



**HASTINGS
PUBLIC SCHOOLS**

Assuring the essential.
Expanding the possible.

Work Session

Thursday, June 15, 2017 @ 6:00 PM Central
District Conference Room, 1515 W 8th St, Hastings, NE 68901

1. Roll Call -
2. Announcement -
3. Welcome to HEA reps and guests -
4. Review of Board Norms -
5. Commitment Retreat Planning - Craig Kautz -
6. Senior High Schedule Feedback - Craig Kautz -
7. *Approve first reading of Revised Policies 402.14 and 606.06 - Internet Safety and Acceptable Use - Craig Kautz -
8. *Approve first reading of Revised Rule 1005.03 - Parental Involvement in Schools - Craig Kautz -
9. *Approve second reading of new District Wellness Policy & Rule 508.08 - Montessa Muñoz -
10. *Approve second reading of new District Meal Charge Policy 703.01 - Jeff Schneider -

11. *Approve first reading of New Policy 703.02 - ESSA - Jeff Schneider -

12. *Approve first reading of New Policy 703.03 - Procurement Plan - School Food Authorities - Jeff Schneider -

13. Quarterly Financial Update - Jeff Schneider -

14. *Approve classified staff salary increase - Jeff Schneider -

15. Consent agenda -

16. Reminders -

17. Reports, etc., at Board Meeting -

18. Upcoming meetings -

19. Adjournment -

***Closed Session:** If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Nebraska Open Meetings Law.

****Sequence of Agenda:** The sequence of agenda topics is subject to change at the discretion of the board. Please arrive at the beginning of the meeting.

*****Action Item:** The board reserves the right to take action on an item listed on the board agenda.

Hastings Public Schools

Board of Education Norms

We will work to achieve consensus while valuing differences of opinion both within our Board and when considering the input of others.

We will conduct meetings and business in a manner that is fair and professional.

We will strive to ensure our decisions are congruent with the mission, vision, and strategic plan for the District.

Each member will be committed to the School Board process by attending meetings, being on time, coming prepared, adhering to the agenda (the President of the Board may adjust the order of the agenda to allow the fullest participation of the available members of the Board upon the request of a Board Member), *referencing Robert's Rules of Order*, and participating to their full potential.

We will gather the necessary data; seek expertise from within and outside of our District; and attempt to hear from any parent, student, or other community member in order to make wise decisions that reflect all stakeholders.

We will regularly and intentionally communicate with one another, the administration, faculty, staff, students, community, and the press to ensure information is shared openly and in a relevant, timely and appropriate manner.

We will also maintain confidentiality when necessary.

We will serve as advocates for K-12 public education within our community, as well as within the state of Nebraska.

We will recognize that, as community leaders, we will adhere to the character standards that are the core of our school: respect, responsibility, compassion, and honesty.

Our collective and fundamental purpose is to assure all students acquire the knowledge, skills, and behaviors essential to be successful individuals and responsible citizens.

INTERNET SAFETY AND ACCEPTABLE USE

A. Internet Safety Policy

It is the policy of Hastings Public Schools to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall, to the extent practical: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet or other forms of electronic communications access to inappropriate information. Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response.
6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting following normal public notice.

B. Computer Acceptable Use Policy

This Computer Acceptable-Use Policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the Internet.
2. Access and User Agreements. Use of the District's technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designees in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources of the District do not constitute a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's Mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are

integral, immediate, and proximate to the education of students as defined in the E-Rate Program Regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional and intermittent personal use that the Superintendent or designees determine to facilitate the work of students and staff in attaining the Mission of the District are not prohibited by this provision. For example, employees may send an e-mail to a child, spouse, community group, or another person associated with the employee on an occasional and intermittent basis.

This occasional and intermittent personal use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time nor may students do so during instructional time.

The occasional and intermittent personal use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the Internet for non-school use or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology Related Limitations:** Technology resources shall not be used in any manner that impairs its effective operations or the rights of other technology users. Without limitation,

1. Users shall not use another person's name, log-on, password, or files for any reason or allow another to use their password (except for authorized staff members).
 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 6. Users 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 a bug, virus, worm, Trojan horse, or similar name.
 7. Users shall not engage in any form of vandalism of the technology resources.
 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. To access any material contrary to the Internet Safety Policy or to create or generate any such material.
 2. To engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 3. To engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 4. To engage in, or promote violations of, student conduct rules.
 5. To engage in illegal activity, such as gambling.
 6. In a manner contrary to copyright laws.
 7. In a manner contrary to software licenses.

5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded, from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting from any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to Internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users

shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Cross Reference: 606.06 Internet Safety and Acceptable Use

Legal Reference: Children's Internet Protection Act, 47 USC § 254
FCC Order adopted August 10, 2011
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003)
(E-rate restrictions)
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and
Disclosure Act)

Approved 11-20-06 Reviewed 09-17-12 Revised 10-15-12

HASTINGS PUBLIC SCHOOLS

HASTINGS PUBLIC SCHOOLS

ACCEPTABLE USE OF COMPUTERS AND NETWORKS ADMINISTRATORS, FACULTY, AND STAFF AGREEMENT

In order to make sure that all members of the Hastings Public Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the District, the Hastings Public School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Hastings Public Schools; and I understand and will abide by those District guidelines and conditions for the use of the facilities of the Hastings Public Schools and access to the Internet. I further understand that any violation of the District guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked. School disciplinary action and/or appropriate legal action may also be taken.

I agree not to hold the Hastings Public Schools, any of its employees, or any institution providing network access to the Hastings Public Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____

Employee's Signature _____ Date: _____

This form will be retained on file by the authorized faculty designee for duration of applicable computer/network/Internet use.

HASTINGS PUBLIC SCHOOLS

ACCEPTABLE USE OF COMPUTERS AND NETWORKS STUDENT AGREEMENT

In order to make sure that all members of the Hastings Public Schools community understand and agree to these rules of conduct, the Hastings Public Schools asks that you, as a student user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Hastings Public Schools; and I understand and will abide by those District guidelines and conditions for the use of the facilities of the Hastings Public Schools and access to the Internet. I further understand that any violation of the District guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked. School disciplinary action and/or appropriate legal action may also be taken.

I agree not to hold the Hastings Public Schools, any of its employees, or any institution providing network access to the Hastings Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Student's Signature _____ Date: _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

HASTINGS PUBLIC SCHOOLS

ACCEPTABLE USE OF COMPUTERS AND NETWORKS PARENT AGREEMENT

In order to make sure that all members of the Hastings Public Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable-Use Policy adopted by the Hastings Public Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of the Terms and Conditions of the Agreement. However, I also recognize that it is impossible to restrict access to all controversial materials; and I will not hold the Hastings Public Schools responsible for materials acquired or sent via the network.

I agree not to hold the Hastings Public Schools, any of its employees, or any institution providing network access to the Hastings Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Parent's Signature _____ Date: _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

INTERNET SAFETY AND ACCEPTABLE USE

A. Internet Safety Policy

It is the policy of Hastings Public Schools to comply with the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall, to the extent practical: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet or other forms of electronic communications access to inappropriate information. Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
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activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

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5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response.
6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting following normal public notice.

