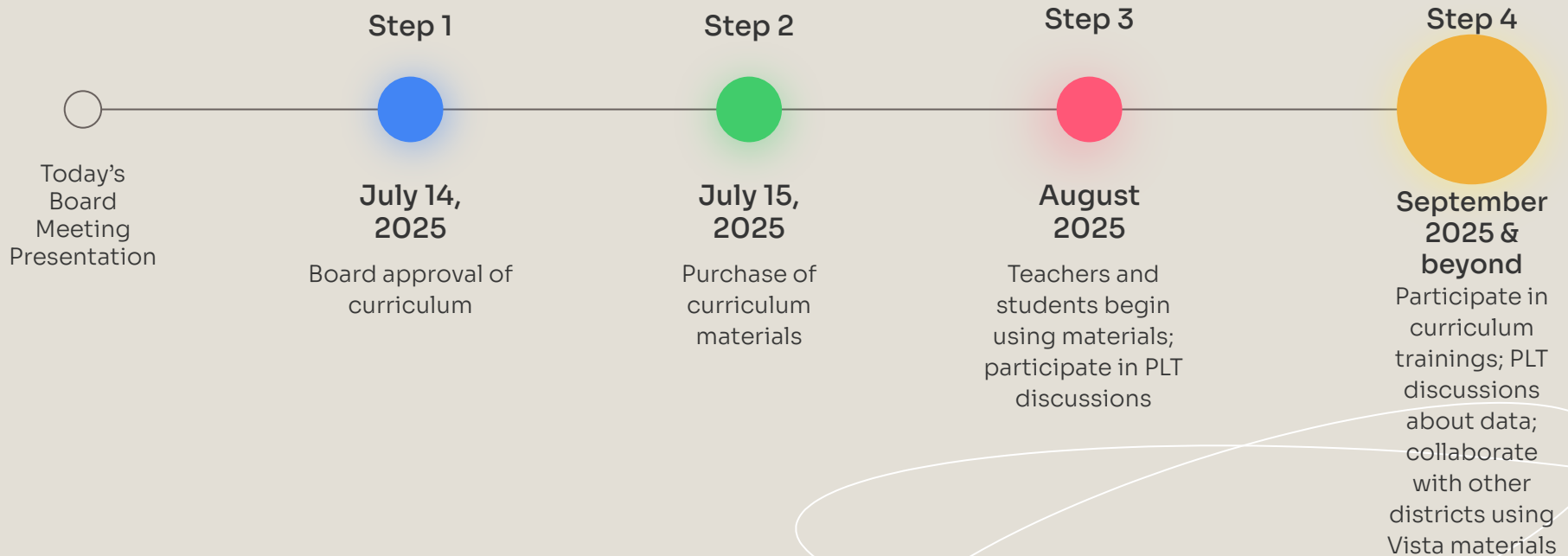
TEACHING & LEARNING

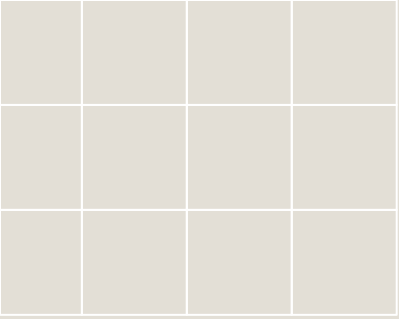
Develop an instructional framework to strengthen consistency in PK-12 educational quality.

Create an engaging learning environment that inspires creativity, collaboration, and problem-solving among PK-12 students, leading to improved technology skills and academic success.

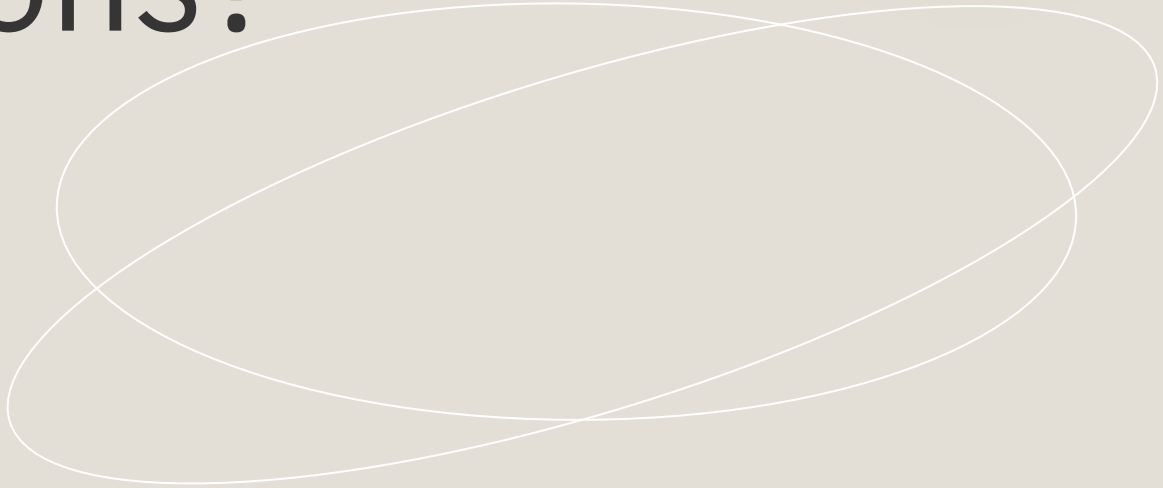
Embrace diversity, promote inclusion, and ensure that all students, regardless of background or ability, have the support and resources they need to thrive academically and personally throughout their PK-12 journey and into adulthood.

Next steps





Any questions?
Ask away!





Thank you



arborfamilycounseling.com

EMPLOYEE (EAP) AND STUDENT (SAP) ASSISTANCE PROGRAM CONTRACT

This agreement is made between Arbor Family Counseling Associates, referred to as "Provider" and Ralston Public Schools, Ralston, Nebraska, referred to as "School".

1. General Information

The School will be contracting to provide both Employee and Student Assistance Services that will attempt to assist employees and students in times of crisis to find solutions for problems before they become more serious or begin to affect job or school performance. Such services will be paid for in advance as defined in this agreement and will include the services listed in this agreement. This confidential program is an initial assessment and referral service for employees and/or students intended to open the door to problem solution assistance from a comprehensive support agency. The school district will benefit when employees/students can resolve personal and family problems and thereby concentrate on their individual work or school achievements.

2. Employee and Student Assistance Program Requirements

A. Eligibility - The School Employee and Student Assistance Program will be available and accessible to all School employees (and their dependents) and students. Employees and students may self-refer or be referred by school district administrators or counselors. School employees and students shall identify themselves as such when initially contacting Provider. Whenever possible an appointment shall be assured by the Provider within 24 hours of the initial call.

B. Confidentiality - Confidentiality must be assured in the use of the contact with the Student Assistance Program. Provider and School shall comply with all state and federal laws regulating confidentiality when the EAP/SAP is accessed. The Provider counselor will seek a written release when a joint effort of school officials and the Provider counselor is deemed appropriate.

C. Assessment and Problem Clarification Counseling (EAP/SAP Sessions) - Provider will provide an objective and thorough assessment of the problem presented by a student or employee. All students and employees will be eligible for the number of sessions listed in the pricing section below (**Section 8**). These sessions are offered to identify the problem and recommend appropriate services. These sessions are available at Provider's office locations or via secure Telehealth per the client's preference. The assessment process may include medical and social history, peer, and family relationships, academic or work performance patterns, and other factors. Once the sessions are complete, the counselor will offer several options for continuing in counseling. If the client chooses to remain with any counselor at Provider, payment will be made through their insurance or on a negotiated rate basis. Sessions are offered per year or per presenting problem. Clients returning in the same year will be assessed for access to restarting program sessions. Additional sessions may be purchased from the school when special circumstances are present; see fees for additional EAP/SAP sessions in pricing section below (**Section 9**).

D. School Staff Participation - School staff will be consulted and encouraged to share their knowledge in helping these employees/students to resolve their problems. Provider representatives shall meet with school

district representatives to assess the EAP/SAP program.

E. Follow-Up - Provider will provide systematic and thorough feedback to the referral source or school counselor when appropriate.

F. Cost to Employee/Student - Provider will concentrate the sessions on problem assessment. Discussion of costs of continued services shall be limited to the end of the problem assessment sessions and not before unless requested by the employee/student. Once the included sessions are complete, the counselor will offer several options for continuing in counseling. If the client chooses to remain with any counselor at Provider, payment will be made through their insurance or on a negotiated rate basis. Provider representatives, where appropriate, will assist employees/family members with filing for insurance benefits.

G. Implementation - Provider will appoint an Employee/Student Assistance Program Coordinator who shall be the school district's direct liaison. Provider will be available to conduct initial and annual orientations for all employees and students (3 hours annually) to inform them of services available and how to access EAP/SAP. Provider will also furnish a brochure (approved by the superintendent) explaining the EAP and the SAP including the purpose, eligibility of use, function, confidentiality, services, location, and phone access to the offices of Provider.

3. Provider Personnel

Provider represents and warrants that all services provided directly by provider employees and/or independent contractors pursuant to this agreement will be provided by qualified and (where required) licensed personnel, and that any referrals made by it to health care providers shall be made to providers whom provider shall reasonably believe are qualified and (where required are) licensed providers. School understands and acknowledges that referrals may be to providers who are associated with Provider in some manner including being a party to contracts to provide services to Provider or in some other manner. Provider represents and warrants that all services and/or treatments provided under this agreement shall be in accordance with accepted mental health and/or psychiatric standards. School understands and acknowledges that services provided by provider may be provided through persons who are not employees but who are independent contractors (including counselors, psychologists, psychiatrists, and other providers).

4. Insurance Coverage

Provider shall maintain at all times during the term of this agreement comprehensive general and Provider professional liability insurance covering Provider and Provider Staff in minimum amounts reasonably acceptable to School and Provider, but in no event less than \$200,000 per claim and \$600,000 per annual aggregate, as evidenced by written notice to Provider, and with a reputable and financially viable insurance carrier.

5. Indemnification

a. Provider shall indemnify and hold harmless School against any claims, liabilities, damages, and expenses, including without limitation reasonable attorney's fees, incurred by School in defending or compromising actions brought against School arising out of or related to the acts or omissions of Provider or its employees in rendering of services to patients or in the performance of other duties by the Provider.

b. School shall indemnify and hold harmless Provider against any claims, liabilities, damages, and expenses, including without limitation reasonable attorney's fees, incurred by Provider in defending or compromising actions brought against Provider arising out of or related to the acts or omissions of School in the rendering of services to patients or in the performance of other duties by School pursuant to this agreement.

