

Board of Education Regular Meeting
Monday, June 26, 2017 7:00 PM

Virginia Moon Administrative Center
8545 Park Drive
Ralston, NE 68127-3621

Agenda

1. Call To Order
Speaker(s): Board President
 - 1.1. Pledge of Allegiance
Speaker(s): Board President
 - 1.1.1. Roll Call - Excuse Board Members not in attendance
Speaker(s): Board President
 - 1.2. Public Comment Sign In Procedure
 - 1.2.1. Public Comment
 - 1.3. Consent Agenda (Action)
Speaker(s): Board President
2. Board Development and Communication
 - 2.1. Board Members' Update
 - 2.2. Superintendent's Report
Speaker(s): Superintendent
 - 2.2.1. Lunch Prices
Speaker(s): Mr. Jason Buckingham
 - 2.2.2. 2017/2018 Budget Projections
Speaker(s): Mr. Jason Buckingham
 - 2.2.3. Superintendent Evaluation
Speaker(s): Dr. Mark Adler
 - 2.2.4. Enrollment Update
Speaker(s): Dr. Mark Adler
3. Standards Based School Improvement
 - 3.1. Food Service Management Contract (Action)
Speaker(s): Mr. Jason Buckingham
 - 3.2. Custodial Contract (Action)
Speaker(s): Mr. Jason Buckingham
 - 3.3. Parking Lot Repair (Action)
Speaker(s): Mr. Jason Buckingham
4. Policy Session
Speaker(s): Dr. Mark Adler
 - 4.1. 2017-18 Handbooks
Speaker(s): Dr. Mark Adler
5. Executive Session Disclosure
6. Pre-Adjournment Information and Activities
 - 6.1. Announcements
 - 6.2. Board of Education Supplemental Meeting Information
 - 6.3. Future Board Calendar
 - 6.4. Adjourn

Speaker(s): Board President

Board of Education Regular Meeting
June 12, 2017 6:00 PM
Virginia Moon Administrative Center

Attendance Taken at 6:00 PM:

Present Board Members:

Deb Gerch
Dr. Jay Irwin
Heather Johnson
Mike Overkamp
Linda Richards
Tresha Rodgers

I.C. Consent Agenda (Action)

Motion to approve Consent Agenda items as presented passed with a motion by Mike Overkamp and a second by Heather Johnson.

Deb Gerch	Yes
Dr. Jay Irwin	Yes
Heather Johnson	Yes
Mike Overkamp	Yes
Linda Richards	Yes
Tresha Rodgers	Abstain

Dr. Rupprecht amended the rational to include the class being taught this summer and extending into the fall.

II.A. Board Members' Update

All Board members highly praised the Blueprint event and video. They were very happy with the support of our teachers and local businesses. Ralston High graduation was also a highlight for all - saying that is why the Board does what it does - to see these kids graduate and move on to the next phase of their lives. Ms. Rodgers mentioned the planning of the upcoming Board Retreat. More information will be coming. Dr. Adler said to keep August 11th on your calendar for the RPS "Back to School" day. Pancake Man will return, and we will have Aaron Thomas as our special guest speaker a 2:15 pm.

II.B.1. Oxide Branding Standards

Drew Davies, Owner of Oxide Design Group, revealed the Ralston brand refinement, which will be implemented for the 2017-18 school year and beyond. Based on a communication audit, we saw a need to develop consistency with our message, content, and identity. What exactly are our colors? What is our typeface? Development of a more contemporary logo. After interviewing the Ralston community about what words characterize this school district and community, Oxide developed a more dynamic apple that is moving and active with a new font entitled Droid. There will be a location on our website for all staff to access the new resources to use - logos, a variety of backgrounds, etc. These "identity standards" will be found in one place, and once the new branding is rolled out in the fall, employees of the District will be instructed to start utilizing this source.

II.B.2. SENCAP Presentation

The Southeast Nebraska Community Action Program (SENCAP) was shared by Ms. Richards. In partnership with Southeast Community College and having many high schools participating - allowing their students to experience a variety of career and college readiness classes that they would not normally be able to. Classwork is experienced in a variety of ways - such as online, distance learning, etc. They also have partnerships with community businesses for job shadowing situations. Several big businesses came together for scholarship opportunities. We are in a great situation for partnering with so many colleges in the area. What can Ralston do that is like this but fits with what we need? We've also asked SENCAP if Ralston can even partner with them - especially with the online course offerings making it so accessible. Next step is having representatives of Lincoln coming to describe their program.

II.B.3. Ralston Public Schools App. Proposal

Dr. Adler and Jason Fink presented the RPS App Proposal to the Board. This includes integrating several forms of existing programs we now have with the addition of a website and app and staff training. Timeline goes through May 2018 for the live website and RS App rollout. We would be the third metro school to implement a process similar to this.

II.B.4. Spring Activity Report

Mike Smith reviewing the Spring Activities Report with the Board. A shout out from him to the Grounds and Maintenance crew for all they have done to support sports and activities at RHS. Also a shout out to Melissa Mackey - thanking her for all her support of the programs and love of the kids in our District. We will be reviewing the blue card policy this summer as well as a policy on activities. Mr. Smith asked if there was anything additional the Board would like to see included in this report to please let him know. Ms. Tvrdry discussed the ideas for recognizing students for sports, activities and academics. These included cases in the commons area as well as other locations around the school. They formed a committee at the HS to develop ideas from the students on what they would like to see recognized. The proposal of installing two TVs with rolling school activities on one, and a rolling Twitter feed on the other.

II.B.5. College and Career Readiness Plan

The Board was able to view the blueprint video, which was highlighted at an event at RHS last week. This supports our new College and Career Readiness program. The rollout to employees and students will take place in the fall.

II.B.6. Preliminary Budget Forecast

Mr. Buckingham reviewed the Preliminary Budget Forecast with the Board.

II.B.7. Legislative Relations Update

Ms. Richards provided a Legislative update at the close of the 2017 Session. During the interim we will be forging relationships with our state officials.

IV. Policy Review

It was decided by the Board that the four policies for review on tonight's agenda would be "tabled" for review at the next meeting along with the KSB School Law policy recommendations. Dr. Adler and Ms. Petty will be preparing those recommendations from KSB for the Board.

V.A. Executive Session (Action)

Motion to move the Board into closed session at 10:10 PM to engage in a strategy session with respect to a possible real estate matter. The closed session is necessary for the protection of the public interest passed with a motion by Linda Richards and a second by Dr. Jay Irwin.

Deb Gerch	Yes
Dr. Jay Irwin	Yes
Heather Johnson	Yes
Mike Overkamp	Yes
Linda Richards	Yes
Tresha Rodgers	Yes

Motion to adjourn meeting at 11:20 PM passed with a motion by Mike Overkamp and a second by Dr. Jay Irwin.

Deb Gerch	Yes
Dr. Jay Irwin	Yes
Heather Johnson	Yes
Mike Overkamp	Yes
Linda Richards	Yes
Tresha Rodgers	Yes

Ms. Tresha Rodgers, President

Ms. Deb Gerch, Secretary

Dr. Mark Adler
Superintendent of Schools

Mr. Jason Buckingham
Executive Director of Fiscal
Affairs

Dr. Michael Rupprecht
Executive Director of Human
Resources



Home of the Rams

District No. 54
8545 Park Drive
Ralston, NE 68127-3690

(402) 331-4700
Fax (402) 331-4843
www.ralstonschools.org

June 26th, 2017

Ralston Board of Education
Ralston Public Schools
8545 Park Drive
Ralston, NE 68127

Dear members of the Ralston Board of Education,

I hereby resign my employment as a teacher with the Ralston Public Schools effective at the conclusion of the 2017-2018 contract year.

Sincerely,

Shelli Mosser
Mockingbird Elementary

Unleashing Excellence

Achievement • Character • Technology

SCHOOL DISTRICT OF RALSTON #54
Ralston, Nebraska 68127
PROBATIONARY TEACHER'S CONTRACT

THIS CONTRACT made by and between the School District of Ralston, aka School District #54, a class III District, in the County of Douglas and State of Nebraska, hereinafter referred to as the District and **Shelli Mosser** a legally qualified teacher, hereinafter referred to as Teacher,

W I T N E S S E T H:

WHEREAS, the Teacher has applied for employment with the District and,
WHEREAS, the District has agreed to employ the Teacher,
NOW, THEREFORE, in consideration of the covenants and conditions hereinafter set forth, the parties agree as follows:

FIRST: The District hereby agrees to employ the Teacher in the schools of said District for a school year which shall begin on or about the 4th day of August 2017 and end on or about the 23rd day of May, 2018, and shall consist of 193 days of service in the first year of employment, exclusive of holidays and vacations and such other days as may be allowed by the District under its policies and procedures.

SECOND: The Teacher agrees to accept such employment at the salary of:

Step 13, BA+36/MA

\$57,918

Provided, however, if on the date of the execution of this Agreement, the salaries for the teaching staff of the District have not been established then the Teacher agrees to accept the employment at such salary as shall be subsequently established.

THIRD: The salary of the Teacher shall be paid in 12 equal installments. The first installment shall be paid on the 18th day of September, 2017 and the remaining installments shall be paid on the 18th day of each month thereafter.

FOURTH: The teacher agrees to be subject to the District's policies as determined by the Board of Education of the District and the Teacher under this Contract shall be basically **Elementary** and such other duties as shall be determined and established by the Board of Education of the District with the approval of the Superintendent of the District.

FIFTH: It is understood and agreed that the period of this Contract as set forth in paragraph FIRST, shall be a probationary period and may be terminated at the end of the contract period with or without cause in the sole discretion of the Board of Education of the District, provided that such termination is not in conflict with any action(s) taken by the Nebraska State Legislature.

SIXTH: There shall be no penalty for release or resignation by said Teacher from this Contract; provided no resignation shall become effective until the close of the Contract period unless accepted by the Board of Education of said District and said Board shall fix the time at which the resignation is to take effect.

SEVENTH: The District shall deduct from the salary to be paid to the Teacher such deductions as authorized by law and such other deductions as may be authorized by the Teacher.

EIGHTH: Teacher hereby affirms that he/she is not under contract with another School Board or Board of Education covering a part or all of the same time of performance as is contemplated by this agreement. The Teacher further affirms that at the beginning of the term of this Contract he/she holds or will hold a NEBRASKA TEACHING CERTIFICATE which is or will be in full force and effect for the period covered by this Contract. It is understood and agreed that this Contract is not valid until the said Teacher's Certificate, as herein listed, is registered in the office of the Superintendent of Schools, and that the said Teacher shall not be compensated for any services performed prior to the date of registration of his/her Certificate.

NINTH: It is understood and agreed that the Teacher shall, upon request of the District, at any time advise the District in writing of his intent to continue in the employment of the District subject to the terms and conditions of this Contract.

DATED this 16 day of June, 2017.

Shelli Mosser
Teacher

SCHOOL DISTRICT OF RALSTON, aka
SCHOOL DISTRICT # 54, DOUGLAS
COUNTY, NEBRASKA

BY:

President, Board of Education

ATTEST:

Secretary, Board of Education

DATED this _____ day of _____, 20____.

Stephanie O'Callaghan
14752 Mormon St.
Bennington, NE 68007
(402) 618-0775

June 3rd, 2017

Principal Lisa Schroeder
Meadows Elementary School
9225 Berry St.
Omaha, NE 68127

Dear Ms. Schroeder,

Please accept this resignation letter from my position as 5th grade teacher at Meadows Elementary School. My resignation will take effect June 5th, 2017. I have accepted a job offer with Bennington Public School District.

I have greatly enjoyed my time at Meadows and have established many relationships with students, teachers, and other staff members. Thank you for the opportunity to grow my teaching career, touching the lives of students and their families.

I will continue to work hard and be thorough in finishing the duties required of me in Ralston. I will assist in any necessary tasks to make my transition as seamless as possible. Please let me know if there is anything further that you need from me and will be happy to provide whatever information that you need. Feel free to contact me with any questions or concerns that you may have.

Thank you,
Stephanie O'Callaghan

PLE 2.86

	Monthly paid lunches	Price	Montly Revenue	Weighted Average Price
Current				
Elementary	7267	2.3	16714.1	
Middle	2650	2.65	7022.5	
High	4488	2.8	12566.4	
Total	14405		36303	\$ 2.52

	Monthly paid lunches	Price	Montly Revenue	
Increase by .10 Elementary, .35 Middle, .20 High				
Elementary	7267	2.4	17440.8	
Middle	2650	3	7950	
High	4488	3	13464	
Total	14405		38854.8	\$ 2.70

	Monthly paid lunches	Price	Montly Revenue	
Increase secondary to 2.80, elementary to 2.45				
Elementary	7267	2.45	17804.15	
Middle	2650	2.8	7420	
High	4488	2.8	12566.4	
Total	14405		37790.55	\$ 2.62

	Monthly paid lunches	Price	Montly Revenue	
Increase by .20 at Elementary, .15 at Middle and no change at High				
Elementary	7267	2.5	18167.5	
Middle	2650	2.8	7420	
High	4488	2.8	12566.4	
Total	14405		38153.9	\$ 2.65

RPS Breakfast Prices

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/2017
Elementary	1.50	1.50	1.55	1.55	1.55	1.55	1.55	1.55
Middle	1.90	1.90	1.95	1.95	1.95	1.95	1.95	1.95
High	2.45	2.45	2.50	2.50	2.50	2.50	2.50	2.50

RPS Lunch Prices

	2009/10	2010/11	2011/2012	2012/13	2013/14	2014/15	2015/16	2016/17
Elementary	2.10	2.10	2.15	2.20	2.20	2.30	2.30	2.30
Middle	2.50	2.50	2.55	2.55	2.55	2.65	2.65	2.65
High	2.75	2.75	2.80	2.80	2.80	2.80	2.80	2.80

Recommending a ____ increase at all three levels to put our number in compliance with the price level set by the USDA. Increase will prevent our district from adding additional funds to offset loss from non-compliant pricing.

Elementary Regular Ed. -Instruction			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
11001100000	1101	SALARIES	\$3,720,299	\$3,005,775	\$2,791,809	\$2,725,810	\$2,900,000	\$2,609,308	\$2,622,762	\$2,759,154	5.2%
011001100000	1161	SUPPLEMENTAL	\$100,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
011001100000	1201	DIST. SUBSTITU	\$118,000	\$125,000	\$125,000	\$118,572	\$120,000	\$140,691	\$120,000	\$140,000	16.7%
011001100000	1401	CLERICAL SALA	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
011001100000	1411	PARAPROFESS	\$308,823	\$66,262	\$145,388	\$169,392	\$163,971	\$179,254	\$205,000	\$264,355	29.0%
011001100000	1421	UNIT PAY	\$87,500	\$90,000	\$90,000	\$42,357	\$80,000	\$46,381	\$80,000	\$80,000	0.0%
011001100000	2101	SOC. SECURITY	\$338,770	\$262,933	\$241,143	\$229,054	\$249,694	\$219,286	\$231,624	\$248,128	7.1%
011001100000	2201	RETIREMENT	\$402,912	\$339,504	\$311,368	\$285,575	\$286,456	\$271,868	\$299,076	\$320,387	7.1%
011001100000	2301	HEALTH INSUR	\$699,016	\$578,913	\$612,553	\$562,300	\$578,804	\$526,605	\$555,731	\$641,873	15.5%
011001100000	2601	LIFE INSURANC	\$4,554	\$3,010	\$3,420	\$3,057	\$3,283	\$3,030	\$3,283	\$3,283	0.0%
011001100000	2921	DISABILITY	\$21,793	\$12,373	\$11,348	\$10,513	\$11,750	\$9,914	\$10,900	\$11,677	7.1%
011001100000	2941	TUITION REIMB	\$12,000	\$15,000	\$20,000	\$18,819	\$13,350	\$17,529	\$13,350	\$18,000	34.8%
011001100000	3101	PROFESSIONAL	\$0	\$10,000	\$10,000	\$55,239	\$10,000	\$4,641	\$10,000	\$10,000	0.0%
011001100000	4101	SUPPLIES	\$15,000	\$15,000	\$15,000	\$6,361	\$15,000	\$6,272	\$15,000	\$10,000	-33.3%
011001100000	4201	TEXTBOOK	\$100,000	\$125,000	\$125,000	\$29,486	\$125,000	\$55,087	\$55,000	\$125,000	127.3%
011001100000	5301	FURNITURE/EQ	\$9,000	\$5,000	\$5,000	\$0	\$5,000		\$5,000	\$0	-100.0%
011001100000	5651	COMPUTER EQ	\$75,000	\$125,000	\$125,000	\$0	\$125,000		\$125,000	\$125,000	0.0%
011001100000	6701	TRAVEL AND MI	\$1,000	\$1,000	\$1,000	\$5,956	\$1,500	\$1,131	\$1,500	\$1,500	0.0%
011001100094	4101	INSTRUMENTAL	\$10,000	\$15,000	\$15,000	\$2,102	\$15,000	\$281	\$15,000	\$10,000	-33.3%
		Total	\$6,023,668	\$4,944,771	\$4,648,029	\$4,264,598	\$4,703,808	\$4,091,278	\$4,368,226.01	\$4,768,357.40	9.2%
Blumfield - Instruction			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
011631100000	3101	PROFESSIONAL	\$1,750	\$2,000	\$2,000		\$2,000	\$12	\$2,000.00	\$2,000.00	0.0%
011631100000	3271	EQUIPMENT RE	\$1,400	\$1,400	\$0		\$0		\$0.00	\$0.00	0.0%
011631100000	3341	FIELD TRIPS	\$0	\$0	\$0		\$0		\$0.00	\$0.00	0.0%
011631100000	3821	TELEPHONE	\$0	\$0	\$0		\$0		\$0.00	\$0.00	0.0%
011631100000	3811	POSTAGE	\$800	\$800	\$800	\$545	\$800	\$1,338	\$800.00	\$800.00	0.0%
011631100000	4101	SUPPLIES	\$8,000	\$8,000	\$8,000	\$7,298	\$8,000	\$17,379	\$8,000.00	\$8,000.00	0.0%
011631100000	4201	TEXTBOOKS	\$2,525	\$2,800	\$2,800		\$2,800	\$100	\$2,800.00	\$2,800.00	0.0%
011631100000	4901	COPIES	\$2,000	\$2,000	\$0		\$0		\$0.00	\$0.00	0.0%
011631100000	5301	FURNITURE/EQ	\$5,000	\$5,000	\$5,000	\$6,674	\$5,000	\$1,302	\$5,000.00	\$5,000.00	0.0%
011631100000	5641	COMPUTER SUI	\$500	\$500	\$500	\$883	\$500	\$503	\$500.00	\$500.00	0.0%
011631100000	5651	COMPUTER EQ	\$2,100	\$2,100	\$2,100	\$1,466	\$2,100	\$839	\$2,100.00	\$2,100.00	0.0%
011631100000	6301	DUES	\$650	\$650	\$0		\$0		\$0.00	\$0.00	0.0%
011631100000	6931	INSERVICE	\$3,925	\$3,000	\$3,000	\$756	\$3,000	\$370	\$3,000.00	\$3,000.00	0.0%
011631100010	4101	LANGUAGE ART	\$0	\$0	\$0		\$0		\$0.00	\$0.00	0.0%
011631100030	4101	SOCIAL STUDIE	\$0	\$0	\$0		\$0		\$0.00	\$0.00	0.0%
011631100040	4101	MATH SUPPLIES	\$0	\$0	\$0		\$0		\$0.00	\$0.00	0.0%
011631100050	4101	SCI SUPPLIES	\$300	\$300	\$300	\$73	\$300	\$99	\$300.00	\$300.00	0.0%
011631100068	4101	P.E. SUPPLIES	\$850	\$900	\$900	\$898	\$900	\$1,561	\$900.00	\$900.00	0.0%

011631100090	4101	ART SUPPLIES	\$2,000	\$2,000	\$2,000	\$930	\$2,000	\$1,840	\$2,000.00	\$2,000.00	0.0%
011631100093	4101	VOCAL MUSIC S	\$300	\$300	\$300	\$79	\$300	\$119	\$300.00	\$300.00	0.0%
011631100094	4101	INSTRUMENTAL	\$300	\$300	\$300	\$89	\$300	\$77	\$300.00	\$300.00	0.0%
011631100094	6951	MUSIC EQUIPM	\$600	\$1,000	\$1,000		\$1,000	\$0	\$1,000.00	\$1,000.00	0.0%
		Total	\$33,000	\$33,050	\$29,000	\$19,691	\$29,000	\$25,539	\$29,000.00	\$29,000.00	0.0%
Karen Western - Instruction			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
011641100000	3101	PROFESSIONAL	\$300	\$2,000	\$2,000	\$126	\$2,000	\$162	\$2,000	\$2,000	0.0%
011641100000	3271	RENTAL	\$1,750	\$1,750	\$0		\$0		\$0	\$0	0.0%
011641100000	3341	FIELD TRIPS	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011641100000	3821	TELEPHONES	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011641100000	3811	POSTAGE	\$0	\$0	\$400	\$431	\$400	\$720	\$400	\$400	0.0%
011641100000	4101	SUPPLIES	\$5,500	\$5,500	\$5,500	\$6,643	\$5,500	\$6,586	\$5,500	\$5,500	0.0%
011641100000	4201	TEXTBOOKS	\$1,000	\$2,800	\$2,800	\$2,134	\$2,800	\$291	\$2,800	\$2,800	0.0%
011641100000	4901	COPIES	\$500	\$500	\$0		\$0		\$0	\$0	0.0%
011641100000	5301	FURNITURE/EQ	\$800	\$800	\$800	\$4,852	\$800	\$2,538	\$800	\$800	0.0%
011641100000	5641	COMPUTER SUI	\$0	\$500	\$500	\$149	\$500	\$198	\$500	\$500	0.0%
011641100000	5651	COMPUTER EQ	\$450	\$500	\$500		\$500	\$578	\$500	\$500	0.0%
011641100000	6301	DUES	\$650	\$650	\$0		\$0		\$0	\$0	0.0%
011641100000	6931	INSERVICE	\$1,325	\$1,500	\$1,500	\$219	\$1,500	\$263	\$1,500	\$1,500	0.0%
011641100010	4101	LANGUAGE ART	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011641100030	4101	SOCIAL STUDIE	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011641100040	4101	MATH SUPPLIES	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011641100050	4101	SCI SUPPLIES	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011641100068	4101	P.E. SUPPLIES	\$300	\$300	\$300	\$380	\$300	\$579	\$300	\$300	0.0%
011641100090	4101	ART SUPPLIES	\$450	\$500	\$500	\$372	\$500	\$514	\$500	\$500	0.0%
011641100093	4101	VOCAL MUSIC S	\$250	\$300	\$300	\$280	\$300	\$313	\$300	\$300	0.0%
011641100094	4101	INSTRUMENTAL	\$150	\$200	\$200	\$184	\$200	\$90	\$200	\$200	0.0%
011641100094	3101	MUSIC EQUIPM	\$200	\$300	\$300	\$120	\$300	\$130	\$300	\$300	0.0%
		Total	\$13,625	\$18,100	\$15,600	\$15,890	\$15,600	\$12,962	\$15,600	\$15,600	0.0%
Meadows - Instruction			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
011661100000	3101	PROFESSIONAL	\$1,165	\$2,000	\$2,000		\$2,000	\$0	\$2,000	\$2,000	0.0%
011661100000	3271	RENTAL	\$1,800	\$1,800	\$0		\$0		\$0	\$0	0.0%
011661100000	3341	FIELD TRIPS	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011661100000	3821	TELEPHONE	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011661100000	3811	POSTAGE	\$500	\$500	\$500	\$451	\$500	\$981	\$500	\$500	0.0%
011661100000	4101	SUPPLIES	\$8,000	\$8,000	\$8,000	\$10,944	\$8,000	\$8,252	\$8,000	\$8,000	0.0%
011661100000	4201	TEXTBOOKS	\$500	\$500	\$500	\$1,075	\$500	\$93	\$500	\$500	0.0%
011661100000	4901	COPIES	\$2,500	\$2,500	\$0		\$0		\$0	\$0	0.0%
011661100000	5301	FURNITURE/EQ	\$1,000	\$1,000	\$1,000	\$383	\$1,000		\$1,000	\$1,000	0.0%
011661100000	5641	COMPUTER SUI	\$500	\$500	\$500		\$500		\$500	\$500	0.0%

011661100000	5651	COMPUTER EQ	\$500	\$500	\$500	\$39	\$500	\$113	\$500	\$500	0.0%
011661100000	6301	DUES	\$650	\$650	\$0		\$0		\$0	\$0	0.0%
011661100000	6931	INSERVICE	\$2,385	\$2,500	\$2,500	\$600	\$2,500	\$815	\$2,500	\$2,500	0.0%
011661100010	4101	LANGUAGE ART	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011661100030	4101	SOCIAL STUDIE	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011661100040	4101	MATH SUPPLIES	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011661100050	4101	SCI SUPPLIES	\$500	\$500	\$500		\$300	\$462	\$300	\$300	0.0%
011661100068	4101	P.E. SUPPLIES	\$300	\$300	\$300	\$366	\$900	\$741	\$900	\$900	0.0%
011661100090	4101	ART SUPPLIES	\$1,500	\$1,500	\$1,500	\$1,076	\$1,500	\$1,355	\$1,500	\$1,500	0.0%
011661100093	4101	VOCAL MUSIC S	\$400	\$400	\$400	\$79	\$300	\$337	\$300	\$300	0.0%
011661100094	4101	INSTRUMENTAL	\$400	\$400	\$400	\$155	\$300	\$0	\$300	\$300	0.0%
011661100094	6951	MUSIC EQUIPM	\$400	\$400	\$400		\$400	\$0	\$400	\$400	0.0%
		Total	\$23,000	\$23,950	\$19,000	\$15,168	\$19,200	\$13,149	\$19,200	\$19,200	0.0%
Mockingbird - Instruction			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
011671100000	3101	PROFESSIONAL	\$2,500	\$2,000	\$2,000	\$99	\$2,000		\$2,000	\$2,000	0.0%
011671100000	3271	RENTAL	\$4,200	\$4,200	\$0		\$0		\$0	\$0	0.0%
011671100000	3341	FIELD TRIPS	\$0	\$0	\$0		\$0	\$65	\$0	\$0	0.0%
011671100000	3821	TELEPHONE	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011671100000	3811	POSTAGE	\$500	\$800	\$800	\$497	\$800	\$928	\$800	\$800	0.0%
011671100000	4101	SUPPLIES	\$9,000	\$9,000	\$9,000	\$8,009	\$9,000	\$9,120	\$9,000	\$9,000	0.0%
011671100000	4201	TEXTBOOKS	\$2,500	\$2,500	\$2,500	\$2,567	\$2,500		\$2,500	\$2,500	0.0%
011671100000	4901	COPIES	\$2,200	\$2,200	\$0		\$0		\$0	\$0	0.0%
011671100000	5301	FURNITURE/EQ	\$2,000	\$1,500	\$1,500	\$3,793	\$1,500	\$3,022	\$1,500	\$1,500	0.0%
011671100000	5641	COMPUTER SUI	\$1,500	\$1,500	\$1,500	\$103	\$1,500	\$1,007	\$1,500	\$1,500	0.0%
011671100000	5651	COMPUTER EQ	\$700	\$700	\$700	\$1,676	\$700	\$0	\$700	\$700	0.0%
011671100000	6301	DUES	\$650	\$650	\$0		\$0		\$0	\$0	0.0%
011671100000	6931	INSERVICE	\$3,000	\$3,000	\$3,000	\$369	\$3,000	\$247	\$3,000	\$3,000	0.0%
011671100010	4101	LANGUAGE ART	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011671100030	4101	SOCIAL STUDIE	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011671100040	4101	MATH SUPPLIES	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011671100050	4101	SCI SUPPLIES	\$300	\$300	\$300	\$5	\$300	\$66	\$300	\$300	0.0%
011671100068	4101	P.E. SUPPLIES	\$800	\$800	\$800		\$800	\$883	\$800	\$800	0.0%
011671100090	4101	ART SUPPLIES	\$1,000	\$1,000	\$1,000	\$1,531	\$1,000	\$1,034	\$1,000	\$1,000	0.0%
011671100093	4101	VOCAL MUSIC S	\$300	\$300	\$300	\$271	\$300	\$172	\$300	\$300	0.0%
011671100094	4101	INSTRUMENTAL	\$250	\$300	\$300	\$253	\$300	\$0	\$300	\$300	0.0%
011671100094	6951	MUSIC EQUIPM	\$400	\$400	\$400	\$37	\$400	\$205	\$400	\$400	0.0%
		Total	\$31,800	\$31,150	\$24,100	\$19,210	\$24,100	\$16,749	\$24,100	\$24,100	0.0%
Seymour - Instruction			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
011681100000	3101	PROFESSIONAL	\$0	\$2,000	\$2,000		\$2,000	\$0	\$2,000	\$2,000	0.0%
011681100000	3271	RENTAL	\$2,000	\$2,000	\$0		\$0		\$0	\$0	0.0%