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This Computer Acceptable-Use Policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the Internet.
2. Access and User Agreements. Use of the District's technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designees in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources of the District do not constitute a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's Mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-Rate Program Regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional and intermittent personal use that the Superintendent or designees determine to facilitate the work of students and staff in attaining the Mission of the District are not prohibited by this provision. For example, employees may send an e-mail to a child, spouse, community group, or another person associated with the employee on an occasional and intermittent basis.

This occasional and intermittent personal use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time nor may students do so during instructional time.

The occasional and intermittent personal use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the Internet for non-school use or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology Related Limitations:** Technology resources shall not be used in any manner that impairs its effective operations or the rights of other technology users. Without limitation,

1. Users shall not use another person's name, log-on, password, or files for any reason or allow another to use their password (except for authorized staff members).
 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 6. Users 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 a bug, virus, worm, Trojan horse, or similar name.
 7. Users shall not engage in any form of vandalism of the technology resources.
 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. To access any material contrary to the Internet Safety Policy or to create or generate any such material.
 2. To engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 3. To engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 4. To engage in, or promote violations of, student conduct rules.
 5. To engage in illegal activity, such as gambling.
 6. In a manner contrary to copyright laws.
 7. In a manner contrary to software licenses.

5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded, from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting from any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to Internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users

shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Cross Reference: 402.14 Internet Safety and Acceptable Use

Legal Reference: Children's Internet Protection Act, 47 USC § 254
Children's Online Privacy Protection Act, 15 U.S.C. § 6501
FCC Order adopted August 10, 2011
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003)
(E-rate restrictions)
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and
Disclosure Act)

Approved 02-16-04 Reviewed 09-17-12, 7-18-16, 8-15-16 Revised 08-15-16

HASTINGS PUBLIC SCHOOLS

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I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Hastings Public Schools; and I understand and will abide by those District guidelines and conditions for the use of the facilities of the Hastings Public Schools and access to the Internet. I further understand that any violation of the District guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked. School disciplinary action and/or appropriate legal action may also be taken.

I agree not to hold the Hastings Public Schools, any of its employees, or any institution providing network access to the Hastings Public Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____

Employee's Signature _____ Date: _____

This form will be retained on file by the authorized faculty designee for duration of applicable computer/network/Internet use.

HASTINGS PUBLIC SCHOOLS

ACCEPTABLE USE OF COMPUTERS AND NETWORKS STUDENT AGREEMENT

In order to make sure that all members of the Hastings Public Schools community understand and agree to these rules of conduct, the Hastings Public Schools asks that you, as a student user, sign the following statement:

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I agree not to hold the Hastings Public Schools, any of its employees, or any institution providing network access to the Hastings Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Student's Signature _____ Date: _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

HASTINGS PUBLIC SCHOOLS

ACCEPTABLE USE OF COMPUTERS AND NETWORKS PARENT AGREEMENT

In order to make sure that all members of the Hastings Public Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable-Use Policy adopted by the Hastings Public Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of the Terms and Conditions of the Agreement. However, I also recognize that it is impossible to restrict access to all controversial materials; and I will not hold the Hastings Public Schools responsible for materials acquired or sent via the network.

I agree not to hold the Hastings Public Schools, any of its employees, or any institution providing network access to the Hastings Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Parent's Signature _____ Date: _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

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A. Internet Safety Policy

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1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet or other forms of electronic communications access to inappropriate information. Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response.
6. Parent Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting following normal public notice.
8. State Compliance. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

B. Computer Acceptable Use Policy

This Computer Acceptable-Use Policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the Internet.
2. Access and User Agreements. Use of the District's technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designees in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources of the District do not constitute a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's Mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are

integral, immediate, and proximate to the education of students as defined in the E-Rate Program Regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional and intermittent personal use that the Superintendent or designees determine to facilitate the work of students and staff in attaining the Mission of the District are not prohibited by this provision. For example, employees may send an e-mail to a child, spouse, community group, or another person associated with the employee on an occasional and intermittent basis.

This occasional and intermittent personal use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time nor may students do so during instructional time.

The occasional and intermittent personal use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the Internet for non-school use or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or

against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

- d. Technology Related Limitations: Technology resources shall not be used in any manner that impairs its effective operations or the rights of other technology users. Without limitation,
1. Users shall not use another person's name, log-on, password, or files for any reason or allow another to use their password (except for authorized staff members).
 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 6. Users 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 a bug, virus, worm, Trojan horse, or similar name.
 7. Users shall not engage in any form of vandalism of the technology resources.
 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. To access any material contrary to the Internet Safety Policy or to create or generate any such material.
 2. To engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 3. To engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or

religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.

4. To engage in, or promote violations of, student conduct rules.
 5. To engage in illegal activity, such as gambling.
 6. In a manner contrary to copyright laws.
 7. In a manner contrary to software licenses.
 - 8.
5. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded, from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting from any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to Internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or

Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Cross Reference: 606.06 Internet Safety and Acceptable Use

Legal Reference: Children's Internet Protection Act, 47 USC § 254
Children's Online Privacy Protection Act, 15 U.S.C. § 6501
FCC Order adopted August 10, 2011
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003)
(E-rate restrictions)
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and
Disclosure Act)
LB 512 (2017).

Approved 11-20-06

Reviewed 10-15-12

Revised 10-15-12

HASTINGS PUBLIC SCHOOLS

HASTINGS PUBLIC SCHOOLS

ACCEPTABLE USE OF COMPUTERS AND NETWORKS ADMINISTRATORS, FACULTY, AND STAFF AGREEMENT

In order to make sure that all members of the Hastings Public Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the District, the Hastings Public School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Hastings Public Schools; and I understand and will abide by those District guidelines and conditions for the use of the facilities of the Hastings Public Schools and access to the Internet. I further understand that any violation of the District guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked. School disciplinary action and/or appropriate legal action may also be taken.

I agree not to hold the Hastings Public Schools, any of its employees, or any institution providing network access to the Hastings Public Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____

Employee's Signature _____ Date: _____

This form will be retained on file by the authorized faculty designee for duration of applicable computer/network/Internet use.

HASTINGS PUBLIC SCHOOLS

ACCEPTABLE USE OF COMPUTERS AND NETWORKS STUDENT AGREEMENT

In order to make sure that all members of the Hastings Public Schools community understand and agree to these rules of conduct, the Hastings Public Schools asks that you, as a student user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Hastings Public Schools; and I understand and will abide by those District guidelines and conditions for the use of the facilities of the Hastings Public Schools and access to the Internet. I further understand that any violation of the District guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked. School disciplinary action and/or appropriate legal action may also be taken.

I agree not to hold the Hastings Public Schools, any of its employees, or any institution providing network access to the Hastings Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Student's Signature _____ Date: _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

HASTINGS PUBLIC SCHOOLS

ACCEPTABLE USE OF COMPUTERS AND NETWORKS PARENT AGREEMENT

In order to make sure that all members of the Hastings Public Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable-Use Policy adopted by the Hastings Public Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of the Terms and Conditions of the Agreement. However, I also recognize that it is impossible to restrict access to all controversial materials; and I will not hold the Hastings Public Schools responsible for materials acquired or sent via the network.

