

These policies reflect board action on or before August 15, 2010

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BUSINESS OPERATIONS

FAIR LABOR STANDARDS ACT (MINIMUM WAGE & OVERTIME)

Work Week: The work week for overtime purposes shall be 12:00 am Sunday until 11:59 pm Saturday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime: Overtime will be paid to non-exempt employees as required by law. Compensatory pay in-lieu of overtime pay may be implemented in accordance with the law. A non-exempt employee shall not work overtime without the express approval of the employee's supervisor.

Salaried Basis: The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. (Teaching professionals are not subject to the "salaried basis" test). An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules or major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Legal Reference:

Fair labor Standards Act, 29 U.S.C. § 201 et seq.;
29 CFR §§ 541.303; 541.602; 541.603; 541.710; 553.20-.28; and 771.105

Policy Adopted: MEAD PUBLIC SCHOOLS
July 12, 2004 MEAD, Nebraska

Reviewed: April 12, 2010

PERSONNEL

PERSONNEL - ALL EMPLOYEES: SHREDDING CONSUMER REPORTS

It is the policy of Mead Public Schools to take reasonable measures to protect against unauthorized access to consumer information from consumer reports. A consumer report includes criminal background checks performed on applicants or employees by a third party. It does not include criminal checks performed by school staff.

Reasonable measures to protect against unauthorized access to or use of consumer information in connection with its disposal include the following examples. These examples are illustrative only and are not exclusive or exhaustive methods for complying with this directive.

- (1) Shredding of papers containing consumer information so that the information cannot practicably be read or reconstructed. Burning or pulverizing such papers are also options where appropriate.
- (2) Destruction or erasure of electronic media containing consumer information so that the information cannot practicably be read or reconstructed.
- (3) After due diligence, entering into and monitoring compliance with a contract with another party engaged in the business of record destruction to dispose of material in a manner consistent with this directive.

This policy does not require that the consumer reports information be disposed of; rather, it specifies the action to be taken whenever such disposal occurs. Questions regarding the disposal of consumer reports information should be directed to the Superintendent or the Superintendent's designee.

Legal Reference: FTC Rule on Disposal of Consumer Report Information and Records, 16 CFR Part 682

SCHOOL BOARD POLICIES

Adopted: August 15, 2005

Revised: April 12, 2010

MEAD PUBLIC SCHOOLS

MEAD, Nebraska

PERSONNEL

PERSONNEL - ALL EMPLOYEES

Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a District Leave Request Form when they prepare the request for military leave.

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school, and for leaves of less than 5 days, notify the Superintendent of the leave request as soon as practicable.

Family military leave under the Family and Medical Leave Act (FMLA) will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

SCHOOL BOARD POLICIES

Adopted: June 11, 2006

Revised: July 14, 2008

Reviewed: April 12, 2010

MEAD PUBLIC SCHOOLS

MEAD, Nebraska

Personnel - All Employees

Wage and Deduction Information

Within ten working days after a written request is made by an employee, the Superintendent or designee shall furnish the employee with an itemized statement listing the wages earned and the deductions made from the employee's wages for each pay period that earnings and deductions were made. The statement may be in print or electronic format.

Legal Reference: Neb. Rev. Stat. § 48-1230

Date of Adoption: July 12, 2010

**PERSONNEL
STUDENTS
INSTRUCTION**

**4111.0
5145.0
6120.1**

AFFIRMATIVE ACTION, ANTI-DISCRIMINATION, SEXUAL HARASSMENT

Affirmative Action and Anti-Discrimination

This school district hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

Preventing Harassment and Discrimination of Employees and/or Students

1. Purpose:

The Mead Public School 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, the Mead Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the workplace 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.
- (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 workplace, classroom or educational environment.
 - (1) Sexual harassment exists when:
 - (i) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);

AFFIRMATIVE ACTION, ANTI-DISCRIMINATION, SEXUAL HARASSMENT

- (ii) 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.
 - (iii) 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, classroom or educational environment.
- (2) 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.
- (d) An employer may also be held responsible for continuing harassment of employees or students by non-employees in the workplace, classroom, or educational environment if the problem is reported to a supervisor or manager and no corrective action is taken.

2. Procedures:

- (a) Employees or students should initially report all instances of discrimination or harassment to the building principal. However, if the employee or student is uncomfortable in presenting the problem to the building principal, or if the building principal is the problem, the employee or student is encouraged to go to the superintendent.
- (b) If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) working days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of the Mead Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of the Mead Public Schools, the complaint may be processed to the Board of Education.
- (c) The building principal or Superintendent of the Mead Public Schools will thoroughly investigate all complaints brought to them. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken. Under no circumstances will the teachers, the building principal or superintendent threaten or retaliate against an employee or student for alleging a violation of this policy.

PERSONNEL

PROFESSIONAL - CONTRACTS

Teachers will be contracted for a school year of 185 teaching days. Extended contracts may be made with teachers who need additional time to fulfill requirements of special programs.

With staff safety a primary concern, staff will not be required to be at school on days classes are cancelled due to weather. Days missed due to inclement weather may be made up to the total number of contract days. Such days may be student contact days, teacher inservice or work days or a combination thereof.

Contracts for the school administrators shall be considered in the following manner:

- a. The Superintendent's contract will be decided at the January meeting of the Board of Education. The contract may be for one, two, or three years each starting July 1 and ending June 30.

The salary and all other terms of the contract shall be established not later than the next regularly scheduled meeting of the Board of Education following the establishment of the teacher salaries for the contract year. In the event that that contract year as commenced prior to the establishment of the salary, any salary modifications shall be retroactive to the beginning of the contract year.

- b. The Principal's contract will be decided at the February regular meeting of the Board of Education. The contract will be for 220 days of service. The contract will be for one school year starting approximately August 1 and ending June 30.

The salary and all other terms of the contract shall be established not later than the next regularly scheduled meeting of the Board of Education following the establishment of the teacher salaries for the contract year. In the event that that contract year as commenced prior to the establishment of the salary, any salary modifications shall be retroactive to the beginning of the contract year.

Policy Adopted:
September 15, 1997
Revised: July 12, 1999
Revised: March 8, 2004
Revised: April 12, 2010

MEAD PUBLIC SCHOOLS
MEAD, Nebraska

PERSONNEL

PROFESSIONAL - PERSONNEL RECORDS

Any teacher, administrator, or full time employee of any public school district shall, upon his/her request, have access to his/her personnel file maintained by the district and shall have the right to attach a written response to any item in such file, and he/she may in writing authorize any other person to have access to such file, which authorization shall not be granted with respect to any letters of recommendation solicited by the employer which appear in the personnel file. No other person except school officials while engaged in their professional duties shall be granted access to such file nor shall the contents thereof be divulged in any manner, to any unauthorized person.

Policy Adopted:
September 15, 1997
Revised: July 12, 1999
Revised: April 12, 2010

MEAD PUBLIC SCHOOLS
MEAD, Nebraska

PERSONNEL

PROFESSIONAL - CERTIFICATION

Teachers must maintain their certified status as required by the Nebraska Department of Education.

SCHOOL BOARD POLICIES
Adopted: December 12, 1988
Reviewed: April 12, 2010

MEAD PUBLIC SCHOOLS
MEAD, Nebraska

PERSONNEL

PROFESSIONAL - WORKING HOURS

Teachers are to be on the job for an eight hour day. Times will be determined based on the class schedule as approved by the Board of Education each year. In most cases, this will be considered to be 7:45 a.m. until 3:45 p.m. daily.

Teachers who work less than full time will be assigned and equivalent time based on their full time equivalency ratio.

Policy Adopted:
February 10, 1997
Reviewed: April 12, 2010

MEAD PUBLIC SCHOOLS
MEAD, Nebraska

PERSONNEL

PROFESSIONAL - RIGHTS AND RESPONSIBILITIES

All employees of the Mead Public School system are to be on the alert for suspected cases of child abuse or neglect. Abuse or neglect shall mean knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be:

- a) placed in a situation that endangers his or her life or physical or mental health;
- b) cruelly confined, or cruelly punished;
- c) deprived of necessary food, clothing, shelter or care;
- d) placed in a situation to be sexually exploited by allowing, encouraging, or forcing such minor child to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films or depiction;
or
- e) placed in a situation to be sexually abused as defined in section 28-319 or 28-320.01

Any employee observing evidence of abuse or neglect shall file a written report with their building administrator. It shall be the responsibility of the administration to see that the proper authorities are notified.