011681100000	3341	FIELD TRIPS	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011681100000	3821	TELEPHONE	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011681100000	3811	POSTAGE	\$900	\$900	\$900	\$273	\$900	\$643	\$900	\$900	0.0%
011681100000	4101	SUPPLIES	\$6,000	\$6,000	\$6,000	\$7,575	\$6,000	\$9,290	\$6,000	\$6,000	0.0%
011681100000	4201	TEXTBOOKS	\$1,500	\$1,500	\$1,500	\$679	\$1,500	\$320	\$1,500	\$1,500	0.0%
011681100000	4901	COPIES	\$1,500	\$1,500	\$0		\$0		\$0	\$0	0.0%
011681100000	5301	FURNITURE/EQ	\$500	\$500	\$500	\$3,065	\$500	\$1,200	\$500	\$500	0.0%
011681100000	5641	COMPUTER SUI	\$500	\$500	\$500		\$500	\$318	\$500	\$500	0.0%
011681100000	5651	COMPUTER EQ	\$0	\$500	\$500		\$500		\$500	\$500	0.0%
011681100000	6301	DUES	\$650	\$650	\$0		\$0		\$0	\$0	0.0%
011681100000	6931	INSERVICE	\$1,500	\$1,500	\$1,500	\$1,285	\$1,500	\$318	\$1,500	\$1,500	0.0%
011681100010	4101	LANGUAGE ART	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011681100030	4101	SOCIAL STUDIE	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011681100040	4101	MATH SUPPLIES	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011681100050	4101	SCI SUPPLIES	\$50	\$100	\$100		\$100		\$100	\$100	0.0%
011681100068	4101	P.E. SUPPLIES	\$300	\$500	\$500	\$532	\$500	\$686	\$500	\$500	0.0%
011681100090	4101	ART SUPPLIES	\$300	\$500	\$500	\$220	\$500	\$271	\$500	\$500	0.0%
011681100093	4101	VOCAL MUSIC S	\$350	\$400	\$400	\$173	\$400	\$173	\$400	\$400	0.0%
011681100094	4101	INSTRUMENTAL	\$50	\$300	\$300		\$300		\$300	\$300	0.0%
011681100094	6951	MUSIC EQUIPM	\$200	\$400	\$400		\$400		\$400	\$400	0.0%
		Total	\$16,300	\$19,750	\$15,600	\$13,802	\$15,600	\$13,219	\$15,600	\$15,600	0.0%
Wildewood - Instruction			2012-13	2013-14	2014-15	2014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
011691100000	3101	PROFESSIONAL	\$100	\$2,000	\$2,000		\$2,000	\$27	\$2,000	\$2,000	0.0%
011691100000	\$3,271.00	RENTAL	\$2,000	\$2,000	\$0		\$0		\$0	\$0	0.0%
011691100000	3341	FIELD TRIPS	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011691100000	3821	TELEPHONE	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011691100000	3811	POSTAGE	\$700	\$800	\$800	\$587	\$800	\$1,118	\$800	\$800	0.0%
011691100000	4101	SUPPLIES	\$8,000	\$8,000	\$8,000	\$9,296	\$8,000	\$9,300	\$8,000	\$8,000	0.0%
011691100000	4201	TEXTBOOKS	\$800	\$800	\$800	\$510	\$800	\$1,026	\$800	\$800	0.0%
011691100000	4901	COPIES	\$1,200	\$1,200	\$0		\$0		\$0	\$0	0.0%
011691100000	5301	FURNITURE/EQ	\$1,000	\$1,000	\$1,000	\$3,356	\$1,000	\$1,952	\$1,000	\$1,000	0.0%
011691100000	5641	COMPUTER SUI	\$500	\$500	\$500	\$427	\$500	\$518	\$500	\$500	0.0%
011691100000	5651	COMPUTER EQ	\$100	\$500	\$500		\$500	\$367	\$500	\$500	0.0%
011691100000	6301	DUES	\$650	\$650	\$0		\$0		\$0	\$0	0.0%
011691100000	6931	INSERVICE	\$2,000	\$2,000	\$2,000	\$180	\$2,000	\$665	\$2,000	\$2,000	0.0%
011691100010	4101	LANGUAGE ART	\$0	\$0	\$0						0.0%
011691100030	4101	SOCIAL STUDIE	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011691100040	4101	MATH SUPPLIES	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011691100050	4101	SCI SUPPLIES	\$150	\$200	\$200		\$200	\$148	\$200	\$200	0.0%
011691100068	4101	P.E. SUPPLIES	\$600	\$600	\$600	\$527	\$600	\$474	\$600	\$600	0.0%
011691100090	4101	ART SUPPLIES	\$1,200	\$1,000	\$1,000	\$855	\$1,000	\$890	\$1,000	\$1,000	0.0%

011691100093	4101	VOCAL MUSIC S	\$300	\$300	\$300	\$200	\$300	\$68	\$300	\$300	0.0%
011691100094	4101	INSTRUMENTAL	\$200	\$200	\$200		\$400	\$119	\$400	\$400	0.0%
011691100094	3101	MUSIC EQUIPM	\$200	\$400	\$400		\$200	\$89	\$200	\$200	0.0%
		Total	\$19,700	\$22,150	\$18,300	\$15,938	\$18,300	\$16,761	\$18,300	\$18,300	0.0%
		Total Elementary	\$6,161,093	\$5,092,921	\$4,769,629	\$4,364,297	\$4,825,608	\$4,189,657	\$4,490,026	\$4,890,157	8.9%
Secondary Regular Ed. - Instruction			2012-13	2013-14	2014-15	2014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
012001100000	1101	SALARIES	\$4,115,806	\$3,993,428	\$4,115,318	\$4,194,874	\$4,297,193	\$4,195,076	\$4,321,039	\$4,398,561	1.8%
012001100000	1151	ACCOMPANIST	\$30,000	\$12,600	\$21,026	\$25,254	\$22,000	\$30,622	\$32,200	\$34,000	5.6%
012001100000	1201	DIST. SUBSTITU	\$132,000	\$140,000	\$140,000	\$115,825	\$140,000	\$127,823	\$140,000	\$140,000	0.0%
012001100000	1411	PARAPROFESS	\$233,255	\$121,559	\$106,433	\$86,419	\$112,497	\$69,426	\$66,482	\$67,611	1.7%
012001100000	1421	UNIT PAY	\$421,000	\$424,548	\$381,530	\$399,943	\$393,264	\$416,995	\$412,000	\$412,000	0.0%
012001100000	1431	VOLUNTARY SE	\$600,000	\$310,000	\$280,000	\$280,436	\$273,000	\$273,000	\$68,806	\$199,886	190.5%
012001100000	2101	SOC. SECURITY	\$394,565	\$358,948	\$364,470	\$363,415	\$379,819	\$362,999	\$380,337	\$386,491	1.6%
012001100000	2201	RETIREMENT	\$493,206	\$463,480	\$470,609	\$460,273	\$476,599	\$458,420	\$477,268	\$485,215	1.7%
012001100000	2301	HEALTH INSUR	\$918,289	\$904,097	\$885,521	\$884,309	\$908,727	\$890,883	\$925,072	\$997,270	7.8%
012001100000	2601	LIFE INSURANC	\$4,554	\$3,921	\$4,058	\$4,009	\$4,058	\$4,231	\$4,058	\$4,058	0.0%
012001100000	2921	DISABILITY	\$19,434	\$16,892	\$17,152	\$16,620	\$17,370	\$16,699	\$17,394	\$17,684	1.7%
012001100000	2941	TUITION REIMB	\$10,000	\$15,000	\$25,000	\$25,200	\$25,000	\$17,106	\$25,000	\$25,000	0.0%
012001100000	3101	PROFESSIONAL	\$0	\$10,000	\$10,000		\$0		\$0	\$0	0.0%
012001100000	3621	TUITION TO OTI	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
012001100000	4101	SUPPLIES	\$13,000	\$15,000	\$15,000	\$1,014	\$10,000	\$7,096	\$10,000	\$10,000	0.0%
012001100000	4201	TEXTBOOKS	\$110,000	\$125,000	\$125,000	\$855	\$125,000	\$763	\$195,000	\$195,000	0.0%
012001100000	5301	FURNITURE AN	\$0	\$1,000	\$1,000		\$1,000		\$1,000	\$1,000	0.0%
012001100000	5651	COMPUTER EQ	\$75,000	\$125,000	\$125,000		\$125,000		\$125,000	\$125,000	0.0%
012001100000	6701	TRAVEL AND MI	\$1,000	\$3,000	\$3,000	\$2,285	\$3,000	\$4,084	\$3,000	\$3,000	0.0%
		Total	\$7,571,108	\$7,043,473	\$7,090,117	\$6,860,731	\$7,313,527	\$6,875,223	\$7,203,656	\$7,501,776	4.1%
Middle School - Instruction			2012-13	2013-14	2014-15	2014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
012601100000	3101	PROFESSIONAL	\$0	\$5,000	\$5,000	\$710	\$5,000	\$12,817	\$5,000	\$5,000	0.0%
012601100000	3271	RENTAL	\$6,600	\$6,600	\$0		\$0		\$0	\$0	0.0%
012601100000	3341	FIELD TRIPS	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
012601100000	3811	POSTAGE	\$2,200	\$2,200	\$2,200	\$1,962	\$2,200	\$3,219	\$2,200	\$2,200	0.0%
012601100000	3821	TELEPHONE	\$600	\$600	\$0		\$0		\$0	\$0	0.0%
012601100000	4101	SUPPLIES	\$8,197	\$15,000	\$15,000	\$14,197	\$16,800	\$19,498	\$16,800	\$16,800	0.0%
012601100000	4201	TEXTBOOKS	\$1,500	\$1,500	\$1,500		\$0	\$2,955	\$0	\$0	0.0%
012601100000	4901	COPIES	\$4,000	\$4,000	\$0		\$0		\$0	\$0	0.0%
012601100000	5301	FURNITURE/EQ	\$1,000	\$1,000	\$1,000	\$6,833	\$1,000	\$9,800	\$1,000	\$1,000	0.0%
012601100000	5641	COMPUTER SUI	\$1,500	\$1,500	\$1,500	\$606	\$1,500	\$2,241	\$1,500	\$1,500	0.0%
012601100000	5651	COMPUTER EQ	\$1,500	\$1,500	\$1,500	\$1,454	\$1,500	\$1,862	\$1,500	\$1,500	0.0%
012601100000	6301	DUES	\$650	\$650	\$0		\$0		\$0	\$0	0.0%

012601100000	6931	INSERVICE	\$4,000	\$4,000	\$4,000	\$5,997	\$4,000	\$3,958	\$4,000	\$4,000	0.0%
012601100000	6941	ATHLETIC EXPE	\$7,000	\$7,000	\$7,000	\$3,639	\$7,000	\$5,103	\$7,000	\$7,000	0.0%
012601100010	3101	PROFESSIONAL	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
012601100010	4101	SUPPLIES	\$1,800	\$2,000	\$2,000	\$2,157	\$2,000	\$818	\$2,000	\$2,000	0.0%
012601100010	4201	TEXTBOOKS	\$257	\$300	\$300	\$48	\$0	\$1,059	\$0	\$0	0.0%
012601100010	5301	FURNITURE/EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
012601100029	4101	SUPPLIES	\$1,050	\$1,000	\$1,000	\$798	\$1,000	\$1,078	\$1,000	\$1,000	0.0%
012601100029	5301	FURNITURE/EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
012601100030	4101	SUPPLIES	\$2,000	\$2,000	\$2,000	\$1,614	\$2,000	\$1,717	\$2,000	\$2,000	0.0%
012601100030	5301	FURNITURE/EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
012601100040	4101	SUPPLIES	\$2,005	\$2,000	\$2,000	\$1,746	\$2,000	\$2,134	\$2,000	\$2,000	0.0%
012601100040	5301	FURNITURE/EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
012601100050	4101	SUPPLIES	\$7,000	\$7,000	\$7,000	\$7,655	\$7,000	\$4,091	\$7,000	\$7,000	0.0%
012601100050	5301	FURNITURE/EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
012601100060	3101	PROFESSIONAL	\$250	\$300	\$300		\$300	\$172	\$300	\$300	0.0%
012601100060	4101	SUPPLIES	\$4,000	\$4,000	\$4,000	\$3,911	\$4,000	\$3,452	\$4,000	\$4,000	0.0%
012601100060	4121	HOME EC. GRO	\$3,000	\$3,000	\$3,000	\$3,386	\$3,000	\$2,993	\$3,000	\$3,000	0.0%
012601100060	5301	FURNITURE/EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
012601100068	4101	SUPPLIES	\$1,045	\$1,000	\$1,000	\$511	\$1,000	\$704	\$1,000	\$1,000	0.0%
012601100068	5301	FURNITURE/EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
012601100080	3101	PROFESSIONAL	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
012601100080	4101	SUPPLIES	\$3,000	\$3,000	\$3,000	\$2,610	\$3,000	\$1,199	\$3,000	\$3,000	0.0%
012601100080	5301	FURNITURE/EQ	\$2,000	\$2,000	\$2,000	\$1,009	\$2,000	\$1,384	\$2,000	\$2,000	0.0%
012601100085	4101	SUPPLIES	\$300	\$300	\$300	\$336	\$300		\$300	\$300	0.0%
012601100090	4101	SUPPLIES	\$1,000	\$1,000	\$1,000	\$1,356	\$1,000	\$1,136	\$1,000	\$1,000	0.0%
012601100090	5301	FURNITURE/EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
012601100093	3101	PROFESSIONAL	\$1,000	\$1,000	\$1,000	\$800	\$1,000	\$970	\$1,000	\$1,000	0.0%
012601100093	4101	SUPPLIES	\$1,000	\$1,000	\$1,000	\$994	\$1,000	\$489	\$1,000	\$1,000	0.0%
012601100094	3101	PROFESSIONAL	\$1,000	\$1,000	\$1,000	\$829	\$1,000	\$1,019	\$1,000	\$1,000	0.0%
012601100094	4101	SUPPLIES	\$1,500	\$1,500	\$1,500	\$1,471	\$1,500	\$711	\$1,500	\$1,500	0.0%
		Total	\$71,954	\$83,950	\$72,100	\$66,629	\$72,100	\$86,579	\$72,100	\$72,100	0.0%
High School - Instruction			2012-13	2013-14	2014-15	2014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
013601100000	3101	PROFESSIONAL	\$7,000	\$20,000	\$20,000	\$31,717	\$20,000	\$23,939	\$25,000	\$25,000	0.0%
013601100000	3271	RENTAL	\$20,000	\$20,000	\$0		\$1,000		\$1,000	\$1,000	0.0%
013601100000	3341	FIELD TRIPS	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100000	3821	TELEPHONE	\$3,000	\$3,000	\$0		\$0		\$0	\$0	0.0%
013601100000	3811	POSTAGE	\$7,200	\$7,200	\$7,200	\$4,213	\$3,800	\$4,053	\$3,800	\$3,800	0.0%
013601100000	4101	SUPPLIES	\$24,000	\$25,000	\$25,000	\$23,816	\$27,000	\$31,528	\$27,000	\$27,000	0.0%
013601100000	4201	TEXTBOOKS	\$500	\$500	\$500	\$1,005	\$500	\$668	\$500	\$500	0.0%
013601100000	5301	FURNITURE/EQ	\$2,000	\$2,000	\$2,000	\$5,699	\$2,500	\$2,287	\$2,500	\$2,500	0.0%
013601100000	5641	COMPUTER SUI	\$2,000	\$2,000	\$2,000	\$2,273	\$2,000	\$1,627	\$2,000	\$2,000	0.0%

013601100000	5651	COMPUTER EQ	\$5,000	\$2,000	\$2,000	\$4,391	\$2,000	\$6,130	\$2,800	\$2,800	0.0%
013601100000	5661	COMPUTER RE	\$1,000	\$1,000	\$1,000		\$1,000	\$722	\$1,000	\$1,000	0.0%
013601100000	6301	DUES	\$650	\$650	\$0	\$65	\$0		\$0	\$0	0.0%
013601100000	6931	INSERVICE	\$6,000	\$3,000	\$3,000	\$2,489	\$3,000	\$1,545	\$3,000	\$3,000	0.0%
013601100000	6941	ATHLETIC EXPE	\$19,000	\$19,000	\$19,000	\$18,941	\$20,000	\$20,640	\$20,000	\$20,000	0.0%
013601100000	6951	Instruct					\$3,900		\$3,900	\$3,900	0.0%
013601100010	4101	SUPPLIES	\$6,000	\$5,000	\$5,000	\$1,019	\$5,000	\$2,590	\$5,000	\$5,000	0.0%
013601100010	4201	TEXTBOOKS	\$2,500	\$2,500	\$2,500	\$914	\$2,500	\$11,161	\$2,500	\$2,500	0.0%
013601100010	5301	FURNITURE/EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100012	3101	PROFESSIONAL	\$1,000	\$1,000	\$1,000	\$1,400	\$1,000		\$1,000	\$1,000	0.0%
013601100012	4101	SUPPLIES	\$5,000	\$4,000	\$4,000	\$3,576	\$4,000	\$3,946	\$4,000	\$4,000	0.0%
013601100012	4201	TEXTBOOKS	\$100	\$100	\$100		\$100		\$100	\$100	0.0%
013601100012	5301	FURNITURE/EQ	\$250	\$250	\$250	\$329	\$250	\$250	\$250	\$250	0.0%
013601100013	4101	SUPPLIES	\$6,000	\$5,000	\$5,000	\$3,182	\$5,000	\$3,705	\$5,000	\$5,000	0.0%
013601100013	4201	TEXTBOOKS	\$1,000	\$1,000	\$1,000		\$1,000	\$627	\$1,000	\$1,000	0.0%
013601100014	4101	SUPPLIES	\$7,000	\$5,000	\$3,000	\$92	\$0		\$0	\$0	0.0%
013601100014	4201	TEXTBOOKS	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100014	5301	FURNITURE/EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100014	3101	PROFESSIONAL	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100029	4101	SUPPLIES	\$3,000	\$3,000	\$3,000	\$3,590	\$3,000	\$2,720	\$3,000	\$3,000	0.0%
013601100029	4201	TEXTBOOKS	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100029	5301	FURNITURE/EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100030	4101	SUPPLIES	\$5,900	\$5,000	\$5,000	\$1,716	\$5,000	\$2,433	\$5,000	\$5,000	0.0%
013601100030	4201	TEXTBOOKS	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100030	5301	FURNITURE/EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100030	3101	PROFESSIONAL	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100035	4101	SUPPLIES	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100040	3101	PROFESSIONAL	\$360	\$400	\$400		\$400		\$400	\$400	0.0%
013601100040	4101	SUPPLIES	\$4,000	\$4,000	\$4,000	\$2,340	\$4,000	\$3,296	\$4,000	\$4,000	0.0%
013601100040	4201	TEXTBOOKS	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100040	5301	FURNITURE/EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100050	4101	SUPPLIES	\$6,000	\$5,000	\$5,000	\$5,267	\$5,000	\$3,802	\$5,000	\$5,000	0.0%
013601100050	4201	TEXTBOOKS	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100050	5301	FURNITURE/EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100050	3101	PROFESSIONAL	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100060	4101	SUPPLIES	\$12,000	\$10,000	\$10,000	\$11,121	\$10,000	\$11,156	\$10,000	\$10,000	0.0%
013601100060	4201	TEXTBOOKS	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100060	5301	FURNITURE/EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100060	3101	PROFESSIONAL	\$350	\$400	\$400		\$400		\$400	\$400	0.0%
013601100068	4101	SUPPLIES	\$500	\$500	\$1,000	\$4,458	\$1,500	\$2,932	\$1,500	\$1,500	0.0%
013601100068	4201	TEXTBOOKS	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100068	5301	FURNITURE/EQ	\$3,000	\$3,000	\$2,500		\$0		\$0	\$0	0.0%

013601100068	3101	PROFESSIONAL	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100079	4101	SUPPLIES	\$5,700	\$5,000	\$5,000	\$2,797	\$5,000	\$3,138	\$5,000	\$5,000	0.0%
013601100079	5301	FURNITURE/EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100079	3101	PROFESSIONAL	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100080	4101	SUPPLIES	\$6,000	\$5,000	\$7,000	\$7,321	\$7,000	\$3,780	\$7,000	\$7,000	0.0%
013601100080	4201	TEXTBOOKS	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100080	5301	FURNITURE/EQ	\$600	\$500	\$1,000	\$64	\$1,000	\$1,345	\$1,000	\$1,000	0.0%
013601100080	3101	PROFESSIONAL	\$2,400	\$2,000	\$0		\$0		\$0	\$0	0.0%
013601100082	4101	SUPPLIES	\$2,000	\$2,000	\$2,000		\$2,000		\$2,000	\$2,000	0.0%
013601100082	4201	TEXTBOOKS	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100082	3101	PROFESSIONAL	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100083	4101	SUPPLIES	\$5,000	\$4,000	\$4,000	\$4,149	\$4,000	\$2,429	\$4,000	\$4,000	0.0%
013601100083	4201	TEXTBOOKS	\$1,000	\$1,000	\$1,000		\$1,000	\$188	\$1,000	\$1,000	0.0%
013601100083	5301	FURNITURE/EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100083	3101	PROFESSIONAL	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100085	4101	SUPPLIES	\$1,550	\$1,500	\$1,500	\$1,436	\$1,500	\$877	\$1,500	\$1,500	0.0%
013601100085	4201	TEXTBOOKS	\$900	\$1,000	\$1,000		\$1,000		\$1,000	\$1,000	0.0%
013601100085	5301	FURNITURE/EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100085	3101	PROFESSIONAL	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100090	4101	SUPPLIES	\$8,000	\$8,000	\$8,000	\$8,682	\$8,000	\$8,743	\$8,000	\$8,000	0.0%
013601100090	5301	FURNITURE/EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100093	4101	SUPPLIES	\$3,000	\$3,000	\$4,500	\$4,113	\$4,500	\$3,889	\$4,500	\$4,500	0.0%
013601100093	5301	FURNITURE/EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100093	3101	PROFESSIONAL	\$1,000	\$1,000	\$0		\$0		\$0	\$0	0.0%
013601100094	3101	PROFESSIONAL	\$2,000	\$2,000	\$2,000	\$1,813	\$2,000	\$1,495	\$2,000	\$2,000	0.0%
013601100094	4101	SUPPLIES	\$4,000	\$4,000	\$4,000	\$2,964	\$4,000	\$5,016	\$4,000	\$4,000	0.0%
013601100094	4201	TEXTBOOKS	\$1,340	\$1,000	\$1,000	\$692	\$1,000	\$928	\$1,000	\$1,000	0.0%
013601100094	5301	FURNITURE/EQ	\$2,000	\$2,000	\$2,000	\$208	\$2,000	\$807	\$2,000	\$2,000	0.0%
013601100097	4101	SUPPLIES	\$300	\$300	\$0		\$0		\$0	\$0	0.0%
013601100097	5301	FURNITURE/EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013601100098	4101	SUPPLIES	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
		Total	\$208,100	\$203,800	\$178,850	\$167,852	\$178,850	\$174,392	\$184,650	\$184,650	0.0%
Hillcrest Education Center - Instruction			2012-13	2013-14	2014-15	014-2015 Actual	2015-2016	2015-16 Actual	2016-17	2017-2018	Difference
013701100000	3271	RENTAL	\$1,200	\$1,200	\$0		\$0		\$0	\$0	0.0%
013701100000	4101	SUPPLIES	\$3,000	\$0	\$3,500		\$3,500	\$544	\$3,500	\$3,500	0.0%
013701100000	4201	TEXTBOOKS	\$1,000	\$0	\$1,000		\$1,000		\$1,000	\$1,000	0.0%
013701100000	5301	FURNITURE/EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
		Total	\$5,200	\$1,200	\$4,500		\$4,500		\$4,500	\$4,500	0.0%
							\$0		\$0	\$0	0.0%
		Total Secondary	\$7,856,362	\$7,331,223	\$7,345,567	\$7,095,212	\$7,568,977	\$7,136,194	\$7,464,906	\$7,763,026	4.0%