I agree not to hold the Hastings Public Schools, any of its employees, or any institution providing network access to the Hastings Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Parent's Signature _____ Date: _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

INTERNET SAFETY AND ACCEPTABLE USE

A. Internet Safety Policy

It is the policy of Hastings Public Schools to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall, to the extent practical: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet or other forms of electronic communications access to inappropriate information. Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response.
6. Parent Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting following normal public notice.
8. State Compliance. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

B. Computer Acceptable Use Policy

This Computer Acceptable-Use Policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the Internet.
2. Access and User Agreements. Use of the District's technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designees in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources of the District do not constitute a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's Mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are

integral, immediate, and proximate to the education of students as defined in the E-Rate Program Regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional and intermittent personal use that the Superintendent or designees determine to facilitate the work of students and staff in attaining the Mission of the District are not prohibited by this provision. For example, employees may send an e-mail to a child, spouse, community group, or another person associated with the employee on an occasional and intermittent basis.

This occasional and intermittent personal use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time nor may students do so during instructional time.

The occasional and intermittent personal use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the Internet for non-school use or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or

against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

- d. Technology Related Limitations: Technology resources shall not be used in any manner that impairs its effective operations or the rights of other technology users. Without limitation,
1. Users shall not use another person's name, log-on, password, or files for any reason or allow another to use their password (except for authorized staff members).
 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 6. Users 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 a bug, virus, worm, Trojan horse, or similar name.
 7. Users shall not engage in any form of vandalism of the technology resources.
 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. To access any material contrary to the Internet Safety Policy or to create or generate any such material.
 2. To engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 3. To engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or

religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.

4. To engage in, or promote violations of, student conduct rules.
 5. To engage in illegal activity, such as gambling.
 6. In a manner contrary to copyright laws.
 7. In a manner contrary to software licenses.
 - 8.
5. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded, from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting from any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to Internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or

Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Cross Reference: 606.06 Internet Safety and Acceptable Use

Legal Reference: Children's Internet Protection Act, 47 USC § 254
Children's Online Privacy Protection Act, 15 U.S.C. § 6501
FCC Order adopted August 10, 2011
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003)
(E-rate restrictions)
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and
Disclosure Act)
LB 512 (2017).

Approved 11-20-06

Reviewed 10-15-12

Revised 10-15-12

HASTINGS PUBLIC SCHOOLS

HASTINGS PUBLIC SCHOOLS

ACCEPTABLE USE OF COMPUTERS AND NETWORKS ADMINISTRATORS, FACULTY, AND STAFF AGREEMENT

In order to make sure that all members of the Hastings Public Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the District, the Hastings Public School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Hastings Public Schools; and I understand and will abide by those District guidelines and conditions for the use of the facilities of the Hastings Public Schools and access to the Internet. I further understand that any violation of the District guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked. School disciplinary action and/or appropriate legal action may also be taken.

I agree not to hold the Hastings Public Schools, any of its employees, or any institution providing network access to the Hastings Public Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____

Employee's Signature _____ Date: _____

This form will be retained on file by the authorized faculty designee for duration of applicable computer/network/Internet use.

HASTINGS PUBLIC SCHOOLS

**ACCEPTABLE USE OF COMPUTERS AND NETWORKS
STUDENT AGREEMENT**

In order to make sure that all members of the Hastings Public Schools community understand and agree to these rules of conduct, the Hastings Public Schools asks that you, as a student user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Hastings Public Schools; and I understand and will abide by those District guidelines and conditions for the use of the facilities of the Hastings Public Schools and access to the Internet. I further understand that any violation of the District guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked. School disciplinary action and/or appropriate legal action may also be taken.

I agree not to hold the Hastings Public Schools, any of its employees, or any institution providing network access to the Hastings Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Student's Signature _____ Date: _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

HASTINGS PUBLIC SCHOOLS

ACCEPTABLE USE OF COMPUTERS AND NETWORKS PARENT AGREEMENT

In order to make sure that all members of the Hastings Public Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable-Use Policy adopted by the Hastings Public Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of the Terms and Conditions of the Agreement. However, I also recognize that it is impossible to restrict access to all controversial materials; and I will not hold the Hastings Public Schools responsible for materials acquired or sent via the network.

I agree not to hold the Hastings Public Schools, any of its employees, or any institution providing network access to the Hastings Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Parent's Signature _____ Date: _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

PARENTAL INVOLVEMENT IN SCHOOLS

As it is the policy of the Hastings Public Schools to encourage parental involvement and participation in the School District and to provide parents access to all textbooks, tests, curriculum materials, and any other instructional materials used by the District, the following rules/regulations shall apply:

1. In the event any parent has a complaint or objection to any instructional materials, the procedures of Policy 606.03 shall be followed. Parents shall be provided, upon request, a listing of textbooks, standardized tests, and copyrighted curriculum materials which will be used with reference to their child during the current or upcoming year. Teachers shall also, upon request, discuss curriculum and the use of presentations by non-district personnel planned for the student with the parents.
2. It shall be the practice of the District, upon reasonable advance request by parents to attend and monitor courses, assemblies, counseling sessions, and other instructional activities, to permit such parents to be in attendance at such activities, unless such attendance would substantially interfere with a legitimate school interest. (See Board of Education Policy 1005.07 and 1005.08). Notice of field trips shall be provided according to the provisions of Administrative Rule 607.05.
3. It shall be the practice of the District to encourage communications from parents concerning when they believe it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parents may find objectionable. Provisions for such may be found under Policy 504.01.
4. It shall be the practice of the District to provide full access to the records of students to parents, all as set forth in P.L. 79-2, 104, the Federal Education Right to Privacy Act, other applicable law, and the provisions of Board of Education Policy 507.01, during regular business hours of the school.
5. It shall be the practice of the District to notify the parents of any student who may be subjected to a standard norm-referenced and to notify the parents, when reasonable to do so, where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments, and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student shall be prohibited unless the parents consent in writing that such tests be administered to their child.

6. Prior to any school-sponsored survey being administered to the students of the District, it shall be the duty of the Superintendent or his/her designee to notify the parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which the results of the survey will be used from the school's perspective. Parents may excuse their child from participation in the survey by using the provisions of Policy 504.01.

Approved 12-16-02 Reviewed 8-18-03, 8-16-04, 8-15-05, 8-21-06, 8-20-07,
8-18-08, 8-17-09, 07-19-10, 06-20-11 Revised 07-19-10, 07-18-11

HASTINGS PUBLIC SCHOOLS

PARENTAL INVOLVEMENT IN SCHOOLS

As it is the policy of the Hastings Public Schools to encourage parental involvement and participation in the School District and to provide parents access to all textbooks, tests, curriculum materials, and any other instructional materials used by the District, the following rules/regulations shall apply:

1. In the event any parent has a complaint or objection to any instructional materials, the procedures of Policy 606.03 shall be followed. Parents shall be provided, upon request, a listing of textbooks, standardized tests, and copyrighted curriculum materials which will be used with reference to their child during the current or upcoming year. Teachers shall also, upon request, discuss curriculum and the use of presentations by non-district personnel planned for the student with the parents.
2. It shall be the practice of the District, upon reasonable advance request by parents to attend and monitor courses, assemblies, counseling sessions, and other instructional activities, to permit such parents to be in attendance at such activities, unless such attendance would substantially interfere with a legitimate school interest. (See Board of Education Policy 1005.07 and 1005.08). Notice of field trips shall be provided according to the provisions of Administrative Rule 607.05.
3. It shall be the practice of the District to encourage communications from parents concerning when they believe it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parents may find objectionable. Provisions for such may be found under Policy 504.01.
4. At the beginning of each school year, if the District receives Title I funding, the District shall notify parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request, and in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
 - (A) Whether the student's teacher –
 - (1) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - (2) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - (3) is teaching in the field of discipline of the certification of the teacher.

