

## **SECTION 1000**

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Community RelationsUse of School Facilities: Student Groups and Boy Scouts

1. Equal Access to Student Groups. In the event any of the secondary schools (grades 6-12) have a limited open forum as defined in the Equal Access Act, such school(s) shall not deny equal access or a fair opportunity to, or discriminate against, any students who wish to conduct a meeting within that limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such meetings. A limited open forum for this purpose exists if the secondary school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.

All such student meetings at school are subject to the following requirements:

- a. the meeting must be voluntary and student-initiated;
- b. there must be no sponsorship of the meeting by the school or its agents or employees;
- c. employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- d. the meeting must not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- e. non-school persons may not direct, conduct, control, or regularly attend activities of the student group.

The administration shall in all respects maintain the District in compliance with the Equal Access Act.

2. Equal Access to Boy Scouts. If the District provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities before or after school hours, the District shall not deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America. The same principles apply to any other youth group listed in Title 36 of the United States Code as a “patriotic society.” The administration shall in all respects maintain the District in compliance with the Boy Scouts of America Equal Access Act.

The use of school facilities for student meetings and Boy Scouts as provided above shall be subject to the same provisions as other community, non-school groups and may be required to complete a community use application as and to the same extent as other noncurriculum related student groups (in the case of student meetings) and other outside youth or community groups (in the case of the Boy Scouts).

Legal Reference: 20 U.S.C. §§ 4071-4074 (Equal Access Act)  
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act) & 34  
CFR Part 108

Date of Adoption: July 13, 2009  
Reviewed: December 14, 2009

## COMMUNITY RELATIONS

### **BOARD OF EDUCATION MEETINGS**

The Mead Public School Board of Education shall meet on the second Monday of each month to transact necessary business. Special meetings may be called at any time by the President. All meetings are open to the public. Notice of all meetings, regular and special, shall be posted at the front door of the secondary school, the front door of the elementary school, the Mead Post Office and the Bank of Mead (downtown branch) within the school district. An agenda for each meeting shall be kept current and on file in the school office. Any patron wishing to review the complete 'board packet' shall be allowed to do so as soon as said packets have been mailed to the board by requesting same from the board secretary. Such information shall not include any confidential information to the board that will be reviewed in closed or executive session. Any patron requesting a complete copy of the board packet may do so in accordance with the Nebraska Open Records Act and the policies of this school district.

Regular meetings shall convene at 7:00 P.M. Special meetings shall convene at the time consistent with the aforementioned meeting time unless designated otherwise by the board president.

SCHOOL BOARD POLICIES  
Adopted: December 12, 1988  
Revised: November 9, 2009  
Reviewed: December 14, 2009  
Revised: February 8, 2010

MEAD PUBLIC SCHOOLS  
Mead, Nebraska

## PARENTAL INVOLVEMENT

### PARENTAL INVOLVEMENT IN SCHOOLS

It is the policy of the Mead Public School District to foster and facilitate, to the extent appropriate, parental information about, and involvement in, the education of their children. Along these lines:

- A. Textbooks, tests, and other curriculum materials used in this school district are, and shall be, available for review by parents upon request. Since textbooks, tests, and other curriculum materials constantly change, and may be discarded when no longer needed by the school district, parents wishing to review such items must govern their requests accordingly.
- B. Parents wishing to attend and monitor courses, assemblies, counseling sessions, and other instructional activities must obtain prior approval of and from the proper teacher, counselor, and administrator, or they will be asked to leave. Parents attending or monitoring courses, assemblies, counseling sessions, and other instructional activities with prior approval who, by their conduct or presence interfere with the educational process or constitute an interference with school purposes, will be asked to leave.
- C. The school district will excuse students from testing, classroom instruction, and other school experiences, upon parental request, only under circumstances required by law. Parental requests must be in writing and submitted to the proper teacher and administrator a reasonable time prior to the testing, classroom instruction, or other school experience, and must be accompanied by written proof, acceptable to the school district, that the action is required by law. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
- D. Parents and others will be provided access to records of students according to law (e.g., Family Educational Rights & Privacy Act, 20 U.S.C. 1232g or 79-2,104, R.R.S., et seq.).
- E. Testing shall occur in this school district as determined appropriate from time to time by district staff to assure proper measurement of educational progress and achievement.
- F. Participation in surveys of students shall occur in this district from time to time when determined appropriate by district staff for educational purposes. Parents may remove students from such surveys only under circumstances required by law. Parental requests must be in writing and submitted to the proper teacher and administrator a reasonable time prior to the survey, and must be accompanied by written proof, acceptable to the school district, that the action is required by law.

