

## **3001 Budget**

The board of education shall adopt a budget each year to support the school district's programs and services for the ensuing fiscal year. The superintendent of schools shall be responsible for developing the budget subject to the direction and decisions of the board. The budget document shall be under continuous development, based upon the requirements of the adopted educational program.

The superintendent shall prepare the proposed budget in accordance with board policies and goals, state statutes and regulations. As the district's spending plan, the budget will be based on up-to-date revenue estimates, and will reflect the assessed needs and programs approved by the board.

The board shall present the proposed budget to the public so that patrons may review it and participate in any public hearing(s). The board shall consider and adopt the budget in accordance with Nebraska law.

Except for bids required under the section "Bid Letting and Contracts," the board's adoption of the budget shall authorize the purchases without further board action.

At each monthly board meeting, the superintendent will provide a report on the current status of the major sections of the budget.

Adopted on: March 8, 2010

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3002**  
**Deposits**

The board of education shall designate the depository or depositories for all school funds. All funds received by the district shall be deposited promptly in the proper account of each such depository. All funds shall be insured by the Federal Deposit Insurance Corporation or a surety bond approved by the board on securities of the United States government pledged by joint custody receipt.

Funds collected by district employees and by student treasurers shall be handled with prudent business procedures. All funds collected shall be receipted and accounted for and directed without delay to the proper depository. Funds shall not be left overnight in school buildings, except in safes provided for the safekeeping of valuables.

Adopted on: March 8, 2010

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3003**  
**Bid Letting and Contracts**

**1. General Bidding Policy**

- a) At the discretion of the board, contracts may be oral or written, formal or informal, expressed or implied true or quasi contracts.
- b) The quality of the product and its suitability for the purpose for which it will be used, not price alone, shall be considered in determining the awarding of contracts.
- c) The board reserves the right to reject any or all bids.

**2. Informal Bidding for Moderate Purchases**

- a) Written quotes may be requested on orders of supplies and equipment, when the estimated cost is between \$2,000 and \$5,000. Such written quotes shall be kept for reference.
- b) Written quotes shall be requested for new construction, or repair and renovation, when the estimated cost is between \$2,000 and \$5,000. Such written quotes shall be kept for reference.
- c) These quotes can be accepted without board action, but shall be requested in writing and shall be kept on file.

**3. Formal Bidding for Major Purchases and Construction**

- a) The board of education may solicit bids for the provision of large orders of supplies and equipment, new construction, or repair and renovation, if the estimated amount for the supplies and/or equipment exceeds \$5,000.00.
- b) Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project exceeds \$40,000 for the construction, remodeling or repair of a school-owned building or for site improvement.
- c) In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds \$80,000.

d) Advertising for Bids

- 1) The superintendent or designee will arrange to advertise for bids under this section by publishing notice in the local paper (Pawnee Republican) at least two weeks prior to the date on which bids are due.
- 2) Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

e) Bid Documents

- (1) The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.
- (2) The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
- (3) Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
- (4) If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
- (5) Sealed bids will be opened in a place and at the specific time stated in the bid form. Bidders shall be notified of the opening and invited to be present.
- (6) The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest responsible bidder whose bid meets the bid specifications.

Adopted on: March 8, 2010

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **3004 Purchasing**

### **1. General Purchasing Policy**

- a) The school district's budget shall be the guide for all purchases. No employee of the district may make a purchase that is not provided for in the budget without the board of education's approval.
- b) The board intends to purchase competitively, whenever possible, without prejudice and to seek maximum educational value for every dollar expended.
- c) The acquisition of services, equipment and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district.
- d) Unauthorized purchases or commitments of district funds are not permitted and will be the responsibility of the person making the commitment.