District Wide Outdoor Education - Instruction			2012-13	2013-14	2014-15	2014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
018001100059	1201	OUTDOOR ED. I	\$5,000	\$10,000	\$10,000	\$8,820	\$11,000	\$560	\$10,500	\$10,500	0.0%
018001100059	1421	UNIT PAY	\$6,800	\$7,000	\$7,000	\$5,681	\$7,000	\$7,565	\$7,500	\$7,500	0.0%
018001100059	2101	SOC. SECURITY	\$944	\$1,000	\$1,300	\$1,300	\$842	\$557	\$1,377	\$1,377	0.0%
018001100059	2201	RETIREMENT	\$680	\$700	\$1,500	\$799	\$691	\$678	\$741	\$741	0.0%
018001100059	2301	HEALTH	\$1,000	\$1,000	\$0	\$1,330	\$0	\$1,325	\$0	\$0	0.0%
018001100059	2601	LIFE	\$0	\$0	\$0	\$6	\$0	\$6	\$0	\$0	0.0%
018001100059	2921	DISABILITY	\$0	\$0	\$0	\$25	\$40	\$24	\$27	\$27	0.0%
018001100059	3101	PROFESSIONAL	\$20,000	\$25,000	\$31,000	\$32,416	\$31,000	\$33,271	\$33,000	\$33,000	0.0%
018001100059	3341	FIELD TRIPS	\$1,000	\$0	\$0		\$0		\$0	\$0	0.0%
018001100059	4101	SUPPLIES	\$2,500	\$2,000	\$2,000	\$1,009	\$2,000	\$723	\$750	\$750	0.0%
018001100059	6701	TRAVEL AND MI	\$250	\$250	\$300	\$1,081	\$450	\$491	\$500	\$500	0.0%
		Total	\$38,174	\$46,950	\$53,100	\$52,467	\$53,023	\$45,200	\$54,395	\$54,395	0.0%
District Wide ELL - Instruction			2012-13	2013-14	2014-15	2014-2015 Actual	2015-2016	2015-16 Actual	2016-17	2017-2018	Difference
018001100055	1101	SALARIES	\$286,814	\$203,026	\$265,568	\$341,078	\$278,897	\$289,514	\$291,500	\$348,844	19.7%
018001100055	1411	PARAPROFESS	\$109,776	\$101,200	\$59,183	\$52,869	\$67,085	\$75,611	\$66,565	\$69,325	4.1%
018001100055	1201	SUBSTITUTES	\$0	\$10,000	\$10,000	\$5,670	\$10,000	\$11,710	\$0	\$0	0.0%
018001100055	2101	SOC. SECURITY	\$31,727	\$24,038	\$25,608	\$24,407	\$27,233	\$27,154	\$27,392	\$31,990	16.8%
018001100055	2201	RETIREMENT	\$39,659	\$31,039	\$33,066	\$31,997	\$34,175	\$35,382	\$35,369	\$41,306	16.8%
018001100055	2301	HEALTH INSUR	\$49,548	\$39,843	\$71,701	\$56,296	\$55,173	\$52,713	\$59,808	\$69,714	16.6%
018001100055	2601	LIFE INSURANC	\$506	\$365	\$456	\$341	\$410	\$411	\$410	\$410	0.0%
018001100055	2921	DISABILITY	\$1,695	\$1,131	\$1,205	\$1,164	\$1,246	\$1,289	\$1,289	\$1,505	16.8%
018001100055	3101	PROFESSIONAL	\$10,000	\$10,000	\$10,000	\$3,672	\$10,000	\$9,197	\$10,000	\$10,000	0.0%
018001100055	3311	COMMON CARF	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018001100055	3821	TELEPHONE	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018001100055	3691	TUITION-ESL	\$40,000	\$40,000	\$60,000		\$67,000	\$28,508	\$69,000	\$69,000	0.0%
018001100055	4101	SUPPLIES	\$1,500	\$1,500	\$4,000	\$8,094	\$4,000	\$1,129	\$4,000	\$4,000	0.0%
018001100055	4201	TEXTBOOKS	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018001100055	5301	FURNITURE AN	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018001100055	5651	COMPUTER EQ	\$0	\$0	\$35,000	\$11,818	\$35,000	\$1,129	\$35,000	\$35,000	0.0%
018001100055	6701	TRAVEL AND MI	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018001100055	6931	INSERVICE	\$0	\$0	\$0	\$740	\$750		\$750	\$750	0.0%
		Total	\$571,225	\$462,142	\$575,788	\$538,146	\$590,969	\$533,747	\$601,083	\$681,844	13.4%
District Wide Poverty - Instruction			2012-13	2013-14	2014-15	2014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
018001160000	1101	SALARIES	\$1,109,440	\$1,703,182	\$1,755,743	\$1,688,302	\$1,801,235	\$2,002,591	\$2,090,958	\$2,078,028	-0.6%
018001160000	1401	CLERICAL SALA	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018001160000	1411	PARAPROFESS	\$0	\$0	\$0		\$0		\$0	\$0	0.0%

018001160000	1201	SUBSTITUTES	\$10,000	\$52,000	\$0	\$46,325	\$35,000	\$54,510	\$42,000	\$42,000	0.0%
018001160000	2101	SOC. SECURITY	\$89,555	\$134,271	\$134,314	\$127,665	\$140,472	\$151,818	\$163,171	\$162,182	-0.6%
018001160000	2201	RETIREMENT	\$111,944	\$173,373	\$171,852	\$167,197	\$177,922	\$197,863	\$206,541	\$205,263	-0.6%
018001160000	2301	HEALTH INSUR	\$201,259	\$329,402	\$253,565	\$315,041	\$319,052	\$390,213	\$416,814	\$466,543	11.9%
018001160000	2601	LIFE INSURANC	\$1,150	\$1,642	\$1,021	\$1,437	\$1,368	\$1,773	\$1,368	\$1,368	0.0%
018001160000	2921	DISABILITY	\$4,981	\$6,319	\$6,321	\$6,075	\$6,484	\$7,211	\$7,527	\$7,481	-0.6%
018001160000	2931	DUES	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018001160000	3101	PROFESSIONAL	\$1,000	\$1,000	\$1,000		\$1,000		\$0	\$0	0.0%
018001160000	3311	COMMON CARP	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018001160000	3821	TELEPHONE	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018001160000	3691	TUITION	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018001160000	4101	SUPPLIES	\$1,000	\$1,000	\$1,000	\$100	\$500		\$500	\$500	0.0%
018001160000	4201	TEXTBOOKS	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018001160000	5301	FURNITURE AN	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018001160000	5651	COMPUTER EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018001160000	6701	TRAVEL AND MI	\$3,000	\$3,000	\$0		\$0		\$0	\$0	0.0%
018001160000	6931	INSERVICE	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
		Total	\$1,533,329	\$2,405,190	\$2,324,817	\$2,352,142	\$2,483,034	\$2,805,979	\$2,928,879	\$2,963,365	1.2%
		Total District Wi	\$2,142,728	\$2,914,282	\$2,953,705	\$2,942,755	\$3,127,025	\$3,384,926	\$3,584,357	\$3,699,605	14.6%
Elementary Gifted - Instruction			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
011631310000	4101	Blumfield Gifted	\$265	\$250	\$250	\$124	\$250	\$0	\$250	\$250	0.0%
011641310000	4101	Karen Western C	\$50	\$250	\$250	\$201	\$250	\$33	\$250	\$250	0.0%
011661310000	4101	Meadows Gifted	\$200	\$250	\$250	\$211	\$250	\$0	\$250	\$250	0.0%
011671310000	4101	Mockingbird Gifte	\$250	\$250	\$250	\$172	\$250	\$250	\$250	\$250	0.0%
011681310000	4101	Seymour Gifted	\$200	\$250	\$250	\$0	\$250	\$12	\$250	\$250	0.0%
011691310000	4101	Wildewood Gifte	\$200	\$250	\$250	\$212	\$250	\$195	\$250	\$250	0.0%
		Total	\$1,165	\$1,500	\$1,500	\$920	\$1,500	\$490	\$1,500	\$1,500	0.0%
Secondary Gifted - Instruction			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
012601310000	4101	MS Gifted	\$0	\$1,000	\$0	\$500	\$500	\$1,345	\$500	\$500	0.0%
013601310000	4101	HS Gifted	\$1,950	\$1,000	\$0	\$220	\$500	-\$76	\$500	\$500	0.0%
		Total	\$1,950	\$2,000	\$0	\$720	\$1,000	\$1,269	\$1,000	\$1,000	0.0%
District Wide Gifted - Instruction			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
018001310000	1101	SALARIES	\$84,102	\$83,462	\$109,509	\$111,965	\$106,236	\$115,588	\$112,401	\$120,191	6.9%
018001310000	1181	ACADEMIC TES	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018001310000	2101	SOC. SECURITY	\$6,728	\$6,385	\$8,377	\$8,431	\$8,127	\$8,794	\$8,599	\$9,195	6.9%
018001310000	2201	RETIREMENT	\$8,410	\$8,244	\$10,817	\$11,048	\$10,494	\$11,419	\$11,103	\$11,872	6.9%
018001310000	2301	HEALTH INSUR	\$16,378	\$3,668	\$15,060	\$16,992	\$14,753	\$16,647	\$16,276	\$16,402	0.8%

018001310000	2601	LIFE INSURANC	\$138	\$138	\$137	\$137	\$174	\$135	\$174	\$174	0.0%
018001310000	2921	DISABILITY	\$382	\$300	\$394	\$402	\$382	\$416	\$405	\$433	6.9%
018001310000	3101	PROFESSIONAL	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018001310000	4101	SUPPLIES	\$600	\$1,000	\$1,000	\$4,416	\$1,000	\$210	\$2,000	\$2,000	0.0%
018001310000	6711	INTRASCHOOL	\$250	\$250	\$250	\$158	\$250	\$0	\$200	\$200	0.0%
018001310000	6931	INSERVICE	\$0	\$500	\$500	\$0	\$500	\$832	\$0	\$0	0.0%
		Total	\$116,988	\$103,948	\$146,045	\$153,549	\$141,916	\$154,041	\$151,157	\$160,467	0.0%
		Total Gifted	\$120,103	\$107,448	\$147,545	\$155,189	\$144,416	\$155,800	\$153,657	\$162,967	6.1%
		Total Instruction	\$16,280,286	\$15,445,874	\$15,216,445	\$14,557,453	\$15,666,027	\$14,866,577	\$15,692,946	\$16,515,754	5.2%
Elementary Speech - SPED			2012-13	2013-14	2014-15	2014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
011001210506	1101	SALARIES	\$278,371	\$271,518	\$263,390	\$250,280	\$248,439	\$225,369	\$210,996	\$241,195	14.3%
011001210506	1201	DIST. SUBSTITU	\$0	\$0	\$0	\$2,170	\$0		\$0	\$0	0.0%
011001210506	1411	PARAPROFESS	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011001210506	2101	SOC. SECURITY	\$22,270	\$20,771	\$20,149	\$18,757	\$19,006	\$16,493	\$16,141	\$18,451	14.3%
011001210506	2201	RETIREMENT	\$27,837	\$26,820	\$26,017	\$24,433	\$24,540	\$22,261	\$20,842	\$23,825	14.3%
011001210506	2301	HEALTH INSUR	\$43,970	\$34,463	\$44,907	\$45,242	\$53,250	\$42,479	\$44,679	\$36,541	-18.2%
011001210506	2601	LIFE INSURANC	\$276	\$276	\$205	\$215	\$205	\$184	\$205	\$205	0.0%
011001210506	2921	DISABILITY	\$1,225	\$977	\$948	\$871	\$894	\$811	\$760	\$868	14.3%
011001210506	3101	PROFESSIONAL	\$50,000	\$40,000	\$55,000	\$63,687	\$55,000	\$64,451	\$55,000	\$45,000	-18.2%
011001210506	4101	SUPPLIES	\$800	\$1,000	\$1,000	\$1,713	\$1,100	\$6,053	\$1,100	\$1,100	0.0%
011001210506	4201	TEXTBOOKS	\$1,000	\$0	\$0		\$0		\$0	\$0	0.0%
011001210506	5301	FURNITURE/EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011001210506	5651	COMPUTER EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011001210506	6711	INTRA SCHOOL	\$100	\$0	\$0	\$241	\$200	\$5,245	\$200	\$200	0.0%
011001210506	6931	INSERVICE	\$400	\$0	\$0	\$79	\$0	\$220	\$0	\$0	0.0%
		Total	\$426,249	\$395,825	\$411,617	\$407,688	\$402,634	\$383,566	\$349,923	\$367,385	5.0%
Elementary Resource - SPED			2012-13	2013-14	2014-15	2014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
011001210509	1101	SALARIES	\$661,413	\$528,430	\$688,626	\$705,035	\$716,806	\$746,768	\$753,984	\$788,123	4.5%
011001210509	1201	DIST. SUBSTITU	\$10,000	\$20,000	\$16,000	\$18,103	\$18,000	\$15,481	\$18,000	\$18,000	0.0%
011001210509	1411	PARAPROFESS	\$316,774	\$261,587	\$234,000	\$147,153	\$165,150	\$187,685	\$225,000	\$197,470	-12.2%
011001210509	2101	SOC. SECURITY	\$79,055	\$61,966	\$71,805	\$65,406	\$68,847	\$71,445	\$76,269	\$76,775	0.7%
011001210509	2201	RETIREMENT	\$97,819	\$80,012	\$92,716	\$83,985	\$87,118	\$92,201	\$96,702	\$97,355	0.7%
011001210509	2301	HEALTH INSUR	\$153,154	\$114,077	\$129,369	\$137,679	\$144,000	\$145,781	\$157,958	\$170,595	8.0%
011001210509	2601	LIFE INSURANC	\$1,656	\$1,550	\$1,265	\$1,134	\$1,276	\$1,250	\$1,276	\$1,276	0.0%
011001210509	2921	DISABILITY	\$3,095	\$2,916	\$3,379	\$3,066	\$3,175	\$3,351	\$3,524	\$3,548	0.7%
011001210509	3101	PROFESSIONAL	\$100	\$100	\$56,000	\$51,785	\$35,000	\$75,785	\$60,000	\$75,000	25.0%

011001210509	4101	SUPPLIES	\$2,000	\$2,000	\$2,604	\$10,230	\$2,800	-\$82	\$2,800	\$2,800	0.0%
011001210509	4201	TEXTBOOKS	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011001210509	5301	FURNITURE/EQ	\$500	\$500	\$500		\$0	\$967	\$0	\$0	0.0%
011001210509	5651	Computer			\$0	\$2,140		\$900			0.0%
011001210509	6711	INTRA SCHOOL	\$100	\$100	\$100	\$273	\$0	\$325	\$0	\$0	0.0%
011001210509	6931	INSERVICE	\$1,500	\$8,000	\$1,500	\$118	\$0	\$1,839	\$0	\$0	0.0%
011631210509	4101	SUPPLIES	\$400	\$400	\$400		\$400	\$5,810	\$400	\$400	0.0%
011641210509	4101	SUPPLIES	\$300	\$400	\$400		\$400	\$386	\$400	\$400	0.0%
011661210509	4101	SUPPLIES	\$300	\$400	\$0		\$400	\$0	\$400	\$400	0.0%
011671210509	4101	SUPPLIES	\$400	\$400	\$400		\$400	\$286	\$400	\$400	0.0%
011681210509	4101	SUPPLIES	\$300	\$400	\$400		\$400	\$1,877	\$400	\$400	0.0%
011691210509	4101	SUPPLIES	\$300	\$400	\$400		\$400	\$387	\$400	\$400	0.0%
		Total	\$1,329,166	\$1,083,638	\$1,299,864	\$1,226,107	\$1,244,572	\$1,352,442	\$1,397,914	\$1,433,342	2.5%
Secondary Resource - SPED			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
012001210509	1101	SALARIES	\$838,478	\$795,303	\$767,376	\$710,079	\$762,000	\$865,942	\$874,587	\$851,757	-2.6%
012001210509	1201	DIST. SUBSTITU	\$12,000	\$22,000	\$18,000	\$22,530	\$18,000	\$16,170	\$18,000	\$18,000	0.0%
012001210509	1411	PARAPROFESS	\$187,869	\$230,955	\$218,200	\$259,974	\$299,959	\$261,368	\$250,151	\$256,468	2.5%
012001210509	2101	SOC. SECURITY	\$83,068	\$80,192	\$76,774	\$74,224	\$82,617	\$85,847	\$87,419	\$86,156	-1.4%
012001210509	2201	RETIREMENT	\$102,635	\$103,545	\$98,230	\$95,570	\$103,945	\$110,752	\$111,099	\$109,468	-1.5%
012001210509	2301	HEALTH INSUR	\$103,002	\$142,766	\$140,362	\$122,284	\$120,936	\$161,460	\$175,677	\$194,614	10.8%
012001210509	2601	LIFE INSURANC	\$1,380	\$1,460	\$1,368	\$1,265	\$1,504	\$1,423	\$1,504	\$1,472	-2.1%
012001210509	2921	DISABILITY	\$3,578	\$3,774	\$3,613	\$3,472	\$3,888	\$4,034	\$4,049	\$3,990	-1.5%
012001210509	3101	PROFESSIONAL	\$200	\$200	\$200	\$56,886	\$200	\$5,288	\$200	\$200	0.0%
012001210509	3271	RENTAL	\$12,000	\$12,000	\$12,000	\$8,600	\$12,000	\$2,150	\$13,800	\$13,800	0.0%
012001210509	3821	TELEPHONE	\$500	\$500	\$500		\$0		-\$500	\$0	-100.0%
012001210509	5651	COMPUTER EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
012601210509	4101	SUPPLIES-MS	\$3,000	\$8,000	\$8,000	\$20,065	\$15,000	\$19,238	\$5,000	\$5,000	0.0%
013601210509	4101	SUPPLIES-HS	\$0	\$0	\$0		\$0		\$10,000	\$10,000	0.0%
012001210509	5301	FURNITURE/EQ	\$500	\$500	\$500	\$187	\$500		\$500	\$500	0.0%
012001210509	5651	COMPUTER EQ	\$0	\$0	\$0	\$999	\$0	\$978	\$0	\$978	0.0%
012001210509	6711	INTRA SCHOOL	\$500	\$500	\$500	\$5,821	\$3,800	\$1,736	\$3,800	\$3,800	0.0%
012001210509	6931	INSERVICE	\$1,500	\$3,000	\$2,000	\$600	\$2,000	\$2,654	\$2,000	\$2,000	0.0%
		Total	\$1,350,209	\$1,404,695	\$1,347,622	\$1,382,556	\$1,426,348	\$1,539,040	\$1,557,287	\$1,558,203	0.1%
Special Services Administration - SPED			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
018001210501	1101	SALARIES	\$81,000	\$81,600	\$165,000	\$182,552	\$110,000	\$131,501	\$85,000	\$89,000	4.7%
018001210501	1201	DIST. SUBSTITU	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018001210501	1401	CLERICAL SALA	\$43,513	\$0	\$29,789	\$30,423	\$32,468		\$34,374	\$36,504	6.2%
018001210501	2101	SOC. SECURITY	\$9,961	\$6,242	\$14,901	\$14,524	\$10,899	\$9,630	\$9,132	\$9,601	5.1%
018001210501	2201	RETIREMENT	\$12,451	\$8,060	\$19,241	\$19,611	\$14,073	\$13,029	\$11,792	\$12,397	5.1%
018001210501	2301	HEALTH INSUR	\$13,461	\$1,050	\$13,754	\$36,160	\$25,995	\$24,268	\$31,000	\$25,876	-16.5%

018001210501	2601	LIFE INSURANC	\$235	\$235	\$235	\$363	\$235	\$92	\$235	\$235	0.0%
018001210501	2921	DISABILITY	\$524	\$294	\$701	\$715	\$513	\$477	\$430	\$452	5.1%
018001210501	2931	PROFESSIONAL	\$1,300	\$650	\$650	\$335	\$650		\$650	\$650	0.0%
018001210501	3101	PROFESSIONAL	\$2,000	\$500	\$500	\$7,030	\$500	\$300	\$500	\$500	0.0%
018001210501	3821	TELEPHONE	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018001210501	4101	SUPPLIES	\$1,500	\$2,000	\$3,500	\$6,189	\$3,500	\$1,283	\$3,500	\$3,500	0.0%
018001210501	4201	TEXTBOOKS	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018001210501	5301	FURNITURE/EQ	\$100	\$0	\$0		\$0		\$0	\$0	0.0%
018001210501	5651	COMPUTER EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018001210501	6701	TRAVEL AND MI	\$1,000	\$1,000	\$1,800	\$2,940	\$1,800		\$1,800	\$1,800	0.0%
018001210501	6931	INSERVICE	\$2,000	\$1,000	\$1,000	\$340	\$1,000		\$1,000	\$1,000	0.0%
		Total	\$169,045	\$102,631	\$251,071	\$301,182	\$201,632	\$180,580	\$179,412	\$181,515	1.2%
Special Services Diagnosis - SPED			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
018001210504	1101	SALARIES	\$464,673	\$178,777	\$265,007	\$266,089	\$273,332	\$246,168	\$252,704	\$247,955	-1.9%
018001210504	1201	DIST. SUBSTITU	\$1,500	\$1,500	\$1,500		\$0		\$0	\$0	0.0%
018001210504	1401	CLERICAL SALA	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018001210504	2101	SOC. SECURITY	\$37,294	\$13,791	\$20,388	\$19,287	\$20,910	\$17,425	\$19,332	\$18,969	-1.9%
018001210504	2201	RETIREMENT	\$46,467	\$17,807	\$26,325	\$26,299	\$26,999	\$24,157	\$24,962	\$24,492	-1.9%
018001210504	2301	HEALTH INSUR	\$77,267	\$36,366	\$50,599	\$50,026	\$51,541	\$59,972	\$63,621	\$61,225	-3.8%
018001210504	2601	LIFE INSURANC	\$414	\$182	\$182	\$180	\$182	\$164	\$182	\$182	0.0%
018001210504	2921	DISABILITY	\$2,059	\$649	\$959	\$958	\$984	\$880	\$910	\$893	-1.9%
018001210504	3101	PROFESSIONAL	\$500	\$500	\$500	\$175	\$500	\$81	\$500	\$500	0.0%
018001210504	3821	TELEPHONE	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018001210504	4101	SUPPLIES	\$4,000	\$4,000	\$4,000	\$1,991	\$4,000	\$14,748	\$5,500	\$5,500	0.0%
018001210504	4201	TEXTBOOKS	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018001210504	5301	FURNITURE/EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018001210504	5651	COMPUTER EQ	\$0	\$0	\$0		\$0	\$111	\$0	\$111	0.0%
018001210504	6711	INTRA SCHOOL	\$250	\$250	\$500	\$1,164	\$850	\$727	\$500	\$500	0.0%
018001210504	6931	INSERVICE	\$1,000	\$1,000	\$1,000	\$253	\$1,000	\$589	\$250	\$250	0.0%
		Total	\$635,424	\$254,823	\$370,961	\$366,422	\$380,298	\$365,022	\$368,460	\$360,577	-2.1%
Special Services Health - SPED			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
018001220213	1101	SALARIES	\$88,341	\$91,498	\$98,893	\$104,407	\$102,107	\$105,870	\$105,492	\$92,654	-12.2%
018001220213	1201	DIST. SUBSTITU	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018001220213	2101	SOC. SECURITY	\$7,067	\$7,000	\$7,565	\$7,835	\$7,811	\$7,959	\$8,070	\$7,088	-12.2%
018001220213	2201	RETIREMENT	\$8,834	\$9,038	\$9,768	\$10,277	\$10,086	\$10,402	\$10,420	\$9,152	-12.2%
018001220213	2301	HEALTH INSUR	\$14,771	\$15,447	\$15,856	\$15,247	\$16,131	\$16,336	\$16,892	\$25,773	52.6%
018001220213	2601	LIFE INSURANC	\$92	\$92	\$73	\$70	\$73	\$73	\$73	\$73	0.0%
018001220213	2921	DISABILITY	\$392	\$329	\$356	\$377	\$368	\$381	\$380	\$334	-12.2%
018001220213	3821	TELEPHONE	\$500	\$500	\$0		\$0		\$0	\$0	0.0%

018001220213	4101	SUPPLIES	\$500	\$500	\$100	\$709	\$100	\$58	\$100	\$100	0.0%
018001220213	6701	TRAVEL AND MILEAGE			\$0	\$745	\$0		\$0	\$0	0.0%
018001220213	6711	INTRA SCHOOL	\$300	\$300	\$300	\$346	\$300	\$564	\$300	\$300	0.0%
018001220213	6931	INSERVICE	\$200	\$200	\$200	\$1,115	\$200		\$200	\$200	0.0%
		Total	\$120,997	\$124,904	\$133,112	\$141,128	\$137,176	\$141,643	\$141,927	\$135,674	-4.4%
Special Services Level III Tuition - SPED			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
018001230501	3621	TUITION DIST-S	\$565,000	\$500,000	\$700,000	\$751,814	\$700,000	\$1,023,964	\$900,000	\$900,000	0.0%
018001230501	3681	ACCOUST. HAN	\$230,171	\$240,000	\$240,000	\$286,857	\$240,000		\$120,000	\$120,000	0.0%
018001230501	6931	INSERVICE	\$0	\$0	\$0	\$0	\$0	\$60	\$0	\$0	0.0%
		Total	\$795,171	\$740,000	\$940,000	\$1,038,671	\$940,000	\$1,024,024	\$1,020,000	\$1,020,000	0.0%
Special Services Preschool Handicap - SPED			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
018001250516	1101	SALARIES	\$215,217	\$256,183	\$251,293	\$251,748	\$254,781	\$810	\$0	\$0	0.0%
018001250516	1201	DIST. SUBSTITU	\$4,500	\$12,000	\$6,000	\$8,275	\$7,000	\$1,680	\$0	\$0	0.0%
018001250516	1411	PARAPROFESS	\$77,234	\$0	\$51,615	\$288	\$14,148	\$114	\$0	\$0	0.0%
018001250516	2101	SOC. SECURITY	\$23,756	\$20,516	\$23,631	\$19,536	\$21,109	\$198	\$0	\$0	0.0%
018001250516	2201	RETIREMENT	\$29,245	\$26,491	\$30,513	\$24,760	\$26,564	\$91	\$0	\$0	0.0%
018001250516	2301	HEALTH INSUR	\$13,814	\$39,972	\$48,003	\$49,916	\$52,746	\$138	\$0	\$0	0.0%
018001250516	2601	LIFE INSURANC	\$460	\$228	\$333	\$193	\$241	\$5	\$0	\$0	0.0%
018001250516	2921	DISABILITY	\$870	\$965	\$1,112	\$890	\$968	\$3	\$0	\$0	0.0%
018001250516	3101	PROFESSIONAL	\$0	\$0	\$0		\$23,000	\$30,978	\$0	\$0	0.0%
018001250516	3630	TUITION B TO 2	\$90,000	\$0	\$0	\$45,271	\$0		\$0	\$0	0.0%
018001250516	3631	TUITION AGE-3	\$10,000	\$10,000	\$0	\$8,278	\$10,000		\$0	\$0	0.0%
018001250516	4101	SUPPLIES	\$0	\$0	\$0	\$41,020	\$0	\$20,991	\$0	\$0	0.0%
018001250516	4201	TEXTBOOKS	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018001250516	5301	FURNITURE/EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018001250516	5651	COMPUTER EQ	\$0	\$0	\$0	\$5,541	\$0		\$0	\$0	0.0%
018001250516	6701	TRAVEL AND MI	\$0	\$1,000	\$0	\$709	\$0	\$29	\$0	\$0	0.0%
018001250516	6931	INSERVICE	\$0	\$0	\$0	\$20	\$0	\$823	\$0	\$0	0.0%
		Total	\$465,097	\$367,355	\$412,500	\$456,445	\$410,557	\$55,860	\$0	\$0	0.0%
Flex Funding - SPED			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
018001350516	1101	SALARIES	\$3,000	\$3,000	\$3,000	\$0	\$0		\$20,000	\$36,995	85.0%
018001350516	2101	SOC. SECURITY	\$1,000	\$1,000	\$1,000	\$0	\$0		\$1,530	\$4,077	166.5%
018001350516	2201	RETIREMENT	\$0	\$306	\$306	\$0	\$0		\$1,976	\$5,266	166.6%
018001350516	2301	HEALTH INSUR	\$0	\$395	\$395	\$0	\$0		\$0	\$10,000	0.0%
018001350516	2601	LIFE INSURANC	\$0	\$0	\$0	\$0	\$0		\$35	\$70	100.0%
018001350516	2921	DISABILITY	\$0	\$14	\$14	\$0	\$0		\$72	\$191	165.3%
018001350516	4101	SUPPLIES	\$1,000	\$1,000	\$1,000	\$0	\$0	\$20,000	\$20,000	\$20,000	0.0%
		Total	\$5,000	\$5,716	\$5,716	\$0	\$0	\$20,000	\$43,613	\$76,599	75.6%

