

BUDGET/BUDGET SYSTEM

Budget

3105

The board of education regards the annual budget as the district's spending plan and expects that it will be designed on accurate, up-to-date revenue estimates. The anticipated expenses will reflect assessed needs and programs approved by the board of education. Where appropriate, replacement schedules for building improvements and the acquisition of major equipment items will be developed and utilized.

The superintendent of schools, with the assistance of the secretary of the board of education shall (1) construct an annual budget for all district funds, adhering to procedures and time lines prescribed by the State Department of Education and the State Auditor's Office, and (2) design a budget calendar which includes board of education and administrative planning sessions and workshops (ordinarily, the first planning session for the ensuing year's budget will be in July and a second planning session will be held in August,) (3) prescribe deadlines for submission of teacher requisitions, building budgets, and initial purchasing of instruction materials. The administrators, faculty, and staff will participate in the budget building process by assessing needs and submitting budget requests and requisitions in a timely manner. The budget planning will culminate with a public hearing which usually will be held prior to September 20 each year. A notice of place and time of the public hearing together with a summary of the proposed budget shall be published at least five days prior to the date of any hearing. The school district's fiscal year shall run from September 1 through August 31.

NOTE: The public notice for the hearing to exceed the applicable allowable growth percentage set forth the Nebraska Legislature must be published seven days prior to the hearing and must be approved by 75 percent of the total board of education.

Fund balances and general fund expenditures will be reviewed by the board of education at the school district's regular monthly meeting of the board of education. Deficit expenditures in any general fund account must be approved by the superintendent of schools and reported to the board of education at the school district's next monthly meeting of the board of education. Subject to the board of education's approval, inter-fund transfers shall be allowed during the school year to

compensate for fluctuations in revenue, except that funds shall not be borrowed from the debt service (bond fund).

Legal Reference:	\$13-501	Budget Statement, Contents,
	through	Cash Reserve, Limitations,
	\$13-506	Estimated Expenditures,
		Unencumbered Balances,
		Estimated Income, Proposed
		Budget, Notice, Hearing,
		Adoption, Certify To Board,
		Exceptions.
	\$13-508	Budget Statement, Final
		Adjusted Valuation, Certify,
		Limitation Exceptions.
	\$79-1084	Board of Education, Budget,
		Tax Levy.
	\$79-1091	Fiscal Year.
	\$79-1029	Applicable Allowable Growth
		Percentage, District May
		Exceed, Vote Required.

Policy Adopted: _____
New Policy

The board of education authorizes the establishment of any of the following special funds:

- I. Building or Site Fund. This fund may be used to acquire sites for school buildings, purchasing existing buildings for use as school buildings, including sites upon which future school buildings may be located, for the erection, alteration, equipping, or furnishing of school buildings, for the additions to school buildings for elementary and secondary grades, for any capital outlay expenditure as defined and set forth by the Nebraska statutes by the Nebraska statutes, and for no other purpose. The tax levy limit for this fund shall be restricted as set forth by Nebraska Statutes §79-10,120 or §79-1098.

- II. Hazardous Material Abatement/Handicapped Accessibility Fund. This fund may be used for the removal of environmental hazards and the reduction or elimination of accessibility barriers in the school district. The tax levy limit for this fund shall be restricted as set forth by Nebraska Statute §79-4,207.

- III. Property Tax Reimbursement Fund. This fund shall be used to repay any property tax, previously received, by order of a Court, the State Board of Equalization, or the Tax Commissioner, and as authorized by Nebraska Statute §13-504(2) This fund will not be used after the school year 1999-2000.

- IV. Employee Benefit Fund. This fund shall be used to establish reserve General Fund money for the benefit of school district employees for unemployment compensation, early retirement, health insurance deductibles, etc. This fund shall be considered as a component of the General Fund.

- V. Depreciation Fund. This fund shall be used to facilitate the eventual purchase of any costly capital outlay by reserving money from the General Fund. Money in this fund shall be restricted as part of the Allowable Reserve by the Tax Equity and Educational Opportunities Support Act or by similar legislation. This fund shall be considered as a component of the General Fund.

- VI. Contingency Fund. This fund shall be used to assist the

school district to fund any uninsured losses and legal fees. Expenditures in this fund shall not exceed five percent of the total budgeted General Fund expenditures of the school district. Money in this fund shall be restricted as part of the Allowable Reserve by the Tax Equity and Educational Opportunities Support Act or by similar legislation.

- VII. Activities Fund. This fund shall be used to finance operations of quasi-independent student organizations, inter-school athletics, and other self-supporting or partially self-supporting school activities not a part of any other fund. The Activity Fund shall not be used to record general operation revenues or expenditures, nor shall the activity fund shall be used as a leading account for the General Fund.

The superintendent of schools is authorized to divide the Activities Fund into more than one account to allocate portions of this fund for different purposes. All activities must receive prior approval of the board of education. Since school activities are a responsibility of the school district any deficits incurred shall be paid from the General Fund. However, any payments from the General Fund to the Activity Fund must have prior approval of the board of education.

- VIII. School Lunch Fund. This fund shall be used to accommodate the financial activities of the school district's Child Nutrition Programs. Any deficits incurred in the School Lunch Fund shall be paid from the General Fund. However, any payments from the General Fund to the School Lunch Fund must have prior approval of the board of education.

- IX. Bond Fund. The bond fund shall be used to record tax receipts and payment of bond principal and interest. If the fund balance is not sufficient to meet interest or bond retirement payments from the Bond Fund, the General Fund shall be used for these payments. However, any payments from the General Fund to the Bond Fund must have prior approval of the board of education. Revenue from a levy to retire school district bonds shall be retained by the county treasurer, the financial institution serving as a fiscal agent, or by the school district.

- X. Cooperative Fund. This fund shall be used by the Callaway Public School to be the fiscal agent for the Nebraska School Finance Coalition. Revenue for this account is

generated mainly from membership dues. Expenditures are authorized by the Superintendent and president of the NSFC.