### **2. Building-Specific Purchasing**

- a) School buildings are operationally under the control of building principals. Principals have control and responsibility for the building and grounds, for all supplies and equipment housed at the building, for all school-related activities in the building, and for all pupils, teachers, and other employees assigned to the building.
- b) Principals, in consultation with their staff, are responsible for requisitioning, managing, distributing, and utilizing supplies within the building.
- c) The superintendent of schools or his designee is responsible for the requisitioning, managing, distributing, and utilizing of supplies for maintenance and transportation.
- d) The administration office is responsible for the actual purchasing of supplies and for providing the necessary forms for establishing efficient procedures to facilitate the process.

### **3. Purchasing Procedures**

- a) School personnel must secure the approval of an authorized administrator before making any purchases.
- b) Employees making a purchase must attach a receipt or invoice to all requests for payment of items, must sign all purchase receipts or charge slips, and must submit receipts to the office of the superintendent no later than the Monday prior to the next regular board meeting.
- c) All purchases of goods and services made with district funds must be made on a properly executed purchase order.
- d) All purchases shall be initiated with a purchase order. Purchase orders are signed by the person responsible for that particular budget and finally by the superintendent.

### **4. Purchasing Controls**

The board encourages the administration to help achieve both quality control and the price advantages of purchasing in quantity. The administration is encouraged to:

- a) establish specifications for goods and services as needed;
- b) identify several existing, commercially available "standard brands" that meet those specifications as examples; and
- c) invite vendors to bid, based on those examples, or comparable ones, which the vendors believe to be acceptable according to the specifications.

### **5. Relations with Vendors**

- a) The board wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. The school shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery, with past services being a factor if all other considerations are equal.
- b) Unless such purchase is made in compliance with applicable state

statutes, no purchase will be made from:

- (1) a board member;
  - (2) a board member's parent, spouse, child or a member of his/her immediate household; or
  - (3) any enterprise in which a board member has a direct or indirect interest (except public utilities).
- c) No employee shall endorse any product of any type or kind in such a manner as will identify him/her in any way as an employee of the school district.
- d) The board believes in patronizing local businesses. Consequently, when proposals are judged to be equal in terms of quality, price, and/or service, the contract or purchase will be awarded to the firm that is located within the district. However, the board will not sacrifice either quality or economy to patronize local businesses.

Adopted on: March 8, 2010

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3005**  
**School Activities Fund**

The superintendent of schools shall establish an activities fund account to be used to finance the operations of student organizations, inter-school athletics, and other school activities that are not a part of any other fund. All transactions related to the activities fund shall be conducted through an account at a board-approved depository.

The superintendent shall manage the activities fund and serve as its treasurer. The superintendent may divide the activities fund into more than one account to allocate portions of the fund for different purposes.

Funds in an activity's account after the activity ceases to exist shall be transferred to the general activity fund or such other fund as the board may choose. Funds left in a graduating class's account or otherwise inactive accounts, will be maintained for a period of six months. If they are not used within that time, they may be transferred upon board approval.

As school activities are a responsibility of the school district, any deficit in the activity fund shall be paid from the general fund.

Adopted on: March 8, 2010

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3006**  
**Controlling Receipts**

1. No person, including school employees, shall be permitted to cash personal checks.
2. All receipt books and deposit books will be pre-numbered.
3. When checks are received, they will be marked on the back "For Deposit Only." They will be listed on deposit slips and deposited weekly, at a minimum.
4. The Hot Lunch Fund shall have deposit ticket numbers and dates put in the corresponding receipt books.
5. Receipt of Monies
  - a. All receipts shall be counted on the date they are deposited.
  - b. Two or more persons shall count the cash receipts; record the amount collected on a receipts form, initial it, and give it to the superintendent, or designee.
  - c. The monies will then be sealed in an envelope or locked in a money bag and deposited directly at the district's depository institution. If the district's bank is not open or inaccessible, the envelope/money bag may be locked in the district's safe until it can be delivered to the bank.

Adopted on: March 8, 2010

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3007**  
**Review of Bills**

The board of education shall review all warrants that are to be presented to the board for payment.