6. Reports

Provider will present reports to the superintendent. In the interest of retaining confidentiality, these reports will be in the format of aggregate demographic data, with individual information omitted.

7. Service Summary

Provider agrees to provide the following EAP and SAP services for School:

- ◆ **Sessions** for all **Employees** and household members (no cost to employee or family)
- ◆ **Sessions** for all **Students** and household members (no cost to student or family)
- ◆ Initial Orientations for all Employees and Students (annual, as needed)
- ◆ Training on How to Refer to EAP/SAP (annual, as needed)
- ◆ Professional Consultation and Referrals (no limit)
- ◆ **10 hours/units** of Employee and Student Seminars, Trainings and Critical Incident Stress Debriefing - combined & interchangeable. (See additional services fees in Section 10.)
- ◆ Quarterly Newsletter
- ◆ On-Site Services Available (see Fees in Section 9)
- ◆ Additional EAP/SAP sessions at the school's request (See additional services fees in Section 10.)
- ◆ Mandatory Substance Abuse Evaluations
- ◆ On-Site Education Including: Posters, Employee Cards, Program Brochures
- ◆ Annual and by request Utilization Reports to the School identifying program activity, utilization and referrals.

8. Fees for EAP/SAP Services:

School agrees to pay **\$2.18** Per Employee / Per Month (PE/PM) for **5** sessions per employee and family member and **\$0.80** Per Student/ Per Month (PE/PM) for **2** sessions per student and family members. Arbor will invoice this amount **quarterly**, based on the current employee and student counts of the School. Payment is due within 30 days of receiving the invoice.

9. Fees for On-Site Services

School agrees to pay **\$75 Per Hour** for on-site services provided by a Licensed Mental Health Practitioner (PLMHP, LMHP, LIMHP) and **\$50 Per Hour** for on-site services provided by a Supervised Clinical Intern (Intern). School agrees that **up to 28 hours of on-site services may be provided each month (August-May)**. Provider will invoice this amount **monthly**, based on the actual number of hours of on-site services provided for the School. Payment is due within 30 days of receiving the invoice. School may request additional on-site services at the rates listed in this section (section 9).

10. Additional Fees for Additional Services (pre-authorized by School)

Additional unit/hour of Seminars, Trainings and Critical Incident Stress Debriefing - **\$200 per unit/hour**

Additional EAP/SAP sessions beyond the included number of sessions. Office based or Telehealth - **\$100 per session**

11. Length of Agreement

This agreement will commence on **July 1, 2025**, and terminate on **June 30, 2026**. This agreement is renewable annually. This agreement may be terminated by either party given (45) days' notice.

Ralston Public Schools

Date

Arbor Family Counseling Associates

Date



Student and Employee Assistance Program

Annual Utilization Report

Ralston Public Schools

June 1, 2024 to May 31, 2025

Utilization Breakdown

Demographics	Totals	Percent	Referral Breakdown	Totals	Percent
Total Referrals	131	100%	Students	97	74%
Mandatory	10	8%	Family Members	12	9%
Reopened	32	24%	Employees	15	12%
Males	66	50%	Spouse/Dependents	7	5%
Females	65	50%	Total Referrals	131	100%
Referrals By School (students only)					
School	Number	Percent	School	Number	Percent
Blumfield	6	6%	Middle School	5	5%
Karen Western	6	5%	High School	53	55%
Meadows	15	16%	Middle/High Total	58	60%
Mockingbird	1	1%	Onsite (included)	34	
Seymour	5	5%	TOTAL STUDENTS	97	100%
Wildewood	6	6%			
Elementary Total	39	40%			
Referral Source	Total	Percent	Referral Source cont.	Total	Percent
School Counselor	40	31%	Medical Referral	0	0%
School Principal	5	4%	Family Member	32	24%
EAP/SAP Brochure	5	4%	School Website	0	0%
Former Client	32	24%	Co-Worker	0	0%
Human Resources	1	1%	Con.Form	12	9%
Teacher	0	0%	Friend	0	0%
Seminar	0	0%	AFC Counselor	1	1%
Spouse	2	2%	Other	0	0%
Newsletter	0	0%			
Supervisor	1	1%	Total	131	100%

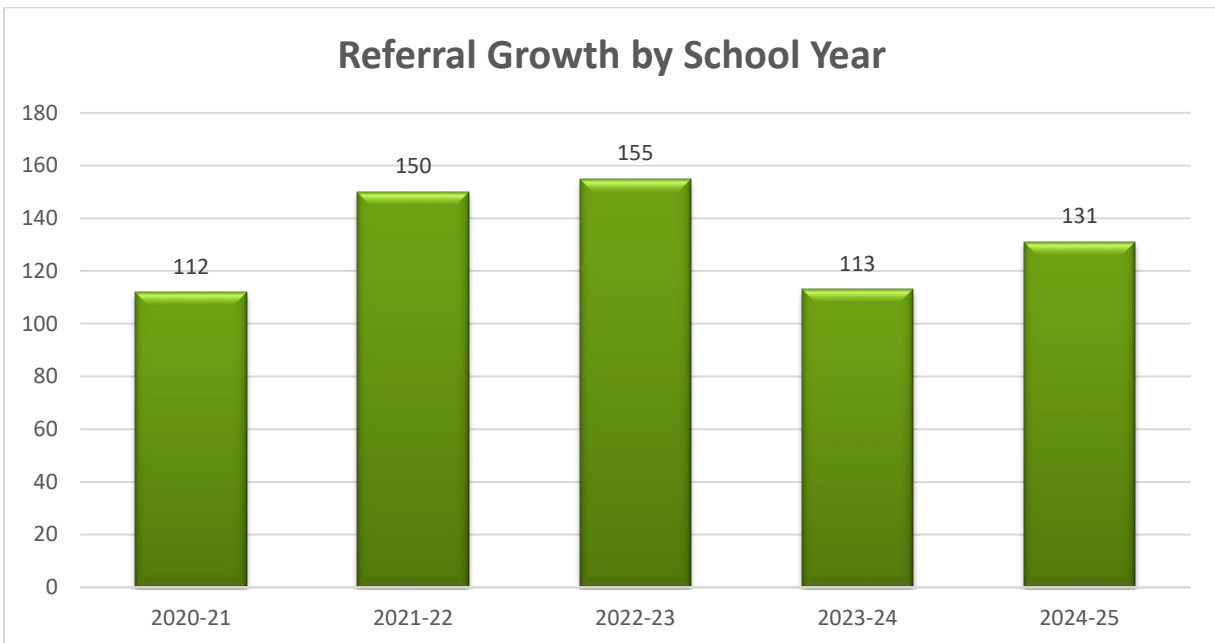
Referrals by Month 2024-2025

Jun.	July	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	Total
3	2	11	21	18	18	10	9	3	15	10	11	131

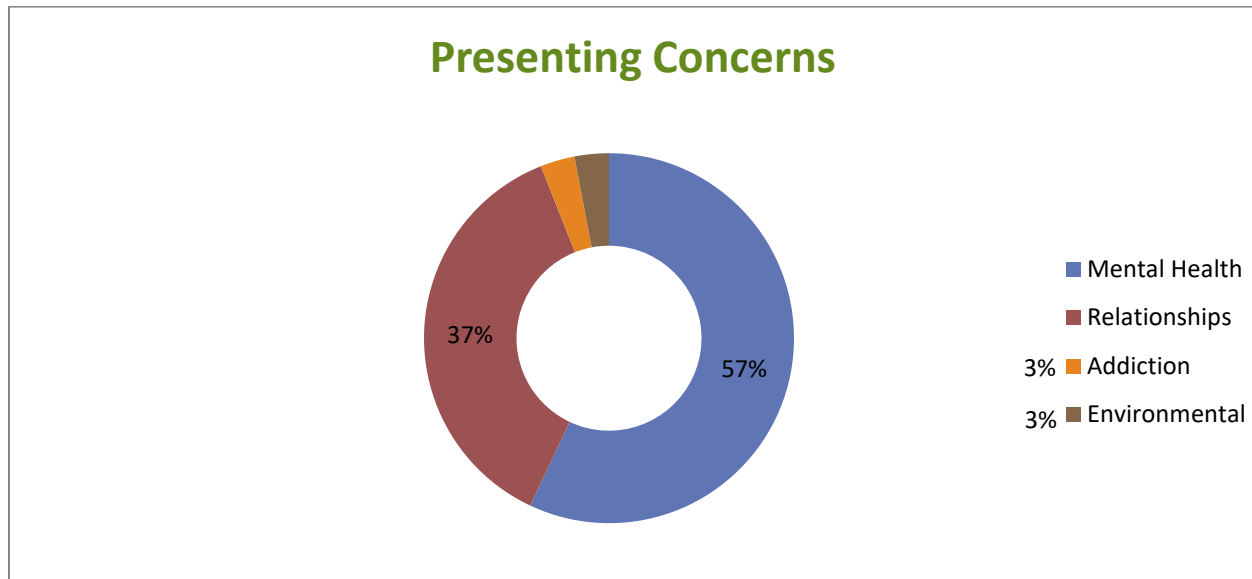
Utilization Breakdown Comparison by School Year

Demographics	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Total Referrals	112	150	155	113	131
Mandatory	0	32	17	15	10
Reopened	30	39	65	35	32
Males	55	84	59	55	66
Females	57	66	96	58	65
Referral Breakdown	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Students	90	112	111	75	97
Family Members	2	2	7	4	12
Employee	15	21	22	24	15
Spouse/Dependents	5	15	14	10	7
Total Referrals	112	150	155	113	131

Referral Growth Chart



Presenting Concern Categories by Total Occurrence



Presenting Concern Categories with Breakdown of Specific Concerns

Mental Health			Relationships		
	Referrals	Percent		Referrals	Percent
ADHD	1	1%	Behavioral Concerns	8	6%
Depression	23	18%	Family Conflict	9	7%
Anxiety	14	11%	Peer Relationships	5	4%
Anger	3	2%	Divorce	17	13%
PTSD/Trauma	16	12%	Adjustment Issues	3	2%
Stress	7	10%	Grief / Loss	1	2%
Psychological/Other	2	2%	Marital Issues	0	0%
Risk Assessment	1	1%	Work Conflict	0	0%
Suicidal Risk	8	6%	Relationship Counselor	6	2%
TOTALS	75	57%	Total	49	37%
Addiction			Environmental		
	Referrals	Percent		Referrals	Percent
Drug Concerns	0	0%	Medical	0	0%
Alcohol Concerns	1	1%	Academics	0	0%
Family Alcohol	1	1%	Childcare	0	0%
Family Drugs	0	0%	Financial	0	0%
Evaluation	1	1%	Legal	0	0%
Tobacco Addiction	0	0%	Parenting	4	3%
Other Addictions	0	0%	TOTAL	4	3%
TOTALS	3	3%	GRAND TOTAL	131	100%