(B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

5. At the beginning of each school year, if the District receives Title I funding, the District shall notify parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request, and in a timely manner, information regarding any State or District-wide assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District-wide assessment, including: the subject to be assessed; the purpose for which the assessment is designed and used; the source of the requirement for the assessment; the amount of time students will spend taking the assessment; the schedule for the assessment; and the time and format for disseminating results.
6. At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English-language learners (ELL) to inform the parents regarding how the parents can be involved in the education of their children and be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students. The District will also inform parents of opportunities to participate in various school programs as set forth in the ESSA.
7. It shall be the practice of the District to provide full access to the records of students to parents, all as set forth in P.L. 79-2, 104, the Federal Education Right to Privacy Act, other applicable law, and the provisions of Board of Education Policy 507.01, during regular business hours of the school.
8. It shall be the practice of the District to notify the parents of any student who may be subjected to a standard norm-referenced and to notify the parents, when reasonable to do so, where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments, and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student shall be prohibited unless the parents consent in writing that such tests be administered to their child.

9. Prior to any school-sponsored survey being administered to the students of the District, it shall be the duty of the Superintendent or his/her designee to notify the parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which the results of the survey will be used from the school's perspective. Parents may excuse their child from participation in the survey by using the provisions of Policy 504.01.

Legal Reference: ESSA

Approved 12-16-02 Reviewed 8-18-03, 8-16-04, 8-15-05, 8-21-06, 8-20-07, 8-18-08, 8-17-09, 07-19-10, 06-20-11, 7-17-17 Revised 07-19-10, 07-18-11, 7/17/17

HASTINGS PUBLIC SCHOOLS

Local School Wellness Policy Implementation Under the Healthy, Hunger-Free Kids Act of 2010: Summary of the Final Rule

What is a local school wellness policy?

A local school wellness policy (“wellness policy”) is a written document that guides a local educational agency’s (LEA) or school district’s efforts to establish a school environment that promotes students’ health, well-being, and ability to learn.

The wellness policy requirement was established by the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Reauthorization Act of 2004 and further strengthened by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). It requires each LEA participating in the National School Lunch Program and/or School Breakfast Program to develop a wellness policy. The final rule expands the requirements to strengthen policies and increase transparency. The responsibility for developing, implementing, and evaluating a wellness policy is placed at the local level, so the unique needs of each school under the LEA’s jurisdiction can be addressed.

Provisions of the Final Rule

On July 29, 2016, the USDA Food and Nutrition Service (FNS) finalized regulations to create a framework and guidelines for written wellness policies established by LEAs. The final rule requires LEAs to begin developing a revised local school wellness policy during School Year 2016-2017. LEAs must fully comply with the requirements of the final rule by June 30, 2017.

Content of the Wellness Policy

At a minimum, policies are required to include:

- **Specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness.** LEAs are required to review and consider evidence-based strategies in determining these goals.
- **Standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that are consistent with Federal regulations for:**
 - School meal nutrition standards, and the
 - Smart Snacks in School nutrition standards.
- **Standards for all foods and beverages provided, but not sold, to students during the school day (e.g., in classroom parties, classroom snacks brought by parents, or other foods given as incentives).**
- **Policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.**
- **Description of public involvement, public updates, policy leadership, and evaluation plan.**

Wellness Leadership

LEAs must establish **wellness policy leadership** of one or more LEA and/or school official(s) who have the authority and responsibility to ensure each school complies with the policy.

Public Involvement

At a minimum, LEAs must:

- **Permit participation** by the general public and the school community (including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, and school administrators) in the wellness policy process.



Triennial Assessments

The final rule requires State agencies to assess compliance with the wellness policy requirements as a part of the general areas of the administrative review every 3 years.

LEAs must conduct an assessment of the wellness policy every 3 years, at a minimum. This assessment will determine:

- Compliance with the wellness policy,
- How the wellness policy compares to model wellness policies, and
- Progress made in attaining the goals of the wellness policy.



Regulation

The proposed rule was published in the Federal Register, and the 60-day public comment period closed on April 28, 2014. FNS received 57,838 public comments that were considered in developing the final rule.

The final rule was published on July 29, 2016 and can be found online at: <http://www.fns.usda.gov/tn/local-school-wellness-policy>.

Resources

USDA Food and Nutrition Service's "School Nutrition Environment and Wellness Resources" Web site has information and resources on:

- Local school wellness policy process,
- Wellness policy elements,
- Success stories,
- Grants/funding opportunities, and
- Trainings.

Check it out! <http://healthymeals.nal.usda.gov/school-wellness-resources>

Documentation

The State agency will examine records during the Administrative Review, including:

- Copy of the current wellness policy,
- Documentation on how the policy and assessments are made available to the public,
- The most recent assessment of implementation of the policy, and
- Documentation of efforts to review and update the policy, including who was involved in the process and how stakeholders were made aware of their ability to participate.

Updates to the Wellness Policy

The final rule requires that LEAs update or modify the wellness policy as appropriate.

Public Updates

The rule requires that LEAs must make available to the public:

- The wellness policy, including any updates to and about the wellness policy, on an annual basis, at a minimum, and
- The Triennial Assessment, including progress toward meeting the goals of the policy.



DISTRICT STUDENT WELLNESS POLICY

Hastings Public Schools is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health-promoting learning environments at every level, in every setting, throughout the school year.

This policy provides a framework for ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy and the corresponding rule establish goals and procedures to ensure that:

- Students in the District have access to healthy foods throughout the school in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active during school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the District in creating continuity between schools and other settings for students and staff to practice lifelong healthy habits; and
- The District establishes and maintains an infrastructure for management, oversight, implementation, communication about, and monitoring of the policy and rule that establish goals and objectives.

This policy applies to all students, staff, and schools in the District.

Approved

Reviewed

Revised

HASTINGS PUBLIC SCHOOLS

DISTRICT STUDENT WELLNESS

Nutrition Guidelines

School Meals

Our District is committed to serving healthy meals to children and to meeting the nutrition needs of school children within their calorie requirements. Adequate time for students to eat school meals, (seat time – 10 minutes at breakfast and 20 minutes at lunch, not including time spent walking to or from class or waiting in line) will be provided.

Water

Water cups/jugs will be available in the cafeteria if a drinking fountain is not present. All water sources and containers will be maintained on a regular basis to ensure good hygiene and health safety standards.

Professional Standards

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to the USDA professional standards for school nutrition professionals website to search for training that meets their learning needs.