POLICY ADOPTED:  
SCHOOLS  
December 11, 1995  
Revised: May 12, 2003  
Reviewed: July 14, 2008  
Reviewed: December 14, 2009

MEAD PUBLIC

Mead, Nebraska

## COMMUNITY STUDENTS

### **TITLE I PARENTAL INVOLVEMENT IN SCHOOLS**

This Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act of 2001. Mead Public Schools has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of Mead Public Schools to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

#### **Expectations for Parental Involvement**

It is the expectation of Mead Public Schools that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

- A. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
- B. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.
- C. Building the schools' and parents' capacity for strong parental involvement.
- D. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.

**(Community 1161.1 & Students 5161.1 Continued)**

**Title I Parental Involvement**

- E. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
  
- F. Involving parents in the activities of the schools served under Title I.

**Policy Involvement**

Each school served under the Title I program shall:

- A. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
  
- B. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
  
- C. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
  
- D. Provide parents of participating children—(1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
  
- E. If the District operates a school wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

## **(Community 1161.1 & Students 5161.1 Continued)**

### **Title I Parental Involvement**

#### **Shared Responsibilities for High Student Academic Achievement**

As a component of the District's parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall—(1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (B) frequent reports to parents on their children's progress; and (C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

#### **Building Capacity for Involvement**

To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District—(1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, **(Community 1161.1 & Students 5161.1 Continued)**

## **Title I Parental Involvement**

and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (li) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

### **Accessibility**

In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

### **Use, Distribution, and Updating of this Policy**

This Title I Parental Involvement Policy shall be distributed to parents of participating community, and shall be updated periodically school.  
be incorporated into the District's Title I plan, shall children, shall be made available to the local to meet the changing needs of the parents and the  
Mead Public Schools

**Legal Authorities: No Child Left Behind Act of 2001, sections 1118 and 9201(32);  
20 U.S.C. §§ 6318 and 7801(32)**

POLICY ADOPTED:  
May 12, 2003  
Reviewed: July 13, 2009  
Reviewed: December 14, 2009  
Reviewed: July 12, 2010

MEAD PUBLIC SCHOOLS  
Mead, Nebraska

## COMMUNITY RELATIONS

### **ANTI-DISCRIMINATION PERSONNEL - ALL EMPLOYEES AND STUDENTS**

#### **A. Elimination of Discrimination.**

The policy of Mead Public Schools is to not discriminate on the basis of race, color, national origin, gender, marital status, disability, religion or age in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Mead Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Mead Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

#### **B. Preventing Harassment and Discrimination of Employees and Students.**

1. **Purpose:** Mead Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Mead Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

- a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

**(COMMUNITY RELATIONS 1200 Continued)**  
**ANTI-DISCRIMINATION PERSONNEL - ALL EMPLOYEES AND STUDENTS**

- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Mead Public Schools.
- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

**(COMMUNITY RELATIONS 1200 Continued)**  
**ANTI-DISCRIMINATION PERSONNEL - ALL EMPLOYEES AND STUDENTS**

- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Legal Authorities: Title VI, Title IX;  
Americans with Disabilities Act of 1990 (ADA)  
Section 504 of the Rehabilitation Act of 1973 (Section 504)

## COMMUNITY RELATIONS

### BUILDING ACCESSIBILITY

The Board of Education has adopted a plan regarding the accessibility requirements of persons with disabilities who use school facilities as required by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Members of the public may review the accessibility plan by contacting the Superintendent at the school's administrative offices.

Comments or complaints regarding the accessibility of district facilities shall be made to the Superintendent for resolution.