Adopted on: March 8, 2010

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3008**  
**Gifts, Grants and Bequests**

The school district encourages those who wish to make gifts, grants, bequests or devises of property, real or personal, to the school district to make such donations through the district's foundation. In its sole discretion, the board of education may accept donations when they are consistent with the district's mission and objectives. When the board accepts a donation, it shall become the sole property of the district. The donation will be under the complete control of the board which will not have any obligation to replace it if it is destroyed or becomes obsolete.

Adopted on: March 8, 2010

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3009  
Audit**

The board of education shall appoint a certified public accountant or public accounting firm to audit all school accounts annually and report to the board of education. The audit shall include all areas required by law and the rules of the Nebraska Department of Education. The auditor shall conduct the audit according to the generally accepted standards of the auditing profession.

Adopted on: March 8, 2010

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3010**  
**Insurance**

The board or education shall purchase such insurance as it deems appropriate to protect the district, the board as a corporate body, individual board members, appointed officers, employees, and volunteers from financial loss arising from any claim, demand, suit or judgment. The district may, but is not required to, solicit bids for insurance coverage.

The board shall review its insurance coverage before its expiration date, or as need dictates.

Adopted on: March 8, 2010

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3011  
Transportation**

1. Transportation of Students
  - a. The school district will provide transportation on each day school is in session to the students who reside in the district and qualify for transportation according to the district's transportation plan. All students living in the district and living further than 1.5 miles from their school of attendance will be eligible to be transported to and from school at district expense. The Board of Education may, at its discretion, pick up students within the 1.5 mile limit, if they are on an established bus route and outside of city limits.
  - b. The families of students who will not be provided transportation pursuant to the district's plan or who must drive students to a pick-up point will be reimbursed according to statute if they qualify for such reimbursement.
  - c. The district will provide transportation to tuition students in accordance with the contract provisions, if any, for services from the contracting districts.
  - d. The use of buses for class parties, field trips, and similar purposes shall require the prior approval of the superintendent or appropriate principal.

Adopted on: March 8, 2010

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3012**  
**Hot Lunch**

The school district will make a hot lunch program available to students. The cost of the service will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent.

Adopted on: March 8, 2010

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3013**  
**Emergency Closings**

School shall be held on the dates set forth on the official calendar, and shall not be closed or dismissed except by action of the board of education or the superintendent when he or she determines that it unwise to hold school. When school is closed because conditions make it unwise to have the buses run their routes, school will be closed for all students of the district.

Adopted on: March 8, 2010

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3014**  
**Use of School Property**

1. General Facilities Use Guidelines
  - a. School facilities may be used by various education and community organizations when it is in the interest of the general public.
  - b. Any person or group using school facilities must assure that it will be responsible for maintaining order, protecting property, and providing security and safety. If students are part of the group using the facility, the adult in charge must be a parent, staff member or school board member. Activities or entertainment held on school premises shall be of a suitable, moral nature for such premises.
  - c. Only those organizations and persons who are known to school officials, who have financial resources sufficient to cover all rentals and possible damages, and who are willing to discharge such obligations shall be permitted to use the school facilities and equipment. The rental fees for major school facilities shall be set by the superintendent and approved by the board. The board shall review facility rental fees annually.
  - d. Students may not use the weight/fitness room when school is not in session, unless supervised by a qualified instructor or staff member.
  - e. The district shall provide access to buildings, grounds and activities to students, parents or guardians of students, and other persons who have legitimate reasons for being on school grounds.
  - f. Commercial groups or organizations shall not be allowed to use the building unless sponsored by the school or authorized by the board.
  - g. Any person or school group using the school facilities, for any purpose, must comply with all of the district's policies, rules and regulations.
2. Use of School Property by Student Groups
  - a. Curriculum-related student groups and other school organizations
    - i.) School organizations may use school facilities at no cost to the group, if they restore the facilities to their normal state after using them.