		Total Special Ed	\$5,297,708	\$4,479,586	\$5,172,463	\$5,320,199	\$5,143,217	\$5,062,177	\$5,058,535	\$5,133,295	1.5%
Elementary Guidance - Pupil Services			2012-13	2013-14	2014-15	2014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
011002120000	1101	SALARIES	\$0	\$0	\$0	\$1,050	\$0	\$757	\$116,139	\$123,994	6.8%
011002120000	1201	DIST. SUBSTITU	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011002120000	1411	PARAPROFESS	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
011002120000	2101	SOC. SECURITY	\$0	\$0	\$0	\$78	\$0	\$57	\$8,885	\$9,486	6.8%
011002120000	2201	RETIREMENT	\$0	\$0	\$0	\$103	\$0		\$11,472	\$12,248	6.8%
011002120000	2301	HEALTH INSUR	\$0	\$0	\$0	\$255	\$0		\$35,328	\$38,173	8.1%
011002120000	2601	LIFE INSURANC	\$0	\$0	\$0	\$1	\$0		\$91	\$91	0.0%
011002120000	2921	DISABILITY	\$0	\$0	\$0	\$3	\$0		\$418	\$446	6.8%
011632120000	4101	Blumfield Guidan	\$315	\$300	\$300	\$78	\$300	\$1,196	\$925	\$925	0.0%
011642120000	4101	Karen Western C	\$50	\$300	\$300	\$225	\$300	\$1,175	\$925	\$925	0.0%
011662120000	4101	Meadows Guidar	\$500	\$300	\$300	\$0	\$300	\$1,175	\$925	\$925	0.0%
011672120000	4101	Mockingbird Guic	\$250	\$300	\$300	\$0	\$300	\$1,175	\$925	\$925	0.0%
011682120000	4101	Seymour Guidan	\$200	\$300	\$300	\$0	\$300	\$1,175	\$925	\$925	0.0%
011692120000	4101	Wildewood Guide	\$150	\$300	\$300	\$35	\$300	\$1,227	\$925	\$925	0.0%
		Total Elem Guida	\$1,465	\$1,800	\$1,800	\$1,828	\$1,800	\$7,937	\$177,883	\$189,988	6.8%
Secondary Guidance - Pupil Services			2012-13	2013-14	2014-15	2014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
012002120000	1101	SALARIES	\$215,739	\$220,753	\$231,646	\$238,278	\$239,260	\$249,331	\$247,952	\$254,747	2.7%
012002120000	1201	DIST. SUBSTITU	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
012002120000	1411	PARAPROFESS	\$0	\$0	\$0				\$0	\$0	0.0%
012002120000	2101	SOC. SECURITY	\$17,259	\$16,888	\$17,721	\$17,554	\$18,303	\$18,405	\$18,968	\$19,488	2.7%
012002120000	2201	RETIREMENT	\$21,574	\$21,806	\$22,882	\$23,536	\$23,634	\$24,512	\$24,492	\$25,163	2.7%
012002120000	2301	HEALTH INSUR	\$52,041	\$55,925	\$61,045	\$59,589	\$61,045	\$57,725	\$59,824	\$58,885	-1.6%
012002120000	2601	LIFE INSURANC	\$184	\$184	\$182	\$177	\$182	\$180	\$182	\$182	0.0%
012002120000	2921	DISABILITY	\$1,018	\$795	\$834	\$857	\$861	\$893	\$893	\$917	2.7%
012002120000	3101	Professional Ser	\$0	\$0	\$900	\$15,275	\$12,000	\$27,350	\$24,150	\$24,150	0.0%
012002120000	3131	Contract Service	\$0	\$0	\$22,000	\$21,812	\$0		\$0	\$0	0.0%
012602120000	4101	MS Guidance	\$500	\$500	\$500	\$199	\$500		\$500	\$500	0.0%
013602120000	4101	HS Guidance Su	\$2,000	\$2,000	\$2,000	\$3,098	\$2,000		\$2,000	\$2,000	0.0%
		Total Sec Guidar	\$310,315	\$318,851	\$359,710	\$380,375	\$357,785	\$378,396	\$378,961	\$386,033	1.9%
DW Guidance - Pupil Services			2012-13	2013-14	2014-15	2014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
018002120000	1101	SALARIES	\$125,642	\$127,495	\$130,182	\$128,012	\$132,693	\$131,501	\$138,040	\$139,882	1.3%
018002120000	1201	DIST. SUBSTITU	\$1,000	\$1,000	\$0		\$0		\$0	\$0	0.0%
018002120000	1411	PARAPROFESS	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002120000	2101	SOC. SECURITY	\$10,051	\$9,830	\$9,959	\$9,257	\$10,151	\$9,630	\$10,560	\$10,701	1.3%
018002120000	2201	RETIREMENT	\$12,564	\$12,692	\$12,859	\$12,585	\$13,107	\$13,029	\$13,635	\$13,817	1.3%
018002120000	2301	HEALTH INSUR	\$22,254	\$23,367	\$23,853	\$23,825	\$24,287	\$24,268	\$25,428	\$26,420	3.9%

018002120000	2601	LIFE INSURANC	\$92	\$92	\$91	\$91	\$91	\$92	\$91	\$91	0.0%
018002120000	2921	DISABILITY	\$562	\$463	\$505	\$460	\$478	\$477	\$497	\$504	1.3%
018002120000	3101	PROFESSIONAL SERVICES			\$0	\$250					0.0%
018002120000	3821	TELEPHONE	\$886	\$900	\$200	\$250	\$0		\$0	\$0	0.0%
018002120000	4101	SUPPLIES	\$400	\$400	\$400		\$400	\$1,283	\$400	\$400	0.0%
018002120000	6701	TRAVEL AND MI	\$700	\$700	\$700		\$700		\$700	\$700	0.0%
018002120000	6931	INSERVICE	\$500	\$500	\$500		\$500		\$500	\$500	0.0%
		Total	\$174,652	\$177,438	\$179,248	\$174,730	\$182,407	\$180,280	\$189,851	\$193,015	1.7%
		Total Guidance	\$486,431	\$498,089	\$540,758	\$556,933	\$541,992	\$566,613	\$746,695	\$769,035	3.0%
Elementary Health - Pupil Services			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
011632130000	4101	Blumfield SUPPL	\$300	\$300	\$300	\$142	\$300	\$447	\$300	\$300	0.0%
011642130000	4101	Karen Western S	\$200	\$300	\$300	\$273	\$300	\$264	\$300	\$300	0.0%
011662130000	4101	Meadows SUPPL	\$300	\$300	\$300	\$223	\$300	\$298	\$300	\$300	0.0%
011672130000	4101	Mockingbired SU	\$300	\$300	\$300	\$258	\$300	\$297	\$300	\$300	0.0%
011682130000	4101	Seymour SUPPL	\$400	\$300	\$300	\$610	\$300	\$132	\$300	\$300	0.0%
011692130000	4101	Wildewood SUPP	\$250	\$300	\$300	\$199	\$300	\$374	\$300	\$300	0.0%
		Total	\$1,750	\$1,800	\$1,800	\$1,705	\$1,800	\$1,812	\$1,800	\$1,800	0.0%
Secondary Health - Pupil Services			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
012602130000	4101	MS Health SUPP	\$250	\$400	\$400	\$399	\$400	\$260	\$400	\$400	0.0%
013602130000	4101	HS Health SUPP	\$1,000	\$800	\$800	\$803	\$800	\$710	\$800	\$800	0.0%
		Total	\$1,250	\$1,200	\$1,200	\$1,202	\$1,200	\$970	\$1,200	\$1,200	0.0%
District Wide Health - Pupil Services			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
018002130000	1101	SALARIES	\$77,033	\$31,412	\$32,534	\$31,854	\$33,061	\$32,299	\$83,658	\$77,981	-6.8%
018002130000	1201	DIST. SUBSTITU	\$2,000	\$5,000	\$0		\$0		\$0	\$0	0.0%
018002130000	1411	PARAPROFESS	\$112,414	\$107,729	\$117,656	\$123,828	\$127,612	\$127,697	\$113,613	\$109,711	-3.4%
018002130000	2101	SOC. SECURITY	\$15,156	\$11,027	\$11,489	\$11,904	\$12,291	\$12,250	\$15,091	\$14,358	-4.9%
018002130000	2201	RETIREMENT	\$18,945	\$14,238	\$14,835	\$15,141	\$15,871	\$15,820	\$19,486	\$18,540	-4.9%
018002130000	2301	HEALTH INSUR	\$3,750	\$0	\$2,928	\$3,214	\$2,975	\$3,171	\$20,000	\$22,405	12.0%
018002130000	2601	LIFE INSURANC	\$460	\$410	\$383	\$337	\$383	\$329	\$383	\$383	0.0%
018002130000	2921	DISABILITY	\$307	\$519	\$541	\$562	\$578	\$569	\$710	\$676	-4.9%
018002130000	3101	PROFESSIONAL	\$1,200	\$1,300	\$1,300		\$1,300	\$4,032	\$1,300	\$1,300	0.0%
018002130000	3821	TELEPHONE	\$500	\$500	\$0		\$0		\$0	\$0	0.0%
018002130000	4101	SUPPLIES	\$3,000	\$4,000	\$2,500	\$3,874	\$2,500		\$2,500	\$2,500	0.0%
018002130000	6701	TRAVEL AND MI	\$350	\$400	\$400	\$376	\$400	\$1,216	\$400	\$400	0.0%
018002130000	6931	INSERVICE	\$300	\$1,000	\$1,000	\$1,000	\$1,000	\$60	\$1,000	\$1,000	0.0%
		Total	\$235,415	\$177,535	\$185,566	\$192,090	\$197,972	\$197,443	\$258,141	\$249,254	-3.4%
		Total Health	\$238,415	\$180,535	\$188,566	\$194,997	\$200,972	\$200,225	\$261,141	\$252,254	-3.4%

Distrctit Wide Safety - Pupil Services			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
018002150000	1101	SALARIES	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002150000	1401	CLERICAL SALA	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002150000	1411	PARAPROFESS	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002150000	2101	SOC. SECURITY	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002150000	2201	RETIREMENT	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002150000	2301	HEALTH INSUR/	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002150000	2601	LIFE INSURANC	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002150000	2921	DISABILITY	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002150000	3101	PROFESSIONAL	\$15,000	\$20,000	\$9,000	\$8,068	\$9,000	\$14,364	\$9,000	\$9,000	0.0%
018002150000	3191	SECURITY OFFI	\$50,000	\$50,000	\$50,000	\$45,770	\$50,000	\$48,103	\$50,000	\$50,000	0.0%
018002150000	4101	SUPPLIES	\$1,000	\$1,000	\$1,000	\$800	\$1,000	\$458	\$1,000	\$1,000	0.0%
018002150000	5301	FURNITURE/EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002150000	6931	INSERVICE	\$600	\$0	\$0		\$0	\$69	\$0	\$69	0.0%
018002150000	6961	MISCELLANEOU	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
		Total	\$66,600	\$71,000	\$60,000	\$54,638	\$60,000	\$62,994	\$60,000	\$60,069	0.1%
		Total Pupil Supp	\$791,446	\$749,624	\$789,324	\$806,568	\$802,964	\$829,832	\$1,067,837	\$1,081,358	1.3%
District Wide Curriculum - Staff Services			2012-13	2013-14	2014-15	014-2015 Actual	2014-15	2015-16 Actual	2016-17	2017-2018	Difference
018002210000	1101	SALARIES	\$181,415	\$109,000	\$130,600	\$175,749	\$190,000	\$201,044	\$200,000	\$204,507	2.3%
018002210000	1171	CURR DEV SAL	\$15,000	\$15,000	\$10,000	\$11,010	\$10,000	\$9,365	\$10,000	\$10,000	0.0%
018002210000	1201	SUBSTITUTES	\$0	\$0	\$6,500	\$8,820	\$6,500	\$14,495	\$6,500	\$6,500	0.0%
018002210000	1401	CLERICAL	\$32,113	\$31,926	\$15,877	\$15,363	\$34,000	\$36,108	\$36,000	\$36,383	1.1%
018002210000	2101	SOC. SECURITY	\$18,282	\$11,928	\$12,468	\$15,539	\$18,398	\$19,796	\$19,316	\$19,690	1.9%
018002210000	2201	RETIREMENT	\$22,853	\$15,402	\$16,099	\$18,384	\$23,114	\$24,430	\$24,299	\$24,782	2.0%
018002210000	2301	HEALTH INSUR/	\$17,978	\$2,000	\$1,500	\$6,463	\$8,562	\$11,050	\$9,760	\$10,302	5.6%
018002210000	2601	LIFE INSURANC	\$634	\$320	\$296	\$355	\$547	\$605	\$547	\$547	0.0%
018002210000	2921	DISABILITY	\$880	\$561	\$587	\$730	\$842	\$890	\$850	\$867	2.1%
018002210000	3101	PROFESSIONAL	\$10,000	\$20,000	\$20,000	\$40	\$20,000	\$779	\$20,000	\$20,000	0.0%
018002210000	3821	TELEPHONE	\$450	\$600	\$0		\$0		\$0	\$0	0.0%
018002210000	4101	SUPPLIES	\$4,000	\$3,000	\$0	\$2,358	\$0	\$926	\$0	\$0	0.0%
018002210000	5301	FURNITURE/EQ	\$0	\$0	\$0	\$181	\$0		\$0	\$0	0.0%
018002210000	5651	COMPUTER EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002210000	6701	TRAVEL AND MI	\$4,000	\$3,000	\$3,000	\$2,285	\$3,000	\$2,962	\$3,000	\$3,000	0.0%
018002210000	6921	ASSESSMENT E	\$25,000	\$34,000	\$40,000	\$76,589	\$75,000	\$36,326	\$75,000	\$75,000	0.0%
018002210000	6931	INSERVICE	\$10,100	\$10,000	\$3,000	\$7,960	\$4,500	\$4,609	\$4,500	\$4,500	0.0%
018002210000	6991	CORE FUNDS	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
		Total	\$342,705	\$256,737	\$259,926	\$341,826	\$394,464	\$363,385	\$409,772	\$416,079	1.5%

District Wide School Improvement & Human Res			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
018002213000	1101	SALARIES	\$78,191	\$78,571	\$85,649	\$94,385	\$95,000	\$102,353	\$98,500	\$105,060	6.7%
018002213000	1201	SUBSTITUTES	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002213000	1401	CLERICAL	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002213000	2101	SOC. SECURITY	\$6,255	\$6,011	\$6,552	\$7,193	\$7,268	\$7,621	\$7,535	\$8,037	6.7%
018002213000	2201	RETIREMENT	\$7,819	\$7,761	\$8,460	\$9,323	\$9,384	\$10,110	\$9,730	\$10,378	6.7%
018002213000	2301	HEALTH INSUR	\$5,876	\$7,220	\$6,177	\$8,696	\$1,167	\$17,055	\$18,000	\$19,086	6.0%
018002213000	2601	LIFE INSURANC	\$235	\$274	\$274	\$273	\$273	\$278	\$273	\$273	0.0%
018002213000	2921	DISABILITY	\$319	\$283	\$308	\$339	\$342	\$368	\$355	\$378	6.7%
018002213000	3101	PROFESSIONAL	\$0	\$0	\$11,750	\$12,270	\$6,750	\$26,098	\$17,000	\$17,000	0.0%
018002213000	3501	ADVERTISING &	\$0	\$0	\$12,000	\$5,273	\$15,000	\$15,690	\$15,000	\$15,000	0.0%
018002213000	4101	SUPPLIES	\$1,000	\$1,000	\$750	\$641	\$750	\$755	\$750	\$750	0.0%
018002213000	5301	FURNITURE/EQ	\$1,000	\$1,000	\$500		\$0		\$0	\$0	0.0%
018002213000	6301	DUES	\$0	\$0	\$6,300	\$7,280	\$7,450	\$7,705	\$7,450	\$7,450	0.0%
018002213000	6701	TRAVEL AND MI	\$1,500	\$1,500	\$3,750	\$2,211	\$3,000	\$4,306	\$3,000	\$3,000	0.0%
018002213000	6931	INSERVICE	\$6,500	\$7,500	\$2,500	\$4,823	\$3,250	\$1,194	\$3,250	\$3,250	0.0%
		Total	\$108,696	\$111,120	\$144,971	\$152,707	\$149,633	\$193,533	\$180,842	\$189,662	4.9%
Elementary Library - Staff Services			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
011002220000	1101	SALARIES	\$157,130	\$162,122	\$130,117	\$184,792	\$191,132	\$191,379	\$197,297	\$202,806	2.8%
011002220000	1201	DIST. SUBSTITU	\$0	\$0	\$3,000	\$2,380	\$4,500	\$2,520	\$4,500	\$4,500	0.0%
011002220000	1411	PARAPROFESS	\$82,753	\$53,259	\$81,214	\$79,728	\$84,620	\$87,064	\$87,077	\$88,952	2.2%
011002220000	2101	SOC. SECURITY	\$19,191	\$16,477	\$16,396	\$20,158	\$21,439	\$21,249	\$21,755	\$22,319	2.6%
011002220000	2201	RETIREMENT	\$23,988	\$21,275	\$21,171	\$25,938	\$27,683	\$27,336	\$28,090	\$28,819	2.6%
011002220000	2301	HEALTH INSUR	\$42,617	\$29,339	\$45,821	\$37,842	\$36,318	\$38,563	\$38,098	\$41,416	8.7%
011002220000	2601	LIFE INSURANC	\$414	\$414	\$410	\$365	\$410	\$367	\$410	\$410	0.0%
011002220000	2921	DISABILITY	\$759	\$775	\$772	\$944	\$993	\$983	\$1,024	\$1,050	2.6%
011002220000	6711	INTRASCHOOL	\$250	\$250	\$250		\$0	\$39	\$0	\$0	0.0%
011632220000	4101	SUPPLIES	\$130	\$200	\$250	\$695	\$250	\$955	\$250	\$250	0.0%
011632220000	4301	LIBRARY BOOK	\$4,900	\$5,000	\$5,000	\$4,880	\$5,000	\$2,400	\$5,000	\$5,000	0.0%
011632220000	4401	PERIODICALS	\$500	\$500	\$500	\$259	\$500	\$1,375	\$500	\$500	0.0%
011632220000	4501	AV MATERIALS	\$550	\$550	\$550	\$89	\$550	\$32	\$550	\$550	0.0%
011642220000	4101	SUPPLIES	\$200	\$200	\$200	\$150	\$200	\$332	\$200	\$200	0.0%
011642220000	4301	LIBRARY BOOK	\$2,500	\$2,500	\$2,500	\$2,495	\$2,500	\$2,598	\$2,500	\$2,500	0.0%
011642220000	4401	PERIODICALS	\$0	\$0	\$0	\$239	\$0	\$154	\$0	\$0	0.0%
011642220000	4501	AV MATERIALS	\$300	\$300	\$300	\$197	\$300		\$300	\$300	0.0%
011662220000	4101	SUPPLIES	\$100	\$100	\$100	\$82	\$100	\$0	\$100	\$100	0.0%
011662220000	4301	LIBRARY BOOK	\$3,000	\$3,000	\$3,000	\$2,995	\$3,000	\$2,778	\$3,000	\$3,000	0.0%
011662220000	4401	PERIODICALS	\$500	\$500	\$500	\$742	\$500	\$276	\$500	\$500	0.0%
011662220000	4501	AV MATERIALS	\$100	\$100	\$100	\$58	\$100		\$100	\$100	0.0%

011672220000	4101	SUPPLIES	\$300	\$300	\$300	\$296	\$300	\$404	\$300	\$300	0.0%
011672220000	4301	LIBRARY BOOK	\$4,000	\$4,000	\$4,000	\$4,366	\$4,000	\$5,593	\$4,000	\$4,000	0.0%
011672220000	4401	PERIODICALS	\$700	\$700	\$700	\$527	\$700	\$159	\$700	\$700	0.0%
011672220000	4501	AV MATERIALS	\$1,000	\$1,000	\$1,000	\$715	\$1,000	\$331	\$1,000	\$1,000	0.0%
011682220000	4101	SUPPLIES	\$200	\$200	\$200	\$747	\$200	\$616	\$200	\$200	0.0%
011682220000	4301	LIBRARY BOOK	\$2,800	\$2,800	\$2,800	\$2,679	\$2,800	\$2,241	\$2,800	\$2,800	0.0%
011682220000	4401	PERIODICALS	\$500	\$500	\$500		\$500		\$500	\$500	0.0%
011682220000	4501	AV MATERIALS	\$100	\$100	\$100		\$100		\$100	\$100	0.0%
011692220000	4101	SUPPLIES	\$150	\$150	\$150	\$199	\$150	\$205	\$150	\$150	0.0%
011692220000	4301	LIBRARY BOOK	\$3,500	\$3,500	\$3,000	\$3,206	\$3,000	\$3,001	\$3,000	\$3,000	0.0%
011692220000	4401	PERIODICALS	\$400	\$400	\$400	\$229	\$400	\$226	\$400	\$400	0.0%
011692220000	4501	AV MATERIALS	\$350	\$350	\$350	\$224	\$350	\$173	\$350	\$350	0.0%
		Total Elem Media	\$353,882	\$310,862	\$325,651	\$378,216	\$393,595	\$393,349	\$404,750	\$416,773	3.0%
Secondary Library - Staff Services			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
012002220000	1101	SALARIES	\$109,140	\$60,113	\$110,985	\$114,162	\$117,179	\$116,255	\$120,435	\$122,192	1.5%
012002220000	1201	DIST. SUBSTITU	\$1,000	\$1,000	\$700	\$3,537	\$1,500	\$2,100	\$1,500	\$1,500	0.0%
012002220000	1411	PARAPROFESS	\$15,040	\$26,278	\$24,305	\$28,460	\$28,229	\$30,300	\$28,940	\$30,165	4.2%
012002220000	2101	SOC. SECURITY	\$10,014	\$6,685	\$10,403	\$10,507	\$11,238	\$10,666	\$11,542	\$11,770	2.0%
012002220000	2201	RETIREMENT	\$12,518	\$8,632	\$13,433	\$14,088	\$14,363	\$14,506	\$14,755	\$15,050	2.0%
012002220000	2301	HEALTH INSUR	\$21,285	\$16,147	\$16,533	\$27,829	\$33,694	\$28,496	\$35,345	\$42,398	20.0%
012002220000	2601	LIFE INSURANC	\$138	\$138	\$137	\$156	\$182	\$162	\$182	\$182	0.0%
012002220000	2921	DISABILITY	\$496	\$315	\$490	\$513	\$523	\$528	\$538	\$548	2.0%
Middle School									\$0	\$0	0.0%
012602220000	4101	SUPPLIES	\$2,000	\$2,000	\$2,000	\$3,057	\$2,000	\$1,893	\$2,000	\$2,000	0.0%
012602220000	4301	LIBRARY BOOK	\$6,500	\$6,500	\$6,500	\$6,068	\$6,500	\$7,147	\$6,500	\$6,500	0.0%
012602220000	4401	PERIODICALS	\$2,900	\$2,900	\$2,500	\$1,012	\$2,500	\$2,569	\$2,500	\$2,500	0.0%
012602220000	4501	AV MATERIALS	\$1,700	\$1,700	\$1,000	\$278	\$1,000	\$974	\$1,000	\$1,000	0.0%
High School									\$0	\$0	0.0%
013602220000	3901	PURCHASED SE	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013602220000	4101	SUPPLIES	\$1,600	\$1,600	\$2,000	\$2,865	\$2,000	\$2,007	\$2,000	\$2,000	0.0%
013602220000	4301	LIBRARY BOOK	\$9,000	\$9,000	\$9,000	\$10,840	\$9,000	\$8,400	\$9,000	\$9,000	0.0%
013602220000	4401	PERIODICALS	\$5,800	\$5,800	\$6,000	\$5,871	\$6,000	\$5,705	\$6,000	\$6,000	0.0%
013602220000	4501	AV MATERIALS	\$800	\$800	\$800	\$26	\$800	\$625	\$800	\$800	0.0%
013602220000	5301	FURNITURE/EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
013602220000	6951	OFFICE EQUIPM	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
		Total Sec Media	\$199,931	\$149,609	\$206,786	\$229,269	\$236,709	\$232,333	\$243,037	\$253,605	4.3%
Audio Visual - Staff Services			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
011632230000	6951	BLUM OFFICE E	\$300	\$300	\$300	\$0	\$300	\$0	\$300	\$300	0.0%
011642230000	6951	KW OFFICE EQ	\$200	\$300	\$300	\$0	\$300	\$653	\$300	\$300	0.0%
011662230000	6951	MEADOWS OFF	\$400	\$300	\$300	\$223	\$300	\$0	\$300	\$300	0.0%

011672230000	6951	MOCK OFFICE EQ	\$200	\$300	\$300	\$32	\$300	\$850	\$300	\$300	0.0%
011682230000	6951	SEY OFFICE EQ	\$100	\$300	\$300	\$0	\$300	\$0	\$300	\$300	0.0%
011692230000	6951	WW OFFICE EQ	\$100	\$300	\$300	\$0	\$300	\$0	\$300	\$300	0.0%
012602230000	6951	RMS OFFICE EQ	\$900	\$800	\$800	\$800	\$800	\$766	\$800	\$800	0.0%
013602230000	6951	RHS OFFICE EQ	\$400	\$800	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
		Total Audio Visual	\$2,600	\$3,400	\$2,600	\$1,055	\$2,600	\$2,269	\$2,600	\$2,600	0.0%
District Wide Technology - Staff Services			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
018002240000	1101	SALARIES	\$113,960	\$110,414	\$118,276	\$119,736	\$124,099	\$171,750	\$222,083	\$231,203	4.1%
018002240000	1401	CLERICAL SALA	\$99,163	\$102,642	\$109,576	\$112,181	\$117,760	\$114,928	\$120,747	\$119,136	-1.3%
018002240000	1411	PARAPROFESS	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002240000	2101	SOC. SECURITY	\$17,050	\$16,299	\$17,431	\$17,340	\$18,502	\$21,214	\$26,226	\$26,801	2.2%
018002240000	2201	RETIREMENT	\$21,312	\$21,045	\$22,507	\$22,799	\$23,890	\$28,139	\$33,864	\$34,606	2.2%
018002240000	2301	HEALTH INSUR	\$50,000	\$55,567	\$50,865	\$62,363	\$63,503	\$75,202	\$111,556	\$121,988	9.4%
018002240000	2601	LIFE INSURANC	\$843	\$456	\$730	\$460	\$456	\$517	\$456	\$456	0.0%
018002240000	2921	DISABILITY	\$1,000	\$767	\$820	\$839	\$871	\$1,032	\$1,234	\$1,261	2.2%
018002240000	2931	PROFESSIONAL	\$0	\$0	\$0	\$199	\$0	\$300	\$0	\$0	0.0%
018002240000	3101	PROFESSIONAL	\$4,000	\$20,000	\$10,000	\$2,750	\$8,000	\$3,620	\$8,000	\$8,000	0.0%
018002240000	3821	TELECOMMUNI	\$80,000	\$100,000	\$100,000	\$78,701	\$100,000	\$143,209	\$100,000	\$175,000	75.0%
018002240000	5301	FURNITURE AN	\$500	\$500	\$500		\$500		\$500	\$500	0.0%
018002240000	5601	DATA PROCESS	\$0	\$0	\$0		\$0	\$156	\$0	\$156	0.0%
018002240000	5641	COMPUTER SUI	\$5,000	\$5,000	\$5,000	\$3,564	\$5,000	\$5,312	\$5,000	\$5,000	0.0%
018002240000	5651	COMPUTER EQ	\$31,000	\$40,000	\$20,000	\$18,605	\$20,000	\$21,079	\$20,000	\$20,000	0.0%
018002240000	5661	COMPUTER REI	\$20,000	\$30,000	\$30,000	\$29,371	\$30,000	\$20,438	\$30,000	\$30,000	0.0%
018002240963	5661	COMPUTER REI	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002240964	5661	COMPUTER REI	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002240966	5661	COMPUTER REI	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002240967	5661	COMPUTER REI	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002240968	5661	COMPUTER REI	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002240969	5661	COMPUTER REI	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002240926	5661	COMPUTER REI	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002240936	5661	COMPUTER REI	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002240000	5671	COMPUTER SO	\$30,000	\$30,000	\$30,000	\$22,840	\$30,000	\$49,600	\$30,000	\$30,000	0.0%
018002240000	6701	TRAVEL AND MI	\$2,500	\$2,500	\$2,500	\$1,416	\$2,500	\$2,242	\$2,500	\$2,500	0.0%
018002240000	6931	INSERVICE	\$2,000	\$2,000	\$2,000	\$460	\$2,000	\$507	\$2,000	\$2,000	0.0%
018002240000	6971	DISTANCE LEAF	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
		Total	\$478,328	\$537,189	\$520,205	\$493,624	\$547,081	\$659,245	\$714,167	\$808,607	13.2%
District Wide Production Services - Staff Service			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
018002250000	1401	CLERICAL SALA	\$30,631	\$30,401	\$15,878	\$30,318	\$33,701	\$32,286	\$0	\$0	0.0%
018002250000	2101	SOC. SECURITY	\$2,450	\$2,326	\$1,215	\$2,062	\$2,578	\$2,263	\$0	\$0	0.0%
018002250000	2201	RETIREMENT	\$3,063	\$3,003	\$1,568	\$3,018	\$3,329	\$2,802	\$0	\$0	0.0%