Legal Authority: Americans with Disabilities Act of 1990 (ADA)  
Section 504 of the Rehabilitation Act of 1973 (Section 504)

## COMMUNITY RELATIONS

### ADA and Section 504 Grievance Procedure

The following grievance procedure shall be used for resolution of complaints of alleged violations of the Americans with Disabilities Act of 1990 (ADA) or Section 504 of the Rehabilitation Act of 1973:

- 1) Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
- 2) Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
- 3) Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
- 4) The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
- 5) The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
- 6) In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).
- 7) A decision on the request for reconsideration shall be made within ten (10) days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within thirty (30) days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

Legal Authorities:        Americans with Disabilities Act of 1990 (ADA)  
   Section 504 of the Rehabilitation Act of 1973 (Section 504)

SCHOOL BOARD POLICIES  
Adopted: December 8, 2008  
Reviewed: December 14, 2009

MEAD PUBLIC SCHOOLS  
Mead, Nebraska

## COMMUNITY RELATIONS

### DESIGNATION OF COORDINATOR

The Mead Public Schools do not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

The Superintendent, or his designee, has been designated to coordinate The Mead Public School's compliance with the requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

The Coordinator shall take such actions as required to maintain compliance with such laws; to provide information concerning such laws and their applicability to the services, programs, or activities of the District; and to resolve any complaints or grievances related to alleged non-compliance by the District with such laws.

In the event an employee has a disability and is in need of a reasonable accommodation to perform the employee's duties or to otherwise receive benefits and privileges of employment equal to those enjoyed by similarly-situated employees without a disability, the employee is to inform their supervisor and request a meeting with the ADA Coordinator to discuss the provision of reasonable accommodations.

In the event a student has a disability and needs or is believed to need special education or related services, the 504 Coordinator shall initiate the 504 evaluation and accommodation process.

Legal Authority:           Americans with Disabilities Act of 1990 (ADA)  
                                  Section 504 of the Rehabilitation Act of 1973 (Section 504)

SCHOOL BOARD POLICIES  
Adopted: December 8, 2008  
Reviewed: December 14, 2009

MEAD PUBLIC SCHOOLS  
Mead, Nebraska

## COMMUNITY RELATIONS

### VISITS TO THE SCHOOL - PATRONS

Patrons are encouraged to visit the school and teachers often. To help insure the safety of our students and staff, all visitors must report to the office and sign in each time they enter the building. Visitors will be issued a Visitor's Badge to wear while they are in the building. When they leave, they will return to the office to turn in their badge and sign out of the building.

SCHOOL BOARD POLICIES  
SCHOOLS

Adopted: December 12, 1988

Updated: December 11, 2006

Reviewed: December 14, 2009

MEAD PUBLIC

Mead, Nebraska

**COMMUNITY RELATIONS**

**VISITS TO THE SCHOOL - SCHOOL AGE/PRE-SCHOOL**

School age or pre-school children, unattended by a parent or guardian, may not visit school without approval of the administration.

## COMMUNITY RELATIONS

### MEDIA RELATIONS

The superintendent shall be responsible for the dissemination of public information released by the district.

News and information concerning routine school events and programs may be released to the media with the approval of the administrator of the school or program. All other news releases prepared for public distribution under the auspices of the district by employees or students of the district shall have approval of the superintendent prior to release.

Representatives of the news media seeking to interview a student during regular school hours must first have approval of the building principal or the superintendent. All interviews with students shall be conducted so that such interviews do not interfere with the educational activities of the students involved.

In the event of a tragedy or other incident in the school, the media will not be allowed access to students during school or on school grounds. All news conferences and interviews will be scheduled in such a manner that they do not disrupt the regular educational activities of the schools. All news releases concerning tragedies or other incidents at school will be made by the superintendent of schools at the district administration office located at 115 North Elm Street in Mead.