XI. Petty Cash Fund. The Petty Cash Fund shall be used for General Fund claims that occur between monthly board meetings. The Superintendent is authorized to expend payment of claims from this account up to \$2,000.00 per month. The Board of Education shall reimburse this account each month up to the \$2,000.00 limit from the General Fund.

Annually, prior to placing money in any of these funds or prior to the expenditure of money from these funds, except for the Activity Fund, a budget of expenditures and receipts shall be developed by the superintendent of schools.

Legal Reference:	\$13-504	Budget Statement, Contents, Corrections, Cash Reserve, Limitation, Tax Levy To Reimburse Property Tax.
	\$79-1098	Schoolhouse, Erection or Improvement, Equipment, Special Tax.
	\$79-10,110	Environmental Hazards, Local School Board Powers and Duties, Tax Levy Authorization.
	\$79-10,120	Fund for Sites and Buildings, Levy of Taxes.

Policy Adopted: _____
New Policy

Signing Warrants

3115

All warrants written on the school district's general fund and any of the special funds listed in Policy 3110, except for the Activities Fund and the School Lunch Fund, shall bear the signatures of two members of the board of education, the president and the secretary. In the absence of the president, warrants may be signed by the vice-president and countersigned by the secretary.

The board of education authorizes the superintendent of schools to sign warrants written on the school district's lunch fund and authorizes the superintendent of schools or his or her designee to sign warrants written on the school district's activity fund and petty cash fund. The superintendent and president of the Nebraska School Finance Coalition shall co-sign all warrants written on the Cooperative Schools Account.

Refer to Bylaws 9205, President, 9210, Vice-President, and 9215, Secretary.

Legal Reference:	\$79-569	President, Duties, Right to Vote.
	\$79-575	Secretary, Disbursements, How Made.
	\$79-590	Board of Education, Treasurer, Duties, Bond, Compensation.

Payment of Claims

3120

All claims against the school district shall be subject to review by the board of education each month. All claims, except those associated with the activity, school lunch fund, petty cash and Nebraska School Finance Coalition, must be approved by the board of education prior to payment. Certain reoccurring claims such as, salaries, and salary related deductions need be listed only once, at the beginning of each school year. Subsequently, these need not be listed on a monthly basis and will be considered approved unless a request is made by the board of education to review one or more of these claims.

Policy Adopted: _____
New Policy

INCOME

Property Sales and Rental

3205

Subject to the approval of the board of education, the superintendent of schools is authorized to conduct periodic sales of surplus, worn, obsolete texts, vehicles, and other school-owned equipment. All items for sale will be advertised and must be sold via sealed bids or public auction. If items can not be sold, they may be disposed of. Proceeds from such sales will be deposited in the General Fund, Non-Programmed Revenue Account.

At each regular July meeting, the board of education will adopt a rate schedule for the rental of school facilities. School vehicles will not be loaned or rented to non-school related individuals or groups. No school equipment will be rented or loaned to individuals or organizations outside of the school district. The superintendent of schools shall be responsible for the renting or loaning of maintenance and instructional equipment to non-school related individuals or groups which may reside within the school district and for the collection of the rental fee established by the board of education.

Legal Reference:	\$79-606	Sale of School Bus.
	\$79-10,106	Schoolhouse, Use for Public, Rental.
	\$79-10,114	Disposal of Property (Requires affirmative vote of the board of education.)

Policy Adopted: _____
New Policy

Prior to the beginning of each fiscal year, the board of education will designate a bank to serve as the primary depository for the funds of Custer County School District No. 180. The agency serving as the depository of school district funds shall be insured by the FDIC or FSLIC and will pledge securities supported by the U.S. Government for deposits in excess of FDIC/FSLIC coverage.

All district receipts shall be deposited as soon as possible in interest-bearing accounts, and any idle funds will be invested in securities insured by the U.S. Government.

When necessary, the superintendent of schools shall be authorized to contract with fiscal agents to manage a tax-anticipation-note program. Such action shall require the formal approval of the board of education.

Legal Reference:	\$77-2350	School District, Deposit in Banks.
	\$77-2351	School District, Deposit in Banks, Payment on Demand Required.
	\$79-101ff	Bonds, General Provisions.
	\$79-1070	Power to Borrow Money, Conditions, Authorization to Accept Loans from State or Federal Government.

Policy Adopted: _____
New Policy

EXPENDITURES AND SPENDING AUTHORITY

DEFINITION OF TERMS

For the purpose of these policies and for the efficient operation of Custer County School District No. 180 the following definition of terms shall apply.

Public Lettings.

Public lettings shall be used for the purchase or construction of new buildings and for any renovation of existing buildings which costs \$5,000 or more. Public lettings shall be used for the purchasing of equipment which costs \$5,000 or more per individual unit. Public lettings shall be used for the service or repair of equipment if the cost of the service or repair exceeds \$5,000. Any action to seek bids through public lettings must have prior approval of the board of education. Items to be included in public lettings shall be described by specifications so that vendors or potential providers will be submitting bids for items, service, or repair of similar quality. Unless an emergency exists and the superintendent of schools is authorized by the board of education, vendor responses resulting from public lettings must be reviewed and approved by the board of education prior to a commitment to expend school district funds.

Price Quotations.

The superintendent of schools is authorized to request price quotations and to purchase any equipment, supplies, or services which have a unit price of less than \$5,000 but more than \$750 and which have previously been approved by the board of education through the adoption of the annual budget of the school district. Items included in requests for price quotations may be described through specifications or may be described as 'similar to' followed by the citing of a specific brand name.

Outright Purchase.

The superintendent of schools is authorized to make outright purchases, with or without developing a set of specifications or requesting price quotations, for small items, new or replacement, through established vendors, which cost \$750 or less. It is expected that the superintendent of schools will use his or her discretion as well as to consult with district

personnel to select those items which will best meet the educational needs of the school district. Examples of items to be included in this category are expendable or perishable items, tools, calculators, or items to supplement material, which had been purchased via price quotations but were not purchased in sufficient quantity to complete the school year. Funds to purchase items in this category must have had prior approval of the board of education through the approval of the annual budget.