018002250000	2301	HEALTH INSUR	\$11,861	\$12,454	\$500	\$11,733	\$12,997	\$10,831	\$0	\$0	0.0%
018002250000	2601	LIFE INSURANC	\$46	\$46	\$23	\$43	\$45	\$38	\$0	\$0	0.0%
018002250000	2921	DISABILITY	\$161	\$109	\$57	\$110	\$121	\$101	\$0	\$0	0.0%
018002250000	3271	RENTAL-COPIE	\$35,000	\$35,000	\$70,000	\$81,903	\$70,000	\$84,251	\$82,000	\$80,000	-2.4%
018002250000	4101	SUPPLIES-COP	\$5,000	\$5,000	\$0	\$1,102	\$0		\$0	\$0	0.0%
018002250000	5671	COMPUTER SO	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
		Total	\$88,213	\$88,339	\$89,241	\$130,289	\$122,771	\$132,572	\$82,000	\$80,000	-2.4%
		Total Staff Servi	\$1,596,976	\$1,457,255	\$1,549,380	\$1,726,986	\$1,846,853	\$1,976,686	\$2,037,168	\$2,167,326	6.4%
District Wide Board of Education - BOE			2012-13	2013-14	2014-15	2014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
018002310000	3101	PROFESSIONAL	\$25,000	\$25,000	\$25,000	\$4,069	\$21,000	\$8,463	\$21,000	\$21,000	0.0%
018002310000	3171	LEGAL SERVICE	\$73,066	\$75,000	\$75,000	\$63,594	\$75,000	\$63,904	\$145,000	\$75,000	-48.3%
018002310000	3521	ELECTION COS	\$2,000	\$200	\$2,500	\$2,710	\$2,500	\$0	\$2,500	\$2,500	0.0%
018002310000	4101	SUPPLIES	\$4,000	\$4,000	\$4,000	\$3,108	\$4,500	\$1,782	\$4,500	\$4,500	0.0%
018002310000	6301	DUES	\$12,500	\$12,500	\$12,500	\$11,337	\$12,500	\$11,345	\$12,500	\$12,500	0.0%
018002310000	6331	FEES-BOARD O	\$0	\$0	\$0		\$0	\$0	\$0	\$0	0.0%
018002310000	6411	LIABILITY INS.	\$33,934	\$45,000	\$45,000	\$59,246	\$45,000	\$57,928	\$45,000	\$60,000	33.3%
018002310000	6421	OTHER INSURA	\$12,000	\$26,000	\$26,000	\$8,463	\$26,000	\$8,275	\$26,000	\$26,000	0.0%
018002310000	6701	TRAVEL AND MI	\$5,000	\$5,000	\$5,000	\$10,795	\$10,000	\$8,687	\$10,000	\$10,000	0.0%
018002310000	6931	INSERVICE	\$2,500	\$2,500	\$2,500	\$4,568	\$2,500	\$3,220	\$2,500	\$2,500	0.0%
		Total	\$170,000	\$195,200	\$197,500	\$167,890	\$199,000	\$163,604	\$269,000	\$214,000	-20.4%
		Total Board of E	\$170,000	\$195,200	\$197,500	\$167,890	\$199,000	\$163,604	\$269,000	\$214,000	-20.4%
District Wide Administration - General Administr			2012-13	2013-14	2014-15	2014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
018002320000	1101	SALARIES	\$156,000	\$257,724	\$295,000	\$305,091	\$325,935	\$289,130	\$335,500	\$320,000	-4.6%
018002320000	1301	OVERTIME	\$0	\$0	\$0	\$14	\$0	\$330	\$0	\$0	0.0%
018002320000	1401	CLERICAL SALA	\$120,707	\$26,392	\$15,000	\$19,385	\$15,000	\$25,060	\$27,685	\$28,808	4.1%
018002320000	1411	PARAPROFESSIONAL PAY		\$0	\$0		\$0		\$0	\$0	0.0%
018002320000	2101	SOC. SECURITY	\$22,137	\$21,735	\$23,715	\$20,042	\$26,082	\$18,936	\$27,784	\$26,684	-4.0%
018002320000	2201	RETIREMENT	\$27,671	\$28,064	\$30,621	\$29,789	\$33,677	\$30,122	\$35,875	\$34,455	-4.0%
018002320000	2301	HEALTH INSUR	\$52,608	\$46,734	\$31,172	\$32,247	\$32,727	\$48,502	\$74,400	\$58,259	-21.7%
018002320000	2601	LIFE INSURANC	\$751	\$867	\$1,003	\$843	\$866	\$878	\$866	\$866	0.0%
018002320000	2921	DISABILITY	\$1,251	\$1,023	\$1,116	\$1,168	\$1,227	\$1,129	\$1,307	\$1,256	-4.0%
018002320000	2931	PROFESSIONAL	\$6,000	\$6,000	\$3,000	\$11,849	\$3,000	\$9,453	\$3,000	\$3,000	0.0%
018002320000	3101	PROFESSIONAL	\$9,000	\$9,000	\$9,000		\$9,000	\$7,493	\$9,000	\$9,000	0.0%
018002320000	3501	ADVERTISE & P	\$8,500	\$8,500	\$12,000	\$12,483	\$8,300	\$1,958	\$8,300	\$8,300	0.0%
018002320000	3811	POSTAGE	\$5,000	\$5,000	\$5,500	\$10,701	\$0	\$14,626	\$0	\$0	0.0%
018002320000	3821	TELEPHONE	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002250000	3811	POSTAGE	\$0	\$0	\$0		\$9,000		\$9,000	\$10,000	11.1%

018002320000	4101	SUPPLIES	\$12,500	\$27,000	\$12,500	\$28,119	\$17,000	\$22,974	\$17,000	\$17,000	0.0%
018002320000	5301	FURNITURE/EQ	\$3,000	\$3,000	\$3,000	\$1,047	\$200	\$0	\$200	\$200	0.0%
018002320000	5641	COMPUTER SUI	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002320000	5651	COMPUTER EQ	\$2,000	\$2,000	\$2,000		\$0		\$0	\$0	0.0%
018002320000	6701	TRAVEL AND MI	\$5,000	\$5,000	\$5,000	\$11,478	\$6,500	\$21,337	\$13,000	\$13,000	0.0%
018002320000	6911	PERSONNEL OF	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002320000	6931	INSERVICE	\$2,000	\$2,000	\$3,000	\$5,429	\$5,500	\$6,757	\$7,500	\$7,500	0.0%
018002320000	6961	MISCELLANEOU	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
		Total	\$434,125	\$450,039	\$452,627	\$489,685	\$494,014	\$498,685	\$570,417	\$538,327	-5.6%
District Wide Public Relations - General Adminis			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
018002330000	1101	SALARIES	\$25,750	\$25,750	\$27,638	\$25,559	\$28,989	\$28,583	\$75,000	\$66,809	-10.9%
018002330000	1421	UNIT PAY	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002330000	2101	SOC. SECURITY	\$2,060	\$1,970	\$2,114	\$1,656	\$2,218	\$1,888	\$5,738	\$5,111	-10.9%
018002330000	2201	RETIREMENT	\$2,575	\$2,544	\$2,730	\$2,465	\$2,863	\$2,764	\$7,408	\$6,599	-10.9%
018002330000	2301	HEALTH INSUR	\$15,378	\$1,000	\$1,000	\$999	\$1,000	\$999	\$1,000	\$8,334	733.4%
018002330000	2601	LIFE INSURANC	\$46	\$46	\$274	\$273	\$273	\$277	\$273	\$273	0.0%
018002330000	2921	DISABILITY	\$156	\$93	\$99	\$92	\$104	\$102	\$270	\$241	-10.9%
018002330000	2931	PROFESSIONAL	\$205	\$205	\$205		\$0		\$0	\$0	0.0%
018002330000	3101	PROFESSIONAL	\$8,000	\$8,000	\$5,000	\$8,158	\$5,000	\$0	\$15,000	\$45,000	200.0%
018002330000	3501	ADVERTISE & P	\$10,000	\$10,000	\$12,500	\$13,798	\$13,000	\$13,222	\$13,000	\$13,000	0.0%
018002330000	3511	PUBLICATIONS	\$4,000	\$4,000	\$4,000	\$1,800	\$2,000	\$1,132	\$2,000	\$2,000	0.0%
018002330000	3811	POSTAGE	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002330000	3821	TELEPHONE	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002330000	4101	SUPPLIES	\$2,000	\$2,000	\$2,000		\$0	\$1,295	\$0	\$6,000	59999900.0%
018002330000	5301	FURNITURE/EQ	\$0	\$0	\$0	\$379	\$0		\$0	\$0	0.0%
018002330000	6701	TRAVEL AND MI	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002330000	6931	INSERVICE	\$0	\$0	\$0		\$0	\$2,150	\$0	\$0	0.0%
018002330000	6961	MISCELLANEOU	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
		Total	\$70,170	\$55,607	\$57,560	\$55,179	\$55,447	\$52,412	\$119,689	\$153,367	28.1%
		Total General A	\$504,295	\$505,646	\$510,187	\$544,864	\$549,461	\$551,097	\$690,106	\$691,694	0.2%
Elementary Principals - Building Administration			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
011002410000	1101	SALARIES	\$500,125	\$366,018	\$520,000	\$500,048	\$490,304	\$504,901	\$510,000	\$529,402	3.8%
011002410000	2101	SOC. SECURITY	\$40,010	\$28,000	\$39,780	\$36,870	\$37,508	\$37,696	\$39,015	\$40,499	3.8%
011002410000	2201	RETIREMENT	\$50,012	\$36,155	\$51,365	\$48,211	\$48,431	\$50,104	\$50,377	\$52,293	3.8%
011002410000	2301	HEALTH INSUR	\$67,907	\$45,748	\$54,076	\$61,463	\$73,000	\$80,601	\$84,852	\$91,640	8.0%
011002410000	2601	LIFE INSURANC	\$1,410	\$1,641	\$1,186	\$1,444	\$1,459	\$1,544	\$1,459	\$1,459	0.0%
011002410000	2921	DISABILITY	\$2,159	\$1,318	\$1,872	\$1,770	\$1,765	\$1,841	\$1,836	\$1,906	3.8%
011632410000	2931	PROFESSIONAL	\$650	\$650	\$650	\$570	\$650	\$630	\$650	\$650	0.0%

011642410000	2931	PROFESSIONAL	\$650	\$650	\$650	\$549	\$650	\$459	\$650	\$650	0.0%
011662410000	2931	PROFESSIONAL	\$650	\$650	\$650	\$570	\$650	\$669	\$650	\$650	0.0%
011672410000	2931	PROFESSIONAL	\$650	\$650	\$650	\$335	\$650	\$1,165	\$650	\$650	0.0%
011682410000	2931	PROFESSIONAL	\$650	\$650	\$650	\$595	\$650	\$470	\$650	\$650	0.0%
011692410000	2931	PROFESSIONAL	\$650	\$650	\$650	\$484	\$650	\$559	\$650	\$650	0.0%
011632410000	6701	TRAVEL AND MI	\$1,000	\$1,000	\$1,000	\$566	\$1,000	\$585	\$1,000	\$1,000	0.0%
011642410000	6701	TRAVEL AND MI	\$1,000	\$1,000	\$1,000	\$384	\$1,000	\$0	\$1,000	\$1,000	0.0%
011662410000	6701	TRAVEL AND MI	\$500	\$1,000	\$1,000	\$0	\$1,000	\$395	\$1,000	\$1,000	0.0%
011672410000	6701	TRAVEL AND MI	\$1,500	\$1,000	\$1,000	\$620	\$1,000	\$312	\$1,000	\$1,000	0.0%
011682410000	6701	TRAVEL AND MI	\$1,000	\$1,000	\$1,000	\$78	\$1,000	\$0	\$1,000	\$1,000	0.0%
011692410000	6701	TRAVEL AND MI	\$1,500	\$1,000	\$1,000	\$161	\$1,000	\$28	\$1,000	\$1,000	0.0%
		Total Elem Principals	\$672,023	\$488,780	\$678,178	\$654,718	\$662,368	\$681,959	\$697,439	\$727,099	4.3%
Secondary Principals - Building Administration			2012-13	2013-14	2014-15	2014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
012002410000	1101	SALARIES	\$529,778	\$502,807	\$540,000	\$521,388	\$579,305	\$602,595	\$617,181	\$651,371	5.5%
012002410000	2101	SOC. SECURITY	\$42,382	\$38,465	\$41,310	\$39,030	\$44,317	\$44,857	\$47,214	\$49,830	5.5%
012002410000	2201	RETIREMENT	\$52,978	\$49,666	\$53,340	\$51,027	\$57,223	\$59,256	\$60,964	\$64,341	5.5%
012002410000	2301	HEALTH INSURANCE	\$72,040	\$69,164	\$66,675	\$64,746	\$79,452	\$92,562	\$98,920	\$76,868	-22.3%
012002410000	2601	LIFE INSURANCE	\$1,410	\$1,642	\$1,414	\$1,425	\$1,641	\$1,535	\$1,641	\$1,641	0.0%
012002410000	2921	DISABILITY	\$2,287	\$1,810	\$1,944	\$1,876	\$2,085	\$2,174	\$2,222	\$2,345	5.5%
012602410000	2931	PROFESSIONAL	\$1,300	\$1,300	\$1,300	\$45	\$1,300	\$165	\$1,300	\$1,300	0.0%
013602410000	2931	PROFESSIONAL	\$2,600	\$2,600	\$2,600	\$260	\$2,600	\$2,524	\$2,600	\$2,600	0.0%
012602410000	6701	TRAVEL AND MI	\$2,000	\$2,000	\$2,000	\$200	\$2,000	\$1,387	\$2,000	\$2,000	0.0%
013602410000	6701	TRAVEL AND MI	\$9,025	\$9,000	\$9,000	\$4,107	\$9,000	\$1,105	\$9,000	\$9,000	0.0%
		Total	\$715,800	\$678,455	\$719,583	\$684,104	\$778,923	\$808,160	\$843,042	\$861,296	2.2%
Elementary Secretaries - Building Administration			2012-13	2013-14	2014-15	2014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
011002420000	1301	OVERTIME			\$0	\$3,749		\$3,184			
011002420000	1401	CLERICAL SALARY	\$139,625	\$133,284	\$137,561	\$137,798	\$139,708	\$133,661	\$143,201	\$139,675	-2.5%
011002420000	2101	SOC. SECURITY	\$11,170	\$10,196	\$10,523	\$10,479	\$10,688	\$10,105	\$10,955	\$10,685	-2.5%
011002420000	2201	RETIREMENT	\$13,962	\$13,166	\$13,588	\$13,417	\$13,800	\$13,479	\$14,145	\$13,797	-2.5%
011002420000	2301	HEALTH INSURANCE	\$45,617	\$44,204	\$30,532	\$19,914	\$30,000	\$21,657	\$30,000	\$16,224	-45.9%
011002420000	2601	LIFE INSURANCE	\$276	\$276	\$274	\$262	\$273	\$273	\$273	\$273	0.0%
011002420000	2921	DISABILITY	\$704	\$480	\$495	\$509	\$503	\$491	\$516	\$503	-2.5%
		Total	\$211,354	\$201,606	\$192,973	\$182,379	\$194,972	\$179,666	\$199,089	\$181,157	-9.0%
Secondary Secretaries - Building Administration			2012-13	2013-14	2014-15	2014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
012002420000	1301	OVERTIME			\$0	\$5,024		\$6,172			
012002420000	1401	CLERICAL SALARY	\$249,253	\$257,215	\$195,579	\$200,288	\$206,628	\$209,307	\$210,679	\$238,003	13.0%
012002420000	2101	SOC. SECURITY	\$19,940	\$19,677	\$14,962	\$14,742	\$15,807	\$15,104	\$16,117	\$18,207	13.0%
012002420000	2201	RETIREMENT	\$24,925	\$25,407	\$19,319	\$20,285	\$20,410	\$21,284	\$20,810	\$23,509	13.0%
012002420000	2301	HEALTH INSURANCE	\$51,397	\$62,860	\$61,359	\$61,965	\$61,299	\$71,733	\$74,875	\$81,507	8.9%

012002420000	2601	LIFE INSURANC	\$414	\$414	\$365	\$345	\$364	\$367	\$364	\$364	0.0%
012002420000	2921	DISABILITY	\$1,142	\$926	\$704	\$739	\$744	\$775	\$758	\$857	13.0%
		Total	\$347,072	\$366,499	\$292,287	\$298,364	\$305,252	\$318,570	\$323,604	\$362,448	12.0%
		Total Building A	\$1,946,249	\$1,735,340	\$1,883,021	\$1,819,565	\$1,941,514	\$1,988,355	\$2,063,174	\$2,132,000	3.3%
District Wide Business - Business			2012-13	2013-14	2014-15	2014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
018002510000	1101	SALARIES	\$237,458	\$226,040	\$260,000	\$232,931	\$248,881	\$236,330	\$231,629	\$247,000	6.6%
018002510000	1401	CLERICAL SALA	\$0	\$0	\$0	\$11,244	\$0	\$28,672	\$32,226	\$32,553	1.0%
018002510000	2101	SOC. SECURITY	\$18,997	\$17,292	\$19,890	\$18,231	\$19,039	\$19,918	\$20,185	\$21,386	5.9%
018002510000	2201	RETIREMENT	\$23,746	\$22,328	\$25,682	\$23,656	\$24,584	\$26,198	\$26,063	\$27,614	5.9%
018002510000	2301	HEALTH INSUR	\$47,134	\$49,491	\$50,599	\$49,051	\$51,541	\$51,472	\$54,017	\$58,259	7.9%
018002510000	2401	WORKERS COM	\$195,000	\$200,000	\$215,000	180495	\$215,000	\$290,669	\$260,881	\$260,881	0.0%
018002510000	2601	LIFE INSURANC	\$940	\$1,095	\$1,095	\$911	\$866	\$874	\$1,052	\$1,052	0.0%
018002510000	2611	DIST PHYSICAL	\$0	\$0	\$0	\$1,154	\$0	\$1,436	\$0	\$0	0
018002510000	2621	DIST WIDE EYE	\$0	\$0	\$0	\$1,311	\$0	\$831	\$0	\$0	0
018002510000	2911	DIST UNEMPLO	\$35,000	\$45,000	\$35,000	\$10,287	\$35,000	\$6,044	\$35,000	\$35,000	0.0%
018002510000	2921	DISABILITY	\$1,081	\$814	\$1,000	\$871	\$896	\$956	\$834	\$889	6.6%
018002510000	2931	DUES	\$1,300	\$1,300	\$1,300	\$490	\$750	\$335	\$750	\$750	0.0%
018002510000	3101	PROFESSIONAL	\$250	\$250	\$500	\$1,935	\$2,000	\$6,960	\$10,000	\$10,000	0.0%
018002510000	3121	PAY FLEX FEE	\$15,000	\$15,000	\$15,000	\$12,140	\$15,000	\$11,939	\$15,000	\$15,000	0.0%
018002510000	3131	403B FEES	\$0	\$0	\$0	\$184	\$0	\$0	\$0	\$0	0.0%
018002510000	3271	RENTAL	\$1,200	\$1,200	\$0		\$200		\$200	\$200	0.0%
018002510000	3821	TELEPHONE	\$650	\$650	\$0		\$0		\$0	\$0	0.0%
018002510000	4101	SUPPLIES	\$3,000	\$3,000	\$3,000	\$14,758	\$5,500	\$1,724	\$3,000	\$3,000	0.0%
018002510000	5301	FURNITURE/EQ	\$2,000	\$2,000	\$2,000		\$1,000	\$0	\$1,000	\$1,000	0.0%
018002510000	5651	COMPUTER EQ	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002510000	6201	INTEREST	\$30,000	\$30,000	\$30,000	\$7,763	\$30,000	\$6,077	\$30,000	\$30,000	0.0%
018002510000	6311	AUDITOR FEES	\$12,000	\$12,000	\$12,500	\$12,800	\$12,850	\$13,000	\$13,000	\$13,275	2.1%
018002510000	6601	DATA PROCES	\$2,000	\$2,000	\$2,500	\$2,302	\$2,500	\$4,554	\$4,500	\$4,500	0.0%
018002510000	6701	TRAVEL AND MI	\$5,500	\$5,500	\$3,000	\$2,709	\$3,000	\$2,338	\$3,000	\$3,000	0.0%
018002510000	6931	INSERVICE	\$1,500	\$1,500	\$1,500	\$849	\$1,500	\$25	\$1,500	\$1,500	0.0%
		Total	\$633,756	\$636,459	\$679,566	\$586,072	\$670,108	\$710,352	\$743,837	\$766,859	3.1%
		Total Business	\$633,756	\$636,459	\$679,566	\$586,072	\$670,108	\$710,352	\$743,837	\$766,859	3.1%
District Wide Vehicle Maintenance - VM			2012-13	2013-14	2014-15	2014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
018002520000	3361	GAS & OIL	\$25,000	\$25,000	\$25,000	\$21,469	\$25,000	\$13,809	\$25,000	\$25,000	0.0%
018002520000	3371	TIRES & PARTS	\$10,000	\$10,000	\$10,000	\$2,423	\$10,000	\$8,637	\$10,000	\$10,000	0.0%
018002520000	3381	VEHICLE INSUR	\$30,000	\$40,000	\$40,000	\$1,035	\$40,000		\$40,000	\$40,000	0.0%
018002520000	5501	VEHICLE ACQU	\$40,000	\$40,000	\$40,000	\$14,850	\$40,000	\$0	\$40,000	\$40,000	0.0%

		Total	\$105,000	\$115,000	\$115,000	\$39,778	\$115,000	\$22,446	\$115,000	\$115,000	0.0%
		Total Vehicle M	\$105,000	\$115,000	\$115,000	\$39,778	\$115,000	\$22,446	\$115,000	\$115,000	0.0%
Elementary Operations - Operation of Plant			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
011002610000	1101	SALARIES	\$343,545	\$394,155	\$399,906	\$369,106	\$420,800	\$438,336	\$435,000	\$408,206	-6.2%
011002610000	1301	OVERTIME PAY	\$20,000	\$20,000	\$20,000	\$61,886	\$30,000	\$71,936	\$50,000	\$40,000	-20.0%
011002610000	2101	SOC. SECURITY	\$29,084	\$31,683	\$32,123	\$32,716	\$34,486	\$38,777	\$37,103	\$34,288	-7.6%
011002610000	2201	RETIREMENT	\$36,354	\$40,909	\$41,477	\$42,552	\$44,529	\$49,980	\$47,907	\$44,273	-7.6%
011002610000	2301	HEALTH INSUR	\$103,691	\$106,404	\$132,441	\$121,338	\$148,000	\$137,558	\$149,070	\$139,069	-6.7%
011002610000	2601	LIFE INSURANC	\$650	\$684	\$684	\$649	\$684	\$729	\$684	\$684	0.0%
011002610000	2921	DISABILITY	\$1,500	\$1,491	\$1,512	\$1,555	\$1,623	\$1,826	\$1,746	\$1,614	-7.6%
		Total	\$534,824	\$595,326	\$628,143	\$629,802	\$680,122	\$739,142	\$721,510	\$668,133	-7.4%
Secondary Operations - Operations of Plant			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
012002610000	1101	SALARIES	\$419,885	\$360,010	\$390,000	\$353,716	\$395,044	\$386,270	\$410,000	\$476,974	16.3%
012002610000	1301	OVERTIME PAY	\$21,000	\$20,000	\$20,000	\$48,055	\$25,000	\$51,314	\$40,000	\$50,000	25.0%
012002610000	2101	SOC. SECURITY	\$35,271	\$29,071	\$31,365	\$30,360	\$32,133	\$33,062	\$34,425	\$40,314	17.1%
012002610000	2201	RETIREMENT	\$44,089	\$37,537	\$40,499	\$39,165	\$41,491	\$43,223	\$44,450	\$52,053	17.1%
012002610000	2301	HEALTH INSUR	\$144,231	\$124,595	\$114,600	\$114,350	\$116,299	\$123,730	\$74,875	\$165,775	121.4%
012002610000	2601	LIFE INSURANC	\$800	\$730	\$593	\$627	\$638	\$689	\$638	\$638	0.0%
012002610000	2921	DISABILITY	\$2,223	\$1,368	\$1,476	\$1,438	\$1,512	\$1,572	\$1,620	\$1,897	17.1%
		Total	\$667,499	\$573,311	\$598,533	\$587,711	\$612,118	\$639,860	\$606,008	\$787,651	30.0%
District Wide Operation of Schools - Operation of			2012-13	2013-14	2014-15	014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
018002610000	1101	SALARIES	\$91,104	\$93,557	\$99,217	\$97,070	\$105,355	\$119,639	\$106,000	\$130,929	23.5%
018002610000	1301	OVERTIME	\$8,000	\$20,000	\$10,000	\$6,361	\$10,000	\$6,827	\$10,000	\$10,000	0.0%
018002610000	1311	TEMPORARY HI	\$20,000	\$20,000	\$20,000	\$11,898	\$20,000	\$13,197	\$15,000	\$15,000	0.0%
018002610000	2101	SOC. SECURITY	\$9,528	\$10,217	\$9,885	\$8,686	\$10,355	\$10,594	\$10,022	\$11,929	19.0%
018002610000	2201	RETIREMENT	\$11,910	\$13,193	\$12,764	\$10,523	\$11,395	\$11,871	\$11,458	\$13,921	21.5%
018002610000	2301	HEALTH INSUR	\$15,378	\$22,541	\$23,150	\$24,805	\$23,590	\$22,510	\$37,921	\$33,235	-12.4%
018002610000	2601	LIFE INSURANC	\$385	\$365	\$365	\$174	\$136	\$251	\$136	\$136	0.0%
018002610000	2921	DISABILITY	\$405	\$481	\$465	\$387	\$487	\$436	\$472	\$561	19.0%
018002610000	3101	PROFESSIONAL	\$10,000	\$10,000	\$10,000	\$10,378	\$10,000	\$6,044	\$10,000	\$10,000	0.0%
018002610000	3211	FUEL (NATRUR	\$290,000	\$290,000	\$275,000	\$182,060	\$275,000	\$159,562	\$275,000	\$200,000	-27.3%
018002610000	3221	ELECTRICITY	\$715,000	\$720,000	\$750,000	\$734,929	\$750,000	\$777,175	\$750,000	\$825,000	10.0%
018002610000	3231	WATER & SEWE	\$70,000	\$70,000	\$70,000	\$82,505	\$70,000	\$69,032	\$70,000	\$70,000	0.0%
018002610000	3291	GARBAGE REM	\$45,000	\$45,000	\$45,000	\$48,326	\$45,000	\$46,821	\$45,000	\$47,500	5.6%
018002610000	3821	TELEPHONE	\$1,500	\$1,500	\$1,500		\$1,500		\$1,500	\$1,500	0.0%
018002610000	4101	SUPPLIES	\$70,000	\$80,000	\$80,000	\$82,801	\$80,000	\$90,106	\$87,500	\$87,500	0.0%
018002610000	5301	FURNITURE & E	\$10,000	\$10,000	\$10,000	\$6,366	\$10,000	\$5,884	\$10,000	\$10,000	0.0%