Legal Reference: 28-707

Policy Adopted:
February 10, 1997
Reviewed: April 12, 2010

MEAD PUBLIC SCHOOLS
MEAD, Nebraska

PERSONNEL

TEACHER DUTIES - SCHOOL PROPERTY

School property - Teachers are responsible for equipment in their classrooms and under their supervision. They are cautioned to keep their room and desks locked. If school property is lost, stolen, or damaged, due to negligence, the teacher responsible shall be required to make restitution. Negligence shall be determined by the Board of Education.

SCHOOL BOARD POLICIES
Adopted: December 12, 1988
Reviewed: April 12, 2010

MEAD PUBLIC SCHOOLS
MEAD, Nebraska

PROVISION FOR DRUG FREE WORKPLACE/SCHOOL

DRUG FREE SCHOOL AND COMMUNITY POLICY

Philosophy

Saunders County School District No. 72 is committed to providing an environment that is safe and provides appropriate motivation and support to ensure a creative and productive work force. To this end, the District unequivocally endorses the philosophy that the school and workplace should be free from the detrimental effects of drugs and alcohol.

Standards Of Conduct

It is prohibited for any employee of the District to:

1. Possess any controlled substance, or possess that which is prohibited by law,
2. Possess any prescription drug in an unlawful fashion,
3. Possess, use, be under the influence of or distribute alcohol on school premises or as a part of any of the school related activities,
4. Use any illicit drug,
5. Distribute any illicit drug,
6. Use any drug in an unlawful fashion,
7. Distribute any drug or controlled substance when such distribution is unlawful,

Definitions

As used in this policy, prohibition against the unlawful possession, use, or distribution of drugs, alcohol and tobacco on school premises or as a part of any of the school related activities shall mean, but not be limited to the following:

1. The possession, use or distribution of any substance which is declared by the State of Nebraska or any other applicable law to be an illicit or illegal substance.
2. The possession, use, or distribution of alcohol on school premises or as a part of any of the school related activities.

As used herein, the term "school premises" shall mean any location whether owned, leased, or in other manner under the control of the Board of Education of the District, or any location where school related activities occur.

As used herein, the phrase "as a part of any of the school related activities" shall mean any activity or enterprise carried out in whole or in part under the auspices of the district, or which a reasonable person would consider school related.

Procedures

1. All school employees and each new employee will receive a copy of this policy.

(PERSONNEL 4116.4 Continued)

PROVISION FOR DRUG FREE WORKPLACE/SCHOOL

2. a. Each employee will acknowledge receipt of this policy and will sign such form acknowledging receipt and acknowledging the District's policy of prohibiting conduct as set forth in this policy, and further acknowledging that disciplinary sanctions can and will be consistently enforced up to and including termination of employment and referral for prosecution for any failure to comply with the stated standards of conduct and further acknowledging that such compliance is mandatory, and further acknowledging that this policy is adopted pursuant to P.L. 101-226,34 C.F.R., Part 86, and other applicable statutes, and will further acknowledge that failure to comply with such federal requirements may put the district's receipt of federal funds in jeopardy.
3. In the event an employee does not understand the terms and conditions of this policy, it shall be the duty of the employee to ask for such points of clarification of the Superintendent of Schools or designee at the time this policy is distributed to the employee. If no question is directed by an employee to the Superintendent of Schools or designee, it shall be the legal position of the District to presume that the employee has understood and will abide by this policy.
4. It shall be the policy of the District to require the Superintendent of Schools to keep a statistical report of all violations of the District's policies and programs prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol by employees on the school district's property or as a part of any of the District's activities. The Superintendent shall at least biennially provide a report to the Board of Education consisting of at least the following:
 - a. The date and nature of any incidents of non-compliance with the District's policies pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol by employees.
 - b. The nature of any sanction carried out for the violation of such policies.
 - c. A brief description of any treatment, counseling, or rehabilitation that the violation of such policy shall have caused to be undertaken and whether such undertaking was voluntary or involuntary.

The report will be limited to the above three items and will not include specific names.

(PERSONNEL 4116.4 Continued)

PROVISION FOR DRUG FREE WORKPLACE/SCHOOL

Disciplinary Sanctions

Employees

1. Sanctions which may be taken against an employee for non-compliance with this policy may be any one or more of the following:
 - a. An oral reprimand
 - b. A written reprimand
 - c. Suspension with pay
 - d. Suspension without pay
 - e. Termination of employment
 - f. Cancellation of employment
 - g. Non-renewal of employment
 - h. Referral to appropriate authorities for criminal prosecution
 - i. Enrollment in a rehabilitation program or otherwise as a term and condition to any continuing employment by the District. Employees will incur all costs of said assessment or rehabilitation program.
2. Disciplinary sanctions imposed by the Superintendent or designee shall be carried out in accordance with the established policies of the District and within the bounds of applicable statutes. However, nothing in this policy shall be construed to vest any right in any employee beyond that required by law and the manner in which each case shall be handled shall be in the sole discretion of the Superintendent or designee subject to the Superintendent's approval, provided only that such action shall be carried out within the bounds of applicable law.
3. It shall be the policy of the District to require an employee who has been charged with a felony or convicted of a violation of any statute as herein referred to in this policy or drug related offense to report such charge or conviction to the Superintendent or designee. Any information received pursuant to this policy may be used in any lawful manner. Any employee having concerns about an admission hereunder constituting self-incrimination shall bear the burden of seeking his or her own legal advice regarding any such self-incrimination.

(PERSONNEL 4116.4, Continued)
PROVISION FOR DRUG FREE WORKPLACE/SCHOOL

Information Referral

In the event of any non-compliance by any employee with this policy it shall be the duty of the Superintendent of Schools or designee to inform any employee not in compliance about drug and alcohol counseling and rehabilitation and re-entry programs that are available to employees within fifty (50) miles of the administrative offices of the District. If no such programs are available within 50 miles, then such other programs as may exist in the State of Nebraska shall be made known to such student or employee. The Superintendent or designee shall maintain a list of such available services and shall from time to time update such list.

EMPLOYEE ACKNOWLEDGMENT

ACKNOWLEDGMENT OF UNDERSTANDING AND RECEIPT OF BOARD STANDARDS AND POLICIES PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON THE SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL RELATED ACTIVITIES.

I, the undersigned, do by affixing my signature hereto acknowledge that I understand the absolute prohibition of the District against any employee of the District engaging in unlawful possession, use manufacture, or distribution of illicit drugs and alcohol on the school premises or as a part of any the school related activities as defined by board policy or administrative directive. I further understand by affixing my signature hereto that disciplinary sanctions up to and including termination of my employment and referral of me for criminal prosecution may be imposed upon me for any violation of these standards. I further agree to be bound by these standards and acknowledge that I have been fully notified and that all policies have been explained to my satisfaction and full understanding by appropriate school personnel. I further understand that compliance with these standards is mandatory and is a material term and condition of employment by the District.

Dated this _____ day of _____, 20____

Signature of Employee

Policy Adopted:
October 11, 1993
Amended: May 12, 2003
Revised May 10, 2010

MEAD PUBLIC SCHOOLS
MEAD, Nebraska

SMOKE FREE ENVIRONMENT

It is the policy of the Mead Public School District that its school buildings will be smoke free buildings in compliance with the Nebraska Clean Indoor Air Act.

Smoking will be permitted outside of the buildings in designated areas only by non-students who are of legal age to smoke.

Policy Adopted:
September 10, 1990
Updated: March 8, 2004
Reviewed: May 10, 2010

MEAD PUBLIC SCHOOLS
MEAD, Nebraska

DRUG AND ALCOHOL TESTING

BUS DRIVER TESTING REQUIREMENTS

It is the policy of the Mead Public School District that its drivers should be free from drug and alcohol abuse. Consequently, the use of illegal drugs or improper use of alcohol by drivers is prohibited. The overall goal of drug and alcohol testing is to ensure a drug-free and alcohol-free transportation environment and to reduce accidents, injuries and fatalities. The requirements of this policy are in addition to other requirements established by federal and state law and board policy regarding the use of alcohol and drugs. In some instances, those laws or policies may be more restrictive than the requirements set out in this policy.

This School District is required under the provisions of the federal Omnibus Transportation Employee Testing Act of 1991 to implement a drug and alcohol testing program for all persons subject to commercial driver's license requirements. This program includes drug and alcohol testing such drivers for reasons of reasonable suspicion, random, post-accident, return to duty and follow-up and pre-employment drug testing. In addition, the School District is responsible for maintaining appropriate records, and notifying drivers of the requirements and consequences of the program.

Implementation Date

The testing program referred to in this policy shall be implemented on January 1, 1996.

Definitions

For the purpose of this policy, the following terms are defined:

Alcohol - The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl

Driver - Any person who operates a commercial motor vehicle. This includes full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operated contractors.