Breakdown of Reason by School – Students Only
June 1, 2024 to April 30, 2025

Reason	School	Total
ADHD	Meadows	1
ADHD Total		1
Alcohol Concerns	High School	1
Alcohol Concerns Total		1
Anger, Management	High School	1
	Meadows	1
Anger Total		2
Anxiety, Adjustment	High School	10
	Meadows	1
	Mockingbird	1
	Karen Western	1
	Middle School	1
	Wildewood	1
Anxiety Total		15
Behavioral Concerns	Blumfield	2
	High School	1
	Karen Western	1
	Meadows	2
	Wildewood	1
Behavioral Concerns Total		7
Depression	Blumfield	1
	High School	14
	Meadows	3
	Middle School	1
	Wildewood	2
Depression Total		21
Divorce	High School	3
	Meadows	4
	Seymour	2
Divorce Total		9
Evaluation	High School	1
Evaluation Total		1

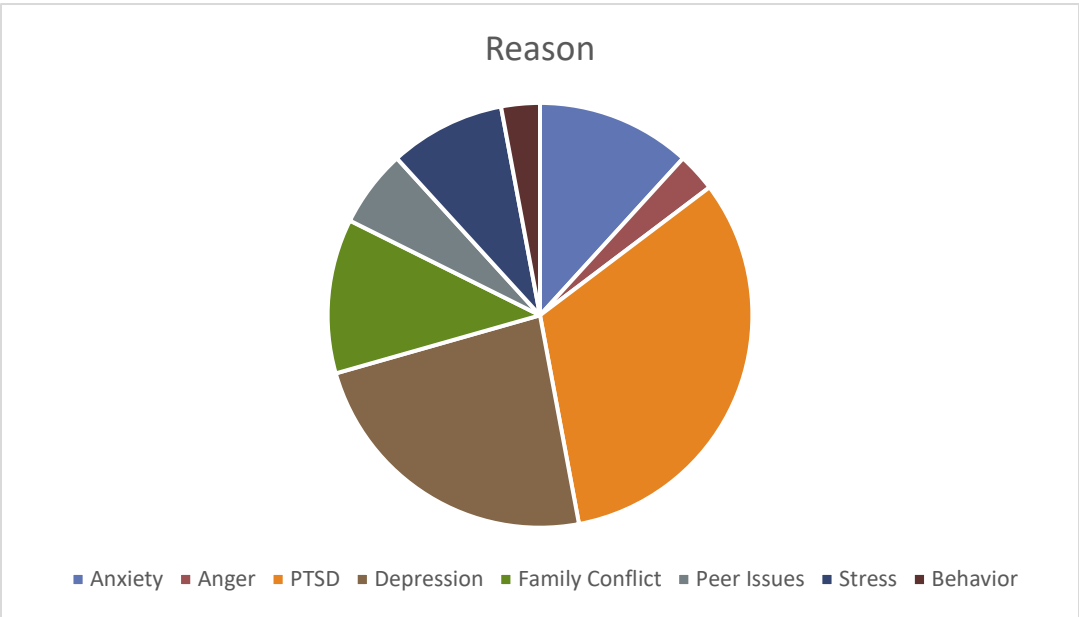
Family Conflict	High School	3
	Karen Western	3
	Seymour	2
Family Conflict Total		8
Family Addiction	High School	1
Family Addiction Total		1
Grief	Meadows	1
Grief Total		1
Peer Relationships	High School	3
	Middle School	1
Peer Relationships Total		4
PTSD/Trauma	High School	12
	Blumfield	1
	Seymour	1
PTSD/Trauma Total		14
Stress Related	High School	3
Stress Related Total		3
Suicidal Risk	Blumfield	1
	Karen Western	1
	Meadows	2
	Middle School	2
	Wildewood	2
Suicidal Risk Total		8
Risk Assessment	Blumfield	1
Risk Assessment Total		1
Grand Total		97

On-site Clients 2024-25 School Year

Breakdown of On-Site Visits

Our counselor, Jeff Krenzer, has been on-site at Ralston High School since August 2024 along with Carla Veglia. Thirty-four students utilized the On-Site option during the 2024-25 school year, dealing with issues ranging from anxiety, anger, depression, behavior concerns, PTSD/trauma, stress, and family conflict/addiction.

One student was seen for anger, four students seen for anxiety, one for behavior concerns, eight for depression, one for divorce, two for family conflict, one for family addiction, two for peer relationships, eleven for PTSD/trauma, and three for stress.



Special Services and Forecast for Growth in Utilization

On-Site Visits / Services

Arbor counselor and Clinical Director Jeff Krenzer has been on-site at Ralston High School each month since August 2024. Jeff and Carla Veglia met with thirty-four students on-site during this time.

Arbor is available to coordinate visits with students and staff identified as “at risk” and will continue to be available to address this need.

Consultations

Arbor is available for consultations with faculty surrounding assessments and referrals.

Newsletter

Arbor is available to provide newsletters to be made available to students and parents. This newsletter is interactive which means that parents can suggest topics for future articles.

Web Site

The Arbor web site is available for students and their parents to educate themselves about services, learn about Arbor’s professional counselors, and find articles and archived editions of the newsletter. www.arborfamilycounseling.com

Presentations and Training

Arbor is available for presentations to support your schools! Please call if you have a special area of need. Presentations are available for staff, students, and parents.

Special Services

Arbor is available to increase program awareness with students and parents.

Arbor is available to coordinate and offer specific, problem-focused consulting services and to coordinate and provide materials during School Conferences.

4062

Locker Room Supervision

Staff members, coaches, sponsors, and students must comply with the requirements of this policy while using locker rooms at the school district or at other locations.

Staff members, coaches, and sponsors must appropriately supervise students in locker rooms and other locations where students dress, change, or engage in similar activities. This supervision must occur during curricular and extracurricular activities and includes, but is not limited to, the following:

- Entering and walking through the entire locker room at regular and irregular intervals to provide direct supervision and to assess student behavior.
- Maintaining an orderly locker room free from “horseplay” and other prohibited conduct.
- Maintaining a visual presence.
- Adequately addressing any misbehaviors.
- Escorting students to and from the locker room and the activity or instructional area.
- Unlocking the locker room so that students may enter, and locking the locker room after all students have exited the locker room.
- Searching the locker room to determine that all students have exited the locker room before locking it.

The locker room must be locked at all times when unsupervised.

Only students whose team or activity is currently playing or are in-season or who are involved in a school-sponsored activity that requires or allows presence in the locker room are allowed access to the locker room before or after the regular school day.

Students are not allowed to enter or reenter the locker room without appropriate supervision.

If the staff member, coach, or sponsor is the opposite sex of the students, he or she may designate another adult of the same sex as the students to provide the required locker room supervision. This delegation does not remove ultimate responsibility from the staff member, coach, or sponsor who is subject to the obligations under this policy to ensure that such obligations are met. By allowing their students to participate in an activity with a cross-gender coach, parents/guardians consent to the entry of the staff member or his or her designee into the locker room at any time as necessary to maintain student safety and order.

Staff members, coaches, and sponsors must remain with students until they are picked up by the parent, guardian, or other authorized person or the student leaves in his or her own transportation. Students must never be left unattended after a game, practice, or other school-sponsored activity.

Cell phones and other devices with visual or auditory recording capability may not be used in the locker room at any time or for any reason.

Under no circumstance may a staff member, coach, or sponsor delegate any responsibility under this policy to a student or other minor.

School administrators or their designees may make random checks to assess policy compliance.

Adopted on: _____

Reviewed on: _____

Amended on: _____

5001
Compulsory Attendance and Excessive Absenteeism

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

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

Discontinuing Enrollment – 5 Year Old Students

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

Discontinuing Enrollment – 16 and 17 Year Old Students

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

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

Attendance Officer

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

Excused Absences

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

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student
4. Death or serious illness of the student's family member

Commented [1]: This sample list is very liberal in what the school considers "excused." Schools that adopt this sample list will have very few students who accrue many "unexcused" absences. Boards may eliminate any of these categories of excused absence except for illness documented by a physician, suspension/expulsion and severe weather. Boards may also add additional requirements before an absence will be excused (e.g. require funeral card to verify family funeral, etc.)

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

Excessive Absenteeism

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

Commented [2]: The board may select any number of unexcused absences to trigger the notification and meeting requirements.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer ~~may~~must file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer ~~may~~must file a report with the appropriate county attorney.

Making Up Absences (Optional – Remove or revise based on your District's practices.)

~~When a student receives [X] unexcused absences or the hourly equivalent in any semester, the student shall be required to make up those absences~~

through attendance in [insert program]. Absences shall be made up at a rate of [insert rate.]

Adopted on: _____

Revised on: _____

Reviewed on: _____

5015

Protection of Pupil Rights

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

1. Surveys

- a. Surveys Created by a Third Party
 - i. This section applies to every survey:
 - (1) that is created by a person or entity other than a district staff member or student;
 - (2) regardless of whether the student answering the questions can be identified; and
 - (3) regardless of the subject matter of the questions
 - ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.
- b. Surveys Requesting Particular Sensitive Information
 - i. Sensitive information shall include:
 - (1) Political affiliations or beliefs of the student or the student's parent(s);
 - (2) Mental or psychological problems of the student or the student's family;
 - (3) Sexual behavior or attitudes;
 - (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
 - (5) Critical appraisals of other individuals with whom respondents have close family relationships;
 - (6) Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
 - (7) Religious practices, affiliations, or beliefs of the student or student's parent(s); or
 - (8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
 - ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.
 - iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the

written consent of a student's parent(s) before the student participates in the survey.

- iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.
- v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.
- c. Survey Inspection Requests
 - i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.
 - ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.
 - iii. The principal shall respond to survey inspection requests without delay.
- d. The district will also comply with any survey requirements found in Policy 5108—the district's policy on Parent Involvement in Education Practices.

2. Invasive Physical Examinations

- a. The term "invasive physical examination" means:
 - i. any medical examination that involves the exposure of private body parts; or
 - ii. any act during such examination that includes incision, insertion, or injection into the body; and
 - iii. does not include a hearing, vision, or scoliosis screening.
- b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:
 - i. required as a condition of attendance;
 - ii. administered by the school and scheduled by the school in advance; and
 - iii. not necessary to protect the immediate health and safety of the student, or of other students.
- c. This policy does not apply to any physical examination or screening that:

- i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;
- ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*)
- iii. is otherwise authorized by Board policy.