018002610000	6951	MAINTENANCE	\$3,000	\$3,000	\$3,000	\$3,603	\$3,000	\$2,849	\$3,000	\$3,000	0.0%
		Total	\$1,371,211	\$1,409,853	\$1,420,346	\$1,310,872	\$1,425,817	\$1,342,798	\$1,443,008	\$1,470,211	1.9%
		Total Operations	\$2,573,533	\$2,578,490	\$2,647,021	\$2,528,385	\$2,718,057	\$2,721,800	\$2,770,526	\$2,925,995	5.6%
District Wide Maintenance - Maintenance of Plant			2012-13	2013-14	2014-15	2014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
018002620000	1101	SALARIES	\$270,646	\$267,742	\$271,711	\$276,696	\$292,000	\$242,463	\$275,000	\$257,240	-6.5%
018002620000	1301	OVERTIME PAY	\$10,000	\$10,000	\$10,000	\$15,948	\$12,000	\$10,199	\$12,000	\$12,000	0.0%
018002620000	1311	TEMPORARY HI	\$10,000	\$10,000	\$10,000		\$10,000		\$10,000	\$10,000	0.0%
018002620000	2101	SOC. SECURITY	\$23,252	\$22,012	\$22,316	\$21,845	\$24,021	\$18,730	\$22,721	\$21,362	-6.0%
018002620000	2201	RETIREMENT	\$29,065	\$28,423	\$27,827	\$24,261	\$30,029	\$24,249	\$28,349	\$26,595	-6.2%
018002620000	2301	HEALTH INSUR	\$85,123	\$63,718	\$60,866	\$67,232	\$68,956	\$67,471	\$80,000	\$89,220	11.5%
018002620000	2601	LIFE INSURANC	\$481	\$547	\$319	\$274	\$319	\$223	\$319	\$319	0.0%
018002620000	2921	DISABILITY	\$1,428	\$1,036	\$1,050	\$1,053	\$1,130	\$886	\$1,069	\$1,005	-6.0%
018002620000	3101	PROFESSIONAL	\$80,000	\$80,000	\$80,000	\$64,718	\$80,000	\$40,687	\$80,000	\$80,000	0.0%
018002620000	3251	BLDG/GRDS EX	\$55,000	\$55,000	\$55,000	\$27,563	\$55,000	\$33,704	\$55,000	\$55,000	0.0%
018002620000	3261	PLANT/EQUIP E	\$2,000	\$2,000	\$2,000	\$1,521	\$2,000	\$368	\$2,000	\$2,000	0.0%
018002620000	3281	PROPERTY INS	\$130,000	\$130,000	\$130,000	\$157,991	\$130,000	\$108,851	\$130,000	\$130,000	0.0%
018002620000	3821	TELEPHONE	\$4,000	\$4,000	\$4,000	\$914	\$4,000	\$1,047	\$4,000	\$4,000	0.0%
018002620000	4101	SUPPLIES	\$1,000	\$1,000	\$1,000	\$30	\$1,000	\$656	\$1,000	\$1,000	0.0%
018002620000	5301	FURNITURE/EQ	\$3,000	\$3,000	\$3,000		\$3,000		\$3,000	\$3,000	0.0%
018002620000	5501	VEHICLE ACQU	\$0	\$0	\$0		\$0		\$0	\$0	0.0%
018002620936	3252	BLDG/GRDS EX	\$7,000	\$7,000	\$10,000		\$10,000	\$35,854	\$10,000	\$10,000	0.0%
018002620926	3251	BLDG/GRDS EX	\$15,000	\$15,000	\$15,000	\$39,884	\$20,000	\$23,622	\$20,000	\$20,000	0.0%
018002620926	3261	PLANT/EQUIP E	\$8,000	\$8,000	\$8,000	\$24,028	\$8,000	\$28,293	\$8,000	\$8,000	0.0%
018002620936	3251	BLDG/GRDS EX	\$30,000	\$30,000	\$30,000	\$51,094	\$30,000	\$23,248	\$30,000	\$30,000	0.0%
018002620936	3261	PLANT/EQUIP E	\$20,000	\$20,000	\$20,000	\$11,146	\$20,000	\$29,693	\$20,000	\$20,000	0.0%
018002620963	3251	BLDG/GRDS EX	\$7,000	\$7,000	\$7,000	\$18,989	\$8,500	\$8,397	\$8,500	\$8,500	0.0%
018002620963	3261	PLANT/EQUIP E	\$2,500	\$2,500	\$2,500	\$1,814	\$2,000	\$1,924	\$2,000	\$2,000	0.0%
018002620964	3251	BLDG/GRDS EX	\$8,000	\$8,000	\$8,000	\$9,181	\$8,000	\$6,591	\$8,000	\$8,000	0.0%
018002620964	3261	PLANT/EQUIP E	\$2,500	\$2,500	\$3,600	\$3,275	\$3,500	\$5,929	\$3,500	\$3,500	0.0%
018002620966	3251	BLDG/GRDS EX	\$10,000	\$10,000	\$10,000	\$3,583	\$10,000	\$7,791	\$10,000	\$10,000	0.0%
018002620966	3261	PLANT/EQUIP E	\$3,500	\$3,500	\$3,500	\$18,613	\$3,500	\$268	\$3,500	\$3,500	0.0%
018002620967	3251	BLDG/GRDS EX	\$8,000	\$8,000	\$8,000	\$9,961	\$8,000	\$9,310	\$8,000	\$8,000	0.0%
018002620967	3261	PLANT/EQUIP E	\$10,000	\$10,000	\$10,000	\$959	\$10,000	\$4,075	\$10,000	\$10,000	0.0%
018002620968	3251	BLDG/GRDS EX	\$9,000	\$9,000	\$9,000	\$5,949	\$9,000	\$13,290	\$9,000	\$9,000	0.0%
018002620968	3261	PLANT/EQUIP E	\$3,500	\$3,500	\$3,000	\$1,339	\$3,000	\$2,870	\$3,000	\$3,000	0.0%
018002620969	3251	BLDG/GRDS EX	\$5,000	\$5,000	\$6,000	\$9,608	\$6,000	\$6,868	\$6,000	\$6,000	0.0%
018002620969	3261	PLANT/EQUIP E	\$3,000	\$3,000	\$4,500	\$10,304	\$4,500	\$2,215	\$4,500	\$4,500	0.0%
018002620980	3251	BLDG/GRDS EX	\$9,000	\$9,000	\$9,000	\$4,582	\$9,000	\$2,728	\$9,000	\$9,000	0.0%
018002620980	3261	PLANT/EQUIP E	\$2,000	\$2,000	\$2,000	\$747	\$2,000	\$119	\$2,000	\$2,000	0.0%

		Total Maintenance	\$867,994	\$841,477	\$848,189	\$885,102	\$888,455	\$762,619	\$879,458	\$867,741	-1.3%
Student Transportation - Transportation			2012-13	2013-14	2014-15	2014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
018002700000	1101	SALARIES	\$25,500	\$25,500	\$25,500	\$17,934	\$25,000	\$20,658	\$15,000	\$17,000	13.3%
018002700000	2101	SOC. SECURITY	\$2,000	\$1,951	\$1,951	\$1,375	\$1,913	\$1,581	\$1,148	\$1,301	13.3%
018002700000	2201	RETIREMENT	\$1,200	\$2,519	\$2,519	\$1,480	\$2,469	\$2,070	\$1,482	\$1,679	13.3%
018002700000	2301	HEALTH INSURANCE	\$3,000	\$3,000	\$0	\$1,291	\$0	\$911	\$0	\$0	0
018002700000	2601	LIFE INSURANCE	\$40	\$100	\$100	\$39	\$0	\$60	\$0	\$0	0.0%
018002700000	2921	DISABILITY	\$60	\$92	\$92	\$53	\$90	\$75	\$54	\$61	0.0%
018002700000	3311	COMMON CARF	\$20,000	\$20,000	\$20,000	\$45,762	\$20,000	\$67,032	\$31,789	\$31,789	0.0%
018002700000	3321	MILEAGE TO PAID	\$780	\$1,000	\$2,000	\$3,325	\$2,000	\$1,257	\$2,000	\$2,000	0.0%
018002700000	3341	FIELD TRIPS	\$10,000	\$10,000	\$6,000	\$5,707	\$6,000	\$6,931	\$6,000	\$6,000	0.0%
018002700000	3361	GAS & OIL	\$17,500	\$22,000	\$25,000	\$22,065	\$25,000	\$9,000	\$25,000	\$25,000	0.0%
018002700000	3371	TIRES & PARTS	\$5,000	\$7,000	\$8,000	\$16,608	\$8,000	\$10,082	\$8,000	\$8,000	0.0%
018002700000	3381	VEHICLE INSURANCE	\$3,500	\$5,500	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
018002700000	3821	TELEPHONES	\$1,500	\$1,500	\$1,500	\$562	\$1,500	\$839	\$1,500	\$1,500	0.0%
018002700000	5501	VEHICLE ACQUISITION	\$0	\$0	\$0	\$10	\$0	\$0	\$0	\$0	0.0%
		Total	\$90,080	\$100,161	\$92,661	\$116,211	\$91,972	\$120,496	\$91,972	\$94,330	2.6%
Open Enrollment - Transportation			2012-13	2013-14	2014-15	2014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
018002755000	3311	COMMON CARF	\$150,000	\$200,000	\$285,000	\$285,829	\$342,000	\$339,740	\$390,000	\$400,000	2.6%
Special Education - Transportation			2012-13	2013-14	2014-15	2014-2015 Actual	2015-16	2015-16 Actual	2016-17	2017-2018	Difference
018002750507	1101	SALARIES	\$220,042	\$195,330	\$278,809	\$210,732	\$299,454	\$184,170	\$268,575	\$241,348	-10.1%
018002750507	1301	OVERTIME	\$4,000	\$5,000	\$6,000	\$25,993	\$2,000	\$26,597	\$25,000	\$25,000	0.0%
018002750507	1411	PARAPROFESSOR	\$35,000	\$21,278	\$11,663	\$20,194	\$11,662	\$15,945	\$19,571	\$19,683	0.6%
018002750507	2101	SOC. SECURITY	\$20,723	\$16,953	\$22,680	\$18,906	\$23,953	\$16,203	\$23,956	\$21,881	-8.7%
018002750507	2201	RETIREMENT	\$25,904	\$21,890	\$29,285	\$23,823	\$30,731	\$22,144	\$30,932	\$28,254	-8.7%
018002750507	2301	HEALTH INSURANCE	\$41,411	\$34,994	\$38,732	\$34,341	\$31,787	\$37,105	\$42,759	\$46,748	9.3%
018002750507	2601	LIFE INSURANCE	\$644	\$502	\$593	\$446	\$547	\$424	\$547	\$547	0.0%
018002750507	2921	DISABILITY	\$933	\$798	\$1,067	\$860	\$1,120	\$807	\$1,127	\$1,030	-8.7%
018002750507	3311	COMMON CARF	\$4,500	\$5,500	\$5,500	\$310	\$5,500	\$5,107	\$5,500	\$5,500	0.0%
018002750507	3321	MILEAGE TO PAID	\$2,000	\$2,000	\$2,000	\$7,226	\$0	\$0	\$0	\$0	0.0%
018002750507	3331	PAID OTHER DIRECT	\$250	\$500	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
018002750507	3361	GAS & OIL	\$60,000	\$65,000	\$66,000	\$41,492	\$66,000	\$31,526	\$66,000	\$66,000	0.0%
018002750507	3371	TIRES & PARTS	\$40,000	\$41,000	\$42,000	\$53,541	\$42,000	\$51,094	\$42,000	\$42,000	0.0%
018002750507	3381	VEHICLE INSURANCE	\$18,500	\$37,000	\$37,000	\$56,428	\$37,000	\$55,170	\$37,000	\$37,000	0.0%
018002750507	3821	TELEPHONES	\$6,000	\$6,000	\$6,000	\$1,587	\$5,000	\$3,435	\$5,000	\$5,000	0.0%
018002750507	5501	VEHICLE ACQUISITION	\$0	\$0	\$0	\$0	\$0	\$49,850	\$0	\$49,850	0.0%
		Total	\$479,907	\$453,745	\$547,329	\$495,879	\$556,755	\$499,577	\$567,967	\$589,841	3.9%

1101	Salaries			\$322,013	\$258,455		381000	\$316,039	\$292,286	\$365,808	25.2%
1201	Substitutes			\$4,623	\$7,569			\$6,530	\$15,120	\$15,120	0.0%
1411	Paraprofessional Pay			\$90,688	\$117,855		151600	\$117,968	\$126,096	\$57,832	-54.1%
2101	Social Security			\$28,775	\$29,230		40743.9	\$33,195	\$33,163	\$33,565	1.2%
2201	Retirement			\$36,545	\$36,763		52609.1628	\$42,830	\$42,820	\$43,340	1.2%
2301	Health Insurance			\$45,294	\$34,562		35943	\$46,732	\$46,853	\$50,442	7.7%
2601	Life Insurance			\$521	\$648		526	\$713	\$692	\$692	0.0%
2921	Disability			\$1,357	\$1,320		1917.36	\$1,561	\$1,506	\$1,525	1.3%
3101	Professional Services			\$1,560	\$29,115		\$8,065	\$37,891	\$28,065	\$28,065	0.0%
4101	Supplies			\$38,098	\$45,373		\$120,219	\$37,475	\$120,219	\$120,219	0.0%
5301	Furniture						\$404		\$404	\$404	0.0%
5651	Computer Equipment				\$1,408		\$86,861		\$86,861	\$86,861	0.0%
6701	Travel and Mileage			\$769	\$1,366		\$6,901	\$333	\$6,901	\$6,901	0.0%
6931	Inservice						\$11,181	\$21,792	\$11,181	\$11,181	0.0%
Total				\$570,243	\$563,664		\$897,970	\$663,059	\$812,168	\$821,955	1.2%
Title I Accountability		05-800-7150-000		with Title I regular							
1101	Salaries						\$9,831	\$16,355	\$9,831	\$10,000	1.7%
1411	Paraprofessional						\$180		\$180		-100.0%
2101	Social Security						\$766		\$766	\$766	0.0%
2201	Retirement						\$989		\$989	\$989	0.0%
2301	Health Insurance						\$1,900		\$1,900		-100.0%
2601	Life Insurance						\$9		\$9	\$9	0.0%
2921	Disability						\$36		\$36	\$36	-0.1%
3101	Professional Services						\$22,000	\$16,172	\$22,000	\$22,000	0.0%
4101	Supplies						\$15,920		\$15,920	\$15,920	0.0%
6931	Inservice			\$0			\$330	\$1,016	\$330	\$330	0.0%
Total				\$0	\$0		\$51,961	\$33,543	\$51,961	\$50,050	-3.7%
Title II A Accountability		05-800-7200-000									
1101	Salaries			\$76,092	\$78,435		\$0	\$48,804	\$37,996	\$39,918	5.1%
1201	Substitutes				\$2,690		\$0	\$1,610	\$7,580	\$7,580	0.0%
2101	Social Security			\$4,906	\$6,118		\$0	\$4,445	\$2,907	\$3,054	5.1%

2201	Retirement			\$6,386	\$7,595		\$0	\$6,009	\$3,753	\$3,943	5.1%
2301	Health Insurance			\$7,154	\$10,918		\$0	\$5,658	\$2,043	\$1,000	-51.1%
2601	Life Insurance			\$76	\$66		\$0	\$61	\$48	\$48	0.0%
2921	Disability			\$0	\$276		\$0	\$219	\$0	\$0	
3101	Professional Services						\$1,278	\$11,423	\$1,278	\$1,278	0.0%
4101	Supplies						\$812	\$353	\$812	\$812	0.0%
5301	Furniture/Equipment						\$0		\$0	\$0	
6701	Travel and Mileage						\$0	\$1,521	\$0	\$0	
6931	Inservice				\$4,070		\$600	\$13,740	\$600	\$600	0.0%
Total				\$94,614	\$110,168		\$2,690	\$93,843	\$57,017	\$58,233	2.1%
Title III LEP		05-800-7800-000									
1101	Salaries			\$1,765	\$708		\$0	\$8,059	14452	14742	2.0%
1201	Substitutes			\$405	\$664			\$1,540	420	420	0.0%
1411	Paraprofessional Pay			\$3,137	\$10,996		\$0	\$12,955	18291	14907	-18.5%
2101	Social Security			\$489	\$938		\$0	\$1,683	\$1,450	\$1,450	0.0%
2201	Retirement			\$409	\$1,152		\$0	\$1,729	\$1,824	\$1,824	0.0%
2301	Health Insurance			\$891	\$751			\$1,299	\$23		-100.0%
2601	Life Insurance			\$13	\$37			\$47	\$65	\$65	0.0%
2921	Disability			\$9	\$32			\$63	\$66	\$66	0.0%
3101	Professional Services			\$2,365	\$2,747		\$0	\$1,668	\$0	\$0	
4101	Supplies			\$2,088	\$1,196		\$7,541		\$7,541	\$7,541	0.0%
5301	Furniture/Equipment			\$0	\$0		\$0		\$0	\$0	
6701	Travel and Mileage			\$182			\$595		\$595	\$595	0.0%
6931	Inservice			\$4,799	\$12		\$2,529	\$756	\$2,529	\$2,529	0.0%
Total				\$16,552	\$19,233		\$10,665	\$29,799	\$47,256	\$44,139	-6.6%
Title III LEP Immigrant Aid		05-800-7850-000									
1101	Salaries						\$1,700		0	0	0
1201	Substitutes						\$0		0	0	0
1411	Paraprofessional Pay						\$0		0	0	0
2101	Social Security						\$74		0	0	0
2201	Retirement						\$95		0	0	0

2301	Health Insurance					\$127		0	0	0
2601	Life Insurance					\$1		0	0	0
2921	Disability					\$4		0	0	0
3101	Professional Services					\$0		0	0	0
4101	Supplies			\$6,286		\$0		0	0	0
5301	Furniture/Equipment					\$0		0	0	0
6701	Travel and Mileage					\$0		0	0	0
6931	Inservice					\$0		0	0	0
Total						\$2,001	\$0	\$0	\$0	0
Title Total				\$681,409	\$693,065	\$965,287	\$820,244	\$968,401	\$974,377	0.6%
Grand Total GF/IDEA/Title					\$31,452,415	\$33,007,321	\$32,256,973	\$34,243,366	\$35,668,004	3.7%



Superintendent Evaluation Overview 2016/2017

Growth Focus Opportunities

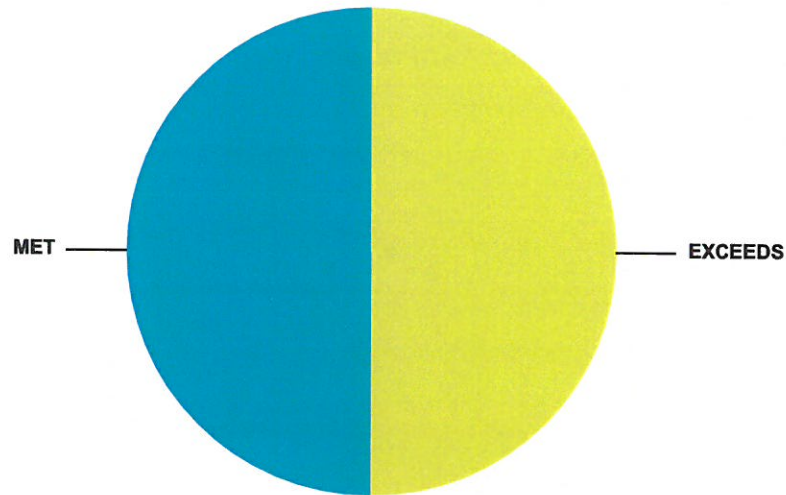
- Develop and implement Board Member professional development and engagement opportunities. (External and Internal)
- Develop a plan for Stakeholder Engagement and Communication (Business, Industry, Neighborhoods, Government, Labor)
- Develop strategic and regular community and parent input opportunities
- Continue to refine delegation of duties as appropriate
- Explore and engage in Alternative Funding Sources potentially with the Ralston Schools Foundation
- Evaluate and implement the need for a project evaluation approach for the District Character Committee

Global Growth Focus Areas

- **District Communications and Community Engagement**
- **Relationship Development and Customer Service**
- **Board of Education Professional Development and Engagement**
- **District Wide Strategic Plan Development, Refinement, and Implementation**

Q2 Provides regular updates regarding district matters.

Answered: 6 Skipped: 0

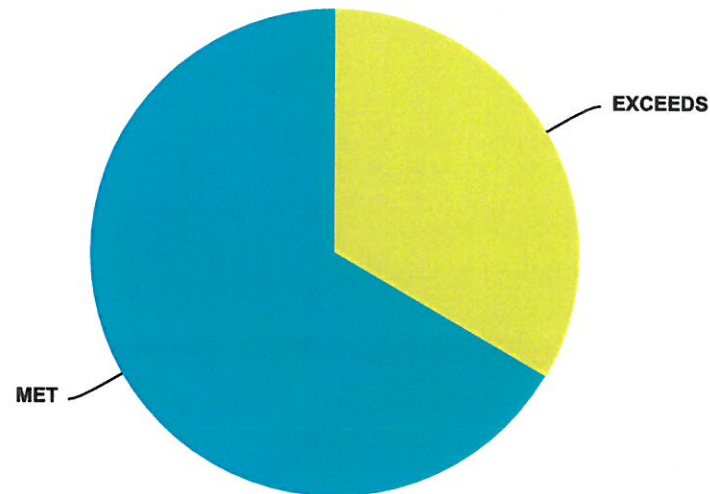


Answer Choices	Responses
EXCEEDS	50.00% 3
MET	50.00% 3
UNMET	0.00% 0
Total	6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	Appreciate the emails keeping us updated	6/14/2017 8:14 PM
2	Communication regarding district matters come out via email at regular and frequent intervals. I love hearing about our wins and appreciate hearing promptly about challenges we are facing. I have especially found it useful to hear recommended responses when we face challenges, such as when we had a couple of cases of whooping cough in the district.	6/12/2017 1:32 PM
3	Dr. Adler's regular updates via e-mail are always thorough and timely, keeping us abreast of things happening throughout the district.	6/12/2017 10:34 AM

Q3 Provides opportunities to learn about the functions of schools and programs through site visits, presentations, and reading materials to the Board.

Answered: 6 Skipped: 0

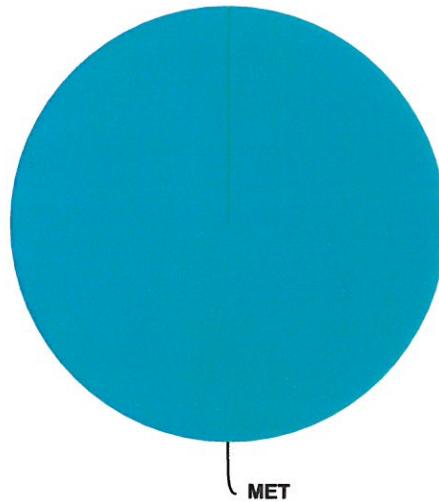


Answer Choices	Responses	
EXCEEDS	33.33%	2
MET	66.67%	4
UNMET	0.00%	0
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	Once a month added learning opportunities at Board of Education meetings.	6/13/2017 8:14 PM
2	As a newer board member I appreciate the opportunities to visit the schools for tours or to visit classrooms for various things.	6/12/2017 1:32 PM

Q4 Provides adequate meeting materials and background information.

Answered: 6 Skipped: 0

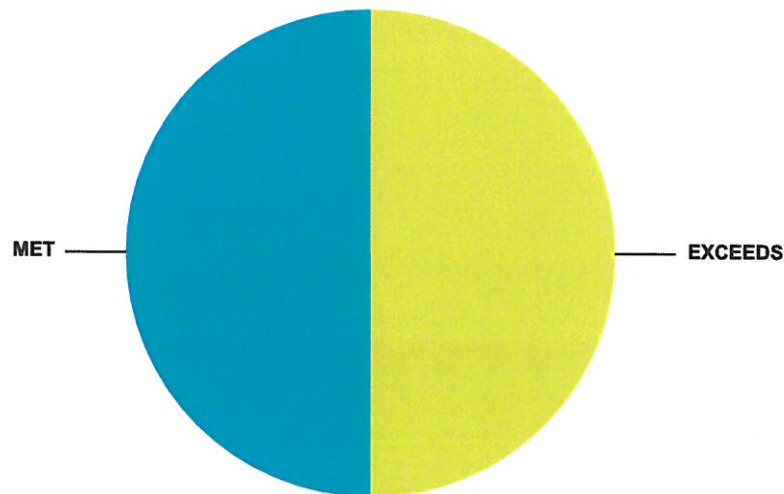


Answer Choices	Responses	
EXCEEDS	0.00%	0
MET	100.00%	6
UNMET	0.00%	0
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
	There are no responses.	

Q5 Responds to Board Member questions thoroughly and shares information with the entire board in a timely manner and as appropriate.

Answered: 6 Skipped: 0

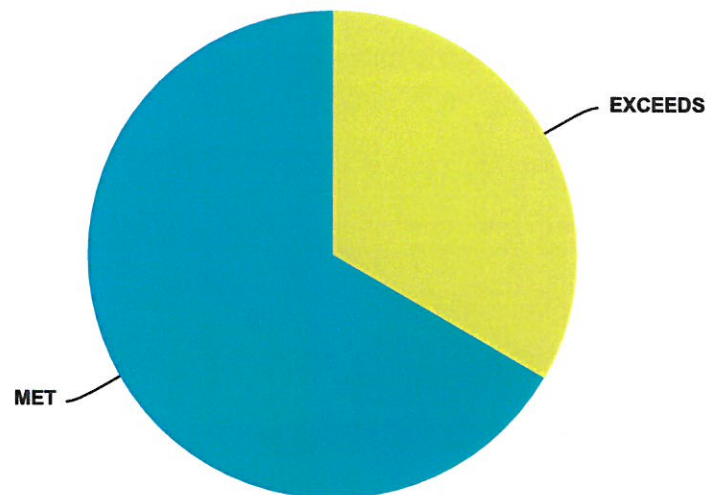


Answer Choices	Responses	
EXCEEDS	50.00%	3
MET	50.00%	3
UNMET	0.00%	0
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	I have been very impressed with your response to any question I've had since joining the BOE.	6/14/2017 10:24 AM
2	Dr. Adler's regular updates via e-mail are always thorough and timely, keeping us abreast of things happening throughout the district.	6/12/2017 10:34 AM

Q6 Invites Board participation in district activities.

Answered: 6 Skipped: 0

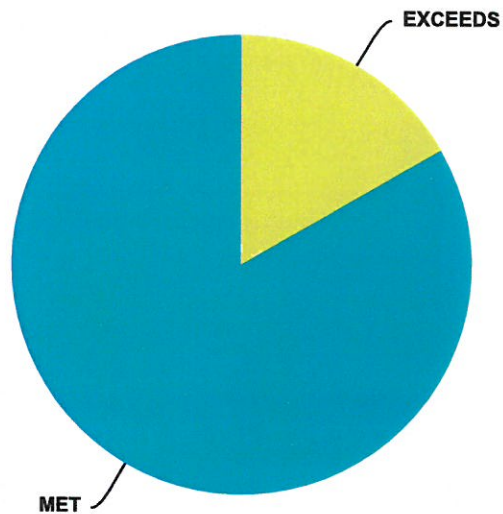


Answer Choices	Responses	
EXCEEDS	33.33%	2
MET	66.67%	4
UNMET	0.00%	0
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	Email notifications sent out with opportunities to participate	6/13/2017 8:14 PM
2	I appreciate being made aware of and invited to participate in district activities. Given time constraints, I'm not always able to participate, but it is wonderful to be given the opportunity to be part of our district on so many occasions.	6/12/2017 1:32 PM

Q7 Assists in the development, recommendation, and administration of policies.