Drug - Includes any of the following controlled substances: marijuana, cocaine, opiates, amphetamines and Phencyclidine (PCP).

Medical Review Officer (MRO) - A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by a District's drug testing program who meets the qualifications as listed in 49 CFR 40.3.

(PERSONNEL 4116.6 Continued)

DRUG AND ALCOHOL TESTING

Regulations - Those regulations promulgated by the Department of Transportation found at 49 CFR part 40, and the regulations promulgated by the Federal Highway Administration found at 49 CFR part 382, as from time to time amended

Safety-Sensitive Function - Includes all on-duty functions performed from the time a driver begins work or is required to be ready to work until he or she is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; performing driver requirements related to accidents; and performing any other work for the district or paid work for any other entity.

Substance Abuses Professional - A licensed physician or certified psychologist, social worker, employee assistance professional or certified addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug-related disorders.

Program Coordinator

The Board shall designate the program coordinator to implement the alcohol and drug testing program of the district within the guidelines of this policy.

Alcohol and Drug Prohibitions

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol. No driver shall use alcohol while performing safety-sensitive functions. No driver shall perform safety-sensitive functions within four hours after using alcohol. No driver required to take a post-accident test shall use alcohol for eight hours following the accident or until he or she undergoes a post accident alcohol test (whichever comes first.)

No driver shall report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any drug, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely perform the function. No driver shall report for duty, remain on duty or perform a safety-sensitive function if the driver tests positive for drugs. No driver shall refuse to submit to a drug or alcohol test when provided for under this policy or the Regulations.

(PERSONNEL 4116.6 Continued)

DRUG AND ALCOHOL TESTING

Pre-Employment Tests

Drug tests shall be conducted in accordance with the Regulations before any bus driver is permitted to perform a safety-sensitive function for the District. Testing for newly-hired drivers shall be conducted after the offer of employment but before employment commences. Offers of employment are contingent on this test result. A refusal to submit to drug testing and/or refusal to release information as required by the District shall remove the applicant from employment consideration. Such testing will also be required of any employee transferring into a covered position.

Exceptions may be made for drivers who have participated in the drug testing program required by law within the previous 30 days, have been drug tested within the previous six months, or have been in a random program for the previous 12 months, and the previous employer(s) of the driver has no knowledge of a violation within the previous six months, provided that the District has been able to make all verifications required by law.

Post-Accident Tests

Alcohol and drug tests shall be conducted as soon as practicable after an accident on any driver who:

1. Was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life; or
2. Receives a citation under state or local law for a moving traffic violations arising from a recordable accident. A recordable accident includes: (a) bodily injury requiring immediate treatment away from the accident scene and (b) disabling damage to one or more vehicles requiring the vehicle to be towed or transported away from the scene of the accident.

Drivers shall make themselves readily available for testing, unless such driver has the need for immediate medical attention.

No such driver shall use alcohol for eight hours after the accident, or until after he or she undergoes a post-accident alcohol test, whichever comes first. Alcohol tests must be performed within eight hours following an accident and drug tests within 32 hours. Drivers must follow all post-accident instructions given by the District.

Post-accident testing requirements may be fulfilled by properly administered tests conducted by federal, state and/or local law enforcement officials as long as the results of those tests are provided to the District.

(PERSONNEL 4116.6 Continued)

DRUG AND ALCOHOL TESTING

Random Testing

Alcohol and drug testing shall be conducted on a random basis at unannounced times throughout the year in accordance with the federal regulations. Tests for alcohol shall be conducted just before, during or just after the performance of safety-sensitive functions. Drivers shall be selected by a scientifically valid random process, and each driver shall have an equal chance of being tested each time selections are made. Random selections shall be spread throughout the year. Drivers who have been told of their random selections shall, from the point of being informed, devote every one of their actions to providing a specimen. Any action that impedes the proper administration of a test shall be considered refusal to test.

Reasonable Suspicion Tests

Any qualified supervisor or District administrator who has reasonable suspicion to believe that a bus driver has violated the alcohol or drug prohibitions of the District shall require the driver to submit to reasonable suspicion testing. A qualified supervisor or administrator must be a person who has been properly trained, in accordance with federal regulations, to make a determination that reasonable suspicion exists. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. The observations may include indications of the chronic and withdrawal effects of drugs.

Alcohol testing is authorized for reasonable suspicion only if the required observations are made just before, during or just after the period of the work day when the driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the person who determines reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the District shall prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate after eight hours, and the District will state in the record the reasons for not administering the test.

A qualified supervisor or District administrator who makes observations leading to a reasonable suspicion test shall make a written record of his or her observations within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

Return-to-Duty Tests

An alcohol or drug test shall be conducted when a driver who has violated the District's alcohol or drug prohibition returns to performing safety-sensitive duties.

Employees whose conduct involved alcohol cannot return to duty in a safety-sensitive function until the return-to-duty test produces a verified result that meets federal and District standards.

(PERSONNEL 4116.6 Continued)

DRUG AND ALCOHOL TESTING

Employees whose conduct involved drugs cannot return to duty in a safety-sensitive function until the return-to-duty test produces a verified negative result.

Follow-up Tests

A driver who violates the District's alcohol or drug prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving an alcohol or drug problem shall be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Follow-up alcohol testing shall be conducted just before, during or just after the time when the driver is performing safety-sensitive functions.

Refusal to Submit to Tests

No driver shall refuse to submit to any of the tests. An employee will be considered to refuse to submit when he or she fails to provide adequate breath or urine for testing when notified of the need to do so, or when he or she engages in conduct that clearly obstructs the testing process. Such refusal will be treated as if the District received a positive test.

Testing Procedures

The District shall follow the federal guidelines and standards of the Department of Health and Human Services and the Department of Transportation regarding testing and laboratory procedures. This shall include a selection of sites with appropriately trained personnel for alcohol and drug testing, selection of a laboratory certified by the Department of Health and Human Services to conduct drug specimen analysis, and selection of a Medical Review Officer to verify laboratory drug test results. The drug and alcohol testing program of this school district shall provide individual privacy in the collection of specimen samples to the maximum extent possible. The specimen collection procedures and chain of custody shall ensure that specimen security, proper identification and integrity are not compromised.

Enforcement

Employees whose conduct involved alcohol and drug use cannot return to duty in a safety-sensitive function until the return-to-duty test produces the required result. A driver who is tested and found to have an alcohol concentration 0.02 or greater, but less than 0.04 shall not perform or continue to perform safety-sensitive functions until the start of the driver's next regularly scheduled duty period but not less than 24 hours after the test was administered. Further employment actions up to and including termination may be instigated in accordance with the Drug Free Workplace Act of 1988 (P.L.101-226), other state and federal laws, and District policy. In the event a driver tests positive for drugs, or has a confirmed alcohol concentration of 0.04 or greater, or violates a prohibited conduct, the District does not guarantee that a position will be held open for the driver in the event that they become requalified.

(PERSONNEL 4116.6 Continued)

DRUG AND ALCOHOL TESTING

Rehabilitation

The District shall provide for the identification of a Substance Abuse Professional (SAP) for treatment for those employees who have violated the prohibitions of the regulations. This information shall include the names, addresses and telephone numbers of SAPs and counseling and treatment programs. Any rehabilitation or evaluation sought shall be at the expense of the driver.

Employees Records

Employees' alcohol and drug test results and records shall be maintained in strict confidentiality and released only in accordance with law. Upon written request, a driver shall receive copies of any records pertaining to his or her use of alcohol or drugs, including any records pertaining to his or her tests. Records shall be made available to subsequent employer or other identified persons only as expressly requested in writing by the driver. Test records shall be maintained with the separate medical files of each employee.

District Records and Reports

The District shall maintain records of its alcohol and drug prevention programs as required by federal law in 49 CFR 382.401.

Notification

Each driver shall receive educational materials that explain the requirements of the Code of Federal Regulations Title 49, Part 382, together with a copy of the district's policy. The program coordinator shall ensure that all covered employees receive written materials explaining the District's drug and alcohol misuse prevention program requirements including:

1. The identity of the program coordinator, a contact person knowledgeable about the materials, policy, administrative regulations and the Omnibus Act;
2. The categories of employees;
3. Sufficient information about the safety-sensitive functions performed by drivers to make clear what period of the work day the driver is required to comply with Part 382;
4. Specific information concerning prohibited conduct;
5. The circumstances under which employees will be tested;
6. Procedures used in the testing process;

(PERSONNEL 4116.6 Continued)

DRUG AND ALCOHOL TESTING

7. The requirement that a driver submit to alcohol and drug tests administered in accordance with federal law;
8. An explanation of what constitutes a refusal to submit to a drug and/or alcohol test;
9. The consequences for drivers found to have violated the drug and alcohol prohibitions of Part 382, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment;
10. The consequences for drivers found to have an alcohol concentration of 0.02 or greater, but less than 0.04 and
11. Information on the effects of drug and alcohol misuse on personal life, health and safety in the workplace.