Competitive Food and Beverages

To support healthy food choices and improve student health and well being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA SMART Snacks Nutrition Standards. Fundraising efforts will be in compliance with the SMART Snack Standards for any fundraising events involving foods and/or beverages sold to students within the school building, during the school day. The school day is defined as the period from the midnight before, to 30 minutes after the end of the official school day.

Celebrations and Rewards

School Wellness Committees will be encouraged to follow the USDA SMART Snacks in School Nutrition Standards, including through celebrations and parties, classroom snacks brought by parents, rewards and incentives. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas and the SMART Snack Nutrition Standards. The District will also provide teachers and other relevant school staff with a list of alternative ways to reward children given that food and beverages used as a reward or celebration should be limited.

Nutrition Education

Nutrition education will be integrated into other classroom instruction beyond health class through subjects such as math, science, language arts, social sciences and elective subjects. Nutrition education will be offered at each grade level as part of a sequential, comprehensive, standards-based health education curriculum. All health education teachers will provide opportunities for students to practice or rehearse the skills taught through the health education curricula.

Nutrition Promotion

The District will promote healthy food and beverage choices for all students through the school campus, as well as encourage participation in the school meal programs. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's Wellness Policy. Staff will be encouraged to model healthy eating habits in the presence of students.

Physical Education/Activity

Physical Education

All students in grades K-7 will receive 80 minutes of physical education per week.

Physical Activity

Elementary school students will have a minimum of 20 minutes a day of supervised recess, preferably outdoors. In the event that the school must conduct indoor recess, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable. In addition, physical activity will not be used or withheld as punishment. Finally, opportunities for physical activity will be regularly incorporated into other subject areas. Staff will be encouraged to serve as role models by being physically active alongside the students whenever feasible.

Public Involvement

The District will convene a representative District Wellness Committee (DWC) that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation, monitoring compliance, and periodic review and update of this district-level wellness policy.

The DWC membership will represent all school levels and include (to the extent possible), but not limited to:

- Parents and caregivers
- Students

- Representatives of the school nutrition program
- Physical education teachers
- Health education teachers
- School health professionals
- Mental health and social service staff
- School administrators
- School Board Members
- Health Professionals
- General Public

Each school within the District will establish a School Wellness Committee (SWC) that convenes to review school-level issues, in coordination with the DWC.

Public Notification

The District will inform the public of:

- The improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with SMART Snacks in School Nutrition Standards;
- The content of, implementation of, and updates to the Wellness Policy or Rule, as well as how to get involved and support the policy; and
- The availability of the annual and triennial reports.

Monitoring and Evaluation

Annual Progress Reports

The District will compile and publish an annual report to share basic information about the Wellness Policy and to report on the progress of the schools within the District in meeting wellness goals. This report will include, but is not limited to:

- The website address for the Wellness Policy and Rule, and/or how the public can receive/access a copy of the Wellness Policy and Rule;
- A description of each school's progress in meeting the wellness policy goals; and
- Information on how individuals and the public can get involved with the DWC or SWC.

The district will track, analyze, and report on any correlations between improvements in health-promoting environments with education outcomes.

Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the Wellness Policy and Rule to assess the implementation of the policy/rule and include:

- The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
- A description of the progress made in attaining the goals of the District's wellness policy.

Approved

Reviewed

Revised

HASTINGS PUBLIC SCHOOLS



Healthy Non-food Rewards

Rewards happen at many levels across a school. Teachers, administrators and parent groups offer rewards to recognize and celebrate student accomplishments. The goal of rewarding students is to help them internalize desirable behaviors and create motivation for learning that comes from inside. The most effective rewards fit naturally into the context and mission of the school community and should promote healthy living as a desired value of the community.

ACTION FOR HEALTHY KIDS

TIP SHEET

Non-material rewards involving recognition, privileges and opportunities for physical activity or other types of enrichment are powerful ways to help meet these goals. Material rewards such as school supplies, trinkets, toys and gift certificates can be donated by parents or provided by parent-teacher organizations for use on a more limited basis.

Elementary School Students

- Make deliveries to office
- Watch a fun movie
- Teach class
- Be a helper in another classroom
- Read morning announcements
- Sit with friends
- Have lunch or breakfast in the classroom
- Play a favorite game or do puzzles
- Extra recess time
- Show and tell
- Free time at the end of class
- Dance to music in the classroom
- Gift certificate to school store (non-food items)
- Walk with the principal or teacher
- Fun physical activity break
- Teacher or volunteer reads special book to class
- Certificate, trophy, ribbon, plaque
- Listen to music or a book
- Read outdoors or have class outdoors
- Extra art, music or reading time
- Teacher performs special skill, e.g., singing, guitar playing, juggling
- Earn points or play money to spend on privileges or non-food items
- Commendation certificate or letter sent home to parents by teacher or principal
- Trip to treasure box filled with non-food items, e.g., stickers, pencils, erasers, bookmarks, school supplies
- Access to items that can only be used only on special occasions

Reward with Recognition!

Consider recognizing students during morning announcements, at a school assembly, on a photo recognition board or on the school's website. Most kids enjoy hearing their successes acknowledged in front of their peers. Don't underestimate the power of small, personalized efforts such as a phone call or email to a student's parents, a handwritten note commending the achievement or a certificate of recognition.

Middle School Students

- Choose partners for activities
- Sit with friends
- Listen to music while working at desk
- Reduced homework or "no homework" pass
- Extra credit
- Fun movie
- Brainteaser puzzles, group activities and games
- Earn points or play money for privileges or nonfood items
- Computer time
- Free choice time or chat break at end of class
- Assemblies
- Field trips
- Eat lunch outside or have class outside



Every kid healthy, active and ready to learn

ActionforHealthyKids.org • 600 W. Van Buren St., Suite 720, Chicago, IL 60607 • 800.416.5136

Healthy Non-Food Rewards



High School Students

- Extra credit
- Fun movie
- Reduced homework
- Late homework pass
- Donated coupons for music, movies or books
- Drawings for donated prizes
- Pep rally
- Recognition on morning announcements
- Tickets to school events, e.g., dances, sporting events

PTO/PTA Rewards

- Water bottles
- School-branded apparel
- Movie passes
- Special time with a teacher
- Active video games
- Pool party, hike or group trip to a kids fun place
- Raffle for bigger prizes, such as a bike, or a ride in a limo

Food Rewards

Food rewards contradict classroom lessons on nutrition, add empty calories to kids' diets and teach kids to eat when they're not hungry — setting the stage for unhealthy habits that can last a lifetime and contributing to the childhood obesity epidemic. One study found that every separate food-related practice (e.g., a food incentive or reward) that promotes low-nutrition foods in a school is associated with a 10% increase in students' body mass indexes (BMI).¹

Check your school's wellness policy or school improvement plan to see if they contain any guidelines or goals about healthy, non-food rewards. If they don't, find out what it would take to address this topic.

"Rewarding children with unhealthy foods in school undermines our efforts to teach them about good nutrition. It's like teaching children a lesson on the importance of not smoking, and then handing out ashtrays and lighters to the kids who did the best job listening."