Procedures for Purchasing.

It is the board of education's intent to seek quality goods and services from reputable vendors and contractors via competitive public lettings, price quotations, or through outright purchases, while maintaining a concern for cost effectiveness, i.e., educational value received for dollar expended. However, in any public letting or price quotation situation the board of education expressly reserves the right of the school district to reject any or all proposals and the board of education will not be obligated to the purchasing of an item because it was represented by the lowest dollar cost per unit.

Exception: The board of education reserves the right not to seek bids through public lettings for items or services costing more than \$5,000 but less than \$40,000 if it is determined that said items or services are not readily available through the public letting process or if an emergency would exist. If the items are not readily available through a public letting process or if an emergency would exist the board of education may instruct the superintendent of schools to proceed to secure the items or services through a non-public letting process.

The purchasing practice of the school district shall be such as to benefit the educational program. To accomplish this result, the decisions on purchases may not always be based upon the lowest price quotation or lowest bid but consideration shall given to the following factors:

- I. Specifications which stress good quality within limitation of the budget.
- II. The lowest cost within adherence to the specifications.
- III. Consideration for the quality of service.
- IV. Promptness of delivery.

Tax, Levy, Publication of
Expenditures.

Policy Adopted: _____
New Policy

Public Lettings

3305.1

Whenever goods, servicing or repair of equipment, construction or remodeling, or other items needed for the operation of the school district have been identified by the superintendent of schools as falling into the category of items to be secured through public lettings, a recommendation will be made to the board of education to enter into a public bid letting process for the acquisition of items. Once the board of education has agreed to proceed with the process the superintendent of schools shall initiate the following:

- I. Identify current vendors or suppliers of the goods or services and notify the individuals that the board of education has agreed to enter into a public, competitive bidding process for a stated period of time for receiving the goods or services. The vendors or suppliers will be invited, in writing, to submit bids which could result in supplying the goods or services.
- II. Create or have created a set of written specifications describing the goods or services desired. Known vendors will be supplied with these specifications, and a general outline of these specifications shall be published in one or more newspaper(s) of at least county-wide circulation, including the Callaway Courier, for a period of time of not less than two consecutive weeks.
- III. In addition to specifications for items or services the bid letter will contain the following:
 - A. In order that the amount of the bid remain totally anonymous until all bids are opened, vendors or suppliers are to be informed that all bids must be in sealed envelopes and delivered to the school on or before the time indicated in the announcement requesting bids. Bids will not be accepted by FAX. All bids must be in sealed envelopes and marked as "BID" and returned to the school.
 - B. Vendors or suppliers of services shall be responsible for describing in detail any deviation from the listed specifications.
 - C. The board of education reserves the right to reject any or all bids for any reason and shall not be obligated to accept the lowest bid.

D. Such other information as set forth by statutes and is common to public bid lettings for the State of Nebraska and its governmental subdivisions.

The board of education shall consult with legal counsel as to the need for securing performance bonds, on-sight insurance, or other school district liabilities for construction or remodeling projects.

Legal Reference:	\$73-101	Public Lettings, How Conducted
	\$73-105	Public Lettings, Violations, Penalties.
	\$73-106	School District, Construction, Repair Building, Advertise for Bids, Exception.
	\$79-10,120	Board of Education, Special Fund for Sites and Buildings, Levy of Taxes.
	\$81-855	Engineers and Architects, Public Works, Supervision by Registered Engineer or Architect Required, Exception.

Policy Adopted: _____
New Policy

Contracting for Services

3305.2

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

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

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

Date of Adoption: _____

Accounting System

Accounting

3405

The superintendent of schools shall administer the school district's accounting system and insure that it is in conformance with guidelines established by the Nebraska Department of Education, the State Auditor's Office, and the school district's auditor.

Legal Reference:	§79-528	Secretary, Reports, Filing Requirements, Contents.
	§79-1088	School Districts, Uniform System of Accounting.
	§79-1089	Audit By Certified Public Accountant.

Policy Adopted: _____
New Policy

Credit Cards

3415

The superintendent of school's office is authorized to hold a corporate credit card and gasoline company credit cards and shall be responsible for checking them out to school personnel and for monitoring their use.

Policy Adopted: _____
New Policy

Monies in School Buildings

3420

All monies collected shall be receipted and directed without delay to the proper location for deposit.

In no case shall monies be left overnight in schools except in safes provided for safe keeping, and even then no more than a few dollars should be so kept. All school bank depositories shall provide for making bank deposits after regular banking hours in order to avoid leaving money in schools overnight.

Policy Adopted: _____
New Policy

Deposit of Warrants

3425

All warrants made out to the school district shall be endorsed by the school district treasurer and promptly deposited into the appropriate bank account. Under no circumstance shall a warrant made out to the school district be presented to the bank for cash or presented to a creditor for the payment of goods purchased or for services rendered.

Policy Adopted: _____
New Policy

NON-INSTRUCTIONAL OPERATIONS

Insurance, Insurance Bidding, and Inventory

3505

The board of education shall be responsible for approving plans for carrying insurance on every school building in all school plants, including contents, boilers and machinery, and on all school buses and other property under control of the board of education, or title to which is vested in the board of education, except as exceptions may be authorized under regulations of the state board of education. The board of education may also purchase liability and errors and omissions insurance if deemed feasible.

At least every three years, the board of education will review insurance specifications and if deemed necessary will seek competitive bids for the district's insurance package from companies with an A. M. Best's rating of "A" or better.

To assist in risk management assessment and budget planning, district-wide inventories on major property items will be made annually. This inventory shall include textbooks, library books, shop equipment, movable equipment, and visual aid equipment. A copy of this inventory will be kept on file in the office of the superintendent of schools. All equipment shall be identified with an inventory number where possible. The superintendent of schools shall report the loss of any equipment to the board of education.