Drivers shall also receive information about legal requirements, District policies and disciplinary consequences related to the use of alcohol and drugs.

Employees shall sign a statement certifying that they have received the materials.

Before any driver operates a commercial motor vehicle, the District shall provide him or her with post-accident testing requirements.

Before drug and alcohol tests are performed, the District shall inform drivers that the tests are given pursuant to the Code of Federal Regulations, Title 49, Part 382. This notice shall be provided only after the compliance date specified in law.

The District Shall notify a driver of the results of a pre-employment drug test if the driver requests such results within 60 calendar days of being notified of the disposition of his or her employment application.

The District shall notify a driver of the results of random, reasonable suspicion and post-accident drug tests if the test results are verified positive. The District shall also tell the driver which controlled substance(s) were verified as positive.

In the event a driver tests positive for a controlled substance, the driver shall have the right to have the split specimen (collected at the same time as the tested specimen) retested provided that the driver provides written notice to the Medical Review Officers (MRSO) within 72 hours of being notified of the positive result.

NOT A CONTRACT - This policy does not create a contract, either express or implied. The District may change the policy at any time, without notice.

Policy Adopted:
December 11, 1995
Reviewed: May 10, 2010

MEAD PUBLIC SCHOOLS
MEAD, Nebraska

PERSONNEL

SEPARATION/TERMINATION/RESIGNATION

The Superintendent will make recommendations in regard to school personnel employment status. The Superintendent will either recommend that an employee's contract be renewed or terminated. Teachers will be re-elected, their contracts non-renewed, or terminated in accordance with the time schedule required by law.

Certified employees may expect to be released from a contract if the employee files a written request before June 1, with a plausible and sound reason, through the Superintendent of Schools to the Board of Education. An employee should not expect a release from a contract if the written request for release is submitted after June 1. An employee may at any time, however, negotiate with the Board for release from contract by mutual agreement provided that the Superintendent first recommends such negotiation to the Board for its review and action.

Any release from contract after June 1, will be subject to the Mead Public School's ability to retain a suitable replacement. Release will not be completed until the contract of the suitable replacement is fully executed.

Noncertified or classified personnel who wish to terminate their employment in good standing should submit a written notification to the Superintendent at least two weeks prior to the employee's intended last day of employment. The Superintendent may release an employee earlier than the employee's intended last day of employment, provided there is a mutual agreement of the Superintendent and the employee to do so and a suitable replacement has been found for the employee who has resigned.

Policy Adopted: July 12, 19999
Reviewed: June 14, 2010

MEAD PUBLIC SCHOOLS
Mead, Nebraska

PERSONNEL

TEMPORARY EARLY RETIREMENT INCENTIVE PROGRAM

Purpose:

The purpose of this program is to encourage eligible certificated employees who are considering an early leaving decision to accelerate their retirement plans through the use of a Temporary Early Retirement Incentive Program (TERIP). Objectives include, but are not limited to the following:

1. To offer financial incentives which will assist long-term employees considering early retirement or early-leaving decisions.
2. To reduce costs to the school district by replacing maximum salaried employees with lesser salaried employees.
3. To provide a better balance of employee experience.

Qualifications:

1. The participant must be a fully certified teacher or administrator.
2. The participant must have a full-time equivalency of 1.0 FTE for the academic year preceding early separation.
3. In order for an participant to be eligible for this program he/she must be at least fifty-five (55) years of age during the final contract year of employment. (For the purposes of this policy, "contract year" shall be defined as the period July 1-June 30 inclusive that contains the academic year. Additionally the participant must have completed at least twenty (20) consecutive years of credited service to the Mead Public School District. Credited service shall mean continuous employment with the Mead Public School District as a full-time certificated employee. For the purpose of this policy, the year the application for the TERIP is made shall be counted as a year of credited service. Board approved military service, sabbatical and maternity leave or any other leave required to be granted according to law shall be included and not disrupt continuous employment for purposes of this paragraph.
4. Participants in the program shall resign their teaching positions with the school district effective at the close of the current school year in consideration for the benefits outlined in this policy.
5. The superintendent shall deliver to all certificated employees of the school district a copy of the Temporary Early Retirement Incentive Program - Application and Agreement on or before September 1, of the current school year, a copy of which is attached hereto as Exhibit "A" and is incorporated herein by this reference. Certificated employees participating in this program cannot return to full-time or part-time employment with the Mead Public School District at a later date. A participant may substitute teach for the district on a per diem basis.

(PERSONNEL 4119.1 Continued)

TEMPORARY EARLY RETIREMENT INCENTIVE PROGRAM

6. Any employee who attains the minimum eligibility requirements set forth in paragraphs 1 through 3 above shall be eligible to participate in the TERIP. Each qualified employee has until March 1 to submit a signed TERIP Application and Agreement to the Board of Education. An executed agreement may be withdrawn by the employee at anytime on or before April 1. The superintendent shall review the employee's record to determine eligibility for the program, total benefit payment distribution, and make a recommendation to the Board of Education regarding the application. The Board of Education reserves the right to deny participation and provide no benefit payment and shall accept or reject an application on or before April 15. This program is available to a maximum of six employees. If more applications are received than the maximum number, requests will be considered on first to file basis as documented by the superintendent.
7. An employee involved in the process of being terminated or having employment canceled, is not eligible and may not participate in this program. An employee involved in the process or who has been terminated through the reduction in force policy is not eligible and may not participate in this program. Long term disability recipients are not eligible and may not participate in this program unless otherwise required by law. The phrase "involved in the process" as used in this paragraph means an employee who has been issued a letter of possible termination or cancellation as required by law prior to the acceptance of the employee's application for early retirement under this policy.

Benefits:

1. The formula to be used to determine benefits under this program will be: One and one half percent (1.5%) of the teacher's salary schedule amount for the current school year multiplied by the number of years of credited service. No extra duty or extended contract pay will be calculated into this formula. For example - if the employee has twenty-five (25) years of credited service and is at the MA plus eighteen (18), step on the present salary schedule at the time the request is accepted, and that corresponds to a base salary of \$30,000.00, the amount is computed by multiplying \$30,000.00 times 1.5% times 25 years for a total benefit of \$11,250.00 payable in installments as hereinafter provided.
2. Early retirement total benefit payments shall be made in equal installments over a period of not more than five (5) years or in a lesser time as otherwise agreed, whichever comes first.
3. Payments shall be made in two (2) equal installments each fiscal school year. The first payment each fiscal school year shall be made on October 20 and the second on February 20.
4. The participant must designate a beneficiary in the case of his/her death. Any monies due the retired employee will continue to the beneficiary until the total benefit distribution is paid in full pursuant to the provision stated above.

(PERSONNEL 4119.1 Continued)

TEMPORARY EARLY RETIREMENT INCENTIVE PROGRAM

5. The district will pay accumulated sick leave up to a maximum of forty-five (45) days at one-fourth (1/4) the employee's daily base salary contracted earnings excluding extra duty or extended contract wages. This pay on sick leave would be spread equally across the years of benefit payment period up to five (5) years.
6. Early retirement incentive pay has been determined to be taxable income for state and federal income tax purposes and will be treated as such. It will be reported as a taxable retirement payment. The Social Security percentage and any other required state or federal withholdings or deductions will be subtracted from each payment to the retiree.
7. A retired employee will have the opportunity to continue participation in the School District's Group Health Insurance Plan for at least eighteen (18) months following retirement upon payment by the employee of the monthly insurance premiums in accordance with governing federal statutes (COBRA). If offered by the school's health provider, the employee may also elect the retiree plan for a longer period of time. This option may require the employee maintain their membership in either the NCSA or NSEA as a retired member, and also requires payment by the employee of the monthly insurance premiums.