Answered: 6 Skipped: 0

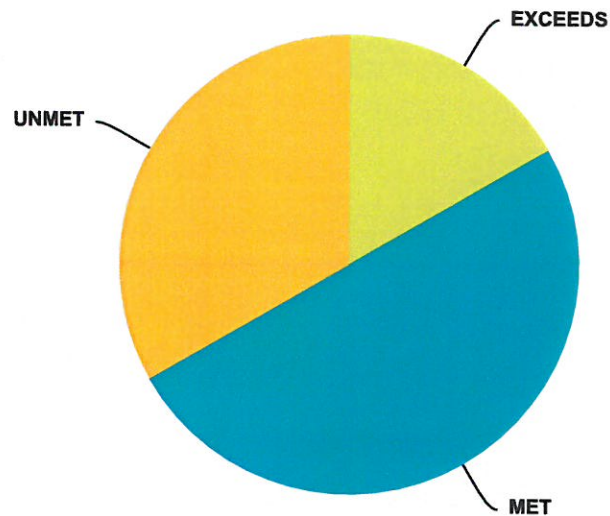


Answer Choices	Responses
EXCEEDS	16.67% 1
MET	83.33% 5
UNMET	0.00% 0
Total	6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
	There are no responses.	

Q8 Encourages and suggests opportunities for Board development.

Answered: 6 Skipped: 0

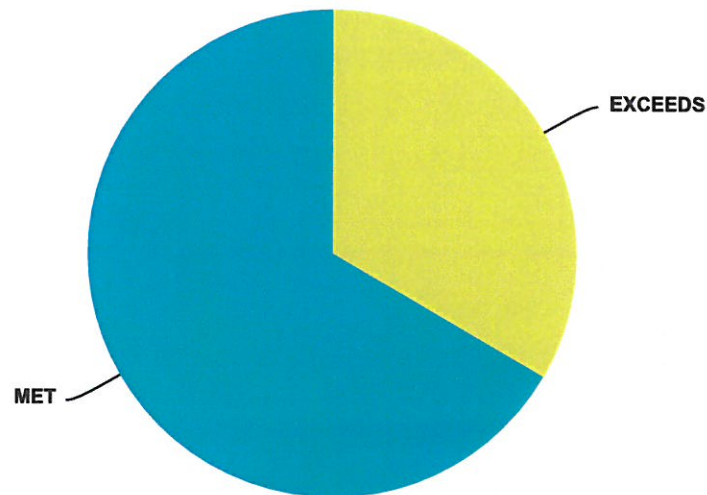


Answer Choices	Responses	
EXCEEDS	16.67%	1
MET	50.00%	3
UNMET	33.33%	2
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	More intentional effort needs to be developed here. We need to assign this responsibility to Jenny Petty.	6/16/2017 7:45 AM
2	I agree that this is an area where more work could be done - I'm looking forward to the regular education on segments of RPS work and our Board retreat.	6/14/2017 10:24 AM
3	Carved out extra time and thoughtfully crafted learning for Board Members once a month at meeting	6/13/2017 8:14 PM
4	I think many opportunities are provided for board development. Although time constraints prevent my attendance many times, I appreciate the continued invitations and encouragement for engagement and development. Keep it coming!	6/12/2017 1:32 PM

Q9 Works collaboratively with the Board to establish goals and plans for the future.

Answered: 6 Skipped: 0

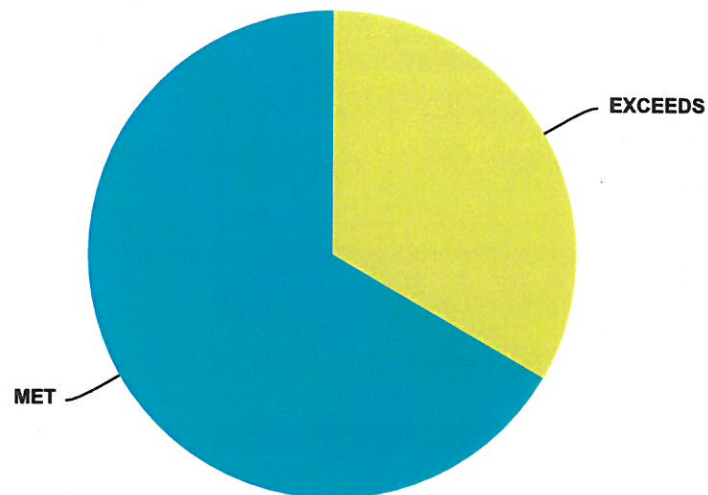


Answer Choices	Responses	
EXCEEDS	33.33%	2
MET	66.67%	4
UNMET	0.00%	0
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	Working hard with communication, technology, and hope to see continued progress with college/career as it evolves.	6/13/2017 8:17 PM
2	Dr. Adler is very goal driven and through careful planning and consideration I feel that we as board members are engaged in that process and our input is valued.	6/12/2017 10:35 AM

Q10 Openly accepts Board input and is responsive to Board directions.

Answered: 6 Skipped: 0

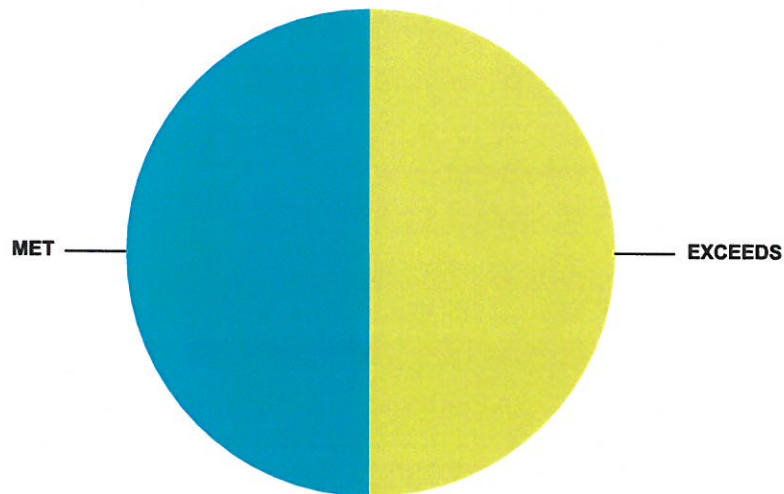


Answer Choices		Responses	
EXCEEDS		33.33%	2
MET		66.67%	4
UNMET		0.00%	0
Total			6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	Always ready to receive input and takes it thoroughly into account.	6/14/2017 10:27 AM

Q11 Alerts the Board about significant media contacts with district personnel and other newsworthy district activities, reports, and incidents.

Answered: 6 Skipped: 0

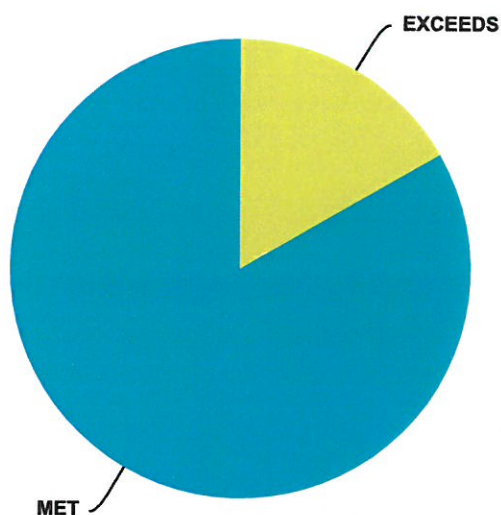


Answer Choices	Responses
EXCEEDS	50.00% 3
MET	50.00% 3
UNMET	0.00% 0
Total	6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	Sends notification and also has Jeremy send out communications as appropriate	6/13/2017 8:17 PM
2	As mentioned above, I have appreciated the timeliness and quantity of updates when there are newsworthy wins and challenges. It has come in very handy to be prepared to speak to topics if questioned.	6/12/2017 1:38 PM
3	No shortage of prompt communication of all things RPS related.	6/12/2017 10:35 AM

Q12 Implements meeting responsibilities by preparing the agenda, attending and participating in Board meetings, serving as ex-officio member of all committees, and offering professional guidance, recommendations, or assistance.

Answered: 6 Skipped: 0

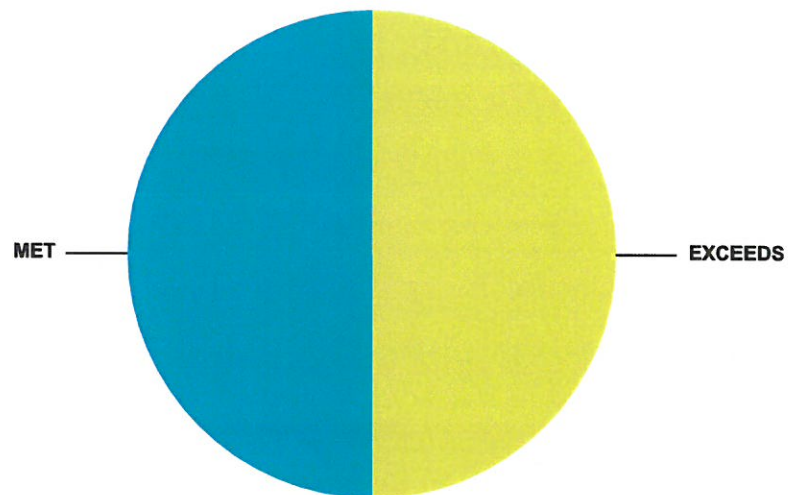


Answer Choices	Responses	
EXCEEDS	16.67%	1
MET	83.33%	5
UNMET	0.00%	0
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	Background info and insight is critical for helping us make informed decisions. You provide that info consistently.	6/14/2017 10:27 AM
2	Would like to see agenda sent out earlier for adequate time to prepare for meeting/questions	6/13/2017 8:17 PM

Q13 Works to cultivate a collaborative working relationship with the Board.

Answered: 6 Skipped: 0



Answer Choices		Responses	
EXCEEDS		50.00%	3
MET		50.00%	3
UNMET		0.00%	0
Total			6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	You are both friendly and professional, striking a great balance to making board members comfortable and ready to work.	6/14/2017 10:27 AM
2	Meets/asks for clarity and seeks input	6/13/2017 8:17 PM

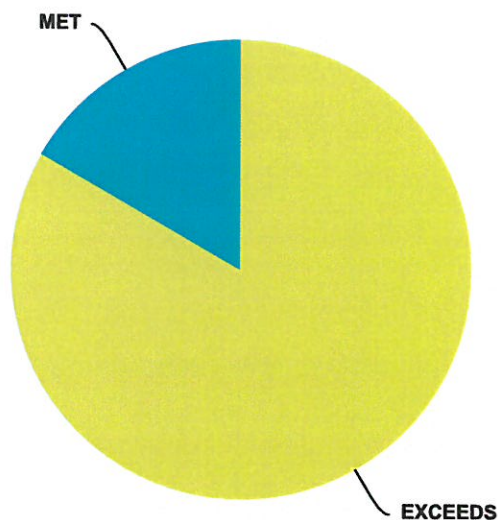
Q14 Additional Comments:

Answered: 0 Skipped: 6

#	Responses	Date
	There are no responses.	

Q15 Projects a positive image of the school district.

Answered: 6 Skipped: 0

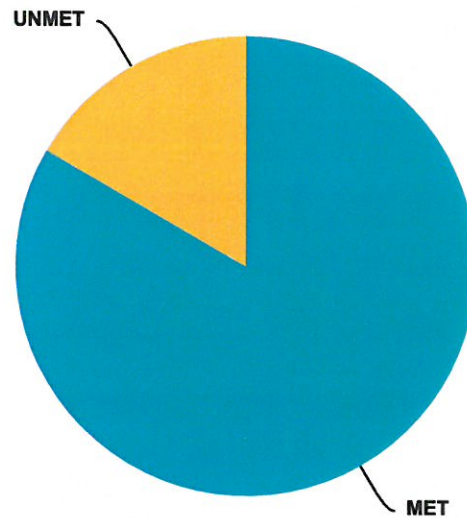


Answer Choices	Responses	
EXCEEDS	83.33%	5
MET	16.67%	1
UNMET	0.00%	0
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	You are passionate in your promotion of RPS in any setting I've observed thus far. It is beyond a job to you, it is something I feel you truly enjoy.	6/14/2017 10:30 AM
2	Great character and is always positive!	6/13/2017 8:19 PM
3	"It is a great day to be a Ralston Ram." I think that mantra is a living and breathing representation of how you project a positive image of the school district in an ongoing way every day.	6/12/2017 1:44 PM
4	Work in the community as well as across the state representing RPS but also proliferating the #BEKIND message is greatly appreciated.	6/12/2017 10:36 AM

Q16 Continually identifies all stakeholder groups and establishes effective lines of communication.

Answered: 6 Skipped: 0

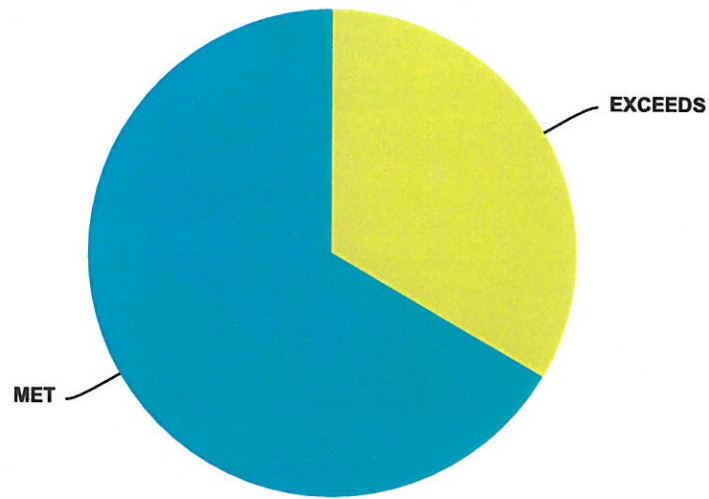


Answer Choices	Responses	
EXCEEDS	0.00%	0
MET	83.33%	5
UNMET	16.67%	1
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	This is being worked on but the process is not adopted for ongoing (continual) effort.	6/16/2017 7:49 AM

Q17 Maintains good media relations.

Answered: 6 Skipped: 0

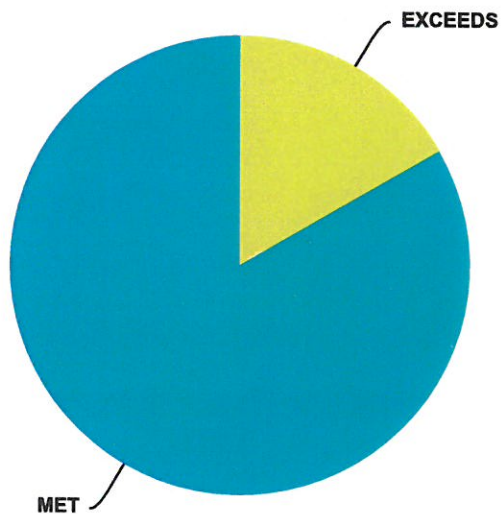


Answer Choices	Responses	
EXCEEDS	33.33%	2
MET	66.67%	4
UNMET	0.00%	0
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	With the hiring of Jeremy this is now being managed the way it should be.	6/16/2017 7:49 AM
2	Is always portrayed professionally	6/13/2017 8:19 PM

Q18 Encourages collaborative relationships with neighborhoods, business, industry, government, and labor.

Answered: 6 Skipped: 0

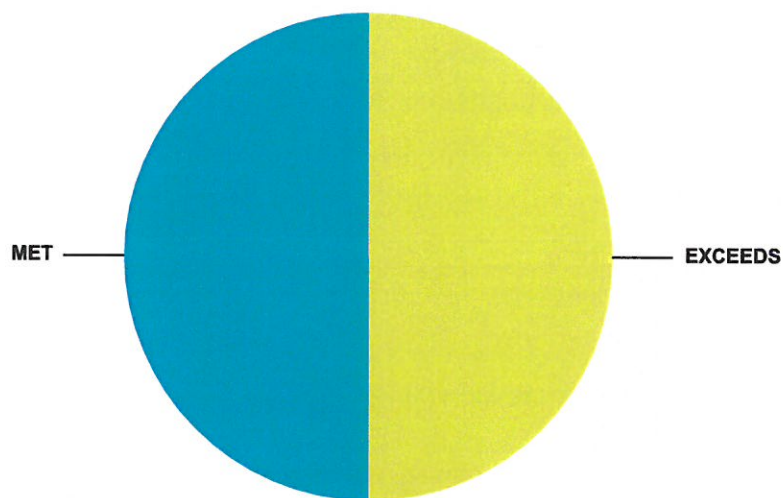


Answer Choices	Responses
EXCEEDS	16.67% 1
MET	83.33% 5
UNMET	0.00% 0
Total	6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	See #17 response	6/16/2017 7:49 AM
2	Visible in the community	6/13/2017 8:19 PM

Q19 Is “approachable” by all stakeholders.

Answered: 6 Skipped: 0

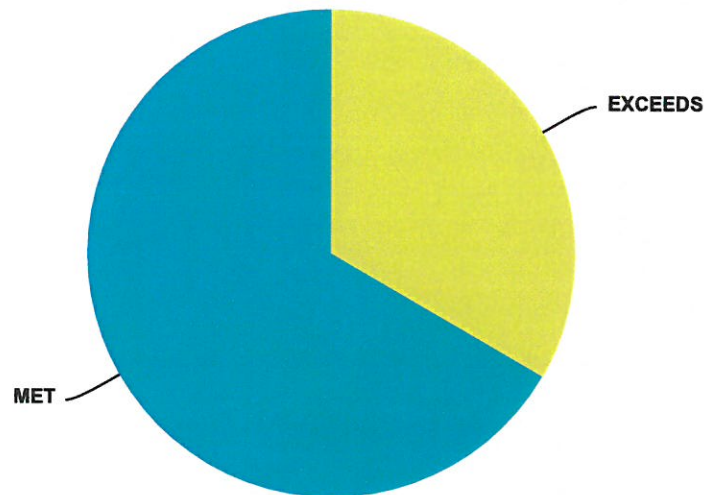


Answer Choices	Responses
EXCEEDS	50.00% 3
MET	50.00% 3
UNMET	0.00% 0
Total	6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	Availability willing, you seem ready to meet with anyone interested in the district, and your balance of friendliness and professionalism would facilitate those conversations I believe.	6/14/2017 10:30 AM
2	Very approachable	6/13/2017 8:19 PM

Q20 Prepares a quality annual report and shares it with the community.

Answered: 6 Skipped: 0

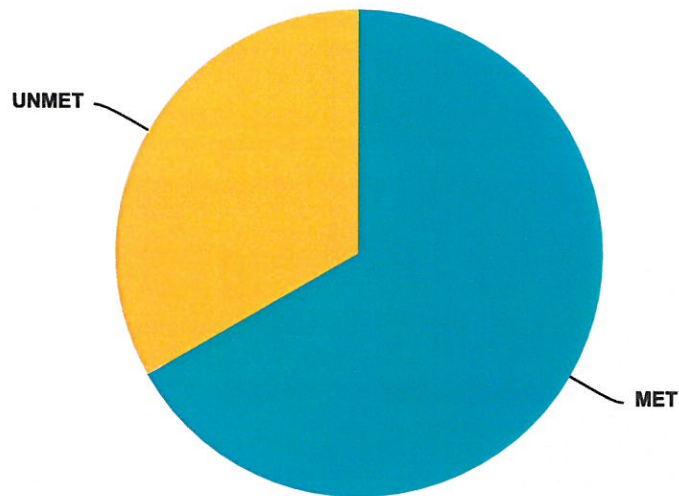


Answer Choices	Responses	
EXCEEDS	33.33%	2
MET	66.67%	4
UNMET	0.00%	0
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	Please make sure that School Board President ALWAYS has a place in the annual report.	6/16/2017 7:49 AM
2	Thorough report from last year's provided to the BOE.	6/14/2017 10:30 AM

Q21 Provides regular opportunities for community and parent input relating to education and community partnerships.

Answered: 6 Skipped: 0

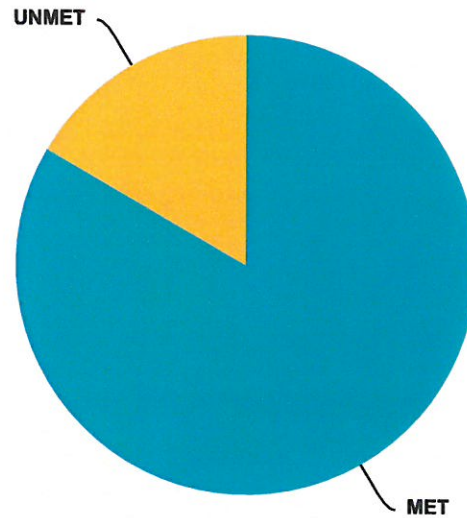


Answer Choices	Responses	
EXCEEDS	0.00%	0
MET	66.67%	4
UNMET	33.33%	2
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	See #16	6/16/2017 7:49 AM
2	This area can always improve. However, I have noticed improvements in this over the past year as a parent in the district. That said, I think there is still room for improvement overall in the district.	6/12/2017 1:44 PM

Q22 Provides outreach programs, initiatives, or activities that engage and embrace stakeholder needs where possible.

Answered: 6 Skipped: 0

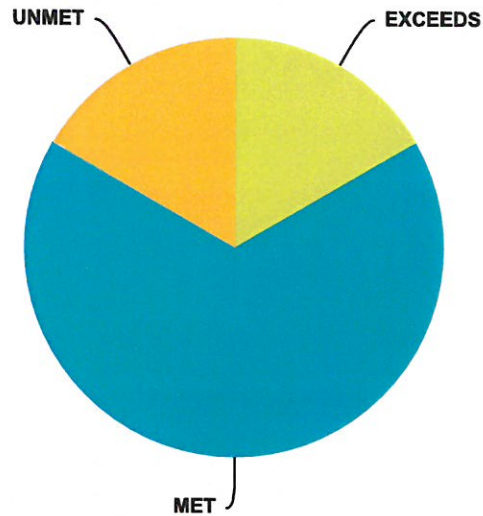


Answer Choices	Responses
EXCEEDS	0.00% 0
MET	83.33% 5
UNMET	16.67% 1
Total	6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	See #16, 21	6/16/2017 7:49 AM

Q23 Seeks out and participates in community programs or activities where possible and appropriate.

Answered: 6 Skipped: 0



Answer Choices		Responses	
EXCEEDS		16.67%	1
MET		66.67%	4
UNMET		16.67%	1
Total			6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	See #16, 21, 22	6/16/2017 7:49 AM

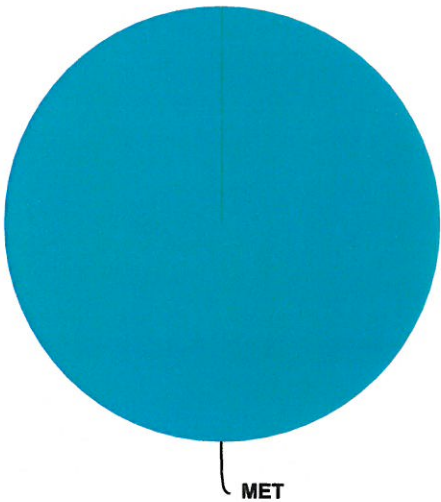
Q24 Additional Comments:

Answered: 0 Skipped: 6

#	Responses	Date
	There are no responses.	

Q25 Communicates effectively with staff regarding current and new trends in education, programs, procedures, and policies.

Answered: 6 Skipped: 0

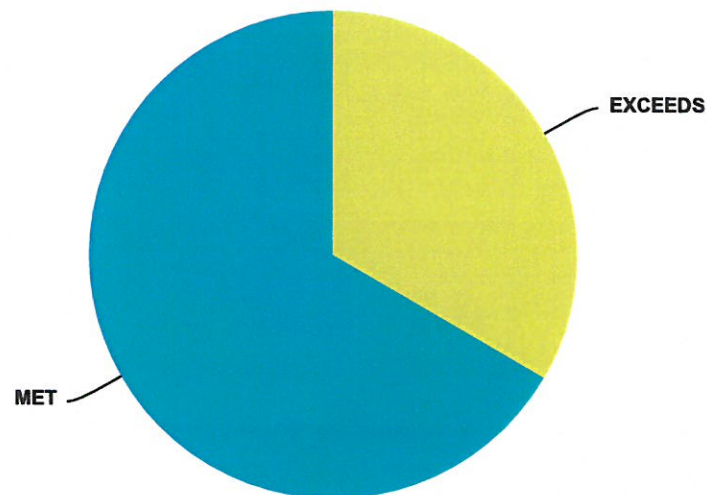


Answer Choices	Responses	
EXCEEDS	0.00%	0
MET	100.00%	6
UNMET	0.00%	0
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
	There are no responses.	

Q26 Demonstrates objectivity, empathy, and accountability in personnel matters.

Answered: 6 Skipped: 0

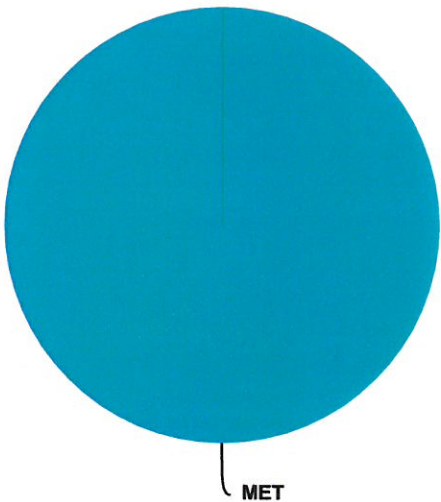


Answer Choices	Responses	
EXCEEDS	33.33%	2
MET	66.67%	4
UNMET	0.00%	0
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	through limited knowledge of personnel issues to date, I believe you exhibit high levels of these qualities to both meet the needs of staff and the district overall.	6/14/2017 10:33 AM
2	Is very empathetic to others	6/13/2017 8:23 PM

Q27 Ensures evaluation of personnel will be consistent with policies and law.

Answered: 6 Skipped: 0

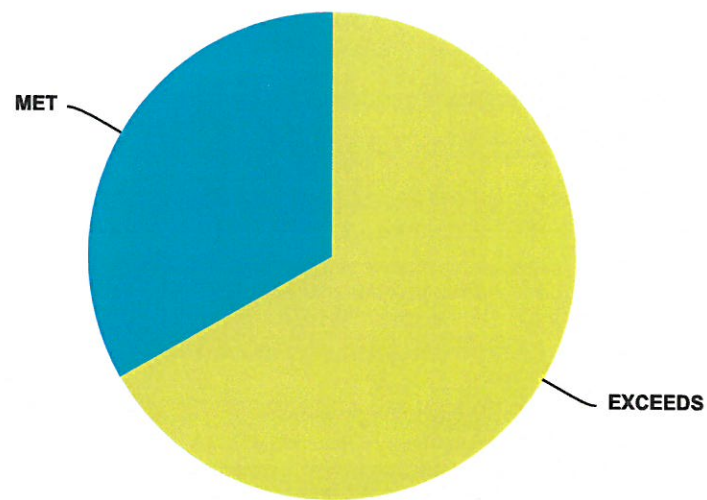


Answer Choices		Responses	
EXCEEDS		0.00%	0
MET		100.00%	6
UNMET		0.00%	0
Total			6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
	There are no responses.	

Q28 Shows concern for the welfare of staff.