- ii.) The district shall bear any costs for a school group (e.g., the fee paid to a cook or a custodian required to be in attendance).
- b. Non-curriculum related student groups
- i. Boy Scouts, Girl Scouts, Campfire, 4-H groups and similar youth groups that involve mainly young people living within the district may use the school building after school hours as a meeting place without charge.
    - (1) Such meetings shall be held while the building is normally open and there is a minimum of interference with custodians or other school personnel or facility use.
    - (2) These groups may use the school buildings in the evening for meetings if the group is sponsored by adults and the adults assume responsibility for cleanup and placing the area back in the condition it was in prior to use.
  - ii. Non-curriculum related student groups must secure the superintendent's permission before meeting on school premises.
  - iii. Non-curriculum related student groups may meet only on school premises at times and places determined by the superintendent or designee.
  - iv. Non-curriculum student groups must meet each of the following conditions to secure the superintendent's permission to use school facilities:
    - (1) The meeting will be held during non-instructional time.
    - (2) The district has facilities available to accommodate the meeting.
    - (3) The meeting is voluntary and student initiated.
    - (4) An employee of the district will be present in a non-participating capacity, unless the superintendent specifically waives this requirement.
    - (5) The meeting will not substantially interfere with the orderly

conduct of educational activities within the school.

- (6) Persons who are not regularly enrolled students or employees of the district will not direct, conduct, control or regularly attend the meetings.

c. For purposes of this policy:

- i. "Curriculum-Related Student Groups" shall mean: Any group sponsored by the district or by the individual school as to which the superintendent assigns a staff member or sponsor on either a paid or non-paid basis. A curriculum-related student group shall not include any student group that has a religious or political affiliation or purpose.
- ii. "Non-Curriculum Related Student Groups" shall mean: Any group which is not a curriculum-related student group.

3. Use of facilities by non-student groups

- a. The superintendent or designee may authorize the use of any school facilities for non-school activities, according to policy guidelines.
- b. Activities that would be acceptable, subject to review and approval of the board include:
  - i. The local teacher association may hold meetings when student classes are not in session and staff members are not on duty.
  - ii. The district will allow local religious organizations to use school facilities on an emergency, short-term basis. The board reserves its right to assess a rental fee for these or similar activities.
- c. Denial of access
  - i. The superintendent or designee (referred to herein as administrator) may limit or deny access to school buildings, grounds, and activities to any person whom the administrator deems to be using the facilities inappropriately.
  - ii. Upon determining that a person has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the administrator shall take such action as he or she

determines appropriate, including directing the person to cease engaging in the conduct or to leave the school premises or activity immediately. The administrator may request assistance from law enforcement authorities to remove an offending person from the school grounds.

iii. The administrator shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises.

(1) A person who enters school premises in violation of these conditions shall be deemed to be trespassing.

(2) The administrator may summon law enforcement authorities to remove the person from school premises and request that criminal proceedings be initiated.

d. Students, faculty and community members may borrow school equipment for non-school use only if they have received the prior permission of the superintendent.

Adopted on: March 8, 2010

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3015**  
**Time Away From School Activities**

As it is important for students to have some nights free from school activities, high school activities will not be scheduled past 7:00 pm on Wednesday nights or on Sundays without the approval of the superintendent.

Adopted on: March 8, 2010

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3016**  
**Smoking**

Smoking is not permitted on school property at any time.

Adopted on: March 8, 2010

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3017**  
**Communicable Disease**

It is important to provide a safe environment for everyone at school while safeguarding the rights of all students, including those with high risk communicable diseases. Students are entitled to an appropriate, free public education; and students, staff and visitors are entitled to a safe, healthy environment. The first consideration in making any decision regarding a student or staff member with a high risk communicable disease must be the well-being of others in the school.

1. The district will monitor the information available through the Federal Centers for Disease Control and the Nebraska State Department of Health. These regulations and the procedures to implement them will be modified, if appropriate, based upon the best new medical information provided by the above sources.
  