Administration:

1. The Mead Public Schools District Temporary Early Retirement Program shall be administered by the superintendent in accordance with this program document. The benefits to be paid to an applicant for early retirement shall be based on the current salary schedule during the final year of employment as set forth in the negotiated agreement between the Mead Education Association and the school district. Any benefits granted under this policy shall be binding upon the board; however, the board reserves the right to rescind this program.
2. An employee who elects to participate in the Mead Public School District Temporary Early Retirement Incentive Program, and the school district, through its Board of Education, shall execute the TERIP Application and Agreement setting forth their agreement outlining the employee's participation in the Temporary Early Retirement Incentive Program, Exhibit "A" attached hereto. That Application and Agreement shall alert the employee that the Mead Public School District Temporary Early Retirement Incentive Program is totally voluntary in nature, providing each employee seven (7) months to consider the ramifications of participation in the TERIP before making a decision, and providing a right to revoke the election at any time up to and including April 1, of the current school year. The Application and Agreement shall also include a specific Waiver and Release of Claims of the participants rights under the Age Discrimination and Employment Act (ADEA) 29 USC ss621-63 and the Act Prohibiting Unjust Discrimination in Employment Because of Age, Neb. Rev. Stat. ss48-1001 et seq., the Employee Retirement Income Security Act of 1974 (ERISA), 29 USCS ss51001 et seq., and all other state and federal constitutions, statutes and regulations that relate to the validity of the TERIP, and allow the employee to revoke the Release or Waiver at any time prior to April 1 which is in excess of one (1) week after signing the contract, and advise the employee to consult with an attorney before signing the Application and Agreement.

(PERSONNEL 4119.1 Continued)

TEMPORARY EARLY RETIREMENT INCENTIVE PROGRAM

NOTE: Notification requirement stated in paragraph 5 of Qualification section.

4. Employees cannot elect to utilize this TERIP Plan if they opted to use the State authorized early retirement plan available in the case of district merger.
5. This policy must be approved annually or it will automatically expire at the conclusion of the contract year following its last adoption.

Policy Adopted:
March 11, 1997

MEAD PUBLIC SCHOOLS
Mead, Nebraska

Reapproved: March 9, 1998
Reapproved: March 8, 1999
Reapproved: March 13, 2000
Reapproved: March 11, 2002
Reapproved: February 10, 2003
Reapproved: February 9, 2004
Reapproved: February 14, 2005
Reapproved: February 15, 2006
Reapproved: February 12, 2007
Reapproved: February 11, 2008
Reapproved: February 10, 2009
Revised: March 9, 2009
Revised: February 8, 2010
Reviewed: June 14, 2010

PERSONNEL

REDUCTION IN FORCE POLICY

Reductions-in-force of certificated staff members may be required due to decreasing enrollments, limited financial support, changing programs, or other changes in circumstances. If such changes occur and a reduction of certificated staff is necessary, the Superintendent (or his designee) shall recommend to the Board of Education those certificated employees to be reduced under the reduction-in-force provisions of the continuing contract laws; provided, however, that no permanent employee may be reduced through a reduction-in-force while a probationary employee is retained to perform a service in a position that the permanent employee is qualified by certification and endorsement to perform or where certification is not applicable, by reason of college credits in the teaching area.

Due to the often intimate, confidential, and unique personal working relationship necessary between the administration and the Board of Education, a certificated employee who is not currently serving in a predominantly administrative capacity shall have no rights under this policy to any administrative position within the school system.

The selection of personnel to be reduced shall be made with consideration given to the following: (1) programs to be offered, (2) areas of certification and endorsement, (3) state and federal regulations which may mandate certain employment practices, (4) special qualifications that may require specific training and/or experience, (5) contributions to activity programs, (6) qualifications based on past performance and competence as determined by the Principal and/or Superintendent through employee evaluation procedures, (7) the organizational and educational impact created by multiple part time certificated employees, and (8) any other reasons which can be rationally related to the instruction in or administration of the school system.

Employee evaluations (including frequency of evaluations, evaluation forms, and number and length of classroom observations, if applicable) used for purposes of this policy shall conform to the board policies and administrative rules, regulations, and practices (in effect at the time) related to the periodic evaluation of certificated staff members.

If, after consideration of the above, it is the opinion of the Superintendent that no significant difference exists between certificated employees being considered for reduction-in-force, then the employee with the longest uninterrupted service to the district shall be retained. Uninterrupted service time shall accrue the same for all certificated employees regardless of their full time equivalency. Uninterrupted service time for employees employed less than a full school year shall accrue according to the number of contract days worked. Uninterrupted service time shall not accrue for certificated employees on leave of absence for more than forty (40) days.

(PERSONNEL 4119.2a Continued)

REDUCTION IN FORCE POLICY

Any certificated employee whose contract is terminated because of reduction-in-force shall be considered to have been dismissed with honor and shall, upon request, be provided a letter to that effect. Such employee shall have preferred rights to re-employment for a period of twenty-four months commencing at the end of the contract year and the employee shall be recalled on the basis of length of uninterrupted service to the school to any position for which he or she is qualified by endorsement or college preparation to teach. The employee shall, upon reappointment, retain any benefits which had accrued to said employee prior to the reduction, but such leave of absence shall not be considered as a year of employment by the district. An employee under contract to another educational institution may waive recall but such waiver shall not deprive the employee of his or her right to subsequent recall.

It shall be the responsibility of such certificated employee to file (with the Superintendent of Schools) a copy of said employee's teaching certificate (including endorsements) upon initial employment with the district. On or before March 15th of each year thereafter (for so long as the employee is employed in the school system or has rights of recall) evidence of any changes in said employee's certification or endorsements which have occurred (since March 15th of the previous year) or are pending shall be filed with the Superintendent of Schools.

Any certificated employee whose employment contract is reduced as a result of reductions-in-force shall (during his/her period of recall) report his/her current address to the Superintendent of Schools and shall inform said Superintendent of any changes of address thereafter. If a vacancy in the system occurs for which said employee has rights of recall, the offer of such employment may be sent by said Superintendent to said employee's last known address. If no acceptance of such offer is received from said employee within fourteen days of mailing and the Superintendent has no personal knowledge of the whereabouts of said employee (other than said last known address), the employee shall be deemed to have waived his/her rights to recall to said employment position.

Anything in this policy to the contrary notwithstanding, this policy shall specifically permit and allow reductions in force to occur which deal with total elimination or termination or amendment of contracts or positions, which deal with reductions in force from full-time to part-time, which deal with reductions in force from part-time to a lesser part-time, or which deal with any other reductions in force which result in the termination or amendment of a certificated employee's contract or employment position.

Policy Adopted: October 11, 1993
Reviewed: July 12, 1999
Revised: March 8, 2004
Revised: June 14, 2010

MEAD PUBLIC SCHOOLS
MEAD, Nebraska

PERSONNEL

SUBSTITUTE TEACHERS

4122

It shall be the intent of the Board of Education and Administration to place the best possible substitute teachers in our classrooms for our students in the event that the regular classroom teacher cannot be present.

For a short term substitute, pay will be set annually by the Board of Education. Short term basis will apply to any substitute teaching, whether or not it is for the same teacher for a period of 10 or fewer days.

For a long term substitute, pay will be equal to the base pay of the current salary schedule, (i.e.: BA + 0, Step 1) prorated on a daily basis after the 10th day.

Long term substitute teaching will be considered after substituting for the same teacher more than 10 consecutive school days in a given school year. Salary will be computed as follows: 10 days at the approved substitute rate and then any days taught after those ten will be prorated at BA + 0, Step 1 (1.00) divided by 185 (.0054) times the negotiated base.

ADMINISTRATIVE REGULATION
Approved: August 11, 1997
Updated: November 10, 1997
Reviewed: June 14, 2010

MEAD PUBLIC SCHOOLS
Mead, Nebraska

4131.23

PERSONNEL

SCHOOL ACTIVITIES ATTENDANCE

School personnel are encouraged to attend school activities.

SCHOOL BOARD POLICIES
Adopted: December 12, 1988
Reviewed: June 14, 2010

MEAD PUBLIC SCHOOLS
MEAD, Nebraska

PROFESSIONAL GROWTH

A. Purpose

1. The Mead Public School's Board of Education believes each certificated staff member should continue to improve professionally and personally through staff development activities. To assist each certificated staff member in this process, the Mead Board of Education has adopted a staff development program based upon the needs of the certificated staff members.

B. Requirements

1. All permanent certificated employees shall be required to earn six (6) professional growth points during each six-year period. The first six-year period shall begin with the attainment of tenured status in the Mead Public Schools.
2. Non-tenured staff members shall be required to accumulate three (3) professional growth points by the end of their probationary status (3 years).
3. Application for credit for professional growth shall be made on forms prescribed by the Professional Growth Committee. A separate application shall be submitted for each activity for which growth points are requested. Applications shall be submitted by the applicant prior to participation in the educational activity. The application form is to be turned into the Superintendent's office. The superintendent shall refer all applications to the Professional Growth Committee for action. The applicant will be notified in writing by the Professional Growth Committee of the approval/denial of professional growth credits. Upon verification of successful completion of the activity, the application will be filed in the applicant's personnel file for future reference. No applications will be considered for less than .25 of a growth point and shall be based on 12 clock hours per point of growth credit. Forms for application will be available in all administrative offices.
4. The Professional Growth Committee shall be appointed by the Superintendent and shall consist of at least four teachers and one administrator with representation from both the elementary and secondary schools. Appointments shall be for two-year terms with approximately half of the members appointed each year.
5. Failure to meet the professional growth requirement shall be cause for non-renewal or termination of his/her contract.
6. Records of each staff member's professional growth credits shall be kept on file in the superintendent's office. Teachers are urged to keep a current record as well.
7. The school board may review and change from time to time, the conditions and limitations under which activities are performed and accepted. Such changes shall not be retroactive with regard to work already begun.