-Marlene Schwartz, PhD, Co-Director
Rudd Center for Food Policy and Obesity, Yale University

Action for Healthy Kids® is a nationwide grassroots network mobilizing school professionals, families and communities to take actions that improve school foods, nutrition education, physical activity and physical education for all students. Through funding opportunities, expert technical assistance, and our flagship program, Game On, Action for Healthy Kids supports schools in becoming healthier places where children thrive.



1: See ActionforHealthyKids.org/References

USDA Smart Snacks in School

Effective July 1, 2014

Food Guidelines

Nutrition Standards for Foods (per item as packaged or served)

Any food sold on the school campus, during the school day must:

- Be a whole grain-rich grain product; **or**
- Have as the first ingredient a fruit, vegetable, dairy product, or protein food; **or**
- Be a combination food that contains at least ¼ cup fruit and/or vegetable; **or**
- Contain 10% of the Daily Value (DV) of a nutrient of public health concern in the *2010 Dietary Guidelines for Americans* (calcium, potassium, vitamin D, or dietary fiber).*

* Effective July 1, 2016, foods may not qualify using the 10% DV criteria.

AND

Foods must also meet all of the specific nutrient standards (with accompaniments):

Calorie limits

Entrée items: ≤ 350 calories

Snack/side items: ≤ 200 calories

Sodium limits

Entrée items: ≤ 480 mg

Snack/side items: ≤ 230 mg**

Fat limits

Total fat: ≤ 35% of total calories

- Exemptions: Reduced fat cheese (including part skim mozzarella), nuts and seeds and nut/seed butters, dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats, seafood with no added fat

Saturated fat: < 10% of total calories

- Exemptions: Reduced fat cheese (including part skim mozzarella), nuts and seeds and nut/seed butters, dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats

Trans fat: zero grams (<0.5g)

Sugar limit

Total sugar: ≤ 35% of weight from total sugars

- Exemptions: Dried/dehydrated fruits or vegetables with no added nutritive sweeteners, dried fruits with nutritive sweeteners for processing and/or palatability, products consisting of only exempt dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats

** Effective July 1, 2016, snack/side items must contain ≤ 200 mg sodium.

Exemptions from meeting all nutrient standards:

- Fresh, frozen, and canned fruits and vegetables with no added ingredients except water; or in the case of fruit, packed in 100% juice, extra light, or light syrup
- Canned vegetables that contain a small amount of sugar for processing purposes
- Entrée items offered as part of the lunch program or breakfast program on the day of service or the day after service (Entrée item is a combination food of M/MA and G, or combination of M/MA and F or V, or a M/MA served alone.)
- Sugar-free chewing gum

USDA Smart Snacks in School

Effective July 1, 2014

Beverage Guidelines

Category	Elem	Middle	High
Plain or Carbonated Water	Any size	Any size	Any size
Low Fat Milk (1%), Unflavored	≤8oz	≤12oz	≤12oz
Non Fat Milk (Skim), Flavored or Unflavored*	≤8oz	≤12oz	≤12oz
100% Fruit or Vegetable Juice (plain or carbonated) with no added sweeteners	≤8oz	≤12oz	≤12oz
100% Fruit or Vegetable Juice, Diluted with Water (plain or carbonated) with no added sweeteners	≤8oz	≤12oz	≤12oz
Calorie-Free Beverages, Flavored and/or Carbonated ≤5 calories per 8oz, or ≤10 calories per 20oz	Not permitted	Not permitted	≤20oz
Low Calorie Beverages, Flavored and/or Carbonated ≤40 calories per 8oz, or ≤60 calories per 12oz	Not permitted	Not permitted	≤12oz

**including nutritionally equivalent milk alternatives as permitted by the school meal requirements.*

Note: Caffeinated beverages are only permitted at the High School level.

MEAL CHARGE POLICY

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

Student Eligibility

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available at each school and the District Office. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

Meal Account Balances

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

The District encourages families to pre-pay for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.

Student Confidentiality

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act.

The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

Distribution Annually

This policy shall be provided in writing to all students' households at the start of each school year and to households transferring to the District during the school year.

This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals.

The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

Legal Reference: Richard B. Russell National School Lunch Act
(42 U.S.C. § 1751); U.S.D.A. Memorandum SP 57-2016.

Approved: _____ Reviewed: _____ Revised: _____

HASTINGS PUBLIC SCHOOLS

BUSINESS OPERATIONS - ESSA

It is the policy of the District to comply with the Every Student Succeeds Act (“ESSA”) and federal grant programs in which the District participates. Such compliance would include, but not be limited to, the following:

1. Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent’s discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.
2. Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.
3. Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.
4. Maintenance of Effort. The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.
5. Resources. The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the District’s written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I shall be used only for children participating in the program.
6. Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.
7. Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.

8. Certification Regarding Debarment, Suspension and Ineligibility. The District will endeavor to ensure that all contracts and purchase orders reimbursed using federal funds will include the following “suspension and disbarment” language:

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current “List Of Parties Excluded From Federal Procurement Or Non-Procurement Programs” published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified.

Notwithstanding anything to the contrary, all persons or entities contracting with the District with any reimbursement using federal funds shall be bound by this certification and shall fully abide by and comply with the same.

9. Other Requirements: The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with the ESSA and specific ESSA grant programs in which the District participates.

Legal Reference: Every Student Succeeds Act

Approved

Reviewed

Revised

HASTINGS PUBLIC SCHOOLS

PROCUREMENT PLAN – SCHOOL FOOD AUTHORITIES

It is the policy of the Hastings Public Schools to implement all required and recommended procurement rules, regulations, and policies established for the National School Lunch and Breakfast Programs by appropriate federal and state authorities. To that end, the District establishes the following:

Procurement Policy

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- When the annual total for food service program related items is less than \$50,000 per year (per procurement event or in aggregate purchases) the District will follow the informal Small Purchase Procedure.
- When the annual total for food service program related items is greater than \$50,000 per year (per procurement event or in aggregate purchases) the District will follow the Formal Competitive Solicitation Procedures.

Micro-Purchase Procedures

Micro-purchases may be used for annual transactions under \$3,500 per vendor. Under this procedure, prices must be reviewed for reasonableness. In addition, purchases will be spread equitably among all qualified sources.

Small Purchase Procedures

The Small Purchase Procedure is for purchases made below the small purchase threshold. When these procedures are used, the District will take the following steps:

1. Contact a minimum of three potential vendors;
2. Document each vendor's quoted price;
3. Select the company that provides the lowest, most responsive, and responsible bid;
4. Inform all bidding companies in writing of the final decision made by the District; and
5. Write contract for meal service between the District and the winning vendor.

Formal Competitive Solicitation Procedures

For purchases made in excess of the small purchase threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation procedures are used, the District will take the following steps:

1. Prepare a Request for Proposal (RFP) document specifically addressing the items to be procured. The RFP will include detailed specifications and heavily weight price.

2. Publicly announce and advertise the bid/proposal at least 21 days prior to proposal opening. Announcements will include the date, time, and location of the meeting to open proposals.
3. Determine the most responsive and responsible proposal by using the selection criteria set forth in the proposal document. Responsible vendors will be those whose proposal most conforms to all the terms, conditions, and requirements of the RFP.
4. Award the contract at least two weeks before the program operation begins. If a protest is received, it will be handled in accordance with appropriate regulations.
5. Retain all records pertaining to the formal competitive proposal process for a period of five years plus the current year.