3. Collection of Personal Information from Students for Marketing

- a. The term “personal information” means individually identifiable information including:
 - i. student’s and parent(s)’ first and last name;
 - ii. home or other physical address;
 - iii. telephone number; and/or
 - iv. social security number.
- b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
- c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
 - i. post-secondary education recruitment;
 - ii. military recruitment;
 - iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
 - iv. student recognition programs.

4. Inspection of Instructional Material

- a. Definition
 - i. The term “instructional materials” means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
 - ii. The term does not include academic tests or academic assessments.
- b. Parents may inspect, upon their request, any instructional material used as part of their child’s education curriculum.
- c. Curriculum inspection requests must be made to the building principal in writing.

- d. Building principals shall respond to inspection requests within a reasonable amount of time.

5. Notification of Rights and Procedures

- a. The superintendent shall notify parents of:
 - i. this policy and its availability upon request from the office of the district;
 - ii. how to opt their child out of participation in activities as provided for in this policy;
 - iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
 - iv. how to request access to any survey or other material described in this policy.
- b. This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5016

Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as email, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

[OPTION 1] For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" only those student records which are reduced to paper or physical format and placed within a student's file in the district's central offices or in the file pertaining to the student's special education or Section 504 services. Records which can be printed in paper form must be printed in order to be "maintained." Other records such as video recordings, which constitute student records, must be reduced to a physical medium in order to be "maintained." For example, a video must be put on a compact disk or other compatible hardware and placed within the student's file to be "maintained."

[OPTION 2] For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is _____ **[INSERT YOUR SYSTEM, E.G. POWERSCHOOL, INFINITE CAMPUS, ETC.]**

[OPTION 3] For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" as "student records" all records, files, and documents which are located in any format and within any storage unit of the district, whether in hard copy, digital, or otherwise.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal

and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student

seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: _____

Revised on: _____

Reviewed on: _____

Parent and Guardian ~~and Guardian~~ Involvement ~~In in~~ Education Practices

For purposes of this policy, "parent" includes a parent, guardian, or educational decisionmaker (a person designated or ordered by a court to make educational decisions on behalf of a student).

The school district recognizes the importance of parental and guardian ~~and guardian~~ involvement in the education of their children. To the extent practicable, the school district will make a reasonable effort to make any learning materials, including original materials, available for inspection by a parent/guardian upon request.

The school district will take the following steps to ensure that the rights of parents/guardians ~~and guardians~~ to participate in the education of their children are preserved.

1. Parents/Guardians/~~Guardians~~ will be provided access, ~~as described in district procedures, to district-approved textbooks, tests, activities information; digital materials; websites or applications used for learning; training materials for teachers, administrators, and staff; procedures for the review and approval of training materials, learning materials, and activities; and other curriculum materials ("curricular materials")~~ textbooks and other curricular materials and tests used in the district upon request as follows:-
 - a. A parental/guardian request to review specific ~~approved textbooks and other district- or building-approved~~ curricular materials (written, visual, ~~or~~ audio) should be made to the principal of the building where the ~~textbooks and curriculum~~ curricular materials are used.
 - b. ~~Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the~~ The building principal will assess the request and determine the allowable volume and time frame of the review to prevent disruption of the instructional process to the efficient operations of the district.
 - b.c. The purpose of this provision is to allow reasonable access to the extent practicable. Individuals who make requests (a) for the purpose of adding staff burden; (b) at an unreasonable frequency

or volume; or (c) for purposes inconsistent with the efficient operations of the district may be denied access to materials.

c.d. A parental/guardian request to review specific standardized and criterion- referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents/guardians wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents/guardians must contact the publisher to obtain copies of the test.

2. Parents/Guardians/~~Guardians~~ will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.

a. Parents/guardians/~~guardians~~ are invited to make appointments with the building principal to visit classes, assemblies, and other instructional activities. The principal shall give permission after determining that parental/guardian/~~guardian~~ observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

b. Parents/guardians/~~guardians~~ may contact the building principal to request permission to attend counseling sessions in which their child is involved.

3. Parents/guardians/~~guardians~~ will be permitted, within district procedures, to ask may request that their children be excused from testing (except as provided below), classroom instruction, learning materials, activities, guest speaker events, and other school experiences ("school events") that parents/guardians find objectionable.

a. Parents/guardians must submit this request in writing to the building principal for consideration.

a.b. Building principals may excuse a student from any ~~single~~ school ~~event~~experience at the parent's/guardian's written request if, in

the principal's professional judgment, excusal from the activity would not result in diminution of the student's educational experience.

b.c. When ~~the building principal determines it appropriate~~, alternative experiences ~~will~~may be provided for the student by the school.

4. Parents/guardians/~~guardians~~ will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents/guardians/~~guardians~~ will be informed of the standardized and criterion-referenced district testing program. Parents/guardians may request additional information from the building principal.
6. Parents/guardians/~~guardians~~ will be informed of the circumstances under which they may opt-out of state and federal assessments.

- a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/~~guardians~~/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent/guardian in a timely manner.

- b. State Assessments

State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents/guardians ~~or guardians~~ to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot "approve" the request. Parents/guardians who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.

- c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of

students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents/guardians/~~guardians~~ of eligible students with reasonable notice prior to the exam being administered. Parents/guardians/~~guardians~~ wishing to opt their students out of the NAEP assessment must notify the district in writing at least **three** days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents/guardians/~~guardians~~ will be notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents/guardians/~~guardians~~ may restrict their child from participating in any survey.
 - c. If the school administers (1) a survey requesting that students provide sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation, or any other information that the school board deems to be sensitive in nature or (2) a non-anonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use, the school district shall, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers of students that are to receive such survey. The notice will be made through the school's electronic notification system or by physical mail to the address on file for the student. The notice will describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed.

- d. Parents/guardians have the right to: (1) request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, (2) review the survey in person at the school, and (3) exempt their child from participating in the survey.
- e. Unless required by federal or state law or regulation, school personnel administering any survey shall not disclose personally identifiable information of a child.
- f. No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.
- g. The district will also comply with any survey requirements found in the district's policy on Protection of Pupil Rights.

b-8. The district will make this policy accessible by a prominently displayed link on its public website. Any amended policy will be made accessible within a reasonable time of its amendment.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5031 Student Appearance

~~Any manner of dress, hair style, make up, cleanliness, or personal appearance that constitutes a threat to the safety, health, welfare, or morals of the student or others; violates any statute; interferes with the education process, or school officials can reasonably predict will interfere with the education process; or causes or may cause excessive maintenance problems in the school, may be grounds for corrective or disciplinary action. The superintendent or designee may institute specific dress code regulations in any school consistent with board policy.~~

General Regulations. The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Altering a student's appearance or removing or altering a student's attire without consent from their parent/guardian/caregiver is not allowed. Additionally, students' hair should not be permanently or temporarily altered by school personnel.

Cultural and Religious Attire. Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids,

locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

Any person who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any public or private location where the person is otherwise authorized to be on school grounds or at any school function.

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

Health and Safety Accommodation Process. If a health and safety standard accommodation is necessary, the District will:

1. Engage in a good-faith effort to reasonably accommodate the student and
2. Notify the student's parent or guardian of such an attempt to accommodate the student's appearance or any attire, tribal regalia, hairstyles, adornment, or other characteristic associated with race, national origin, or religion
3. Attempt to obtain consent from a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire, tribal regalia, hairstyle, adornment, or other characteristic associated with race, national origin, or religion.

Recordkeeping. The District will record efforts made to accommodate a student's appearance, attire, hairstyle, adornment, or other characteristics associated with race, religion, sex, disability, or national origin. Each record must include: the student's name; federally identified demographic characteristics; date of the occurrence; the health and safety standard relating to the accommodation; the nature of the accommodation requested; staff involved; communication with parents/guardians/caregivers, and; the outcome of the effort.

Enforcement. Violations of this policy shall be addressed in a manner consistent with the board's policies regarding student discipline.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6025

Student Cell Phone and Other Electronic Devices

Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy or as deemed appropriate by a student's education team.

Students at Ralston High may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using the device on school sidewalks and in the common areas of the school before and after school, during passing periods, and during lunch so long as they do not create a distraction or a disruption and comply with all other policies and handbook provisions. Students attending Ralston Middle or any Ralston Elementary schools are prohibited from using their cell phones or electronic devices unless given express permission by a faculty member during school hours.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

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

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their cell phones and pagers. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students may use cell phones or other technology in classrooms only with the express permission of the classroom teacher.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

6031 Emergency Exclusion

Grounds for Emergency Exclusion. Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

(a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

(b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers that prompted the exclusion.

Extension of Exclusion. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing. The notice shall include notice of a recommended hearing examiner and an alternate hearing examiner for consideration by the parent(s) or guardian(s) if a hearing is requested.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit a request for a hearing on the proposed extension of the exclusion within one school day of receiving the notice of the proposed extension.

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within ~~two~~one school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. The parent(s) or guardian(s) shall notify the superintendent within one school day of receiving notice of the recommended extension and proposed hearing examiner and alternate hearing examiner if the alternate hearing examiner is preferred.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within ten school days after the initial date of exclusion; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony. The student and his/her

parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify. The school district shall make available to testify at the hearing any employee who is a witness to the matter upon request from the parent(s) or guardian(s).

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6034 Concussion Awareness

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

The School District will:

- a. Require all coaches and trainers to complete a training course approved by the Chief Medical Officer ~~one of the following on-line courses~~ on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury.÷
 - ~~HEADS UP to Youth Sports Coaches: Online Concussion Training~~ Heads UP Concussions in Youth Sports
 - ~~Concussion in Sports (NFHS) – What You Need to Know~~
 - ~~Sports Safety International~~
 - ~~ConcussionWise~~
 - ~~ACTIVE™ Athletic Concussion Training for Coaches; and~~
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - 1 The signs and symptoms of a concussion;
 - 2 The risks posed by sustaining a concussion; and
 - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

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

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and

- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

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

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

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

Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall ~~be the guidance~~ [follow the model](#) provided by the Nebraska Department of Education, ~~entitled "Bridging the Gap from Concussion to the Classroom REAP," and accompanying materials and future supplements.~~ Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6044

Participation and Assignment of Athletic Teams

Designation of Athletic Team or Sport. The terms male, female, and coed are defined as provided by state law. All athletic and sports teams of the district are hereby designated as male, female, or coed as follows:

Sport/Team	Designation
Football	Male
Volleyball	Female
Cross Country	Male and Female Teams
Golf	Male and Female Teams
Basketball	Male and Female Teams
Wrestling	Male and Female Teams
Track	Male and Female Teams
Track and Unified Track	Male, Female, and Coed Teams
Bowling and Unified Bowling	Male, Female, and Coed Teams
Baseball	Male
Softball	Female
Tennis	Male and Female Teams
Soccer	Male and Female Teams
Swim	Male and Female Teams

Participation on Assigned Teams. Males shall not participate on teams designated for females. Females may only participate on male teams when there is no female team offered or available for such sport. Males and females may participate on coed teams and in coed events as long as their participation is consistent with the eligibility and other rules of that team or event.