(PERSONNEL 4131.34 Continued)

Professional Growth

1. Formal Class Work

- A. College or University Courses
(One semester hour equals one point)
- B. Auditing Courses
(One semester hour equals .25 of a point.
Must be in attendance 90% of the time.)
- C. Adult Education Classes
(One point per 12 clock hours. Classes
must be in teaching area or approved in advance
by the superintendent.)

2. Professional Meetings/Presentations

- A) Workshops, Curriculum Conferences and Conventions
(One point per 12 clock hours)
- B) Professional Presentations at Conferences/Staff Meetings
(Half a point per one hour presentation)
- C) Staff Meetings Not On School Time
(.25 of a point per hour)
(Meetings must be devoted to student improvement or
contribute to growth in the profession. Examples include
PLC, PDC, IEP's, and RtI)

3. Other Activities

- A) Research other than part of a class
(Number of points determined by Growth Committee.)
- B) Serving as a Mentor Teacher (1 pt per year)
- C) Supervising Student Teachers
(1 point per quarter of supervision)
- D) Publication in Professional Periodical/Book
(Number of points determined by Growth Committee.)
- E) Serving on an evaluation team for State Department of Ed
(1 point per 12 clock hours, minimum of 1 point per assignment)
- F) Teaching a college level class
(1 point per credit hour)
- G) Teaching an Adult Education class in an education related area
(1 point per 12 clock hours of instructional time in class)
- H) Activities worthy of professional growth not mentioned
may be submitted in writing to the Professional
Growth Committee for consideration. (As Per Committee)

Note: For workshops and other activities to count toward Professional Growth, the Mead Public Schools must not incur any cost for your attendance at these activities with the exception of number 3. B), C), E), and G)

Employees shall have the right to appeal a decision of the Professional Growth Committee to the Superintendent for reconsideration.

Legal Reference: 79-830

Policy Adopted:

February 10, 1997

Revised: February 8, 2010

Reviewed: June 14, 2010

MEAD PUBLIC SCHOOLS
Mead, Nebraska

PERSONNEL**TRAVEL**

The school vehicle is to be used by school employees on school business whenever possible, with the Superintendent's approval. In event an employee must furnish his/her own transportation, rate of reimbursement will be at the allowable rate of reimbursement as set in state statutes.

SCHOOL BOARD POLICIES
Adopted: December 12, 1988
Updated: March 8, 2004
Reviewed: July 12, 2010

MEAD PUBLIC SCHOOLS
MEAD, Nebraska

PERSONNEL**TEACHER COMMITTEES/MEETINGS**

Teacher Committees - The work of teachers in improving teaching conditions is recognized by the Board of Education as a valuable service when ethically, intelligently and respectfully pursued. Representatives of committees which have been approved by the administration may request or be requested consideration of problems with the Board of Education. These requests will require the approval of the Superintendent of Schools except in cases of grievances concerning the administrator. Any grievance concerning the Head Administrator will be submitted to the president of the Board of Education and discussed at a special meeting of the Board of Education.

SCHOOL BOARD POLICIES
 Adopted: December 12, 1988
 Reviewed: July 12, 2010

MEAD PUBLIC SCHOOLS
 MEAD, Nebraska

PERSONNEL**NON-SCHOOL EMPLOYMENT**

The Board desires the undivided time of all full time employees. Therefore, such employees shall be limited in doing any other remunerative work during their period of employment except that receiving Board approval.

Policy Adopted:
 December 12, 1988
 Reviewed: July 12, 2010

MEAD PUBLIC SCHOOLS
 MEAD, Nebraska

PERSONNEL

SALARY GUIDES

Any employee planning to move horizontally on the salary schedule must follow the procedure provided in the Master Agreement and notify the Superintendent of this intention, in writing, on the letter of intent provided to certificated staff members each year.

Employees planning a change in their insurance must notify the Superintendent of this intention on the letter of intent.

Lack of notification by the above method may mean the adjustment will not be allowed.

Policy Adopted:
February 10, 1997
Reviewed: July 12, 2010

MEAD PUBLIC SCHOOLS
MEAD, Nebraska

PERSONNEL

INSURANCE: WORKMAN'S COMPENSATION

The District shall carry Workman's Liability Insurance on all employed personnel.

SCHOOL BOARD POLICIES
Adopted: December 12, 1988
Reviewed: July 12, 2010

MEAD PUBLIC SCHOOLS
MEAD, Nebraska

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

MEAD PUBLIC SCHOOLS
Mead, Nebraska

PERSONNEL

EMPLOYEE ABSENCE POLICY

Employees shall be entitled to absence without loss of pay for personal illness, or for illness or death in the family. The family shall include: parents, sisters, brothers, grandparents, uncles, aunts, employees' own children, and spouse or as otherwise indicated in the negotiated agreement for certificated staff. The number of leave days non-certificated personnel may take is determined by the Board and is reported to each employee at the beginning of the school year.

The leave policies for certificated personnel shall be developed through the teacher negotiation process and shall be recorded in the Teacher Master Agreement.

Employees will not be paid for days taken in excess of their entitled number of leave days. Reduction of salary shall be based on the daily rate of pay.

SCHOOL BOARD POLICIES
Adopted: December 12, 1988
Revised: July 12, 2010

MEAD PUBLIC SCHOOLS
MEAD, Nebraska

PERSONNEL

FAMILY MEDICAL LEAVE POLICY

FAMILY MEDICAL LEAVE

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993 (FMLA) as amended.

The "leave year" for purposes of the FMLA shall be a rolling 12 month period measured backward from the date of any FMLA leave usage.

Substitution of accrued paid leaves for otherwise unpaid FMLA leaves may be required in the discretion of the Superintendent or the Superintendent's designee, or the Board. The employee may also have paid leave run concurrently with unpaid FMLA leave entitlement, provided the employee meets applicable requirements of the leave policy.

Employees shall be required to submit medical certifications to support a request for FMLA leave because of a serious health condition, or a sick leave, when such leave is for a duration in excess of five (5) successive days, and in such other cases as deemed appropriate by the Superintendent, or the Board of Education based on the nature of the illness or other circumstances surrounding the leave. Second and third medical opinions may, in the Superintendent, or the Board of Education's discretion, be required. Employees shall be required to report periodically, at such times as requested by the Superintendent, or the Board of Education, on their intent to return to work from FMLA leaves and other leaves. Employees shall be required to submit a fitness-for-duty certification from their health care provider as a condition of returning to work from a FMLA leave taken because of the employee's serious health condition, or from a sick leave taken by reason of the employee's illness, when such leave was of a duration in excess of five (5) successive days, and upon request of the Superintendent, or the Board of Education when such is deemed appropriate by the Superintendent, or the Board of Education based upon the nature of the illness or other circumstances surrounding the leave.

An "equivalent position" for FMLA restoration purposes shall, in the case of certificated employees, be any administrative, teaching, or instruction related position for which the employee is qualified by reason of endorsement, college preparation, or experience, or other indicia; in the case of coaching or other similar extracurricular duty assignments, be any extracurricular duty assignment, and in the case of other employees or positions, be in a position with or at equivalent pay, benefits, and working conditions, involving similar or related duties, as determined by the Superintendent, or the Board of Education.

Policy Adopted:
January 10, 1994
Revised: July 12, 2004
Revised: February 10, 2009
Reviewed: July 12, 2010

MEAD PUBLIC SCHOOLS
MEAD, Nebraska

PERSONNEL

JURY DUTY

Any employee who is summoned to serve on jury duty shall not be subject to discharge from employment, loss of pay, loss of sick leave, loss of vacation time, or any other form of penalty, as a result of absence from employment due to such jury duty, upon giving reasonable notice to an appropriate administrator of such summons.

Certified employees shall be granted time off for jury duty and shall be paid the difference between jury duty pay and daily rate per contract if jury duty pay is less than the daily rate per contract.

Noncertificated employees shall be granted time off for jury duty and shall be paid the difference between jury duty pay and regular, straight-time hourly rate for the time lost from regularly scheduled time if jury duty pay is less than regular, straight-time hourly rate.