The District incorporates the following elements into the Procurement Policy as required by regulation:

1. Competition: The District shall demonstrate that goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted.
 2. Comparability: The District recognizes the need for true competition to take place and will maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles.
 3. Documentation: The District shall maintain, for the current year and the preceding three years, all menus, production records, requests for proposals, proposal results, proposal tabulations or any other significant materials that will serve to document policies and procedures.
 4. Code of Conduct: This program shall be governed by the following:
 - A. No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by federal, state, or local funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
 - B. No employee, officer, or agent of the District may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
 - C. Employees, officers or agents of the District that violate these standards shall be subject to appropriate disciplinary actions.
- This Code of Conduct shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program.
5. Procurement Review Process: This procurement plan shall receive an internal program review on an annual basis by a staff person who is not associated with the

food service procurement process. This review shall be summarized in written form and kept with the other required program documentation.

6. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation.

7. General Requirements: Small, minority, and women's business enterprises and labor firms are to be used when possible. Also, a cost or price analysis in connection with every procurement action shall be made on actions in excess of the Simplified Acquisition Threshold, including contract modifications. Finally, documented procurement procedures and activities will be maintained.

8. Duties of Food Service Supervisor:

A. To work with staff and clients in developing acceptable menus for breakfast and lunch.

B. To compile market orders or requisitions for purchases which accurately reflect the total quantities of required foods to be ordered per month.

C. To place and confirm orders with vendors, or make plans to purchase the required items.

D. To keep program menus up-to-date by testing and using new products and seeking feedback from staff and clients.

E. To send out requests for proposals to vendors who have expressed an interest in doing business with the District.

F. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service, and price.

G. To work with vendors on a fair and equal basis.

H. To develop a list of acceptable brands providing multiple brands per proposal item when possible.

J. To conduct an in-house procurement review once per year.

Approved

Reviewed

Revised

HASTINGS PUBLIC SCHOOLS

Funds Other than the General Fund and Cooperative Fund
Quarter 1
2016-2017

Qualified Capital Fund

Purpose: To pay for the Senior High Project

Funding Source: 5.2 cent levy

Balance on 9-1-16: \$1,591,021

Balance on 5-31-17: \$1,741,973

Lunch Fund

Purpose: Food Service

Funding Source: Meal payments & Federal Reimbursements

Balance on 9-1-16: \$307,211

Balance on 5-31-17: \$503,124

Note: This fund has saved the General Fund approximately \$400,000 over the last 6 years due to paying for some Utility & Waste Removal expenses.

Buildings Fund

Purpose: Facilities

Funding Source: None (traded this for HMS bonds)

Note: Several schools levy for this fund but you must do so under the 1.05 lid

Balance on 9-1-16: \$13,738

Balance on 5-31-17: \$13,787

Depreciation

Purpose: To replace depreciable items

Funding Source: none (transfer from General Fund when able)

Balance on 9-1-16: \$1,203,398

Balance on 5-31-17: \$1,200,702.28

Employee Benefit Fund

Purpose: Early Retirement (paid in full), unemployment

Funding Source: none (traded this levy for Elem. Bonds)

Balance on 9-1-16: \$227,622

Balance on 5-31-17: \$225,187

Activities

Purpose: Student Activities

Funding Source: fees, ticket sales, fundraising, general fund subsidy

Balance on 9-1-16: \$247,719

Balance on 5-31-17: \$199,133

Elem Construction Fund

Purpose: To pay for the Elementary Project

Funding Source: bond proceeds

Balance on 9-1-16: \$3,866,353

Balance on 5-31-17: \$5,877,292

General Fund						
2014-15		2015-16		2016-17		
9-1-14 Balance	6,672,013.00	Balance 9-1-15	7,192,160	Balance 9-1-16		7,207,599
Qtr 1-3 Expenses	28,050,853	Qtr 1-3 expenses	28,988,046	Qtr 1-3 Expenses		29,602,618
Qtr 1-3 receipts	32,334,560	Qtr 1-3 receipts	33,248,526	Qtr 1-3 Receipts		33,557,955
6-1-15 Balance	10,955,720.00	06/01/2016 bala	11,452,640	6/1/2017 balance		11,162,936
2014 - 15 Qtr 1-3	4,283,707.00	2015- 16 Qtr 1-3	4,260,480	2016- 17 Qtr 1-3 to		3,955,337
Cooperative Fund						
9-1-14 Balance	1,378,752	Balance 9-1-15	1,092,851	Balance 9-1-16		1,547,916
Qtr 1-3 expenses	457,937	Expenses	100,259	Expenses		163,329
Qtr 1-3 receipts	245	Receipts	198	Receipts		741,690
6-1-15 Balance	921,060	6-1-16 Balance	992,790	6-1-17 Balance		2,126,277
	-457,692		-100,061			578,361
Qtr 1-3 Total	3,826,015.00	Qtr 1-3 Total	4,160,419	Qtr 1-3 Total		4,533,698

PERSONNEL

Certificated Staff Appointments – Mark Anderson, Jamee Bockerman, Charles Ferguson, Jonathan Lindblad, Olivia Loetterle, Deborah Miles, Deola Thompson

The administration recommends acceptance of the following Certificated appointment(s):

Mark Anderson to Skilled & Technical Sciences (Drafting) Teacher at Senior High to replace Adam Skrdla who resigned at the end of the 2016-2017 school year. Dr. Anderson will be placed at MA45-11 according to the 2017-2018 certificated salary schedule. Information about Dr. Anderson is attached.

Jamee Bockerman to Grade 4 Teacher at Alcott to replace Laura Zabloudil who retired at the end of the 2016-2017 school year. Ms. Bockerman will be placed at MA-1 according to the 2017-2018 certificated salary schedule. Information about Ms. Bockerman is attached.

Charles Ferguson to Social Studies Teacher at Middle School to replace Jeff Janda who resigned at the end of the 2016-2017 school year. Mr. Ferguson will be placed at MA-3 according to the 2017-2018 certificated salary schedule. Information about Mr. Ferguson is attached.

Jonathan Lindblad to Skilled & Technical Sciences Teacher at Middle School to replace Daniel Caputo who resigned. Mr. Lindblad will be placed at BA18-3 according to the 2017-2018 certificated salary schedule. Information about Mr. Lindblad is attached.

Olivia Loetterle to Kindergarten Teacher at Longfellow to replace Christa Kuhlmann who transferred to another position. Ms. Loetterle will be placed at BA-1 according to the 2017-2018 certificated salary schedule. Information about Ms. Loetterle is attached.

Deborah Miles to Linguistics Teacher at Middle School to replace Elayne Landwehr who retired at the end of the 2016-2017 school year. Ms. Miles will be placed at MA-1 according to the 2017-2018 certificated salary schedule. Information about Ms. Miles is attached.

Deola Thompson to English/Language Arts Teacher at Senior High to replace Carla Hedstrom who retired at the end of the 2016-2017 school year. Ms. Thompson will be placed at MA36-11 according to the 2017-2018 certificated salary schedule. Information about Ms. Thompson is attached.