Determination of Student Sex. To determine eligibility, a student and the student's parent or guardian shall provide the district with confirmation of the student's sex on a document signed by a doctor or signed under authority of a doctor.

Conduct of Visitors and the Public. Visitors and members of the public attending district interscholastic team activities are expected to comply with all district policies and practices, including sportsmanship rules.

Adopted on: _____

Revised on: _____
Reviewed on: _____



**12520 F Plaza
Omaha NE 68137**

(402) 238-2599 Fax: (402) 238-2167

DATE	PROPOSAL #
7/9/2025	NO-070925-1

PROPOSAL

Weitz Attn: Jason Crosier	P.O. NO.	TERMS	PROJECT		
		due upon receipt	Ralston Admin R&R		
DESCRIPTION		QUANTITY	UNITS	RATE	TOTAL
Concrete Scope as shown below		1	LS		
Remove and replace Approx. 8000 Sqft of parking lot paving in back of building. Removals and pour back to be done in one mobilization for entire area at one time.					
Option 1: Use of standard mix with 5 day cure time before passenger traffic		1	LS		\$ 80,000.00
Option 2: Use of High early concrete for a 48 Hour turn around for all traffic use		1	LS		\$ 84,000.00
ADD: Joint sealants / Hot tar		1	LS		\$ 1,750.00
NOTES: - Included doweling into existing pavement - Includes recycled rock for fine sub-grading - Excludes bond, permits, engineering, testing, surveying - Excludes all erosion control. - Excludes subdrains - Excludes lane closures and traffic control. Cones provided - Excludes pavement markings and signage. - Excludes joint sealants and penetrating sealers. - Addition sqft additions wanted by customer will be \$10 per sqft					
Project Location: Ralston NE					
Estimator: Nick Ostransky (402) 677-4830					
The above proposal is based on plans dated:					
We have seen the following addenda:					
All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will be an extra charge over and above this estimate. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance. Proposal is good for 30 days.				TOTAL TBD based on options chose	

Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. This proposal may be void if not accepted with 30 days. Payment terms are net 10 days, unless otherwise negotiated or shown above.

Acceptance Signature & Date



7/1/2025

Ralston Public Schools

RE: Administration Concrete Replacement

Jason Buckingham:

This is a proposal for remove and replacement of existing concrete behind the Ralston Administration building. Pricing is not valid for multiple mobilizations as it is assumed we can complete the scope continuously.

Building Addition \$81,500

Included:

- Replacement of approximately 80,000 sf of concrete
- Replacement of concrete in two separate pours
- 100% All-In Safety
- Insurance as needed

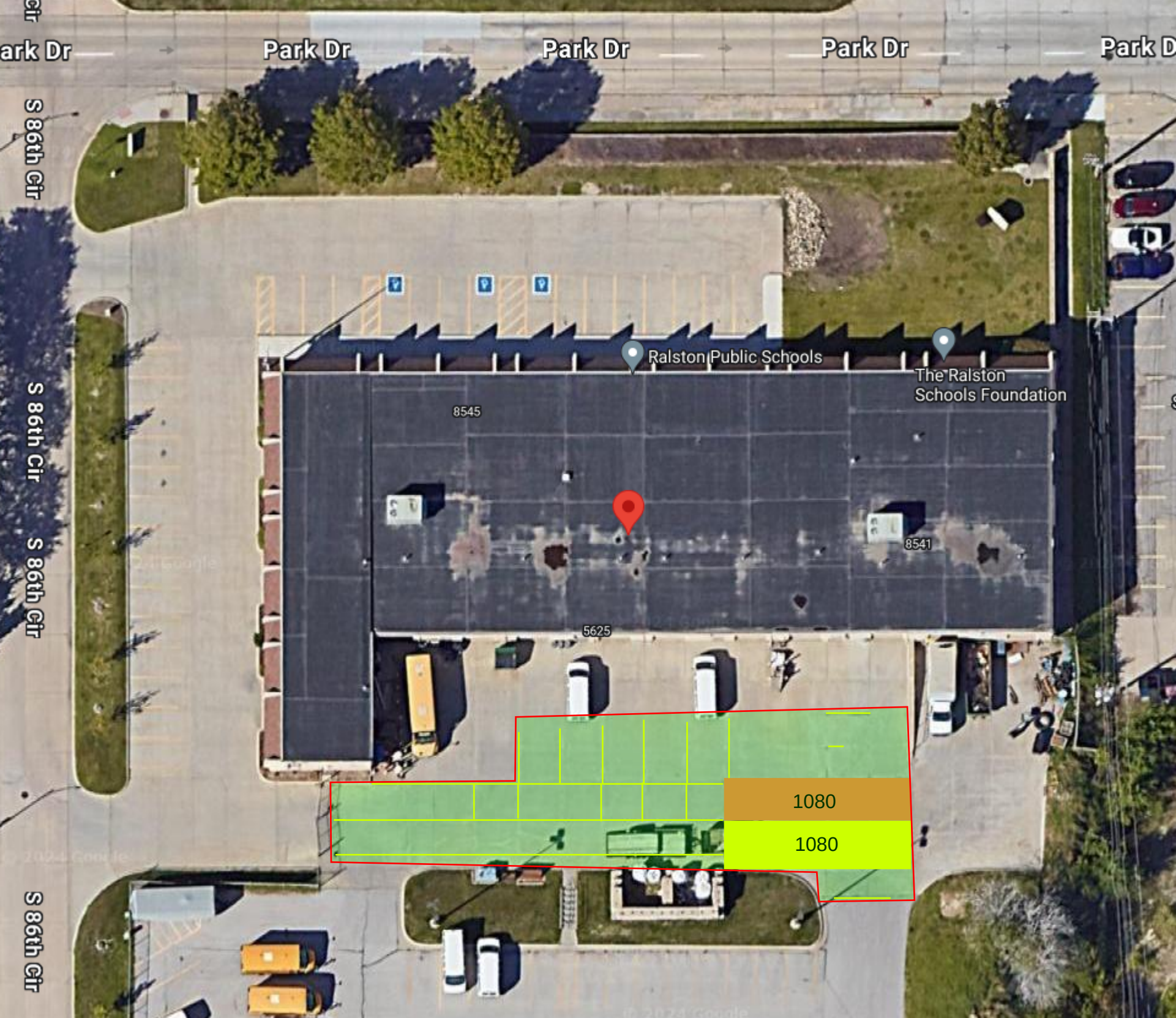
Excluded

- Special testing

If you have any further questions, we will be happy to sit down with you and discuss them in further detail

Sincerely,
The Weitz Company

Jason Crosier
Project Manager
402-506-2570
Jason.crosier@weitz.com



Park Dr

Park Dr

Park Dr

Park Dr

Park Dr

S 86th Cir

S 86th Cir

S 86th Cir

S 86th Cir

Ralston Public Schools

The Ralston
Schools Foundation

8545

8541

5625

1080

1080

**AGREEMENT FOR CONCRETE REPLACEMENT PROJECT
RALSTON PUBLIC SCHOOLS**

THIS AGREEMENT is entered into by and between **Douglas County School District 28-0054**, commonly known as **Ralston Public School** (the "District") and The Weitz Company, LLC ("Contractor").

In consideration of mutual covenants, the parties agree as follows:

1. Scope of the Contract. Contractor shall provide to the District the goods and/or services (the "Work") as follows:

1.1. Demolish and remove all existing concrete and pavement, and replace with new concrete pavement of same or better quality and strength, at the locations shown in more detail in Exhibit A attached hereto and incorporated herein by this reference. Additional details and scope of work are shown in the attached Exhibit A.

2. Contract Price. The District shall pay the Contractor the Contract Price in current funds for the Contractor's proper performance of the Contract and completion of the Work. The Contract Price, including without limitation general conditions and the Contractor's overhead and profit and subject to duly authorized additions and deductions, shall be the total sum of

\$81,500 (the "Contract Price").

3. Contractor's Duties. Contractor's duties are as follows:

3.1. Contractor shall supervise, direct, and complete the Work using its best care, skill, attention, and diligence. Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences, and procedures for coordinating and completing the Work. Contractor shall cooperate with the District and any other person whose work may interfere with Contractor's Work, participate in work schedules, and notify the District of any material interference with Contractor's Work.

3.2. Unless otherwise provided in the Agreement, Contractor shall provide and pay for all labor, materials, equipment, tools, machinery, transportation and other facilities and services necessary for proper completion of the Work.

3.3. Contractor shall comply with all laws, ordinances, rules, regulations and orders of all public authorities relating to the Work. If the Agreement is at variance with any such law, ordinance, rule, regulation or order, Contractor shall notify the District in writing promptly upon discovery of such variance.

3.4. Contractor shall pay all state and federal taxes required by law in connection with the Work, including, but not limited to, sales, use, all employment, income, withholding and similar taxes and shall timely pay over such taxes, including taxes withheld from its employees' compensation, to the appropriate governing agencies and shall secure and pay for all licenses and permits necessary for the proper completion of the Work.

3.5. Contractor shall at all times, keep and maintain the construction site in a neat and clean condition. Contractor shall keep the premises and the surrounding area free from accumulation of waste materials and rubbish caused by construction operations. Immediately following completion of the Work, Contractor shall remove from and about the construction site waste material, rubbish and Contractor's tools, construction

equipment, machinery and surplus materials. Contractor shall pay for all disposal fees. If Contractor fails to maintain the construction site as provided herein, the District may do so and the cost thereof shall be charged to Contractor and/or deducted from payment then or thereafter due to Contractor.