Employees who are called to jury duty shall make adequate preparation for the work to be done by other employees or by substitutes. Employees who are called to jury duty shall notify their immediate supervisors of the provisions they have made for their absence from duty.

Legal References: R.R.S. 25-1601 Jurors; competency; disqualified; excused, when
R.R.S. 25-1640 Employee; penalized due to jury service; prohibited, penalty.

SCHOOL BOARD POLICIES

Adopted: April 10, 1995

Reviewed: July 12, 2010

MEAD PUBLIC SCHOOLS

MEAD, Nebraska

PERSONNEL

ADOPTION LEAVE POLICY

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child. Since the District does not allow a leave of absence upon birth except as sick leave, the adoption leave will be permitted only if it is determined by the employee's physician that leave is needed for health related reasons and the employee has sick leave available for such leave.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as soon as possible.

Adoption leave will not be available where the child being adopted is (1) a special needs child over eighteen years of age, (2) over eight years of age and not a special needs child, (3) a stepchild being adopted by the child's stepparent, (4) a foster child being adopted by the child's foster parent, or (5) a child who was originally under a voluntary placement for purposes other than adoption, without assistance from an attorney, physician, or other individual or agency, which later results in a petition for the adoption of the child by the person with whom the voluntary placement was made.

Legal Reference: LB 134, Laws of 1999

Policy Adopted:
August 16, 1999
Reviewed: July 12, 2010

MEAD PUBLIC SCHOOLS
MEAD, Nebraska

PERSONNEL

BUS DRIVER LEAVE/BONUS INCENTIVE POLICY

In order to encourage regular attendance for drivers of bus and van routes for the district, drivers will be eligible for a bonus incentive payment at the conclusion of the contract year. The provisions of that incentive are as follows:

1. Bus drivers and van route drivers are not eligible for sick leave benefits. Any miss for any reason is accompanied by a loss of wages for that trip.
2. In lieu of sick leave benefits, any driver that misses five (5) or fewer trips during a year shall receive a \$1,000.00 bonus at the conclusion of the contract year. If a driver misses more than five (5) trips but not more than ten (10) trips, the driver shall receive a \$500 bonus at the conclusion of the contract year. If a driver misses more than ten (10) trips, the driver will not receive a bonus.
3. A trip is defined as either a regular morning or regular afternoon route. Trips do not include activities.
4. If a driver misses a regular route due to any of the following reasons, that absence will NOT be counted against the driver in the computation of the bonus incentive:
 - Driving a Mead Public School activity trip or field trip
 - Driving a group of Mead students when approved by the administration (e.g. Senior Sneak)
 - Driving a trip for a coop sports team hosted by a different district when Mead students participate on that team
 - When the absence is required for Jury Duty.
 - When an absence is related to bereavement in manner consistent with Bereavement Leave accorded other classified employees
 - When the absence is due to required testing following an accident or as a result of random selection required for CDL license holders
 - If the superintendent excuses the absence for any reason deemed justifiable to the superintendent. Said excuse shall be reduced to writing with a copy provided to the board secretary.

Policy Adopted: July 12, 2010

MEAD PUBLIC SCHOOLS
MEAD, Nebraska

PERSONNEL

CLASSIFIED - RECRUITMENT AND SELECTION

The School Board shall employ such non-certified staff as is necessary for successful operation of the school. Non-certified employees: aides, secretaries, custodians, cooks, and bus drivers are hired by the Superintendent with approval being required by the School Board. Non-certified employees shall serve at the pleasure of the Superintendent and the School Board.

SCHOOL BOARD POLICIES
Adopted: December 12, 1988
Reviewed: August 9, 2010

MEAD PUBLIC SCHOOLS
MEAD, Nebraska

PERSONNEL

CERTIFICATED EMPLOYEE EVALUATION PROCEDURE:

PURPOSE OF PERFORMANCE REVIEW: The development and maintenance of instructional excellence which is tied to the district's instructional goals for all certificated staff of the Mead Public School District. Evaluation of the certificated staff of the School District shall be a collaborative effort between the instructor and the Administration.

EVALUATION CRITERIA: The evaluation of certificated staff shall be based upon an evaluation instrument developed by the school district through its administration and adopted by the board of education. The evaluation instrument shall have specific district defined evaluation criteria that are clear, equitable and systematic which shall be used by the administration to evaluate certificated employee performance in the following areas:

- A. Instructional Performance;
- B. Classroom Organization and Management;
- C. Personal Conduct; and,
- D. Professional Conduct.

DISTRIBUTION: A copy of the evaluation instrument shall be distributed to the certificated staff of the Mead Public School district at the beginning of each school year.

PROCESS: The evaluation process shall include written communication and documentation to the evaluated teacher specifying all noted deficiencies, specific means for the correction of the noted deficiency, and an adequate timeline for implementing the concrete suggestions for improvement. The frequency, duration and procedure for such evaluation process for the certificated teaching staff of the Mead Public School District shall be as follows:

A. Observation and Evaluation:

1. Formal and Informal Observation and Evaluation:

- a. Formal observation and evaluation.
 - (1) A "formal" observation and evaluation is a classroom observation for an entire instructional period.
 - (2) The number of formal observations and evaluations shall be determined by the administration.
 - (3) Formal observations and evaluations may be announced and/or unannounced in the discretion of the Administration.
- b. Informal Observation and Evaluation.
 - (1) An "informal" or "Walk Through" observation and evaluation may be of a frequency and duration as determined to necessary and appropriate by the Administration to improve instructional performance of certificated staff.
 - (2) Non-Tenured/Probationary and tenured staff shall be subject to informal observation and evaluation.

CERTIFICATED EMPLOYEE EVALUATION PROCEDURE

2. Evaluation Schedule and Procedure:

a. Non-Tenured/Probationary Staff.

The purpose of the probationary period is to allow the employer an opportunity to evaluate, assess, and assist the employee's professional skills and work performance prior to the employee obtaining permanent status. The probationary employee shall be observed and evaluation shall be based upon actual classroom observations for an entire instructional period. If deficiencies are noted in the work performance of any probationary employee, the evaluator shall provide the teacher or administrator at the time of the observation with a list of deficiencies, a list of suggestions for improvement and assistance in overcoming the deficiencies, and follow-up evaluations and assistance when deficiencies remain

- (1) Formal observation at least once during the First Semester and at least once during the Second Semester.
- (2) Post-observation conference. (To be held within seven (7) calendar days of the formal observation, if possible).
 - (a) Discuss the observation.
 - (b) Provide staff member with a list of deficiencies and a list of suggestions for improvement, when appropriate.
 - (c) Complete post-observation summary.
 - (d) Employee shall be provided seven (7) calendar days to offer a written response to the observation and evaluation based upon such observation.
- (3) If deficiencies in performance are noted, follow procedure for correcting deficiencies discussed in paragraph "c." below
- (4) Summative Evaluation. Each Non-Tenured/Probationary teacher shall be provided a summative evaluation of their overall professional performance for the first semester and second semester of each school year.
 - (a) First-semester summative evaluation shall provide an overall evaluation of the Non-Tenured/Probationary teacher's performance in instruction, classroom organization and management, professional conduct and personal conduct. (To be completed on or before December 15 of each year). The employee shall be provided seven (7) calendar days to offer a written response to the summative evaluation.
 - (b) Second-semester summative evaluation shall provide an overall evaluation of the Non-Tenured/Probationary teacher's performance in instruction, classroom organization and management, professional conduct and personal conduct; and shall contain a recommendation for renewal or non-renewal or cancellation of contract for ensuing school year. (To be completed on or before April 15 of each year). The employee shall be provided seven (7) calendar days to offer a written response to the summative evaluation.

CERTIFICATED EMPLOYEE EVALUATION PROCEDURE

b. Tenured Staff.

- (1) Formal observation and evaluation at least once every year, occurring in either the first or second semester of such year. Post observation procedure shall be identical to that for Non-Tenured/Probationary staff.
- (2) On going informal and "Walk-Through" evaluations throughout each school year.
- (3) If deficiencies in performance are noted, follow procedure for correcting deficiencies discussed in paragraph "c."below.
- (4) Final year-end summative evaluation and recommendation for continuation, termination or cancellation of contract for ensuing school year. (To be completed on or before April 15 of each year).

c. Assistance will be provided to the staff person in overcoming deficiencies.

- (1) When deficiencies in performance are noted, follow-up informal observations, evaluations and "walk-through" observations may be implemented.
- (2) If informal observations, evaluations and "walk-through" observations reflect continued unsatisfactory performance, a Plan of Assistance may be implemented.
- (3) If implemented, the Plan of Assistance will be monitored by the Administration, which may include both formal and informal observations, and post observation conferences with the staff person.