1310  
4149  
8230

**PUBLIC ACTIVITIES  
PERSONNEL  
INTERNAL BOARD OPERATIONS**

**AMENITIES, LOCAL GOVERNMENT MISCELLANEOUS EXPENDITURE  
ACT**

1. Board members, employees or volunteers of the school district are expected to maintain effectiveness by being well informed on educational and related issues and are encouraged to diligently perform their required duties, attend educational workshops, conferences, training programs, official functions, hearings or meetings which are necessary to perform required duties, sponsored by the school district or State and national educational organizations or which are otherwise in the best interests of this school district as follows:
  - a) Board members as a result of this policy are hereby given prior approval by this school board and upon approval by the superintendent or the superintendent's designee are specifically authorized to attend such functions without additional or further approval by the school board unless otherwise so determined and the school district shall pay the registration costs, tuition costs or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable Federal Rates.
  - b) Employees and volunteers are authorized to attend such functions upon prior approval by the superintendent or the superintendent's designee and the school district shall pay registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable to Federal rates.
- 2) Payment or reimbursement for expenses incurred by board members, employees or volunteers as otherwise specifically permitted by law shall also be allowed as provided by such law.
- 3) Since it is hereby determined to be important and in the best interest of this school district to recognize service by board members, employees and volunteers, the school board hereby authorizes the president, superintendent or the superintendent's designee to determine when and to who plaques, certificates of achievement, flowers or other items of value should be granted provided that no such plaque, certificate, flowers or other item of value to be awarded shall cost more than \$50.00.

**(PUBLIC ACTIVITIES 1310, PERSONNEL 4149, INTERNAL BOARD OPERATIONS 8230, Continued)**

**AMENITIES, LOCAL GOVERNMENT MISCELLANEOUS EXPENDITURE ACT**

- 4) School board members are not paid members and when appropriate because of the timing, length or other factors, sandwiches or meals may be provided to school board members, employees and volunteers attending public meetings or in other appropriate or necessary situations such as joint meetings with other governing bodies.
- 5) That non-alcoholic beverages, cookies or other similar items may be provided to individuals attending public meetings, private meetings, discussions or public or private conferences as determined necessary or appropriate by the superintendent or the superintendent's designee to be in the best interest of this school district.
- 6) Non-alcoholic beverages and meals may be provided for individuals while performing or immediately after performing relief, assistance or support activities in emergency situations or during or immediately following their participation in any activity approved by the school board.
- 7) In addition to the other matters covered and allowed by this policy, one recognition dinner each fiscal year may be held for board members, employees or volunteers provided the maximum cost per person, which is hereby established for such dinner shall not exceed \$25.00 and further provided that such annual dinner may be held separately for employees of each department or separately for volunteers or any of them in combination.
- 8) The authority necessary to carry out the provisions of this policy should be and is hereby delegated from the school board to the designated officials so indicated herein.
- 9) Nothing in this policy shall authorize the expenditure of public funds to pay for any expenses incurred by a spouse of a board member, employee or volunteer unless the spouse is also a board member, employee or volunteer.

Legal Reference:

LB 734, Sections 9 to 12 passed by the 1993 Nebraska Legislature.

SCHOOL BOARD POLICIES  
SCHOOLS

Adopted: September 12, 1994  
Revised: February 13, 1995  
Reviewed: October 12, 2009  
Reviewed: January 11, 2010  
Reviewed: July 14, 2010

MEAD PUBLIC

Mead, Nebraska

## Community Relations

### **Public Access to School Records - Examination. Making Memoranda, and Copying**

1. The school district, through the Administration, shall provide citizens of the state of Nebraska, and all other interested persons, access to the records of the school district as required by law. Such access shall include the opportunity to examine, make memoranda and copy school district records. The school district shall not make available records of individual students or personnel except such information as allowed by law or compelled by court order.
2. School district records may be examined at the school district offices during the hours such offices are open for the ordinary transaction of business. School district offices will be open for the ordinary transaction of business (a) during the school year on such days as school is in session, and (b) during the summer months when school is not in session, Monday through Friday when an administrator is present, except legal holidays.
3. School records may be obtained in the form in which the school record is maintained or produced including, but not limited to, printouts, electronic data, disc, tapes, and photocopies. The school district will not be required to produce or generate any school district record in a new or different form or format modified from that of the original school district record. Copies of school district records may be made as follows:
  - (a) Copies may be made by citizens or other persons using their own copying or photocopying equipment, provided that such copies shall be made on the premises of the school district offices or at a location mutually agreed to by the requester and the school district.
  - (b) Copies may be obtained from the school district if the school district has copying equipment reasonably available, and upon payment of a fee for providing copies of such school district records. The Administration shall establish a fee schedule for the copying of school district records, provided that such fee is not to exceed the actual cost of making the copies available. Actual costs of making copies available include: Paper, discs, and other hard copy materials, copier device costs (equipment lease, depreciation and maintenance), electricity and the cost of personnel. If the copies requested are estimated by the school district to cost more than fifty dollars (\$50.00), the school district may require the requester to furnish a deposit prior to fulfilling such request.