- 3.6. Contractor shall provide for and oversee all safety orders, precautions and programs necessary for the reasonable safety of the Work and shall implement all safety instructions identified by the designated individual of the District. Contractor shall take all reasonable precautions for the safety of all employees, subcontractors and other persons for whom the work might affect all work and materials incorporated in the Project and all property improvements on the construction site and adjacent to the construction site. Contractor shall immediately notify the District of any personal injury or property damage at or near the construction site.
4. **Contract Documents.** The Contract Documents consist of this Agreement, Contractor's quote or proposal, and any Drawings, Specifications, Addenda issued by the District regarding the Work.
5. **Warranty.** Contractor warrants that all materials and equipment furnished shall be new and that all work under this Agreement shall be of first-class quality, free from faults and defects and in conformance with this Agreement. All work not conforming to these requirements, including substitutions not properly approved and authorized, shall be considered defective. Contractor shall, at its sole cost and expense, repair or replace any defective material, equipment or workmanship which shall appear within a period of one year from the date of completion of the Work. In the event of repairs or replacements being necessary, Contractor agrees to repair or replace the same within three (3) days after notice by the District. The warranty provided in this paragraph shall be in addition to and not in limitation of any other warranty or remedy required by law or by this Agreement or the Attachments hereto. Payment by the District shall not (a) constitute an acceptance of work not done in accordance with this Agreement or (b) relieve Contractor of liability with respect to any express warranties or with respect to the responsibility for defective materials, equipment or workmanship. Notwithstanding the foregoing, and without limitation or prejudice to the same, Contractor shall furnish a warranty covering all labor, materials, and waste disposal for at least five (5) years, with said warranty period to commence upon the entire Project reaching substantial completion.
6. **Change Orders.** The District may at any time make changes in, additions to, and/or omissions from the work to be performed and materials to be furnished under this Agreement, and Contractor shall promptly proceed with the performance of the modification upon execution of a written change order signed by Contractor and the District with a written notation of the cost or deduction for each modification and the delay of completion or time saving caused by such modification. A Change Order is a written instrument prepared by one of the parties and signed by the District and Contractor stating their agreement upon the change in the Work; the amount of the adjustment, if any, in the Contract Price; and the extent of the adjustment, if any, in the Contract Time. The Change Order shall be in a form acceptable to the District and Contractor. In the event the parties cannot agree on a Change Order form, they shall use AIA Document G701-2001.
7. **Suspension by the District for Convenience.** The District may order Contractor in writing to suspend, delay, or interrupt all or any part of the Work for such period of time as may be determined to be appropriate for the convenience of the District; provided, however, short/incidental stoppage of the Work shall not be deemed a suspension, delay, or interruption of work. The Contract Price and/or Contract Time may thereafter be reasonably adjusted by

mutual agreement to account for any increase in the time and/or cost of performance of Work caused by such suspension, delay, or interruption.

8. **Protection of Work.** Contractor shall be responsible for its work, property and/or materials until completion and final acceptance of the Work, and shall bear the risk of any loss or damage until such acceptance. In the event of loss or damage, Contractor shall proceed promptly to make repairs or replacements of the damaged work, property, and/or materials at its expense, as directed by the District. Contractor waives all rights Contractor may have against the District for loss or damage to Contractor's work, property, or materials at the construction site, unless such loss or damage results from an intentional act of the District.
9. **Liens.** Contractor agrees (a) to immediately satisfy any lien or encumbrance which, because of any act, omission or default of Contractor or any subcontractor or materialmen, is filed upon or against the property of The District and (b) to indemnify and hold harmless The District against all resulting losses, costs, and expenses.
10. **Time.**
 - 10.1. **Contract Time Defined.** The "Contract Time" shall commence on the date of this Agreement and shall end with respect to all work under this Agreement no later than August 8, 2025.
 - 10.2. **Time of the Essence.** Contractor acknowledges that time is of the essence under this Agreement and agrees to timely perform its obligations and cause any subcontractors and materialmen to timely perform so that the Scope of the Contract may be completed within the Contract Time.
 - 10.3. **Extensions.** An extension of time for any delay shall be granted only upon written consent by the District after a written claim is made by Contractor to the District within 72 hours after the occurrence causing such delay. Except for the suspension by the District for convenience, Contractor shall not be entitled to any increase in the price or to damages or additional compensation as a consequence of such delay.
11. **Payment.**
 - 11.1. **Payment Terms / Payment Schedule.** Unless otherwise agreed, payments for Work actually completed shall be made monthly in proportion to Work performed.
 - 11.1.1. Payments are due and payable thirty (30) days following Contractor's presentation to the District of an Application for Payment for Work actually completed and accepted by the District as provided herein, less retainage in the amount of 5% of the amount due and owing, provided that such Application for Payment is received by the District in sufficient time to be included in the board packet for the District's next regularly scheduled board meeting and such board meeting actually occurs. Any payment not made within twenty (20) days following the next regularly scheduled meeting after the approved Application for Payment is timely received by the District shall bear interest at the rate of twelve (12) percent per annum.
 - 11.1.2. Upon final completion of the Work in accordance with the Agreement, Contractor shall provide written notice thereof to the District (the "Notice of Completion"). The final payment of the remaining balance due hereunder, including any retainage amounts, shall be made by the District to Contractor within thirty (30) days following Contractor's presentation to the District of

the Notice of Completion and approved by the District as provided herein, provided that such Notice of Completion is received by the District in sufficient time to be included in the board packet for the District's next regularly scheduled board meeting and such board meeting actually occurs. Any payment not made within twenty (20) days following the next regularly scheduled meeting after the approved Notice of Completion is timely received by the District shall bear interest at the rate of twelve (12) percent per annum. The District's acceptance of the Notice of Completion, however, shall not be deemed an estoppel or waiver of any right of the District under the Agreement.

- 11.1.3. At its sole discretion, the District have the right, but not necessarily the obligation, to make payments for some or all of the Work in advance of when such payments would otherwise be due and owing. Such payment shall in no way excuse Contractor from fully performing all of its obligations hereunder, including without limitation completing all Work required by the Contract Documents.

11.2. Acceptance of Services or Products.

- 11.2.1. Contractor shall deliver any goods, perform any services, or both in accordance with the schedule set forth in the Instructions to Bidders, the time specified in a purchase order issued by the District, or this Agreement (whichever has been issued most recently).
- 11.2.2. Unless otherwise agreed to by the parties, Contractor shall provide written notification of completion of any deliveries, or performances of services or both, to the District ("Delivery Notice").
- 11.2.3. The District shall have thirty (30) days from the date of receipt of the Delivery Notice to provide Contractor with written notification of acceptance or rejection due to unsatisfactory performance or nonconforming goods.
- 11.2.4. If the District issues a rejection notice, Contractor shall as quickly as is practicable, correct or replace all deficiencies at its expense. The District shall not unreasonably withhold or delay its acceptance or rejection.

11.3. Title and Risk of Loss.

- 11.3.1. Title and risk of loss for goods shall remain with Contractor until goods are accepted by the District.
- 11.3.2. Insurance during shipment and until the goods are accepted by the District is the responsibility of Contractor.
- 11.3.3. The District shall be responsible for purchasing and maintaining builder's risk insurance sufficient to cover the total value of the entire project on a replacement cost basis. Contractor shall not include, and shall not charge the District, for any builder's risk coverage for all or any part of the Project.

- 11.4. **Offset.** In the event of any breach by Contractor of any provision or obligation of this Agreement, the District shall have the right, but not necessarily the obligation, to offset any payment due to or to become due to Contractor an amount sufficient to completely indemnify and hold harmless the District from any resulting loss, damage, or expenses

therefrom. The District's right to offset is cumulative to, and without prejudice to, any other rights that the District has under this Agreement, at law, or in equity.

11.5. **Payment Upon Termination.** Upon termination of this Agreement for any reason, Contractor shall recover as its sole remedy payment for Work properly performed in connection with the terminated portion of the Work prior to the effective date of termination and for items properly and timely fabricated off the Project site, delivered and stored in accordance with the Owner's instructions. Contractor hereby waives and forfeits all other claims for payment and damages, including, without limitation, anticipated profits. The Owner shall be credited for (i) payments previously made to Contractor for the terminated portion of the work, (ii) claims that the Owner has against Contractor under the contract, and (iii) the value of the materials, supplies, equipment, or other items that are to be disposed of by Contractor that are part of the Contract Sum.

12. **Governing Law; Designation of Forum.** All aspects of this Agreement shall be governed by, and construed in accordance with, the internal laws of the State of Nebraska without regard to its choice of law rules. Any action between the Parties concerning causes of action arising from or related to this Agreement and/or the Project must be brought solely and exclusively in a trial court for the county in which the Project is located and within the State of Nebraska; and the Parties hereby waive any objection to the jurisdiction of such courts over causes of action arising from or related to this Agreement and/or the Project, including but not limited to objections on the basis of lack of personal jurisdiction, improper venue, or *forum non conveniens*.

13. **Termination.**

13.1. The District may terminate this Agreement in whole or in part if funding from federal, state, or other sources is not obtained and continued at levels sufficient to allow for purchase of the good and/or services in the indicated quantities or term. The District shall notify Contractor as soon as practicable if funds to meet the District's obligations become unavailable. The determination of the District as to the insufficiency of funds is conclusive.

13.2. Each party may terminate this Agreement if the other party breaches or is in default of any material obligation hereunder which default is incapable of cure, or which, being capable of cure, has not been cured within 30 days after receipt of written notice of such default or such additional cure period as the non-defaulting party may authorize in writing.

13.3. Each party may terminate this Agreement by written notice if federal or state laws or rules are modified or interpreted in a way that the services are no longer allowable or appropriate for purchase under this contract or are no longer eligible for the funding proposed for payments authorized by this contract.

13.4. The District may terminate this Agreement, in whole or in part, by written notice to Contractor and may regard Contractor in default of this Agreement if Contractor becomes:

13.4.1. Insolvent;

13.4.2. Makes a general assignment for the benefit of creditors;

13.4.3. Files a voluntary petition of bankruptcy;

13.4.4. Suffers or permits the appointment of a receiver for its business or assets;

- 13.4.5. Becomes subject to any proceeding under any bankruptcy or insolvency law, whether domestic or foreign; or
- 13.4.6. Has wound up or liquidated, voluntarily or otherwise.
- 13.5. The District may terminate this Agreement, in whole or in part, immediately, without notice, if Contractor is debarred or suspended from performing services on any public contracts.
- 13.6. The parties may terminate this Agreement without cause by mutual written consent.
- 13.7. Upon the termination for any reason or expiration of this Agreement, Contractor promptly must return to the District all papers, materials and other property of the District then in its possession, including but not limited to all work in progress as is appropriate in its then existing form to the District.