Legal Reference:	\$13-401	Personal Liability Insurance, Member, Cost, Payment.
	\$13-916	Liability Insurance, Effect.
	\$44-1615	Public Employees, Coverage Authorized.
	\$44-1615.01	Public Employees, Abortion Coverage, Limitations.
	\$79-502	Provide Hospital, Health, Accident, Life Insurance Coverage.
	\$79-610	Pupils, Transportation, Driver, Liability Policy, Conditions.
	\$79-516	Power To Indemnify, Liability Insurance, Purchase, Terms, Defined.

Policy Adopted: _____
New Policy

Bonds

3510

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

Legal Reference: Neb. Stat. §§79-586 and 79-589

Policy Adopted: _____
New Policy

Retirement and Social Security

3515

All employees of Custer County School District No. 180 shall be covered by social security. The deductions shall be in accordance with the regulations set forth by the federal government as to percent and total deductions.

Teacher retirement by individual teachers and Custer County School District No. 180 shall be in accordance to the regulations set forth by the State of Nebraska. Mandatory retirement shall be at age 70. Teachers must retire when they reach the age of 70 unless that age is reached during the school term. If the teacher becomes 70 during a school year the individual may continue teaching until the end of that school year.

Student Transportation

3520

The school district under provisions of state law and regulations will provide transportation for all students residing within the boundaries of Custer County School District No. 180, but who live outside the city limits of the incorporated village of Callaway. The board of education reserves its right to restrict the transportation of students that may live within the four-mile limit of the school if space on existing school transportation should become limited.

The board of education reserves its right, within statutory limits, to adjust its policies for the transportation of students as it may deem necessary to provide safety as students ingress and egress to and from school.

The responsibility for administrating the transportation in the school district shall rest with the superintendent of schools who shall be assisted by the building principal, the transportation supervisor, and school bus personnel.

Legal Reference:	§79-608	Pupils, Transportation, Operator, Annual Examination.
	§79-609	Pupils, Transportation, Instruction in Safe Riding.

Transportation Responsibilities

3520.1

School transportation services are provided exclusively for the benefit and safety of the student population and are to be used only in support of programs authorized by and under the auspices of the board of education. The superintendent of schools, building principal, teachers, and bus drivers shall be responsible for the safety of the pupils during the time pupils are enroute to or returning from school. It shall be the responsibility of the superintendent of schools, building principal, and teachers to arrange for adequate supervision of students while they are being transported in school owned or leased vehicles. Special consideration shall be given to the prevention of accidents and the development of conduct and citizenship which will be conducive to the safety of all personnel associated with the school's transportation of system.

All drivers of school owned or leased vehicles shall hold the appropriate operator's permit and shall have passed the appropriate mental and physical examinations as set forth by the Nebraska Department of Education and the Nebraska Department of Motor Vehicles.

Regular bus routes shall be determined by the superintendent of schools with the assistance of the building principal, the transportation supervisor, and school district bus personnel.

Student behavior regulations will be devised by the superintendent of schools with the approval of the board of education. Students riding the school buses are deemed to be under the control of school officials in the same manner as pupils in the class rooms. Drivers shall be responsible for student behavior on regular routes and report infractions to the student's principal. On activity or field trips, assigned adult sponsors shall be responsible for maintaining rider discipline and for reporting infractions to the student's principal. No student will have riding privileges suspended without consultation with the student's principal. Any student reported to the building principal for misconduct on a school bus may be denied bus transportation privileges for a short period of time. Subsequent offenses may result in denial of transportation privileges for the remainder of the semester. Any denial of student transportation privileges must have the prior approval of the superintendent of schools. Refer to Policy 5510, Student Conduct on Buses.

Students shall not be permitted to leave a bus until they have arrived at their destination except on written instructions from the students' parents or guardian and approval of the school administration or the school staff member serving as the sponsor for the activity. Students who normally do not ride a bus must have written permission from the administration before they are allowed to ride on a school bus.

Legal Reference	\$79-601	Pupils, Public or Private, Transportation, Buses, Conditions.
	\$79-602	Pupils, Transportation Vehicles, Inspection, Correction of Defects, Violation, Penalty.
	\$79-603	Pupil, Transformation Vehicles, Safety Features. Violations, Penalty.
	\$79-604	Pupil Transportation, Buses, Operator, Requirements, Violation, Penalty.
	\$79-609	Pupils, Transportation, Buses, Capacity, Instruction in Safe Riding Practice, Emergency Evacuation Drills

Nonresident Transportation Charges

3520.3

Bus transportation charges for any students living outside of Custer County School District No. 180 shall be charged a fee per person as determined by the board of education. The board of education will prepare a schedule of such fees to be charged and a copy shall be filed with the office of the county superintendent of schools for the county in which the district is maintained.

Legal Reference	79-605	Nonresident	Pupils,
		Transportation,	Schedule of
		Fees,	Applicability of
		Section.	

Policy Adopted: _____
New Policy

Activity and Field Trips

3520.5

Student activity and field trips that relate to educational purposes and fall within budget limitations may be authorized by the building principal after consultation with the superintendent of schools. There shall be no charge for any school student for an official use of school transportation if the student is a member of the group. All school activity groups are to use school transportation. Use of private cars will not be permitted. The school district will not be responsible for students driving private vehicles on school activity or field trips. Overnight trips must be approved by the superintendent of schools and reported to the board of education prior to the activity.

Students who ride in a school vehicle to an activity must ride home in a school vehicle unless they ride with his or her parent or guardian. If the student rides to an activity using school transportation and subsequently rides with his or her parents or guardian after the activity or vice versa, the parent or guardian must personally contact the student's sponsor on the night of the activity if they wish to have the child discontinue riding in the school vehicle. Any exceptions to this policy must have prior written approval from the school administration. The school district shall waive all responsibilities and any insurance obligations it may have held at the time that the school sponsor provides consent for the parent or guardian to have the child discontinue riding in the school vehicle.

It is recommended that, whenever possible, sponsors not drive school vehicles on activity or field trips, as the sponsors' primary responsibilities are for supervision of the students and planning during the activity or field trip.

