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Contracting for Services

Contractual services which by their nature are not adapted to award by competitive bidding, such as contracts for the services of individuals possessing a high degree of professional skill, where the ability or fitness of the individual plays an important part, are not subject to bid but are subject to approval by the Board of Education in conformity with established policy.

Every contract for services to be provided to Mead School District shall require that the contractor use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. Such requirement shall be deemed to be included and a part of the terms of every contract for services with the School District, including but not limited to oral contracts.

Legal Reference: Neb. Rev. Stat. § 4-114

Date of Adoption: July 12, 2010

BUSINESS**TRESPASSERS**

Restrictions on the use of school buildings and grounds may be implemented by administrative action. The Board gives all district and building administrators and their designees full power and authority to implement and enforce restrictions on access to school property and to issue no trespassing commands and stay away/no trespassing letters. Such action shall be taken consistent with constitutional and other legal rights.

All district and building administrators and their designees shall have full power and authority to direct any individual or group to leave school grounds and stay away where such individual or group has:

1. failed to comply with identification or check-in procedures,
2. are determined by such administrators or designees to not have a legitimate school purpose to be on school grounds, or
3. who are determined by such administrators or designees to present a risk to the safety of building users or a risk of disruption to the educational program, including without limitation, registered sex offenders.

A refusal to leave or stay away as directed will be considered trespassing and shall be reported by the administrators or their designees to proper law enforcement authorities.

Legal Reference: Neb. Rev. Stat. §§ 28-520 to 28-522

POLICY ADOPTED:
November 10, 1997
Revised: August 13, 2007
Reviewed: February 8, 2010

MEAD PUBLIC SCHOOLS
Mead, Nebraska

BUSINESS

EDUCATIONAL SERVICE UNITS – DESIGNATED REPRESENTATIVE

The Superintendent of Schools shall be the designated representative of the Mead Public School District for indicating the approval or disapproval of the school district for proposals of core services offerings and the use of the property tax levy of the Educational Service Unit #2 of which the school is a member.

Legal Reference: LB 363, Laws of 1999

POLICY ADOPTED:
August 16, 1999
Reviewed: February 8, 2010

MEAD PUBLIC SCHOOLS
Mead, Nebraska

BUSINESS

PURCHASING GUIDES

After the annual budget is adopted the Superintendent has direct control of all purchases up to \$2,500. Purchases in excess of \$2,500 require prior Board approval.

BUSINESS

PURCHASING PROCEDURES

No purchases are to be made by district employees for personal use through the use of the school name to obtain a discount even if that purchase first requires district payment and the purchaser plans to make reimbursement to the district.

BUSINESS

ORDERING GOODS & SERVICES (PURCHASE ORDERS)

All school purchases must be approved by the Superintendent. Failure to obtain approval may result in the purchaser being held liable.

BUSINESS

PERIODIC AUDIT

The Mead School District's General Fund and all other financial accounts of the District shall be audited each year by a Certified Public Accountant.

The activity funds shall be administered by the Superintendent's Office. These records will be audited by a Certified Public Accountant each year.

BUSINESS**EMPLOYEE BONDS**

The treasurer shall give a bond or equivalent insurance coverage payable to the School District in such amount as required by law and determined appropriate by the Board of Education. The Board of Education may require that other school officials whose duties require the handling of funds be bonded or obtain insurance coverage including, but not limited to, the bookkeeper, activities director, Superintendent and cafeteria supervisor. The cost of such bonds or equivalent insurance coverage shall be paid by the School District.

SCHOOL BOARD POLICIES
Adopted: December 12, 1988
Updated: March 8, 2004
Updated: August 14, 2006
Reviewed: February 8, 2010

MEAD PUBLIC SCHOOLS
Mead, Nebraska

BUSINESS/PERSONNEL/STUDENTS

SAFE DRIVING RECORD STANDARD FOR DRIVERS

Standard for Pupil Transportation Vehicle Drivers: Each person who is required to have a permit to operate a pupil transportation vehicle for this School District shall meet all requirements to hold and continue to hold a pupil transportation operator's permit. One of the requirements for obtaining such a permit is that the person has a record of satisfactory driving as determined by Board policy. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 20 years; or,
3. Reckless driving or willful reckless, within the immediate prior 20 years; or
4. Accumulation of 5 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 3 or 4 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Standard for Drivers of Small Vehicles for Activity Trips: Each person who drives a small vehicle (car or van) other than a pupil transportation vehicle for school activities and who is not required to have a permit to operate a pupil transportation vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 20 years; or,
3. Reckless driving or willful reckless, within the immediate prior 20 years; or
4. Accumulation of 5 or more points under the motor vehicle operators' license point system, within the immediate prior 4 years. In the event the person has accumulated 3 or 4 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