**(Community Relations      1320 Continued)**

**Public Access to School Records - Examination, Making Memoranda, and Copying**

4. Upon written request for access to school district records, the school district will provide to the requester as soon as is practicable and without delay, but not more than four (4) business days after actual receipt of the request:
  - (a) Access to or, if copying equipment is reasonably available, copies of the school district records requested;
  - (b) A written denial of the request, or portion thereof, if there is a legal basis for such denial of access to school district records on a written form from the school district. [See, Regulation Form 1320a, "Denial of Access To School District Records"]; or
  - (c) If the entire request cannot with reasonable good faith efforts be fulfilled within four (4) business days after actual receipt of the request due to the significant difficulty or extensiveness of the request, the school district shall provide a written explanation, including the earliest practicable date for fulfilling the request, and estimate of the expected cost of any copies, and an opportunity to modify or prioritize the items within the request. [See, Regulation Form 1320b, "Explanation of Delay in Fulfilling Request for School District Records"].

**Legal Reference: Neb. Rev. Stat. § 84-712 et. seq.**

SCHOOL BOARD POLICIES  
SCHOOLS

Adopted: August 14, 2000

Reviewed: January 11, 2010

MEAD PUBLIC

Mead, Nebraska

**Community Relations**

**Denial of Access To School District Records Form**

Name \_\_\_\_\_ of \_\_\_\_\_ Requester:

Date of School Record Request: \_\_\_\_\_

Name \_\_\_\_\_ of \_\_\_\_\_ Administrator \_\_\_\_\_ Denying \_\_\_\_\_ Record \_\_\_\_\_ Request: \_\_\_\_\_

Description of Records Requested (Actual written request for record may be attached):

Please be advised that the school district has determined that there is a legal basis for a denial of access or copies to all or a portion of the school record requested, and hereby provides the following information in regarding such denial:

- A. Description of the contents of the records withheld:
  
- B. Statement of the specific reasons for the denial (Correlate specific portions of the records to specific reasons; include citation of statute expressly providing that particular information or records shall not be made public):

**NOTICE:** Pursuant to Neb. Rev. Stat. § 84-712.03, you may have a right of judicial or administrative review of the denial of access to school district records set forth above, including a right to petition for a writ of mandamus, or petition the Attorney General to review the record to determine if it may be withheld from public inspection.

ADMINISTRATIVE PROCEDURES  
Approved: August 14, 2000  
Reviewed: January 11, 2010

MEAD PUBLIC SCHOOLS  
Mead, Nebraska

**Community Relations**

**Explanation of Delay in Fulfilling Request for School District Records**

Your entire request for school district records cannot with reasonable good faith efforts be fulfilled within four (4) business days after actual receipt of such request due to (check all applicable boxes):

\_\_\_ Significant difficulty in compiling or copying such records;

\_\_\_ Extensiveness of the request.

A. Additional Explanation:

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B. Projected Date of Fulfilling Request:

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C. Projected Cost of Copies: \$\_\_\_\_\_

Modification or Prioritization of Request: You may modify or prioritize the items in your request to expedite the availability of the school records requested; please set forth your modification or prioritized items in the space provided below and return to the office of the business office:

ADMINISTRATIVE PROCEDURES  
SCHOOLS  
Approved: August 14, 2000  
Reviewed: January 11, 2010

MEAD PUBLIC  
Mead, Nebraska

## COMMUNITY RELATIONS

### USE OF SCHOOL FACILITIES

Equipment of the Mead Public School shall not be loaned or rented to any person or organization for use outside the school building without the permission of the Superintendent, the Superintendent's designee, and/or Board of Education.

Each application for use of the school facilities will be considered on its merits. Each user will make arrangements to pay the additional cost as set up by the Board of Education.

Local Mead Youth programs and individual adults will be allowed the use of our facilities based on guidelines established in regulation 1330a.