2. A student who has been diagnosed as having a high-risk communicable disease shall be provided a program of services in accordance with state law and board policy. The decision regarding the student's education program and placement shall be made on an individual basis in light of current medical and educational information and recommendations, and the superintendent's judgment.
  
3. Individuals with high-risk communicable disease shall be restricted only to the extent necessary to prevent the transmission of the disease, and to protect their health and rights of privacy.

Adopted on: March 8, 2010

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 3018

### Denying Access to School Premises or Activities

The school district shall provide access to the district's buildings, grounds and activities to students, parents or guardians of students, and other persons who have legitimate reasons for being on school grounds. The superintendent of schools or his or her designee (referred to herein as the "administrator") may limit or deny access to school buildings, grounds, and activities to any person who:

1. Disrupts the educational environment;
2. Is unreasonably boisterous;
3. Engages in violence, force, coercion, threats, intimidation, or similar conduct;
4. Causes or attempts to cause damage to school property or to the property of any student or school employee;
5. Causes or attempts to cause personal injury to any student, school employee or other person on school grounds or at a school activity on or off school grounds;
6. Uses vulgar, profane, or demeaning language; or
7. Uses fighting words;
8. Poses a danger to the safety and well being of students.

Upon determining that a person has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the administrator shall take such action as he or she determines appropriate, including directing the person to cease engaging in the conduct or to leave the school premises or activity immediately. The administrator may request assistance from law enforcement authorities to remove an offending person from the school grounds.

The administrator shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises. A person who enters school premises in violation of these conditions shall be deemed to be trespassing. The administrator may summon law enforcement authorities to remove the person and request that criminal proceedings be initiated.

Any person who feels aggrieved by an action of the administrator under this policy may appeal the administrator's action to the board of education. The board shall consider the matter at its next regular or special meeting, provided that the person filed the appeal sufficiently in advance of the meeting to enable the board to comply with the Public Meetings Law and any other applicable provisions of board policy. The person shall file the appeal in writing in the office of the superintendent setting forth the alleged facts, listing all witnesses who have information bearing on the matter, identifying the information that the witnesses have, and setting forth the result that the person is requesting.

Adopted on: March 8, 2010

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3019**  
**Sale or Disposal of School Property**

In selling school property, whether real or personal, the board of education shall be mindful of its financial obligation to the taxpayers of the school district, and shall endeavor to obtain the best price for the property. The board may sell school property in the manner it deems most appropriate for the particular property (e.g., by taking bids, by auction, or by selling the property for a specified price). The board shall take action to approve the sale or disposal of property by the statutorily required two-thirds vote of the members before selling or disposing of it.

Adopted on: March 8,2010

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3020**  
**Copyright Compliance**

Copyrighted print, audio, video, software and other media may be reproduced only when the use of the reproduction is a fair use in compliance with the Copyright Act or when the written permission for such use by reproduction has been obtained from the copyright holder. Any staff member who violates this policy will face disciplinary action up to and including the cancellation, non-renewal, or termination of the employee's employment. Any student who violates this policy will face disciplinary action up to and including expulsion, depending on the seriousness of the misconduct.

Adopted on: March 8, 2010

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3021**  
**Operation of School Business Office**

The central office of the school district shall generally be open for business from 7:30 a.m. to 4:00 p.m. every weekday except for New Year's Day, Good Friday, Memorial Day, the Fourth of July, Labor Day, Thanksgiving and the day after Thanksgiving, Christmas Eve and Christmas Day. The office shall generally be open, even on days when school is cancelled due to inclement weather, as able. The Superintendent shall be responsible for ensuring that the central office is appropriately staffed when the district is open for business and shall be responsible for supervising all staff employed in the central office.