Legal Reference	\$79-601	Pupils, Public or Private, Transportation, Buses, Conditions.
	\$79-602	Pupils, Transportation Vehicles, Inspection, Correction of Defects, Violation, Penalty.
	\$79-603	Pupil, Transformation Vehicles, Safety Features. Violations, Penalty.
	\$79-604	Pupil Transportation, Buses, Operator, Requirements, Violation, Penalty.

§79-609

Pupils, Transportation,
Buses, Capacity, Instruction
in Safe Riding Practice,
Emergency Evacuation Drills

Policy Adopted: _____
New Policy

Safe Driving Record Standard for Drivers
Callaway Public Schools

3520.8

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 have 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 10 years; or,
3. Reckless driving or willful reckless, within the immediate prior 10 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 10 years; or,
3. Reckless driving or willful reckless, within the immediate prior 10 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 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 10 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 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.

Adopted: June 21 , 2004.

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: _____

Pre-Planning.

- I. Any person operating a school bus, as set forth by Nebraska statutes, must successfully complete the bus driver's examination conducted by the Department of Motor Vehicles and pass a physical examination given by a licensed physician.
- II. The school administration shall provide, or arrange for, an inservice training program for all transportation personnel which will include bus evacuation and the school district's bus accident procedures (BAP).
- III. All route drivers will identify key students who are to assist in emergency situations and involve these students in assisting in bus evacuation drills. Emergency evacuation drills shall be held as prescribed by statute.
- IV. A current list of riders on each bus will be placed in all regular route busses and duplicate lists, with each student's home phone number, will be kept in the office of the building principal.
- V. All student files, with family physician noted, shall be kept current and accessible.

Accident In Progress.

- I. The driver at the accident scene will contact the base radio station, describe the location, and request that emergency personnel be phoned or a designated student will go to the nearest home or contact a traveler to phone emergency personnel.
- II. The base station operator will dispatch the closest route bus to the scene to render assistance until a substitute bus can be dispatched. If personnel is available the substitute bus will carry another staff member besides the driver. In highly emergency situations the driver of the route bus should drop any students that may be on the bus at a nearby residence prior to going to the accident scene, and then the substitute bus may be used to pick up those students and continue the regular bus route.
- III. The person operating the base station shall contact the

superintendent of school's office with all available information and a pre-designated telephone line should be kept open for the duration of the emergency.

- IV. The superintendent of schools, or a pre-designated person to act on behalf of the superintendent of schools if he or she would be absent, shall serve as official school spokesperson, and all calls will be referred to the central office.
- V. Upon arriving at the scene, the substitute bus driver, or extra staff member, will be cautious to avoid compounding traffic problems. They should identify themselves to on-site emergency personnel, stand ready to assist in transporting the injured and to radio the base station---as circumstances permit---with periodic updates of the situation.
- VI. Unless directed otherwise by hospital personnel, all riders involved in the accident will be transported to an area hospital for a check up.
- VII. If hospital policies will allow, individual students will be encouraged to phone their parents regarding their condition.

Follow-up Procedures.

- I. Immediately following the emergency and once the general condition of accident victims is known, the superintendent of schools, or the superintendent's designee, will prepare and dispense a press release for area media. To the extent possible, board members will be apprised of the situation.
- II. The building principal should be up-dated on the situation and each should make announcements to the staff and students concerning the accident.
- III. Within twenty-four to forty-eight hours a meeting will be convened with the parents for the purpose of sharing information and to assist with any insurance logistics.
- IV. Post-crises counseling for students will be provided if judged appropriate and necessary.
- V. Within a week or so appropriate school and emergency personnel will meet to review the district's BAP to determine any need for refinement or to correct

deficiencies.

VI. The superintendent of schools will prepare a thorough report on the incident for presentation at the next regular meeting of the board of education.

Legal Reference:	\$79-318	State Board of Education, Power, Duties.
	\$79-602	Pupils, Transportation, Vehicles, Inspections, Correction of Defects, Violation, Penalty.
	\$79-608	Pupils, Transportation, Buses, Operator, Requirements, Violation, Penalty.
	\$79-609	Pupils, Transportation, Buses, Passenger Safety, Instruction in Safe Riding Practice and Participation, Emergency Evacuation Drills.

Policy Adopted: _____
New Policy

The Custer County School District No. 180 strongly emphasize the necessity for maintaining a safe working environment for all students, employees, and other individuals who may be visiting, conducting business, or attending activities on the premises of the school district. To assist in furthering this commitment toward a safe working environment school officials will establish a six-person safety committee. Three persons shall represent the certified teaching staff, exclusive of school administrators, and three persons shall represent personnel from the classified staff and administrative staff. Upon inception of the committee, one person from the certified teaching staff and one person not a member of the certified teaching staff shall be appointed to serve on the committee for a term of three years, one person from the certified teaching staff and one person not from the certified teaching staff shall be appointed for a term of two years, and one person from the certified teaching staff and one person not from the certified teaching staff shall be appointed for a term of one year. During succeeding years two replacements, one from the certified teaching staff and one not a member of the certified teaching staff, shall be appointed to serve on the safety committee for a period of three years. The superintendent of schools will not serve as a member of this committee.

The safety committee shall meet at least once in every three month period of operation or more often if necessary to review safety conditions within the school district or to respond to unresolved employee complaints concerning safety in the workplace. For the purpose of counting three months or quarterly periods for meetings the school year shall be broken into three month periods as follows: a) September 1 through November 30; b) December 1 through February 28; c) March 1 through May 31; and d) June through August 31. If the total personnel hours expended in a given three month period are 25 percent or less of the personnel hours worked in any calendar quarter in the previous 12 months, the safety committee need meet only three times a year.

The safety committee shall meet during the work day. All meetings shall be announced by the superintendent of schools after consultation with the safety committee chairperson. The announcement of all meetings shall be made at least five days in advance of any meeting, except in the event of a death, injury, or complaint that is work related, which may be deemed serious

and would require immediate attention. In the event a regular safety committee meeting announced by the superintendent of schools would pose a hardship to one or more of the safety committee members, the committee by and through any of its members may communicate such fact to the superintendent of schools, who shall reschedule such regular meeting after consultation with the safety committee chairperson.