Certificated Staff Transfers – Conrad Butler, Stephanie Leininger, Blake Marquardt, Leslee Wischmeier

The administration recommends acceptance of the following Certificated transfer(s):

Conrad Butler from Grade 2 Teacher at Watson to Grade 1 Teacher at Watson for the 2017-2018 school year, due to student needs. Mr. Butler's wage and placement will remain the same according to the 2017-2018 certificated salary schedule.

Stephanie Leininger from Grade 5 Teacher at Lincoln to Grade 4 Teacher at Lincoln for the 2017-2018 school year, due to student needs. Ms. Leininger's wage and placement will remain the same according to the 2017-2018 certificated salary schedule.

Blake Marquardt from BD/Adapted PE Teacher at Middle School to Art Teacher at Senior High to replace Barbara Kluver who retired at the end of the 2016-2017 school year. Mr. Marquardt's wage and placement will remain the same according to the 2017-2018 certificated salary schedule. Transfer request received after April 15 and contingent on finding suitable replacement.

Leslee Wischmeier from Grade 5 Teacher at Watson to Grade 4 Teacher at Watson for the 2017-2018 school year, due to student needs. Ms. Wischmeier's wage and placement will remain the same according to the 2017-2018 certificated salary schedule.

Extra Standard Resignations – Diane Biere, Conrad Butler, Joshua Horne, Rebecca Jensen, Linda Shaw

The administration recommends the following Extra Standard resignation(s):

Diane Biere resigning from Learning Team Liaison (MS English) effective at the end of the 2016-2017 school year.

Conrad Butler resigning from Learning Team Liaison (Grade 2) effective at the end of the 2016-2017 school year.

Joshua Horne resigning from Assistant Boys Soccer effective at the end of the 2016-2017 school year.

Rebecca Jensen resigning from Student Council at Longfellow (split position) effective at the end of the 2016-2107 school year.

Linda Shaw resigning from Foreign Language (split position) effective at the end of the 2016-2107 school year.

Extra Standard Transfer(s) – Matt Hurt

The administration recommends acceptance of the following extra standard transfer(s):

Matt Hurt from SH Assistant Skills USA sponsor to SH Skills USA to replace Adam Skrdla who resigned at the end of the 2016-2017 school year. Mr. Hurt will be paid the Head Skills USA stipend of \$2,329.25 at Category I, Level 2 according to the 2017-2018 extra standard salary schedule.

Extra Standard Appointments – Mary Beave, Daniel Birnie, Kelly Crawford, Charles Ferguson, Janelle Forsman, Jonathan Lindblad, Cynthia Long, Laurie Parr, Nanette Reiman, Megan Ruby, Joyce Sadd, Amy Sloan

The administration recommends the following Extra Standard appointment(s):

Mary Beave to Learning Team Liaison (MS English) to replace Diane Biere who resigned at the end of the 2016-2017 school year. Ms. Beave will be paid the Learning Team Liaison stipend of \$831.88 according to the 2017-2018 extra standard salary schedule.

Daniel Birnie to SH Assistant Skills USA sponsor to replace Matt Hurt who is transferring to another position. Mr. Birnie will be paid the SH Assistant Skills USA sponsor stipend of \$998.25 at Category A, Level 1 according to the 2017-2018 extra standard salary schedule.

Kelly Crawford to Learning Team Liaison (ELL) to replace Mary Lamken who retired at the end of the 2016-2107 school year. Ms. Crawford will be paid the Learning Team Liaison stipend of \$831.88 according to the 2017-2018 extra standard salary schedule.

Charles Ferguson to SH Assistant Boys Basketball to replace Anthony Lauters who resigned at the end of the 2016-2107 school year. Mr. Ferguson will be paid the SH Assistant Basketball stipend of \$2,994.75 at Category III, Level 1 according to the 2017-2018 extra standard salary schedule. Information about Mr. Ferguson is attached.

Janelle Forsman to Student Council at Longfellow (split position) to replace Rebecca Jensen who resigned at the end of the 2016-2107 school year. Ms. Forsman will be paid the Elementary Student Council stipend (1/2 split) of \$499.13 at Category A, Level 1 according to the 2017-2018 extra standard salary schedule.

Jonathan Lindblad to MS Skills USA sponsor to replace Mike Trindle who resigned at the end of the 2016-2017 school year. Mr. Lindblad will be paid the MS Skills USA sponsor stipend of \$998.25 at Category A, Level 1 according to the 2017-2018 extra standard salary schedule. Information about Mr. Lindblad is attached.

Cynthia Long to Learning Team Liaison (Kindergarten) to replace Tammy Wilhelms who resigned at the end of the 2016-217 school year. Ms. Long will be paid the Learning Team Liaison stipend of \$831.88 according to the 2017-2018 extra standard salary schedule.

Laurie Parr to Learning Team Liaison (Grade 2) to replace Conrad Butler who transferred to another grade level. Ms. Parr will be paid the Learning Team Liaison stipend of \$831.88 according to the 2017-2018 extra standard salary schedule.

Nanette Reiman to Learning Team Liaison (Grade 2) to replace Charla Brant who resigned at the end of the 2017-2018 school year. Ms. Reiman will be paid the Learning Team Liaison stipend of \$831.88 according to the 2017-2018 extra standard salary schedule.

Megan Ruby to the Senior High foreign language position to replace Linda Shaw and Jean Davis who resigned at the end of the 2017-2018 school year. Ms. Ruby will be paid the stipend of \$1663.75 at Category I, Level 1 according to the 2017-2018 extra standard salary schedule.

Joyce Sadd to Learning Team Liaison (Business) to replace Darci Karr who resigned at the end of the 2016-2017 school year. Ms. Sadd will be paid the Learning Team Liaison stipend of \$831.88 according to the 2017-2018 extra standard salary schedule.

Amy Sloan to SH Assistant Volleyball to replace Hannah Moody who resigned at the end of the 2017-2018 school year. Ms. Sloan will be paid the SH Assistant Volleyball stipend of \$2,994.75 at Category III, Level 1 according to the 2017-2018 extra standard salary schedule.

Classified Staff Releases/Resignations/Retirements – Tommy Mister, Vanessa Tran

The administration recommends acceptance of the following classified resignation(s):

Tommy Mister released from evening Custodian position at Senior High effective May 10, 2017.

Vanessa Tran resigned from Special Education Skills 3 Paraeducator position at Watson effective at the end of the 2016-2017 school year.

Classified Staff Transfers – Delores Meyer

The administration recommends acceptance of the following classified staff transfer(s):

Delores Meyer from Title I Paraeducator at Lincoln to ELL Paraeducator at Lincoln for the 2017-2018 school year, due to student needs. Ms. Meyer's salary will remain the same according to the 2017-2108 classified salary schedule.

Classified Staff Appointment(s) – Bethany Lacy, Patricia Schultz

The administration recommends the following classified staff appointment(s):

Bethany Lacy to Special Education Paraeducator at Middle School to replace Kimberly Schroeder who resigned. Ms. Lacy will be paid the starting wage for Paraeducator according to the 2017-2018 classified salary schedule.

Patricia Schultz to Secretary I at Middle School to replace Megan Nelson who resigned. Ms. Schultz will be paid the starting wage for Level I Middle School Secretary according to the 2016-2017 classified salary schedule.