Adopted on: March 8, 2010

Revised on: October 11, 2010

Reviewed on: \_\_\_\_\_

**3022**  
**Volunteers**

Volunteers provide valuable assistance to school district staff and enrich the education program. Community members are encouraged to volunteer their services to the district under the conditions set forth below.

1. Volunteers must provide the district with directory information including their name, address, and telephone number.
2. Volunteers who will provide more than three (3) hours of time per week must promptly execute a Volunteer Services Agreement.
3. The district may, but is not required to, conduct a criminal background check on any volunteer. A volunteer who objects to such a check must inform the principal of the building in which he or she serves.
4. Volunteers shall not perform the duties of a teacher as that term is defined in Nebraska statutes or regulations.

Adopted on: March 8, 2010

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3023**  
**ELECTRONIC RECORDS MANAGEMENT POLICY**

In order to meet the District's technical and business needs and to achieve good faith, routine operation of the District's electronic information system, it is the policy of this District to retain electronically stored information in a form with its metadata intact ("ESI") for a period of twenty-four (24) hours from the date the ESI is created ("Retention Period"). At the expiration of the Retention Period, the ESI shall be subject to overwriting or deletion from the District's electronic files and records. Provided however, that when ESI is relevant or may reasonably become relevant to pending or reasonably anticipated litigation, such ESI shall be retained until the pending litigation is over or until the reasonable anticipation of litigation no longer exists, regardless of whether such ESI's Retention Period has expired. When ESI is relevant or may reasonably become relevant to pending or reasonably anticipated litigation, the District's central administration office shall send a litigation hold memorandum to all personnel that may have access to such ESI.

Adopted on: March 8, 2010

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3025**  
**Returned Checks**

Any individual or entity that writes a check to the School District which is returned due to insufficient funds must reimburse the school district in cash for the amount of the check plus a \$30.00 returned check charge. Individuals or entities whose checks are repeatedly returned due to insufficient funds may be prohibited from paying amounts due to the school district via check.

Adopted on: March 8, 2010

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3026  
Handbooks**

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

None of the district's handbooks create a "contract" between the school district, staff members, parents or students.

If any information contained in any handbook conflicts with board policy or state statute, the policy or statute will govern.

Adopted on: March 8, 2010

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 3028

### Resolution of Conflicts Between Parents Over School Issues

It is in students' best educational interests to have parents work cooperatively with each other and with school personnel regarding their children's education. In certain circumstances, parents disagree with each other regarding their children's education or other issues involved with the school district. Though such disagreements typically occur with separated or divorced parents, this regulation is not limited to those circumstances.

#### 1. Court Orders.

School personnel will neither review nor enforce court orders governing the relations between separated or divorced parents unless the court order terminates the parental rights of a parent or limits a parent to supervised visitation with minor children.

#### 2. Obtaining Records and conferring with Teachers.

All parents can obtain their children's records and meet with their children's teachers regardless of custody or visitation rights unless a court enters an order otherwise or their parental rights have been terminated. The district will not schedule separate parent-teacher conferences absent extraordinary circumstances.

#### 3. Accessing a Child at School/Picking Up a Child.

Any parent whose parental rights have not been terminated or limited to supervised visitation may contact his or her child while at school or pick a child up from school at any time. School staff will neither review nor enforce visitation schedules contained in any court order to which the school district is not a party.

Adopted on: March 8, 2010

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

3029  
SEX OFFENDERS

The safety of the students attending school is very important to the board of education. School employees, parents, and students should be aware of dangers posed by sex offenders living within the school district, and should be vigilant in providing protection against these dangers.

The Nebraska Legislature has enacted the Nebraska Sex Offender Registration Act. The Act requires sex offenders to register with the local county sheriff where they reside. The school district shall notify staff members, parents, and students of any registered sex offenders residing in the school district. Such notice shall contain information about the availability of further information on the State Patrol's web page, and shall inform the recipient of the prohibition against using the information for any retaliatory purpose against the sex offender, the offender's family, or the offender's employer. Only information deemed non-confidential pursuant to NEB. REV. STAT. §§ 29-4006 and 29-4009 will be disclosed in the aforementioned notification.