At its first meeting each year the safety committee shall select a chairperson and a secretary. The duties of the chairperson shall consist of assisting in the scheduling and coordinating meetings of the safety committee as needed and required. The chairperson shall serve as the liaison between the safety committee and the superintendent of schools for the purposes of facilitating attendance by the membership of the safety committee. The chairperson may have such other duties as the safety committee deems appropriate in the interest of developing effective safety plans and programs and in enhancing the cooperation between the school district and employees in promoting a safe workplace.

The duties of the secretary shall be to record the proceedings and produce minutes in readable form. Once the minutes of the meeting have been created they shall be filed with the superintendent of schools. It shall thereafter be the duty of the superintendent of schools to maintain a file of such minutes for a period of at least three years after the date of the meeting covered by that set of minutes.

It shall be the duty of the secretary of the safety committee to make known to the superintendent of schools, the board of education, and to all employees of the school district the name, telephone number, and the business address of each safety committee member. The secretary shall make known to the superintendent of schools and each employee of the district any changes which may occur in the membership of the safety committee. Nothing in this policy shall prohibit the administration from seeing that the distribution of names to the employees occurs if the superintendent of schools has knowledge or reason to believe that the distribution of names of the committee as called for in this policy has not occurred or is not likely to occur.

It shall be the duty of the superintendent of schools to prepare an injury prevention program with the goal of effectively assisting in preventing job related injuries or death. The program shall address all work sites of the school

district and all classes of workers. Once the plan of the superintendent is prepared, it shall be presented to the safety committee.

The program presented shall consist of at least the following as to each work site and for each class of employee at each work site:

- I. It shall list each category of work place danger ascertained by the superintendent of schools.
- II. It shall state the nature and anticipated causation of injuries or illnesses or possible death in the workplace that are anticipated by the superintendent of schools at the time the program is developed.
- III. A declaration of methods and strategies proposed by the superintendent of schools to avoid job related injuries or illnesses and death, include such things as safety rule development, describing safe work practices, administrative controls, and making a recommendation for the eventual provision, if necessary, of personal protective equipment to control exposures.

The safety program shall address safety training as follows:

- I. Initial safety orientation of rules, policies, and specific procedures involved in jobs, shall be presented to employees new to the work in a manner that is readily understood by each employee.
- II. Specific job training for employees before they perform work that has been identified as potentially dangerous by the superintendent of schools.
- III. Periodic refresher workshops and the dissemination of information on at least an annual basis for employees concerning the district's injury prevention program shall be held. These refresher workshops and the disseminated information will emphasize any changes in safety rules, policies, and procedures brought about by the superintendent of schools or the safety committee.

It shall be the duty of the superintendent of schools and other such individuals as he or she may identify to develop a school district injury prevention program.

Nothing in this policy shall be construed to place any greater duties on Custer County School District No. 180 than is provided by law pertaining to the employer/employee relationship. Additionally, nothing in this policy shall be construed to require duplication of training or disclosure of dangers that have already been done by the school district or are being done by the school district in such areas as but not limited to blood borne pathogens, training, and policy development. All communications of the safety committee shall be advisory in nature and shall have no binding effect.

The safety committee may adopt, reject, or modify the district's safety plan. If the safety committee amends or rejects the district's plan the safety committee shall communicate the amended plan to the administration within five (5) working days of such modification or rejection. If the safety committee rejects the district's plan it shall have a duty to develop a plan of its own within forty-five (45) working days of its receipt of the district's safety program. Additionally, upon receipt of notice that the safety committee has accepted the district's safety program or upon on the receipt by the administration of the amended safety committee program or upon receipt of a program developed by the safety committee after the safety committee's rejection of the district's plan, the superintendent of schools shall communicate to all employees, including non-English speaking employees, the safety rules, policies, and procedures and any changes to such rules, policies, and procedures.

If the safety committee has rejected the district's safety plan, or amended it in a manner unacceptable to the superintendent of schools, the superintendent of schools shall develop safety rules and procedures which shall include both general workplace safety and job site specific safety rules. In any event, such rules and procedures of the district shall be communicated to all employees as described herein.

The safety committee may review all deaths and recordable injuries or illnesses which are job related to the school district. After such review, and when appropriate, the committee may make written recommendations regarding future prevention. Such safety committee review shall not supersede normal federal enforcement of insurance investigations that may take place. Such recommendations shall be considered by school officials but shall not be binding on the school district. Nothing in this policy shall be construed to relieve the school district of its duty to report any workplace deaths to OSHA or the Nebraska

Department of Labor's Division of Safety and Labor Standards.

An employee representative from the safety committee or such other person as the safety committee may designate, shall accompany a state representative during any Department of Labor inspection of the premises of the school district.

It shall be the policy of the school district to in no manner retaliate or in any other manner unlawfully discriminate against any employee who has made any oral or written complaint to the safety committee or to any governmental agency having regulatory responsibility pertaining to the occupational safety and health issue. Any employee making such a complaint shall not be financially or in any other manner punished for making such complaint. Nothing in this policy shall be construed to vest any complaining employee with any right greater than that which the employee has, based upon the employee's employment relationship with the school district at the time such complaint was made.

Legal Reference	48-443	Safety Committee, When Required.
	48-445	Safety Committee, Rules and Regulations

Safety and Security Plan

All employees have the responsibility for maintaining safe, healthful and sanitary conditions within buildings and on the grounds of the school district. The Superintendent shall designate staff and develop procedures to insure that all facilities meet fire, safety, and health codes.

The Superintendent shall appoint a school safety and security committee represented by faculty, parents and community members that will prepare and review the school's safety plan. This plan will be updated annually by the committee and approved by the School Board. The plan will address safety procedures and security plans for students, staff and visitors, including emergency events.

The plan shall be reviewed annually by one or more persons not on the committee and not a employee of the school district. This review includes a visit to each school building to analyze plans, policies, procedures and practices. Recommendations shall be made to the superintendent and the committee for use in revising the plan.