SCHOOL BOARD POLICIES  
SCHOOLS

Adopted: December 12, 1988

Modified: July 9, 2007

Revised: January 11, 2010

MEAD PUBLIC

Mead, Nebraska

## COMMUNITY RELATIONS

### USE OF SCHOOL FACILITIES

The Mead Public Schools will allow local youth teams and individual patrons to use school facilities based on the following agreement and payment of a \$50 key deposit:

The adult who checks out this key will be responsible for the following:

1. All practices or games must be scheduled on the office calendar in the building of the gym being used prior to each use in an attempt to avoid conflicts. Please remember that the school sponsored teams will have priority at all times and due to schedule changes, we may need to move your scheduled time or date.
2. Unscheduled use will be permitted if gym is not in use. Please call 624-3435 for the high school gym and 624-6465 for the elementary gym and leave a message stating your name, date you are using the gym and the approximate time you plan to be in the gym. Everyone is to be out of the gym and buildings by 10:00 PM.
3. The building is to be secured at the end of each use. All lights turned off (except for security lights) including restrooms, hallways and gym, make sure doors are latched and locked, equipment and trash picked up, and that everyone has left the building.
4. The sponsor is responsible for the conduct of anyone they allow to enter the building while it is under their supervision. Please do not allow children to play or bounce balls in the hallways. They are to remain in the gym. The sponsor is responsible for damage to the building caused by those in the building while they are supervising.
5. No one will be allowed or left in the building without the sponsor present.
6. Failure to follow the above rules will result in the loss of privileges and forfeiture of key deposit.

In addition, the gyms may be used for baseball and softball practices according the following in case of inclement weather upon the payment of the \$50 key deposit. The Elementary gym is the preferred site for ball association teams to practice.

For the weight room use, a \$50 annual use fee and a one time \$25 key fee will be charged and the adult checking out the weight room key will be responsible for the following:

1. Membership entitles family members only access to the weight room. Students shall not be allowed to lift without an adult family member present at all times. Students are not to be allowed entrance to the weight room without the adult family member present.
2. By signing below, the adult agrees that all weight training safety procedures will be followed at all times.
3. Do not allow or leave anyone in the weight room who is not in your family or does not have their own membership.
4. Report any damage to the Athletic Director immediately.
5. The building is to be secured at the end of each use. All lights turned off (except for security lights) including restrooms, make sure doors are latched and locked, equipment and trash picked up, and that everyone has left the building.
6. The sponsor is responsible for the conduct of anyone they allow to enter the building while it is under their supervision. Due to the potential for injury, children shall not be allowed to play in the weight room.
7. The sponsor is responsible for damage to the building caused by those in the weight room under their supervision.
8. Failure to follow the above rules will result in the loss of privileges and forfeiture of key deposit.

Failure to follow these rules and guidelines for the various facility uses will result in the loss of the key and forfeiture of the key deposit. Multiple violations of youth coaches or adult key holders may result in the school denying the use of the school facilities by these groups or individuals.

ADMINISTRATIVE REGULATION  
SCHOOLS

Approved: June 11, 2007  
Revised: January 13, 2009  
Revised: January 13, 2010  
Revised July 12, 2010

MEAD PUBLIC

Mead, Nebraska

**COMMUNITY RELATIONS**

**RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES & SCHOOLS**

The District, through the Board of Education, administration and staff shall strive to always maintain good working relationship with the local community, the county, state and Federal governmental agencies, and with recognized and reputable organizations at any of these levels.

SCHOOL BOARD POLICIES  
SCHOOLS  
Adopted: December 12, 1988  
Reviewed: January 11, 2010

MEAD PUBLIC  
Mead, Nebraska

**COMMUNITY RELATIONS**

**RELATIONS BETWEEN AREA, STATE, REGIONAL AND NATIONAL ASSOCIATIONS**

The District shall diligently strive to maintain its fully accredited status at the state level and its membership in the North Central Association of Schools and Colleges.

SCHOOL BOARD POLICIES  
SCHOOLS  
Adopted: December 12, 1988  
Reviewed: January 11, 2010

MEAD PUBLIC  
Mead, Nebraska

**COMMUNITY RELATIONS**

**RELATIONS WITH COLLEGES AND UNIVERSITIES**

Good relationships will be encouraged with all fully accredited colleges and universities.

SCHOOL BOARD POLICIES  
SCHOOLS  
Adopted: December 12, 1988  
Reviewed: January 11, 2010

MEAD PUBLIC  
Mead, Nebraska