Students who are registered sex offenders shall not be precluded from receiving a free education from the school district on that basis. The school district will consider a student's status as a registered sex offender in determining the student's educational placement and program.

Adopted on: March 8, 2010

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

### 3030

## Distribution of Flyers Advertising Non-School Organization Activities

As students can derive social and educational benefits from activities sponsored by non-school organizations, groups or individuals, the district will distribute flyers advertising activities of non-school organizations that meet the requirements set forth below:

1. The flyer may not contain statements that are libelous, defamatory, obscene, lewd, vulgar, profane; violate federal, state or local laws or regulations; violate board policy; advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health or welfare of students such as tobacco, alcohol or illegal drugs; incite violence; advocate use of force or urge violation of federal, state or municipal law, district policy or regulations; interfere with or advocate interference with the rights of any individual or the orderly operation of the schools and their programs.
2. The non-school organization must contact the district office to (a) inform the district that it wishes to have flyers distributed to students and (b) obtain a date from the office on which the flyers will be delivered.
3. The non-school organization must provide a sufficient number of copies of the flyer and must deliver them to the district at least three days before the date the flyers are to be distributed.
4. The flyer may not advertise any activity which will take place during instructional time or during school-sponsored activities.
5. The flyer must include a statement explaining that the organization is not affiliated with or endorsed by the district.

Adopted on: March 8, 2010

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 3031

### Automatic External Defibrillator (AED) Program

An automatic external defibrillator (AED) is a portable device used to induce electrical stimulation to the heart muscle in the event of a potential cardiac arrest. The school district has a limited number of AEDs in its facilities. The location of the AEDs will be determined by the AED Program Coordinator in consultation with members of the school district administration and the local fire/EMS department. The presence of AEDs in certain locations in selected district buildings does not imply that AEDs will generally be available in all locations or in all district buildings. Likewise, the district does not make any promise, express or implied, that a trained staff member will be available to operate the AED in the event of a potential cardiac arrest.

#### 1. Equipment

Equipment shall be an automated external defibrillator in working condition that meets standards established by the Federal Food and Drug Administration and is in compliance with the manufacturer's maintenance schedule. Gifts, grants and donations, including in-kind donations, designated for obtaining an automated external defibrillator, or for inspection, maintenance or training in the use of an automated external defibrillator will be accepted and placed into a special district account to assist in obtaining and maintaining AEDs.

#### 2. Program Coordinator

a. The School District's AED program Coordinator is Dedra Blecha.

b. The Program Coordinator shall:

- Consult with the school's administration and the medical advisor to develop a written protocol for the use of AEDs, and post such protocol near each AED
- Select employees for AED training
- Arrange for appropriate training of anticipated users at least annually
- Maintain a training schedule that includes the names of those trained and dates both of current training and dates for recertification.

- Check equipment according to the manufacturer's guidelines and take appropriate action in the event of any variance or need
- Maintain on file a specification sheet on each approved AED model
- Monitor the effectiveness of this system
- Communicate with medical director on issues related to medical emergency response program including post-event reviews
- Coordinate with the local fire department and police department.
- Take appropriate steps after a AED event, including sharing of data with appropriate medical and EMS personnel, cleaning, replacing or recharging components of the AED as appropriate.

### 3. Medical Oversight

- a. The medical advisor of the AED program is George Voigtlander, MD.
- b. The medical advisor has ongoing responsibility for:
  - Providing medical direction for use of AEDs
  - Writing a prescription for AEDs
  - Reviewing and approving guidelines for emergency procedures related to use of AEDs and cardio pulmonary resuscitation
  - Evaluation of post-event review forms and digital files downloaded from the AED

### 4. Volunteer Responders

Anyone may, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience, and may include CPR, AED or medical first aid.

Adopted on: March 8, 2010

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_