Legal reference: NDE Rule 10

The following procedures shall be followed should any school personnel receive a call or a message that a bomb or any potentially lethal device exists or is reported to exist in or around the school:

- I. The person receiving the call or message should attempt to gain all possible information, such as:
 - A. The location and time the device will detonate.
 - B. Attempt to remember the caller, including sex, age, voice, and the time the call is received.
- II. The following steps should be taken:
 - A. Notify the superintendent of school or building principal.
 - B. In the absence of the superintendent of schools or the building principal, continue with the next step.
 - C. Verbally order the evacuation of the building. (Do not activate the fire alarm system. It is possible that any explosive device could be activated electrically.)
 - D. Evacuate all personnel from the school building and direct them to a predetermined site.
 - E. As the students and staff exit the building, inform staff of the emergency.
 - F. Dial 911 or contact the sheriff's department.
 - G. The superintendent of schools, the building principal, staff members, and/or school custodians shall make a final evacuation check to see that all individuals are out of the building.
 - H. School personnel will cooperate fully with fire, police, and/or investigative officers once they are at the scene.
 - I. A decision may be made at any time by the administration to close school for the day and send

students home.

- J. If the decision to close school for the day is made, buses will be called and radio stations will be notified of the closing.
- K. Upon the completion of a negative search and a decision has been made that a threat no longer exists, the student body will be assembled in the gym so that they all will hear from one source what has taken place before returning to their regularly scheduled classes.

III. The following steps will be taken in no specific order:

- A. Once students and staff are assembled at the predetermined site, roll will be taken. Roll will also be taken at the time a decision is made to close school or to resume classes.
- B. The gas company will be contacted to shut of the gas.
- C. Students and faculty will be notified as to when all time lost will be made up.
- D. A report will be made pertaining to students who were absent and other important information.
- E. The superintendent of schools and the building principal will serve as the spokespersons for the school to the press or other information gathering agencies.
- F. This policy shall be reviewed annually by the superintendent of schools and other personnel he or she may designate. Any recommended changes shall be presented to the board of education for recommended revision of the policy.

The purpose of the school lunch program is to serve nutritionally adequate, attractive, and moderately priced lunches every day school is in session.

The board of education will participate in the federally subsidized National School Lunch Program and abide by all program regulations relating to menu, record keeping, and in the administering of free and reduced cost lunches for students.

The board of education will set salaries for cafeteria employees and will set meal prices for students and teachers. The superintendent of schools will be responsible for administering the lunch program. He will hire cafeteria employees and will recommend salaries to the board of education.

The building principal will develop student schedules, behavior codes, and lunch-ticket accounting procedures necessary for the efficient operation of the program. The building principal may delegate responsibilities for assisting in the implementation of these schedules, lunch-ticket accounting procedures, and behavior codes to staff members on an equitable basis.

The head cook will be directly responsible to the superintendent of schools and perform duties assigned by the superintendent of schools. The head cook will be responsible for food preparation and duty assignments.

The food service program will operate on a non-profit basis. The price of lunches will be fixed annually by the board of education at its July meeting and will be calculated to encourage participation in the program.

The cost of lunches will be based on the cost for preparation and service of food, cost for components of the meal not federally donated or covered by subsidy, cost for replacement of expendable items, plus a charge for depreciation of equipment.

Children from families whose income is at or below the income poverty guidelines set up by the Federal Government shall be eligible for a free meal or at a reduced price. Parents must fill out an application in order for their children to qualify for free or reduced priced lunches. The right to privacy of those students receiving free or reduced price meals shall be

Procedure for Accepting and Filing Complaints
Relating to School Lunch Program

3540.1

I. Right to File a Complaint.

Any person alleging discrimination based on race, color, national origin, sex, age, or disability has a right to file a complaint within one-hundred eighty (180) days of the alleged discriminatory action.

II. Acceptance.

All complaints, written or verbal, shall be accepted by the school district and forwarded to the Nebraska Department of Education. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.

III. Verbal Complaints.

In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort shall be made to have the complainant provide the following information.

- A. Name, address and telephone number or other means of contacting the complainant.
- B. The specific location and name of the entity delivering the program service or benefit.
- C. The nature of the incident(s) or action(s) that led the complainant to feel discrimination was a factor.
- D. The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age or disability).
- E. The names, titles and addresses of persons who may have knowledge of the discriminatory action(s).

F. The date(s) during the alleged discriminatory action occurred, or if continuing, the duration of such actions.

IV. Nondiscrimination Statement.

The following statement is to be included on all school nutrition materials printed by the school, including materials sent to newspapers¹:

In the operation of school nutrition programs, no child will be discriminated against because of race, sex, color, national origin, age or disability. If you believe you have been discriminated against write immediately to the Secretary of Agriculture, Washington, DC 20250

¹Newspapers that print menus at no cost to the school are not required to print the nondiscrimination statement.

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.
2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.
3. Electronic Messages. Electronic messages are communications using an electronic system for the conduct of school district business internally, between other state and local government agencies, and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (EDI). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. The school district's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:
 - a. End-User Management. End-user means anyone who creates or receives electronic messages on the school district's electronic system. Electronic messages are to be managed at the end-user's desktop rather than from a central point. Each end-user is responsible for organizing, managing and disposing of records that are part of his or her desktop computer.
 - b. Categories for Retention. Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require long-term retention, determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.
 - i. *Transitory messages*. Transitory messages include

copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic materials, notes or drafts; unwanted and unneeded "junk" mail; "personal" mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages, or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. Employees sending or receiving such communications may delete them immediately without obtaining approval.

- ii. *Less than permanent retention records.* These records are governed by the retention period for equivalent hard copy records as specified in the approved records retention and disposition schedules. These records should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. Employees creating or receiving such communications may delete or destroy the records only according to the applicable retention schedule. Questions relating to the retention or destruction of these records should be referred to the records officer.
- iii. *Permanent/archival retention records.* These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records should be made by the records officer in consultation with NSHS, and the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency and format of the transfer should be determined cooperatively by the records officer, the NSHS, and the State Records Administrator.