3. Evaluator Qualifications and Training:

All evaluators shall possess a valid Nebraska Administrator's Certificate. Training sessions in the use of the evaluation system adopted by the Mead Public school district will be provided to all evaluators prior to their participation in the evaluation of the certificated staff of the School District.

SCHOOL BOARD POLICIES
Adopted: December 12,1988
Updated: March 8, 2004
Updated: June 9, 2008
Reviewed: August 9, 2010

MEAD PUBLIC SCHOOLS
MEAD, Nebraska

PERSONNEL

PAYMENT OR REIMBURSEMENT OF BOARD, EMPLOYEES, & VOLUNTEERS

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, hearing, 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:

1. Board members 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, 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 Federal Rates.
2. Employees and volunteers are authorized to attend such functions upon prior approval by the superintendent or 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 it 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.

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.

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 whom 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.

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.

(PERSONNEL 4237 Continued)

PAYMENT OR REIMBURSEMENT OF BOARD, EMPLOYEES, & VOLUNTEERS

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 designee to be in the best interest of this school district.

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.

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 and further provided that such annual dinner may be held separately for employees of each department.

Policy Adopted:
January 10, 1994
Revised: August 9, 2010

MEAD PUBLIC SCHOOLS
MEAD, Nebraska

PERSONNEL STUDENTS

INTERNET SAFETY POLICY

Introduction

It is the policy of the Mead Public Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

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 the Children's Internet Protection Act, 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.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Mead Public Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, 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.

Supervision and Monitoring

It shall be the responsibility of all members of the Mead Public Schools staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Library/Media Specialist or designated representatives.

Adoption

The Board of the Mead Public Schools reviewed, updated, and adopted this Internet Safety Policy at a public meeting, following normal public notice, on November 14, 2005.

CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE: The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

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 as to minors.

SEXUAL ACT; SEXUAL CONTACT: The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

Legal Reference: Children’s Internet Protection Act

SCHOOL BOARD POLICIES

Adopted: April 9, 2001

Amended: November 14, 2005

Reviewed: August 9, 2010

MEAD PUBLIC SCHOOLS

MEAD, Nebraska

PERSONNEL

INTERNET USAGE ADMINISTRATIVE REGULATION

I. Purpose

To define the School District's administrative regulation with regard to use, retention and disclosure of electronic mail messages sent or received by the School District's employees (or other authorized individuals) using any electronic mail system made available or accessible by the school and use of the internet. This administrative regulation and its requirements are extremely important and protect vital school district assets and interests.

II. Scope

This administrative regulation applies to all school district employees and all other authorized users of the global electronic mail and messaging infrastructure made available by the school district, including Internet, Intranet and on-line access provider systems. Users are responsible for complying fully with this administrative regulation as stated, but the school district reserves the right to modify this administrative regulation at any time, with or without prior notification. Violations could be the basis for employee discipline or discharge.

III. General Administrative regulation

Electronic mail, including Internet and Intranet access, is provided to employees as a business communication tool for appropriate internal and external business uses. The e-mail system (the "System") is owned solely by the school district and information in the System will be treated just like other school district business records, files, electronic records, documents, materials and equipment. Prohibited uses of e-mail are detailed in Section IV of this administrative regulation. Users must take particular care not to disseminate confidential school district information to unauthorized users. Use of the system for the communication of personal, private or confidential information is not appropriate. If incidental or occasional personal use of the system is made, such use is still subject to the same policies and procedures set out in this administrative regulation.

The school district/ESU #2 reserves the right to review all school district electronic records, including e-mail messages and internet usage. Therefore, employees should have no personal expectation that their internet usage or electronic mail messages are private.

Because e-mail messages deleted by the user may still be present, either in another person's mailbox, or on a file server or back-up file of a user, care must be taken to ensure the accuracy and professionalism of all e-mail communications. E-mail messages must be able to withstand scrutiny without causing embarrassment to the school district, its employees or customers. E-mail messages are subject to subpoena for a two year period.

All school district policies -- including but not limited to policies concerning copyright, confidentiality, harassment and compliance with equal employment laws -- apply to the use of electronic mail.

INTERNET USAGE ADMINISTRATIVE REGULATION

IV. Procedures and Guidelines

A. Authorized Uses of Electronic Mail












All school district employees with a legitimate school business purpose may use e-mail, maintaining a separate "mailbox" address for the sending and receipt of messages.

B. Security of E-Mail Confidential Messages and User Passwords

1. Employees must ensure that internal messages meant only for school district employees are not sent to outsiders.
2. System users should secure access to their mailboxes through the use of passwords and other security devices and should not leave the System on and available to unauthorized users.
3. Internet, Intranet and/or on-line access provider services and the school district's Internet, Intranet or service provider address may be used solely for school business purposes.
4. Employees may not reveal any confidential internal e-mail names and passwords of school district e-mail users to anyone outside the school district, including people who request such information over the telephone and seem to have a legitimate reason for asking. All such requests must be referred to the Local System Administrator, Business Manager, or school administration for a response.
5. Extreme care must be taken in both configuration of the system and content of communications not to expose the school district to risk of a security breach, harassment or sabotage.

C. Prohibited Uses of E-mail System

These include:

-  sending copies of documents in violation of copyright laws or licensing agreements;
-  sending messages prohibited or restricted by government security laws or regulations;
-  sending confidential or proprietary information or data to persons not authorized to receive it, either within or outside the school district;
-  sending content that may constitute sexual harassment or be considered discriminatory, obscene, pornographic, derogatory or excessively personal, whether intended to be serious or humorous;
-  sending chain letters;
-  illegal activity;
-  harassment;
-  exchanging sensitive information related to possible or actual litigation;
-  personal commercial activities;
-  promotion of political positions or actions;
-  solicitation of any type, except for school district-sanctioned activities.

Employees cannot disclaim responsibility for failure to adhere to these restrictions. If you need clarification on any of these prohibited uses, contact the Superintendent or his/her designee.

INTERNET USAGE ADMINISTRATIVE REGULATION

D. Privacy/Access to Electronic Mail

The school district does not intend to routinely monitor the contents of electronic mail messages. However, users should expect that electronic mail messages may be accessed by authorized supervisors or Local System Administrators with or without the permission of the employee. However, no other employees may monitor or access e-mail messages of another user.

Any requests for access to the contents of e-mail in order to respond to legal process, such as subpoenas, or for purposes of representing the school district in connection with any actual or threatened litigation, investigation or claim must be brought to the attention of the Superintendent of Schools or his/her designee. Unauthorized access of e-mail messages is a serious violation of school district administrative regulation and grounds for dismissal.


V. Responsibilities


All employees must ensure that they have management authorization to use the system and are responsible for adhering to this administrative regulation. Employees should notify the Superintendent or his/her designee of any violations of this administrative regulation.


Unauthorized disclosure, use, and dissemination of personal identification information regarding minors is prohibited.

VI. Disclaimers

Please be aware of the following when using e-mail:

 E-mail messages can be misdirected by the sender or by an error in the message routing process.

 Internet and Intranet e-mail relies on public networks that are outside school district control. Service levels and confidentiality cannot be guaranteed.

 Once sent, e-mail messages cannot be retrieved or removed from a recipient's mailbox.

ADMINISTRATIVE REGULATION

Approved: July 14, 2003

Updated: October 10, 2005

Reviewed: August 9, 2010

MEAD PUBLIC SCHOOLS

MEAD, Nebraska

PERSONNEL**EMPLOYEE INDEMNIFICATION FOR EMERGENCY PROTOCOL**

The Board understands that employees may be reluctant to undertake the task of administering the Emergency Protocol due to the potential threat of personal liability. Accordingly, it shall be the policy of this District to indemnify and hold harmless those employees who take actions in accordance with and pursuant to the Emergency Protocol. This indemnification shall be secondary to and not replace any insurance coverage applicable to any claim against the employee. To receive such indemnification, the Board of Education shall by majority vote of a quorum of the Board determine that the employee had completed the training to administer the Emergency Protocol, did not intentionally fail to follow the emergency Protocol or was not grossly negligent in the administration of the Emergency Protocol, and acted in good faith and in a manner which the employee reasonably believed to be in or not opposed to the best interests of the school district.

Legal Source:

Title 92, Nebraska Administrative Code, Chapter 59.
Neb. Rev. Stat. Section 79-516

SCHOOL BOARD POLICIES
Adopted: May 10, 2004
Reviewed: August 9, 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:

July 12, 2004

Reviewed: February 8, 2010

Reviewed: August 9, 2010

MEAD PUBLIC SCHOOLS

MEAD, Nebraska