14. **Indemnification.**

- 14.1. Contractor expressly agrees that it will hold harmless, defend, and indemnify the District, its employees, agents, board members, and representatives, against any and all claims, including without limitation any and all demands, rights, lawsuits, actions, cross-claims, counterclaims, third-party actions, liens, damages, debts, obligations, exemplary damages, consequential damages, punitive damages, liabilities, losses, expenses, and causes of action (hereinafter, "Claims") that arise out of, are related to, or are in connection with this Agreement, the Work, Contractor's performance hereunder, and/or Contractor's conduct at or related to the Project, provided however that Contractor's obligations in this paragraph specifically except any obligation to hold harmless, defend, or indemnify the District against any Claims caused solely by the District's own negligent or reckless conduct.
- 14.2. Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith.
- 14.3. If any judgment shall be rendered against the District in any such action, Contractor shall, at his or her own expense, satisfy and discharge the same.
- 14.4. Any performance bond or insurance protection required by this contract, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify and save harmless and defend the Indemnities as herein provided.
- 14.5. Contractor's obligation to indemnify and save harmless any Indemnities will survive the expiration or termination of this Agreement by either party for any reason.

15. **Insurance.**

- 15.1. **Insurance Policies.** At its own expense and to the fullest extent allowed under law, Contractor shall furnish and maintain at least the following minimum insurance policies in force, which policies shall comply with the following minimum requirements:

15.1.1. Commercial General Liability Insurance

- 15.1.1.1. Coverage shall be no less broad than the ISO CG 00 01 coverage form.
- 15.1.1.2. Limits shall be no less than \$1,000,000 per occurrence and no less than \$2,000,000 general aggregate.
- 15.1.1.3. Limits shall not be less than \$2,000,000 products and completed operations aggregate.
- 15.1.1.4. Completed operations coverage to be maintained for the period of time the District may be held legally liable for Contractor's services or work.
- 15.1.1.5. Contractor shall waive subrogation in favor of the District.
- 15.1.1.6. Additional Insured Status:
 - 15.1.1.6.1. To the fullest extent of coverage allowed under applicable law, the District shall be included as an additional insured for any and all liability arising out of Contractor's services and work, this Agreement, and the Project. Additional Insured status shall apply to both ongoing and completed operations.
 - 15.1.1.6.2. Additional Insured status must be maintained for the period of time Contractor may be held legally liable for its services or work.
 - 15.1.1.6.3. Contractor must include this requirement of its subcontractors, if any.
 - 15.1.1.6.4. Coverage shall apply on a primary and non-contributory basis.

15.1.2. Workers' Compensation/Employer's Liability Insurance

- 15.1.2.1. Workers' Compensation in accordance with applicable state law.
- 15.1.2.2. Employer's Liability Insurance limits shall not be less than \$1,000,000.
- 15.1.2.3. Contractor shall waive subrogation in favor of the District.

15.1.3. Automobile Liability Insurance

- 15.1.3.1. Limits shall not be less than \$1,000,000 combined single limit.
- 15.1.3.2. Coverage must apply to any auto, including any owned, hired and non-owned autos used by Contractor, its employees, agents, subcontractors or suppliers.
- 15.1.3.3. Contractor shall waive subrogation in favor of the District.

15.1.4. Umbrella/Excess Liability Insurance

- 15.1.4.1. Limits shall be no less than \$4,000,000.
- 15.1.4.2. Coverage shall be on a follow-form basis.
- 15.1.4.3. Coverage shall apply as excess to commercial general liability, automobile liability, and employer's liability.
- 15.1.4.4. Waiver of subrogation in favor of the District.
- 15.1.4.5. The District to be included as an Additional Insured.

15.1.5. Contractor's Errors & Omissions Insurance

- 15.1.5.1. Limits shall be no less than \$1,000,000 per occurrence and no less than \$1,000,000 in the aggregate.
- 15.1.5.2. Coverage shall include pollution coverage and shall insure Contractor for negligent acts, errors, or omissions arising out of the performance of any professional services or any of Contractor's performance hereunder.
- 15.1.5.3. Coverage shall be maintained for at least five years following the termination of this Agreement.

15.2. Contractor's Additional Insurance Obligations.

- 15.2.1. Contractor shall deliver to the District certificates of insurance evidencing all of the required insurance coverages and endorsements described above.
- 15.2.2. Contractor (or its insurance carrier) must provide written notice to the District no less than 30 days prior to any cancellation or non-renewal of Contractor's insurance coverage.
- 15.2.3. Any self-insured retention on any of the required coverages must be clearly disclosed on the certificates of insurance and are subject to the District's written approval.
- 15.2.4. The District has the right to require a proper form of collateral for any self-insured retention.
- 15.2.5. Contractor's insurance, whether or not specified or required herein, shall be primary to any insurance maintained by the District.
- 15.2.6. Contractor's insurance carriers must have an A.M. Best rating of not less than A- VIII.
- 15.2.7. The District has the right to receive copies of any of Contractor's insurance policies upon written request.

- 15.2.8. The District's acceptance of Contractor's certificate of insurance does not relieve any of Contractor's responsibilities under this Agreement and shall not constitute a waiver of Contractor's obligation to provide insurance as required by this Agreement.
- 15.2.9. Among other grounds to withhold payment, Contractor's failure to fully comply with all insurance requirements hereunder provides the District sufficient grounds to withhold some or all payments otherwise due Contractor.
- 15.2.10. The District has the right, but not necessarily the obligation, to declare Contractor's failure to fully comply with these insurance requirements a material breach of Contractor's obligations hereunder.
- 15.2.11. Contractor must require that its subcontractors, if any, meet or exceed the minimum insurance requirements described herein.
- 15.2.12. Contractor shall include all policy endorsements required herein.
- 15.2.13. All of the coverage limits stated herein are minimum insurance limits and shall not be construed in any way to limit the liability of Contractor.

16. **Contractor Bonds.**

16.1. **Payment Bond.** To secure the faithful performance of the work and to satisfy all of Contractor's payment obligations that arise on the project, Contractor shall provide a payment bond in an amount not less than 100% of the Contract Sum through a corporate surety company, conditioned for the payment of all laborers and mechanics for labor that is performed and for the payment for material and equipment rental which is actually used or rented in the performance of the Contract. The terms of the payment bond shall be substantially identical to those in the attached AIA A312-2010 Payment Bond as amended by the School District and in compliance with NEB. REV. STAT. §§ 52-118 to 118.02.

16.2. **Performance Bond.** Contractor shall provide a performance bond in an amount not less than 100% of the Contract Sum through a corporate surety company. The terms of the performance bond shall be substantially identical to those in the attached AIA A312-2010 Performance Bond as amended by the School District.

16.3. **Time of Delivery and Form of Bonds.**

- 16.3.1. Contractor must deliver the required bonds to the School District no later than three days following the date of execution of the Contract.
- 16.3.2. The bonds shall be dated on or after the date of the Contract.
- 16.3.3. Contractor shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix to the bond a certified and current copy of the power of attorney.

17. **Public Records.** Contractor acknowledges that the District must comply with NEB. REV. STAT. § 84-712 through § 84-713 and release public records as defined law upon request, which may include this Agreement and all records created and maintained in relation to this Agreement.

18. **Publicity.** The District does not endorse the goods or services of Contractor. Except for listing the District as a client during the term of this Agreement, news releases or other publicity concerning this Agreement must not be made by Contractor without the prior written approval of the District.
19. **Drug/Alcohol/Tobacco/Weapons Free Workplace.** Contractor and all Subcontractors, if any, shall not manufacture, sell, distribute, dispense, possess or use controlled substances or marijuana, as defined by Nebraska law, during the performance of this Agreement while on school premises or at school related functions. Contractor and all subcontractors, if any, shall not possess any weapon, as defined by Nebraska law and the federal "Drug-Free Schools Act," on school property or at school related functions. Contractor and all subcontractors, if any, also shall adhere to all District's policies and regulations that prohibit the possession, distribution, sale, dispensation, or use of any alcohol or tobacco products while on school premises or at school related functions. Failure to comply with this provision may be considered a material breach. The District may suspend or terminate Contractor, subcontractor, or both if it violates these laws, regulations, or policies or this provision.
20. **Nondiscrimination.** Contractor and all subcontractors, if any, shall not discriminate against any employee or applicant who is to be employed for performance of this Agreement with respect to his or her hire, tenure, terms, conditions, or privileges of employment, because of his race, color, religion, sex, disability, or national origin.
21. **Independent Contractor Relationship.** Nothing herein shall be construed to create an employment relationship between the District and Contractor, it being expressly understood that at all times that Contractor is and shall remain an independent contractor to the District. This Agreement does not render Contractor an employee, partner, agent, representative, member, or joint venture of or with the District. Neither Contractor nor any of its employees or subcontractors shall have any claim against the District or any of its related or affiliated entities for any employment benefits whatsoever, including without limitation vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind. Contractor retains sole and absolute discretion in the manner and means of carrying out Contractor's activities and responsibilities under this Agreement, except to the extent specified in this Agreement.
22. **Employment Eligibility Verification.** Contractor shall use a federal immigration verification system to determine the work eligibility status of employees hired on or after October 1, 2009, and who are physically performing services within the State of Nebraska. If Contractor employs or contracts with any subcontractor in connection with this Agreement, Contractor shall include a provision in the contract requiring the subcontractor to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.
23. **Fair Labor Standards.** Pursuant to NEB. REV. STAT. § 73-102, Contractor certifies that it is complying with, and will continue complying with, fair labor standards in the pursuit of its business and in the execution of this Agreement. For the purposes of this section, fair labor standards means a scale of wages and conditions of employment as are paid and maintained by at least fifty percent of the contractors in the same business or field of endeavor as Contractor.
24. **Unemployment Compensation.** Contractor shall pay to the Unemployment Compensation Fund of the State of Nebraska and the State Unemployment Insurance Trust Fund unemployment combined tax and interest due under the Employment Security Law on wages

paid to individuals employed in the performance of the Contract as required by NEB. REV. STAT. § 48-657.

25. **Injury or Damage.** If any party or person suffers physical injury or property damage which arises from or relates to the performance of the Work, any party which knows of such injury or damage shall immediately give written notice of such injury or damage to all other parties. The notice shall provide sufficient detail to enable the other parties to investigate the matter.
26. **Sales Tax.** The District is exempt from sales tax and shall not pay any sales tax under this Agreement. The District will provide Contractor with applicable sales tax exemption certificates upon written request.
27. **Notice.** Each party giving any Notice ("Notice") under this Agreement must give written Notice by personal delivery, registered or certified Mail (in each case, return receipt requested and postage prepaid), or nationally recognized overnight courier (with all fees prepaid.) Notice shall be sent to the following addressees at the following addresses:

District: Ralston Public Schools
Attn: Superintendent
8545 Park Dr.
Ralston, NE 68127

With copy to:

Coady H. Pruett, Legal Counsel
KSB School Law, PC, LLO
206 S. 13th St., Suite 1100
Lincoln, Nebraska 68508

Contractor: The Weitz Company, LLC
Brian Mahlendorf, V.P., Gen. Mgr.
8715 S. 121st St.
La Vista, NE 68128

Notice is effective only if the party giving the Notice has complied with this section.