SAFE DRIVING RECORD STANDARD FOR DRIVERS

Standard for Drivers of Other School Vehicles: Each person who drives a school vehicle other than a pupil transportation vehicle and does not transport students in the vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event the person's employment position requires driving vehicles as a function of the person's employment, the employment may be terminated in the absence of a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 20 years; or,
3. Reckless driving or willful reckless, within the immediate prior 10 years; or
4. Accumulation of 6 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 3, 4 or 5 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

The record of satisfactory driving standards shall apply to all new employees from and after adoption of this policy. Existing employees shall be subject to the same standards, provided that the Superintendent or Superintendent's designee may determine to permit an exception based on the existing employee's record of satisfactory driving while employed with the District and the nature and proximity of prior driving offenses as such offenses relate to safe transportation.

Legal Source:

Neb. Rev. Stat. sections 79-318, 79-602, 79-607 and 79-608;
Neb. Rev. Stat. section 60-4,182 (point system);
Title 92, Nebraska Administrative Code, Chapter 91.

Policy Adopted:
SCHOOLS
July 12, 2004
Reviewed: February 8, 2010

MEAD PUBLIC
Mead, Nebraska

BUSINESS/STUDENTS

MEAD PUBLIC SCHOOLS SAFE PUPIL TRANSPORTATION PLAN

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in pupil transportation vehicles.

1. **Weapons-** Upon becoming aware of a weapon aboard a pupil transportation vehicle, the driver will make every attempt to:
 - A. To telephone the dispatch from a cellular telephone or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
 - B. Pull vehicle over to safe and secure area.
 - C. Confiscate weapon (if it doesn't jeopardize student or driver safety).
 - D. Give description of weapon and participating parties to the office.
 - E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.

2. **Pupil behavior-** Students are expected to follow student conduct rules while in a pupil transportation vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student's behavior jeopardizes safety, the driver will make every attempt to:
 - A. To telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. First seek to resolve incident through discussion with the student(s) involved.
 - C. Activate emergency flashers.
 - D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
 - E. Report and document discipline problems to the school administrator on a Bus Conduct Report/Incident Form.

3. **Terrorist threats-** A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or facility of public transportation or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:
 - A. To telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).

(BUSINESS/STUDENTS 3540.1 5400.1 Continued)

MEAD PUBLIC SCHOOLS SAFE PUPIL TRANSPORTATION PLAN

- C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
 - D. Driver should wait for instructions from dispatch if possible.
- 4. Severe weather-** Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. To telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Return to the school if less than five minutes away and follow the directions of the school administrator.
 - C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
 - D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
 - E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.
- 5. Hazardous materials-** Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Pull vehicle over to safe and secure area.
 - C. Give description of hazardous materials in question to dispatch.
 - D. Dispatch will immediately notify appropriate law enforcement and school administration.
 - E. Driver should wait for instructions from dispatch if possible.
- 6. Medical emergencies-** Upon becoming aware of a medical emergency aboard a pupil transportation vehicle, the driver will make every attempt to:
- A. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Dispatch will immediately notify appropriate medical agencies and school administration.
 - C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
 - D. Only if necessary, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
 - E. Driver should try to keep student passengers as calm as possible.

(BUSINESS/STUDENTS 3540.1 5400.1 Continued)

MEAD PUBLIC SCHOOLS SAFE PUPIL TRANSPORTATION PLAN

- 7. Procedures in the event of mechanical breakdowns of the vehicle-** Upon becoming aware of a mechanical breakdown aboard a Pupil transportation vehicle, the driver will make every attempt to:
 - A. Pull vehicle over to safe and secure area if possible
 - B. Radio transportation dispatch and notify them of situation if possible. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
 - D. Driver should try to keep student passengers as calm as possible.
 - E. Dispatch will arrange for assistance and a relief vehicle if needed.

- 8. Documentation under Safe Pupil Transportation Plan.** Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.

- 9. Transportation of Unsafe Items.** Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Any times that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.