- c. Electronic Storage Limitations. The district's computer systems have storage limitations. E-mails are deleted by the computer system within 60 to 90 days to avoid operational problems. End-users are instructed that electronic messages that are required to be maintained past that time period should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. The retention period for the particular record is the best indicator of which storage medium or format to choose.
- d. Proper Use of Electronic Messages.
- i. Non-Discrimination. Electronic messaging is not permitted to be used to promote discrimination on the basis of race, color, national origin, age, marital status, sex, political affiliation, religion, disability or sexual preference; promote sexual harassment; or to promote personal, political, or religious business or beliefs.
 - ii. Permissible Use. Electronic messaging is to be used only for purposes that are consistent with the mission of the school district. Electronic messaging is not permitted to be used for personal purposes except for: incidental, intermittent or occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement, and use that represents a form of the employee's compensation. Electronic messaging is not permitted to be used for personal financial gain or for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such use serves a school purpose or facilitates school district business.
 - iii. Conduct. Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, send electronic messages under another employee's name without the

employee's consent or administrative authorization, or change or alter any portion of a previously sent electronic message without administrative authorization.

- iv. Other Regulations. Electronic messaging is subject to all requirements of the school district's "Acceptable Use of Computers, Network, Internet and Websites" policy and may be monitored and accessed at any time without prior notice. The school district has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

4. Litigation Holds

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

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

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

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy

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

5. Settlement Agreements

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

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

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

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

Legal Reference:

Neb. Rev. Stat. §§ 84-712 through 84-712.09

Neb. Rev. Stat. §§ 84-1201 to 84-1227

Laws 2010, LB 742

State Records Administrator Guidelines:

Schedule 10: Records of Local School Districts (Feb. 1989)

Schedule 24: Local Agencies General Records (March 2005)

Electronic Imaging Guidelines (March 2005)

Date of Adoption: _____

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

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

and program information shall be kept for a minimum of 5 years after the start date of the project.

7. Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.
8. Coordination of Services. Title I services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.
9. Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.
10. Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.
11. Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with NCLB and specific NCLB grant programs in which the District participates.

Legal Reference: NCLB

Date of Adoption: August 8th, 2011

Personnel

Recruitment and Selection

3605

The Custer County School District No. 180 is an equal opportunity employer and will employ that individual who is most qualified for each vacancy. Prior to filling any vacancy the position will be publicly advertised in order to get applications from as many qualified applicants as possible. In addition to possessing the education and training necessary to perform the task for the position for which the person has applied, each employee of the school district must be trustworthy, of good moral character, and willing and able to assume the responsibilities of the assigned duties.

Policy Adopted: _____
New Policy

Classified staff may attend conferences necessary to maintaining skill and information levels related to their assignment, as directed by the superintendent of schools. Reimbursement will be made for appropriate and validated expenses that are within budgetary allocations.

Each certified staff member shall be allowed up to, but not more than, two (2) days for professional leave and not more than \$150 per school year, for expenses to participate or attend workshops, inservice programs, or conventions other than the NSEA related activities. These activities must have prior approval of the building principal and the superintendent of schools and must be included in the school budget. The activity must benefit the teacher and his or her assignment in the Callaway school system. Professional leave may accumulate to three (3) days and \$180 with prior approval of the superintendent of schools.

Any professional meetings attended at the request of the administration and or the board of education shall be regarded as full pay days and the leave time shall not be deducted from other leave categories.

Board of education members may attend educational conferences subject to the prior notification of the superintendent. Reimbursement will be made for appropriate and validated expenses that are within budgetary allocations. For national conventions, ordinarily the annual budget will contain funds covering the cost of two attendees. Members will attend on a rotational basis pending their availability and desire to attend.

Guidelines for travel logistics and reimbursement:

- I. All travel and attendance logistics will be coordinated through the office of the superintendent of schools. A preliminary budget of expenses may be requested prior to attending the meeting or convention.
- II. For all reimbursed travel, an accounting of expenses will be submitted to the office of the superintendent of schools, including receipts and vouchers, immediately upon return and placed on file for audit purposes.
- III. When practical and available, school vehicles will be used

for transportation. The mode of transportation to be used will be made by the superintendent of schools or the board of education.

- IV. Where possible registration and conference related expenses will be prepaid by district warrant. For those expenses that can not be prepaid, individuals will be reimbursed upon the participant's filing and auditing of the request for reimbursement of expenses.
- V. If circumstances or distance render it impractical for the use of a school vehicle, mileage for the use of private vehicle will be reimbursed at a rate predetermined annually by the board of education at the regular July meeting of the board of education. The use of personal vehicles must be approved by the superintendent of schools. Only mileage for school related business will be reimbursed. Transportation via commercial carrier will be reimbursed at coach rate. Mileage will not be paid in excess of what it would normally cost for air fare.

Allowable travel expenses include:

- I. Registration fees.
- II. Necessary lodging. (When travel time is more than two hours, to be determined by the need of attending early A.M. and/or late P.M. sessions.)
- III. Transportation to and from and at the conference. This includes rental car and/or cab fare.
- IV. Meals.
- V. Ancillary costs to include luggage handling and business related telephone calls.

Expenses not allowed include:

- I. Cost of spouse attendance.
- II. Alcoholic beverages.
- III. Personal items.
- IV. Entertainment.

All requests to attend a meeting or conference must be made in sufficient time prior to the event so that the school district's work schedule can be adjusted and arrangements made for a substitute employee. A minimum of seven days is recommended.

If a staff member wishes to attend a conference at his or her own expense, the superintendent of schools will weigh the merits of the request. Areas of concern shall include the relationship of the conference to the employee's job assignment and the impact of the individual's absence from assigned task. For an employee that attends a conferences at his or her expense, the superintendent of schools shall determine if the time missed shall be considered a part of the individual's contract days, whether the individual should be required to use his or her professional or personal leave days, or whether the person's salary should be reduced.

For any national conference, the attendee may be asked to prepare and submit a report for the next regular meeting of the board of education and may be requested to present a report to school staff members.

Refer to Policies 4510, Leave Provisions-Certified Personnel.