28. **Entire Agreement.** The Agreement is the complete and exclusive expression of the parties' agreement on the matters contained in this Agreement. All prior and contemporaneous negotiations and agreements between the parties on the matters contained in this Agreement are expressly merged into and superseded by this Agreement.
29. **Amendments and Modifications.** The parties may amend or modify this Agreement only by a signed, written agreement by both parties that identifies itself as an amendment or modification to this Agreement. No other alternations in the terms of this agreement shall be valid or binding.

30. **Waivers.**

30.1. The parties may waive any provision in this Agreement only by a writing executed by the party or parties against whom the waiver is sought to be enforced.

30.2. No failure or delay:

30.2.1. In exercising any right or remedy, **or**

30.2.2. In requiring the satisfaction of any condition under this Agreement, **and**

30.2.3. No act, omission, or course of dealing between the parties operates as a waiver or estoppel of any right, remedy or condition.

30.3. A waiver made in writing on one occasion is effective only in that instance and only for the purpose stated. A waiver once given is not to be construed as a waiver on any future occasion or against any other Person.

31. **Severability.** If any provision of this Agreement is determined to be unenforceable, the remaining provisions of this Agreement remain in full force, if the essential terms and conditions of this Agreement for each party remain enforceable.

32. **Counterparts.** The parties may execute this Agreement in multiple counterparts, each of which constitutes an original, and all of which, collectively, constitute only one agreement. The signatures of all of the parties need not appear on the same counterpart, and delivery of an executed counterpart signature page by facsimile or other electronic means is as effective as executing and delivering this Agreement in the presence of the other parties to this Agreement. This Agreement is effective upon delivery of one executed counterpart from each party to the other parties. In proving this Agreement, a party must produce or account only for the executed counterpart of the party to be charged.

33. **Force Majeure.** Neither party shall be liable for any loss or damage suffered by the other party, directly or indirectly, as a result of the non performing party's failure to perform, or delay in performing, any of its obligations contained in this contract (except any obligations to make payments for services rendered or accepted goods received before the failure to perform or the delay in performance), where, in the opinion of the District, such failure or delay is caused by circumstances beyond the non performing party's control or which make performance commercially impracticable, including but not limited to fire, flood, storm or other natural disaster, explosion, accident, war, riot, civil disorder, pandemic, government regulations or restrictions of any kind or any acts of any government, alien enemy, judicial action, power failure, acts of God, or other natural circumstances. This Force Majeure provision excludes economic hardship, changes in market conditions, and insufficiency of funds on the part of Contractor.

34. **Assignment.** This Agreement binds the parties and their respective successors and assignees. Contractor shall not assign or otherwise dispose of this Agreement or any duty, right, or responsibility contemplated in this Agreement to any other person without the previous written consent of the District.

35. **Subcontractors.** Contractor shall not subcontract services or any part of this Agreement without the prior written consent of the District.

36. **Third Party Beneficiaries.** This Agreement does not and is not intended to confer any rights or remedies upon any person other than the signatories.

37. **Captions.** The descriptive headings of the Articles, Sections and subsections of this Agreement are for convenience only, do not constitute a part of this Agreement, and do not affect this Agreement's construction or interpretation.
38. **Rights and Remedies Cumulative.** Any enumeration of the District's rights and remedies set forth in this Agreement is not exhaustive. The District's exercise of any right or remedy under this Agreement does not preclude the exercise of any other right or remedy. All of the District's rights and remedies are cumulative and are in addition to any other right or remedy set forth in this Agreement, any other agreement between the parties, or which may now or subsequently exist at law or in equity, by statute or otherwise.
39. **Rules of Construction.** The parties hereto have each been represented by counsel, or had the opportunity to be represented, during the negotiation and execution of this Agreement, and therefore waive application of any law or rule of construction providing that ambiguities in the contract will be construed against the party drafting such contract.
40. **Contractor Representations.** Contractor represents and warrants the following to the District (in addition to any other representations and warranties contained elsewhere), as an inducement to the District to execute this Agreement, which representations and warranties shall survive the execution and delivery of this Agreement, any termination of this Agreement, and the final completion of the Work:
- 40.1. That it and its subcontractors are financially solvent, able to pay all debts as they mature, and possessed of sufficient working capital to complete the Work and perform all obligations hereunder;
 - 40.2. That it is able to furnish the plant, tools, materials, supplies, equipment, and labor required to complete the Work and perform its obligations hereunder;
 - 40.3. That it is authorized to do business in the State of Nebraska and properly licensed by all necessary governmental and public and quasi-public authorities having jurisdiction over it and over the Work and the Project;
 - 40.4. That its execution of this Agreement and its performance thereof is within its duly authorized powers;
 - 40.5. That its duly authorized representative has visited the site of the Project, familiarized himself with the local and special conditions under which the Work is to be performed, and correlated his observations with the requirements of the Contract Documents; and
 - 40.6. That it possesses a high level of experience and expertise in the business administration, construction, construction management, and superintendence of projects of the size, complexity, and nature of this particular Project, and it will perform the work with the care, skill, and diligence of such a contractor.

The foregoing representations and warranties are in addition to, and not in lieu of, any and all other liability imposed upon Contractor by law with respect to Contractor's duties, obligations, and performance hereunder. Contractor acknowledges that the Owner is relying upon Contractor's skill and experience in connection with the Work called for hereunder.

41. **Badging, Identification, and Other Rules.** When present on the District's property, Contractor and its employees and subcontractors or anyone directly or indirectly employed by or representing any of them, shall

41.1. wear uniform at all times with company identification;

41.2. carry photo identification;

41.3. not smoke or otherwise use tobacco;

41.4. not use, or be under the influence of, alcohol or drugs;

41.5. not carry a firearm or other weapon; and

41.6. comply with all of the school district's rules, policies, procedures which are intended to protect the safety and health of its faculty, staff, students, and visitors

42. **Background Checks.** Contractor shall conduct a background check for all employees or subcontractors providing services under this Agreement in a manner approved by the District. The District will determine if the person is authorized to provide services, in accordance with state, federal and local policy.

43. **Attachments.** Attachments to this Agreement include the following:

Exhibit A – Scope of Work

IN WITNESS WHEREOF the parties have executed this Agreement on the date last date written below.

THE DISTRICT

CONTRACTOR

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT A

Scope of Work

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~~

required by law to be enrolled or are permitted to enroll by law or board policy.

- ~~• 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: _____

Revised on: _____

Reviewed on: _____

5003 Admission of Part-Time Students

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable curricular practices when enrollment is appropriate for reasons that include but are not limited to the following: the student receives alternative instruction on a **primary** part-time basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who resides in the school district but attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (**referred to herein as an exempt school student or an exempt school, respectively**).

Eligibility and Application for Enrollment. A student may be eligible for part-time enrollment if the student:

1. is of appropriate age to attend school;
2. is a resident of this school district or a resident of another school district attending a private, denominational, parochial, or exempt school. For residents of another school district, the student is only eligible to part-time enroll if
 - a. this school district is the closest to the student's residence that offers the extracurricular sport or activity they desire to participate in, and their resident school district does not offer that sport or activity, or
 - b. the school building the student would attend if accepted for part-time enrollment is closer than the school building the student attends or would attend at the resident district;
3. has not graduated from high school; and
4. has not received a graduate equivalency diploma.

The parent or guardian must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district by May 15th prior to the year of enrollment. For second semester high school courses, the application must be filed by October 15. For students who move into the district mid-semester, the application must be filed within 10 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one school year to the next, and the parent or guardian must apply for enrollment each school year.

Limitations Based on Resources. The part-time enrollment of students is subject to limitations for grades, classes, courses, and programs based on the limited resources available to the school district. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

Placement of Students. Part-time students shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students. Students who are enrolled at least half-time are required to take the same academic achievement tests administered to full-time students.

Grades and Academic Honors. Part-time students shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district requirements for such including earning a sufficient number of credit hours and semesters of attendance.

Applicability of School Rules. Students accepted for part-time enrollment are subject to all rules and standards of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and staff. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course, course-related activity, or an extracurricular activity or sport, unless the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

Extracurricular Sports and Activities.

Students who are enrolled in a private, denominational, or parochial school may not participate in extracurricular sports and activities sponsored by the school district unless an existing cooperative agreement exists between the private, denominational or parochial school and Ralston Public Schools. Any such students who desire to participate in extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member must be enrolled in 5 credit hours in this school district to participate.

Exempt school students may only participate in extracurricular sports and activities if they are enrolled in at least 5 credit hours per semester and enrolled in the number of credit hours at this school district set out below. Exempt school students are not eligible to participate in extracurricular sports and activities sponsored by the school district if they participate in any sport or activity sponsored by any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member must be enrolled in 5 credit hours in this school district to participate. Students seeking to participate in extracurricular sports and activities not regulated by such an entity may only participate if they enroll in at least 5 credit hours on a part-time basis.

All students permitted to participate in extracurricular sports and activities under this policy must also meet all other eligibility requirements set by the board, administration, and coach/sponsor prior to participating and for continued participation in the sport or activity. This includes but is not limited to rules for completing courses; up/down lists for deficient grades and/or incompletes; and all eligibility and other requirements of the Nebraska School Activities Association and any other governing bodies for the activity or sport.

Transportation. Part-time school students are not entitled to transportation or reimbursement for transportation ~~by virtue of their status as part-time students.~~ to and from the school for class attendance purposes, unless required by law. Eligible part-time students are entitled to transportation to and from practices and extracurricular events to the same extent as the school district's full-time students, but part-time students must arrange their own transportation and arrive timely to the designated pick-up point for such transportation.

Option Enrollment. Students may not enroll on a part-time basis pursuant to the school's option enrollment program.

Open Enrollment. **[OPTION 1]** ~~Students may not enroll on a part-time basis pursuant to the school's open enrollment program.~~ **[OPTION 2]** ~~Students may enroll on a part-time basis pursuant to the school's open enrollment program.~~

Adopted on: _____

Revised on: _____

Reviewed on: _____

Bill Review Schedule for 2025

January 13

Carrie
Mary

February 10

Samantha
Katie

March 10

Robin
Liz

April 14

Mary
Samantha

May 12

Katie
Liz

June 9

Robin
Carrie

July 14

Mary
Samantha

August 11

Carrie
Liz

September 8

Samantha
Katie

October 13

Robin
Liz

November 10

Mary
Carrie

December 8

Robin
Katie