- 10. Supplemental Information.** A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adopted pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.

Legal Source:

Neb. Rev. Stat. sections 79-318, 79-602, 79-607 and 79-608;
Title 92, Nebraska Administrative Code, Chapter 91.

Policy Adopted:

July 12, 2004

Reviewed: February 8, 2010

MEAD PUBLIC SCHOOLS

Mead, Nebraska

BUSINESS

SPECIAL TRANSPORTATION FOR NON-RESIDENT SCHOOL PUPILS

Students who live outside the district and utilize school transportation may be billed for the service.

- a. Costs are determined by district transportation costs and may be charged accordingly.
- b. The district may require this payment in advance, but, normally, this will be paid at the end of each semester.
- c. Non-resident students shall meet the bus at the boundary line of the district unless the regular route passes by the student's home.

BUSINESS

NON-ASSIGNED PASSENGERS

Pupils, other than those pupils regularly assigned to a specific bus, must obtain permission from the administration before riding the bus.

Due to safety and security issues, the Mead Public Schools will not transport groups of students who are not regularly assigned to the bus routes.

BUSINESS

SPECIAL TRANSPORTATION FOR SCHOOL-RELATED TRIPS

Students are under the authority of the Superintendent, Principal, teacher, bus drivers, and sponsors while they are on the bus or while attending activities when away from the school. All participating students must ride the bus to and from these activities. Student spectators who ride the bus to an activity must also return by bus. Certain exceptions may be made upon the discretion of the administration or sponsor of the activity.

BUSINESS

SPECIAL TRANSPORTATION FOR NON-PUBLIC SCHOOL PUPILS

Students who live outside the district and utilize school transportation may be billed for that service.

- a. Costs are determined by district transportation costs and may be charged accordingly.
- b. The district may require this payment in advance, but, normally, this will be paid at the end of each semester.
- c. Students shall meet the bus at the boundary line of the district.

BUSINESS

PROCEDURE FOR EMERGENCIES: SAFETY

School buses and vehicles are not to be refueled while students are aboard.

BUSINESS

FOOD SERVICE- SUPERINTENDENT OF SCHOOLS

The Superintendent shall be given the authority to serve as fiscal agent for the school lunch program, school milk program, school lunch commodities, or any other business with the federal government.

BUSINESS

FOOD SERVICE- MANAGER

The lunchroom organization will be under the direct control of the head cook and the head cook will be responsible to the Superintendent and the Board.

BUSINESS OPERATIONS

PROCEDURES - BIDDING CONSTRUCTION PROJECTS

The District shall bid every project for the construction, remodeling, or repair of any school owned building or for site improvements when the contemplated expenditures for such project are forty thousand dollars or more. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. **Notice to Bidders:** The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidder, or representatives of the bidders.
2. **Regular Manner of Advertisement for Bids:** The notice to bidders for any project shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. **Bid Opening:** When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidder, or representatives of the bidders.
4. **Contract Award:** The contract shall be awarded to the lowest responsible bidder as and to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria set forth in this Policy for purchases of equipment, materials and supplies.
5. **Performance and Payment Bonds:** Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of \$10,000 or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.

(BUSINESS OPERATIONS 3560 Continued)

Procedures Bidding Construction Projects

6. **Retention of an Architect or Engineer:** The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed eighty-six thousand dollars (\$86,000), or the dollar amount set forth in Neb. Rev. Stat. § 81-3445, as amended from time to time.

7. **Additional Procedures:** Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Reference:

Neb. Rev. Stat. §52-118, Neb. Rev. Stat. § 73-101 et seq.; Neb. Rev Stat. § 73-106; Neb. Rev Stat. § 81-3445

Policy Adopted:
SCHOOLS
July 12, 2004
Revised: August 13, 2007
Reviewed: March 8, 2010

MEAD PUBLIC

Mead, Nebraska

BUSINESS OPERATIONS

RECORDS MANAGEMENT AND DISPOSITION

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.
2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.
3. Electronic Messages. Electronic messages are communications using an electronic system for the conduct of school district business internally, between other state and local government agencies, and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (EDI). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. The school district's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:
 - a. End-User Management. End-user means anyone who creates or receives electronic messages on the school district's electronic system. Electronic messages are to be managed at the end-user's desktop rather than from a central point. Each end-user is responsible for organizing, managing and disposing of records that are part of his or her desktop computer.
 - b. Categories for Retention. Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require long-term retention, determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.
 - i. *Transitory messages*. Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic materials, notes or drafts; unwanted and unneeded "junk" mail; "personal" mail for employees not related to school business; unsolicited sectarian, religious, partisan,

political or commercial messages, or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. Employees sending or receiving such communications may delete them immediately without obtaining approval.

- ii. *Less than permanent retention records.* These records are governed by the retention period for equivalent hard copy records as specified in the approved records retention and disposition schedules. These records should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. Employees creating or receiving such communications may delete or destroy the records only according to the applicable retention schedule. Questions relating to the retention or destruction of these records should be referred to the records officer.
 - iii. *Permanent/archival retention records.* These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records should be made by the records officer in consultation with NSHS, and the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency and format of the transfer should be determined cooperatively by the records officer, the NSHS, and the State Records Administrator.
- c. Electronic Storage Limitations. The district's computer systems have storage limitations. E-mails are deleted by the computer system within 60 to 90 days to avoid operational problems. End-users are instructed that electronic messages that are required to be maintained past that time period should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. The retention period for the particular record is the best indicator of which storage medium or format to choose.
- d. Proper Use of Electronic Messages.
- i. Non-Discrimination. Electronic messaging is not permitted to be used to promote discrimination on the basis of race, color, national origin, age, marital status, sex, political affiliation, religion, disability or sexual preference; promote sexual harassment; or to promote personal, political, or religious business or beliefs.
 - ii. Permissible Use. Electronic messaging is to be used only for purposes that are consistent with the mission of the school district. Electronic messaging is not permitted to be used for personal

purposes except for: incidental, intermittent or occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement, and use that represents a form of the employee's compensation. Electronic messaging is not permitted to be used for personal financial gain or 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. Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such use serves a school purpose or facilitates school district business.

- iii. Conduct. Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, send electronic messages under another employee's name without the employee's consent or administrative authorization, or change or alter any portion of a previously sent electronic message without administrative authorization.
- iv. Other Regulations. Electronic messaging is subject to all requirements of the school district's "Acceptable Use of Computers, Network, Internet and Websites" policy and may be monitored and accessed at any time without prior notice. The school district has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

4. Litigation Holds

When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue. Such action will in particular be taken when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the records officer until the hold is released.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

5. Settlement Agreements

A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

The foregoing does not apply to claims made in connection with insured or self-insured health insurance contracts.

Legal Reference: Neb. Rev. Stat. ' ' 84-712 through 84-712.09
 Neb. Rev. Stat. ' ' 84-1201 to 84-1227
 Laws 2010, LB 742
 State Records Administrator Guidelines:
 Schedule 10: Records of Local School Districts (Feb. 1989)
 Schedule 24: Local Agencies General Records (March 2005)
 Electronic Imaging Guidelines (March 2003)

Date of Adoption: July 12, 2010

BUSINESS

NO CHILD LEFT BEHIND

It is the policy of the District to comply with the NCLB and federal grant programs in which the District participates.

1. Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the NCLB formula grants on behalf of the District and may delegate such authority to other administrator's 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. NCLB 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 NCLB programs in compliance with the requirements of federal law.
5. Resources. The procurement of resources related to the NCLB 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.

(BUSINESS 3570 Continued)
NCLB

8. Coordination of Services. Title I services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.
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 NCLB and specific NCLB grant programs in which the District participates.

Legal Reference: NCLB

POLICY ADOPTED:
August 13, 2007
Reviewed: March 8, 2010

MEAD PUBLIC SCHOOLS
Mead, Nebraska

BUSINESS

USE OF SCHOOL GROUNDS - RESTRICTIONS

The school grounds will be considered closed at 10:00 pm daily. If there is an activity scheduled, the school grounds will close one hour after the scheduled event.

Vehicles on school grounds. Except for personnel assigned to work on school grounds, it shall be unlawful for any person to operate any motor vehicle in or through any school ground except on a roadway. Operation of vehicles on areas designated for parking purposes shall be restricted to the normal routes and necessary travel for parking purposes.

Speed limit. It shall be unlawful for any person to drive, operate, or propel over or along any school drive or road, any vehicle, motor vehicle, bicycle, tricycle, or to drive or ride any horse at a speed greater than is reasonable under the conditions.

Snowmobiles. The operation of snowmobiles on school grounds is prohibited.

Parking of vehicles. It shall be unlawful for any person to park or cause to be parked any motor vehicle or other vehicle anywhere on any school ground except upon parking areas designated and upon roadways where parking is not prohibited. Handicapped adults will be allowed to park on the football field for games by permission of the administration.

House trailers. It shall be unlawful for any person to park or leave standing any house trailer unattached to a motor vehicle on any school ground at any time.

Skateboarding/Skating: Skateboarding and skating will be prohibited on school grounds.

Advertising on school grounds. It shall be unlawful for any person to place or erect any structure, sign, bulletin board, post, pole, or advertising device of any kind whatever on a school ground or to attach any notice, bill, poster, sign, wire, rope, or cord to any tree, shrub, fence, railing, post or structure on the school ground except as specifically authorized by the appropriate school authority.

Destruction of property. It shall be unlawful for any person to remove, destroy, mutilate, and deface any structure, monument, statue, vase, fountain, wall, fence, railing, vehicle, bench, tree, shrub, plant or any other property on a school ground.

Selling, peddling, etc. It shall be unlawful for any person to have any commercial activity on any school ground, except as specifically authorized by the appropriate school official.

Animals at large. It shall be unlawful for any person to allow or permit any dog or other animal to run at large on any school ground. The term "at large" is defined to mean not under the control of any person either by leash, cord, chain, or confinement within a vehicle or pen or other similar enclosure.

(BUSINESS 3600 Continued)

USE OF SCHOOL GROUNDS - RESTRICTIONS

Firearms. It shall be unlawful, except for duly authorized civil employees in the course of their duty, to shoot, fire, or explode or cause to be discharged, shot, fired, or exploded any firearm or other explosives, including but not limited to air rifles, cross bows, toy pistols, toy guns, or other toy arms or slingshots loaded with dangerous missiles at any time or any circumstances on school grounds, or to carry any firearms on any school grounds. Also see policy 5114.

Disorderly conduct. It shall be unlawful for any person to conduct or carry on any boisterous or insulting language, or to be guilty of any disorderly, lewd, or lascivious conduct of any kind on any school ground. In addition, it shall be unlawful for any person to engage in any dangerous activity on any school ground.

Games of chance. It shall be unlawful for any person to conduct or carry on any game of chance on any school grounds.

Alcoholic liquor. It shall be unlawful for any person to consume or have in his/her possession any alcoholic liquor on any school ground; and it shall be unlawful for any person under the influence of intoxication liquor to enter or remain on any school ground.

POLICY ADOPTED:
November 10, 1997
Updated: March 8, 2004
Reviewed: March 8, 2010

MEAD PUBLIC SCHOOLS
Mead, Nebraska

BUSINESS STUDENTS

NUISANCE ITEMS

The possession of articles which disrupt the learning environment shall be considered nuisance items. They shall include, but not be limited to, such things as: electronic pagers or beepers, laser lights, video games, toys and comics. Students shall not bring these types of items to school.

Students may possess cellular telephones during the school day. The use of such phones is subject to the rules described in the student handbook or otherwise announced in the building where the student attends. Any student that does not follow the rules concerning cell phone use is subject to losing the privilege to carry a cell phone at school.

Cell phones with picture taking capabilities or other devices that record pictures are not allowed in locker rooms, rest rooms, or any other situation where a student may be in a compromised position. Students in possession of such devices will have them confiscated and the student subject to discipline procedures in accordance with school policies.

Students in possession of such items that disrupt the learning environment or cause a disruption to any extra-curricular activities, including interscholastic contests shall have them confiscated. A second offense may result in the student being removed from class or the activity for a period of time to be determined by the administration.

The Board of Education recognizes the safety significance of students having cell phones, however, they must be turned off during the school day to avoid disruptions in the classroom. Cell phones with picture taking abilities shall not be used or allowed in restrooms, locker rooms or other areas where privacy issues are a concern.

Adults in possession of such items that cause a disruption at any activity shall have the item(s) confiscated. A second occurrence by the same individual shall result in the confiscation of the item(s) and the removal of the person from the premises with the no trespass policy being enforced.

Confiscated items will be returned at the discretion of the administration.

SCHOOL BOARD POLICIES
SCHOOLS

Adopted: March 8, 1999

Updated: March 8, 2004

Updated: December 11, 2006

Revised: March 8, 2010

MEAD PUBLIC

Mead, Nebraska