Answered: 6 Skipped: 0

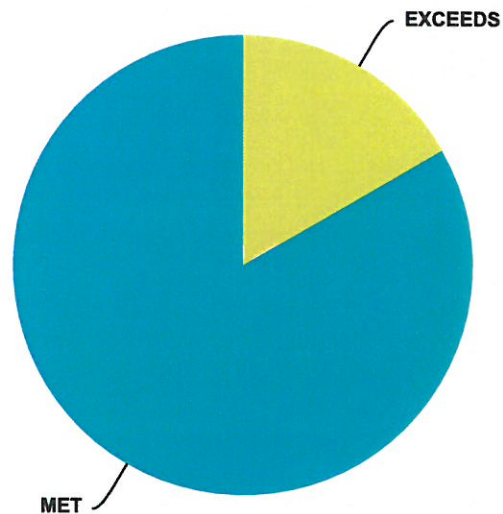


Answer Choices	Responses
EXCEEDS	66.67% 4
MET	33.33% 2
UNMET	0.00% 0
Total	6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	I am consistently impressed with interactions I witness between yourself and staff. Knowing who they are, asking about their families and lives, shows deep concern for their wellbeing.	6/14/2017 10:33 AM
2	Always caring and puts others first	6/13/2017 8:23 PM

Q29 Delegates both responsibility and authority as appropriate.

Answered: 6 Skipped: 0

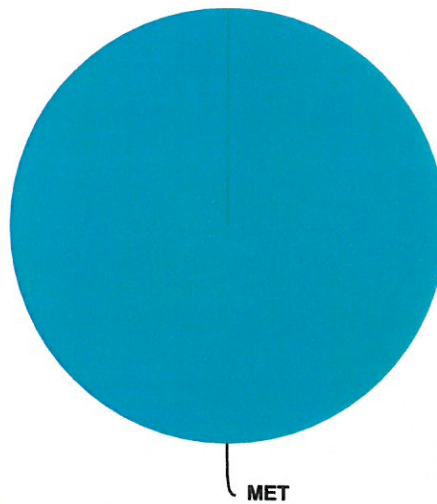


Answer Choices	Responses	
EXCEEDS	16.67%	1
MET	83.33%	5
UNMET	0.00%	0
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	Still needs to work on furthering this effort... good job so far!	6/16/2017 7:51 AM
2	Improvement with delegation- great team surrounding to delegate	6/13/2017 8:23 PM

Q30 Provides staff recognition for their contribution(s) towards the betterment of educational outcomes.

Answered: 6 Skipped: 0

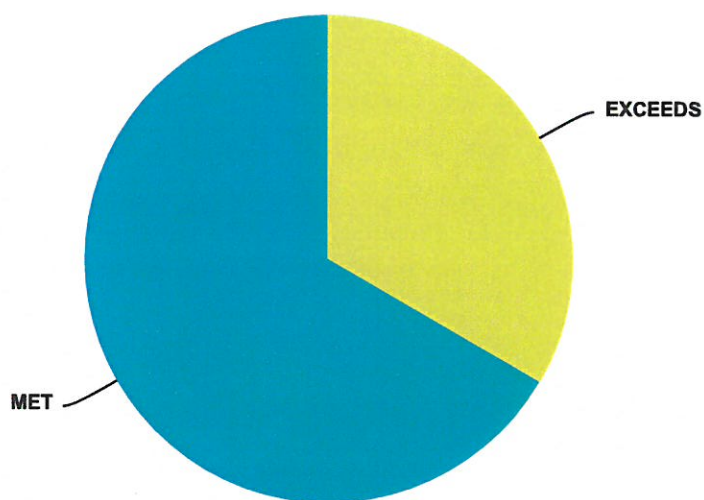


Answer Choices	Responses	
EXCEEDS	0.00%	0
MET	100.00%	6
UNMET	0.00%	0
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	We can always do more. With the addition of Jeremy to the team we will see this increase I am sure	6/16/2017 7:51 AM

Q31 Recruits and retains competent staff.

Answered: 6 Skipped: 0

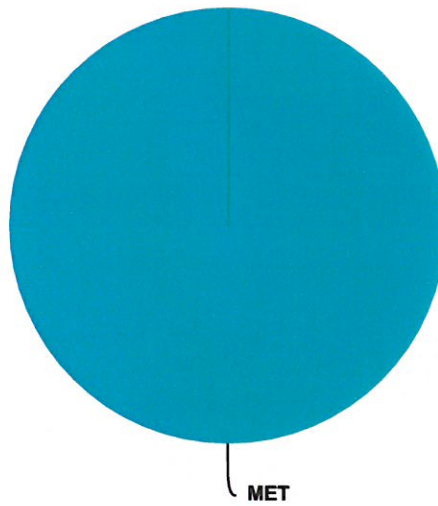


Answer Choices	Responses	
EXCEEDS	33.33%	2
MET	66.67%	4
UNMET	0.00%	0
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	Great additions to the team with Jenny and Jeremy.	6/13/2017 8:23 PM
2	Although this is an area always in need of attention and improvement, I've been fortunate to not meet a "bad" teacher or staff member but one time in my tenure as a parent in the district. That was several years ago and that person is no longer a staff member in the district. Given that, from my experience this is an area of great strength in the district.	6/12/2017 1:50 PM

Q32 Involves the staff in strategic planning.

Answered: 6 Skipped: 0

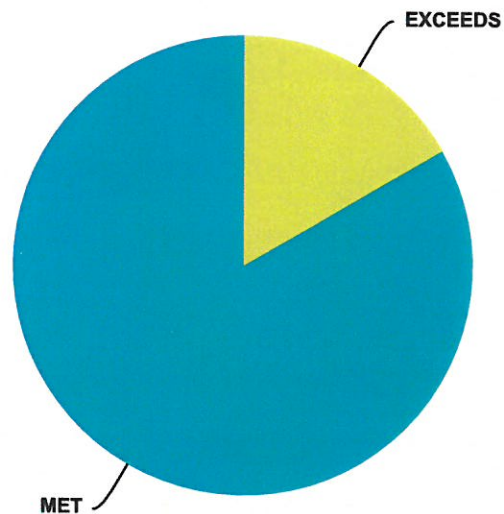


Answer Choices	Responses
EXCEEDS	0.00% 0
MET	100.00% 6
UNMET	0.00% 0
Total	6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	With the updating of the plan this fall, we need to decide how to engage staff	6/16/2017 7:51 AM

Q33 Cultivates and participates in a collaborative team approach with all staff.

Answered: 6 Skipped: 0

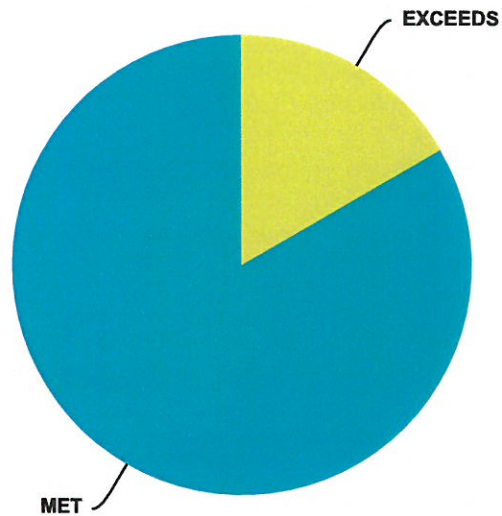


Answer Choices	Responses	
EXCEEDS	16.67%	1
MET	83.33%	5
UNMET	0.00%	0
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	Possibly exceeds but I haven't had enough experience to see that quite yet.	6/14/2017 10:33 AM

Q34 Is visible and visits buildings and programs on a regular basis.

Answered: 6 Skipped: 0



Answer Choices		Responses	
EXCEEDS		16.67%	1
MET		83.33%	5
UNMET		0.00%	0
Total			6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	Always present and is respected by others	6/13/2017 8:23 PM

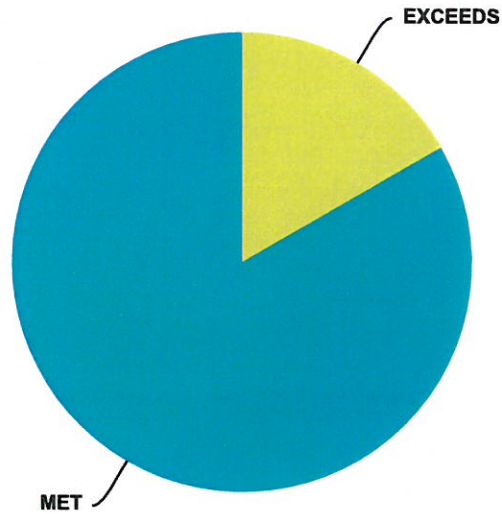
Q35 Additional Comments:

Answered: 0 Skipped: 6

#	Responses	Date
	There are no responses.	

Q36 Seeks Board input and recommends appropriate budgets and any subsequent budget revisions to the Board.

Answered: 6 Skipped: 0

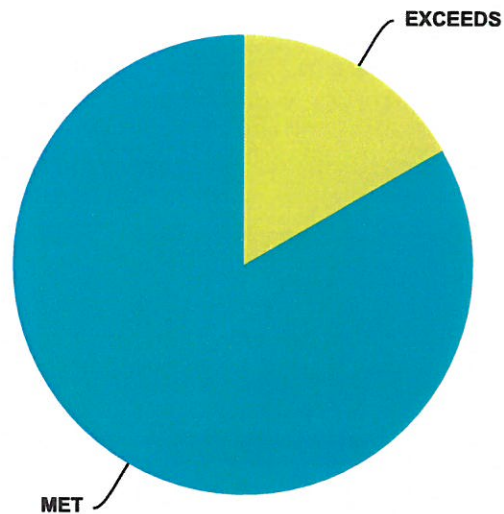


Answer Choices	Responses	
EXCEEDS	16.67%	1
MET	83.33%	5
UNMET	0.00%	0
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	Works well with Jason and is proactive legislatively as well	6/13/2017 8:25 PM

Q37 Ensures complete financial controls and audits are in place.

Answered: 6 Skipped: 0

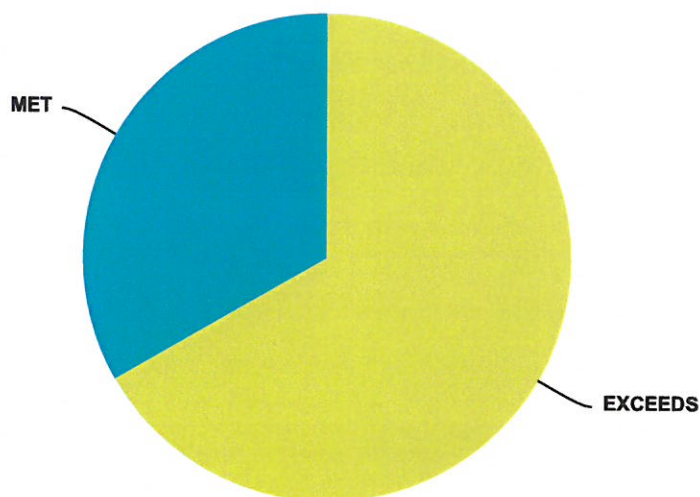


Answer Choices	Responses
EXCEEDS	16.67% 1
MET	83.33% 5
UNMET	0.00% 0
Total	6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	Bill reviews/ RFP's- conservative	6/13/2017 8:25 PM

Q38 Regularly reports to the Board on district budget and finances.

Answered: 6 Skipped: 0

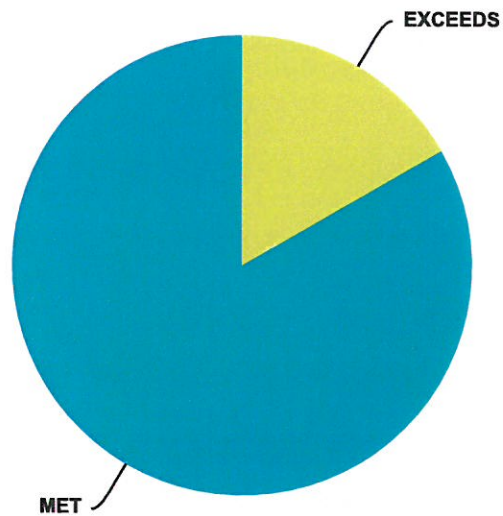


Answer Choices	Responses
EXCEEDS	66.67% 4
MET	33.33% 2
UNMET	0.00% 0
Total	6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	Mr. Buckingham is doing an incredible job!	6/16/2017 7:52 AM
2	Work with Jason Buckingham really makes this process as straightforward as it can be. Extremely helpful to new board members like myself in understanding our finances.	6/14/2017 10:35 AM
3	Every meeting - agenda item	6/13/2017 8:25 PM
4	Jason's updates in this area at each board meeting and occasional communications between meetings are always meaningful. Definitely a great strength of the district.	6/12/2017 1:54 PM
5	Regular part of every board correspondence.	6/12/2017 10:37 AM

Q39 Informs the Board on current or proposed funding issues.

Answered: 6 Skipped: 0

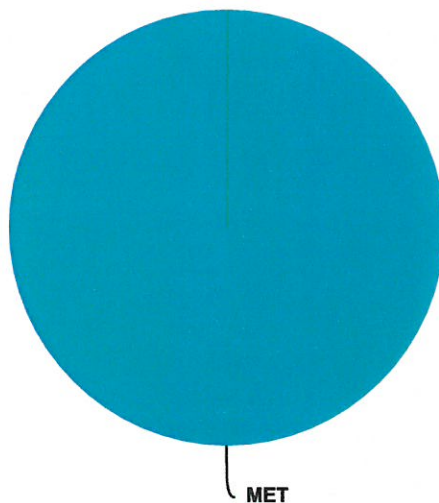


Answer Choices		Responses	
EXCEEDS		16.67%	1
MET		83.33%	5
UNMET		0.00%	0
Total			6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	Communicates regularly	6/13/2017 8:25 PM

Q40 Develops facilities management plans and procedures.

Answered: 6 Skipped: 0

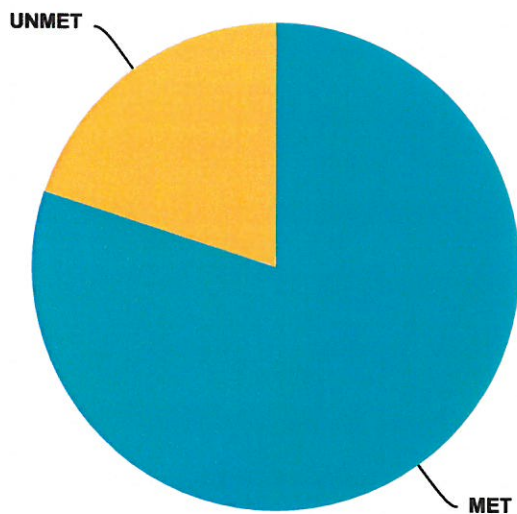


Answer Choices	Responses	
EXCEEDS	0.00%	0
MET	100.00%	6
UNMET	0.00%	0
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
	There are no responses.	

Q41 Seeks alternative funding sources.

Answered: 5 Skipped: 1

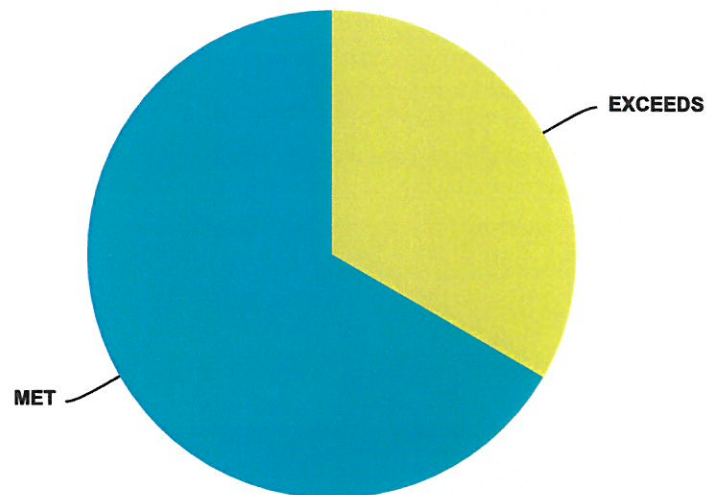


Answer Choices	Responses	
EXCEEDS	0.00%	0
MET	80.00%	4
UNMET	20.00%	1
Total		5

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	I agree that some growth in this area would be beneficial.	6/14/2017 10:35 AM

Q42 Ensures the efficient alignment of district resources with district goals.

Answered: 6 Skipped: 0



Answer Choices	Responses
EXCEEDS	33.33% 2
MET	66.67% 4
UNMET	0.00% 0
Total	6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	Doing great with the resources we have	6/13/2017 8:25 PM

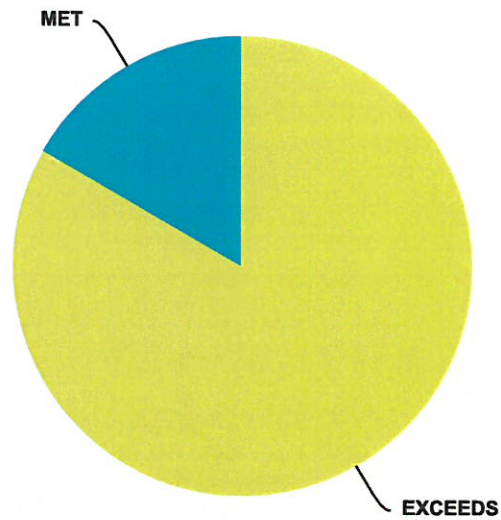
Q43 Additional Comments:

Answered: 0 Skipped: 6

#	Responses	Date
	There are no responses.	

Q44 Projects a strong leadership image.

Answered: 6 Skipped: 0

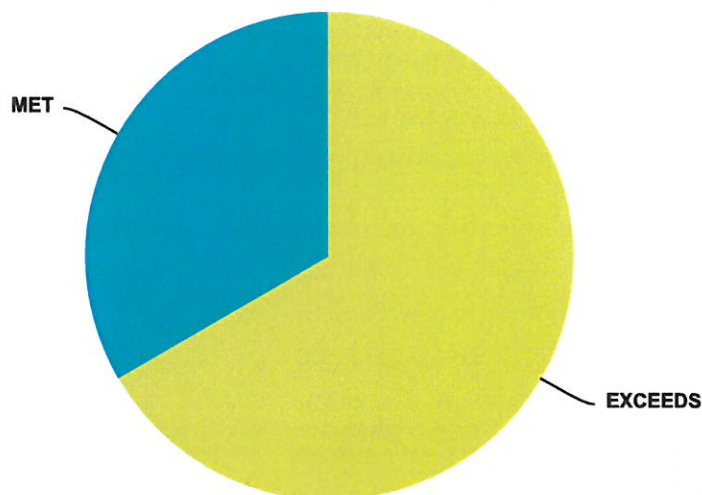


Answer Choices	Responses	
EXCEEDS	83.33%	5
MET	16.67%	1
UNMET	0.00%	0
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	Especially in relation to leadership academy work within the district and work with the administrative team, this is an area where you clearly are passionate.	6/14/2017 10:39 AM
2	Is a leader and is respected	6/13/2017 8:28 PM
3	Born servant leader.	6/12/2017 10:38 AM

Q45 Demonstrates enthusiasm in carrying out job responsibilities.

Answered: 6 Skipped: 0

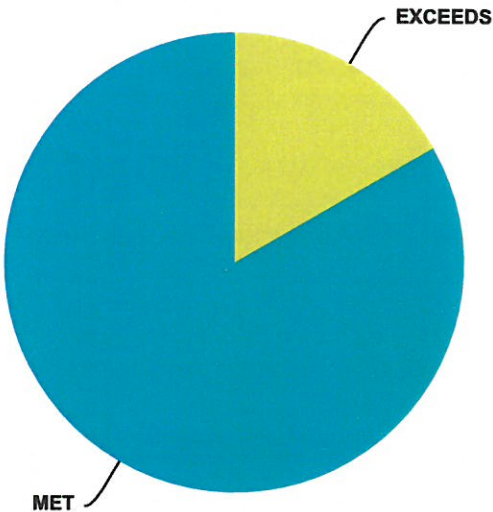


Answer Choices	Responses	
EXCEEDS	66.67%	4
MET	33.33%	2
UNMET	0.00%	0
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	It is clear that you enjoy the work that you do!	6/14/2017 10:39 AM
2	Proud to work in this District and is grateful and always positive	6/13/2017 8:28 PM
3	Again, "It is a great day to be a Ralston Ram." Before joining the board, hearing that always made me be proud to be a member of such a great community. Now on the board, I feel it hits home even more each day. It encourages me personally to try to learn and grow to be a more productive and impactful member on the board. In addition to that, it makes me feel more and more fortunate that my children have the opportunity to grow up and learn in such a great district.	6/12/2017 2:00 PM
4	His infectious optimism and encouragement is a huge value add to the district.	6/12/2017 10:38 AM

Q46 Demonstrates knowledge of procedural aspects of the job.

Answered: 6 Skipped: 0

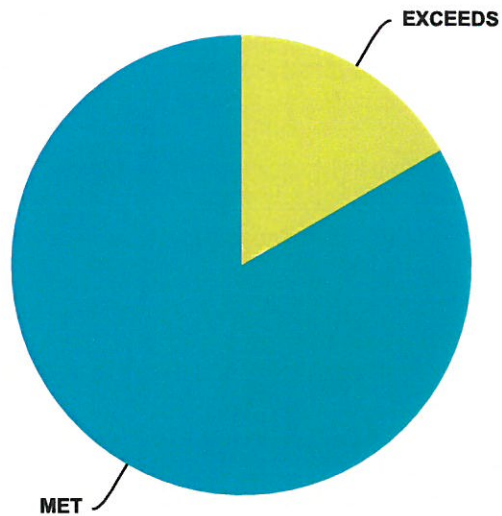


Answer Choices	Responses	
EXCEEDS	16.67%	1
MET	83.33%	5
UNMET	0.00%	0
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
	There are no responses.	

Q47 Seeks to continuously learn and improve.

Answered: 6 Skipped: 0

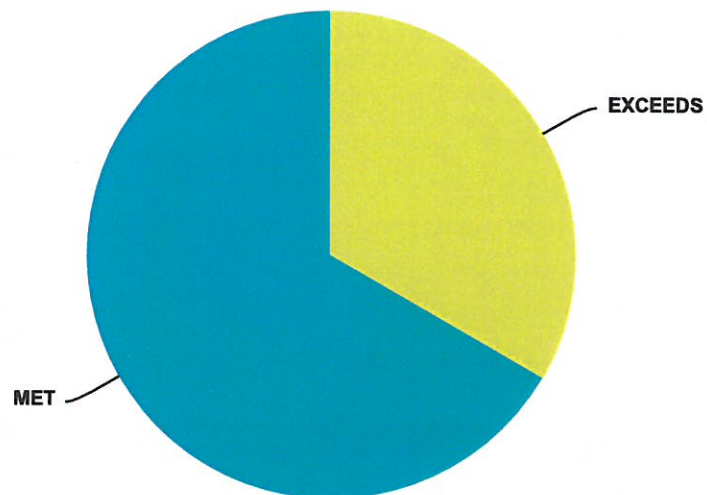


Answer Choices	Responses	
EXCEEDS	16.67%	1
MET	83.33%	5
UNMET	0.00%	0
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	This is another area where you may be at exceeds, but I haven't been around long enough to observe it.	6/14/2017 10:39 AM
2	In addition to seeking to learn and improve continuously, your example encourages others to continuously learn and improve.	6/12/2017 2:00 PM

Q48 Keeps a strong focus on student learning.

Answered: 6 Skipped: 0

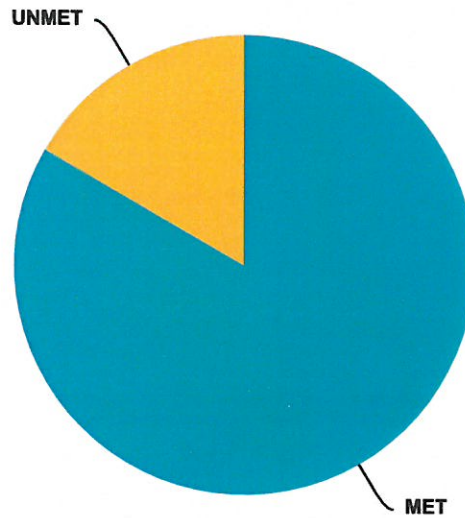


Answer Choices	Responses	
EXCEEDS	33.33%	2
MET	66.67%	4
UNMET	0.00%	0
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	Consistent tying back to student learning has been a theme I've observed.	6/14/2017 10:39 AM

Q49 Demonstrates awareness and implements current research and best practices as applicable.

Answered: 6 Skipped: 0

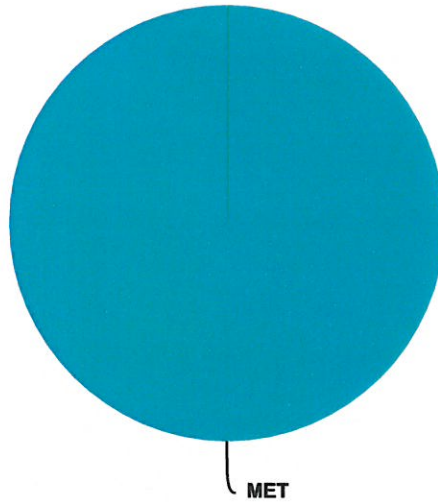


Answer Choices	Responses	
EXCEEDS	0.00%	0
MET	83.33%	5
UNMET	16.67%	1
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
	There are no responses.	

Q50 Promotes cultural competency for the district.

Answered: 6 Skipped: 0

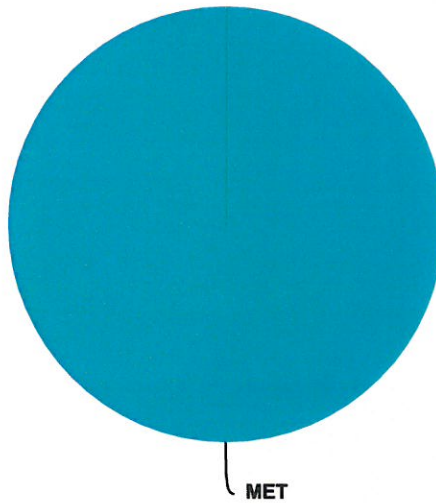


Answer Choices	Responses
EXCEEDS	0.00% 0
MET	100.00% 6
UNMET	0.00% 0
Total	6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
	There are no responses.	

Q51 Facilitates development and implementation of long and short-term educational goals for the district.

Answered: 6 Skipped: 0

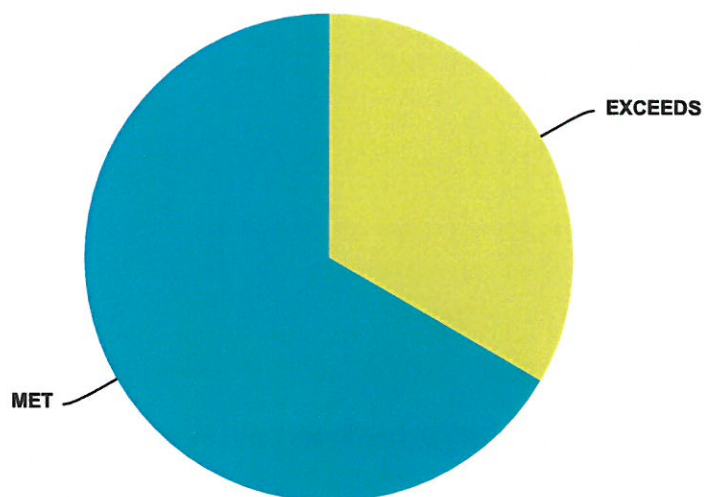


Answer Choices	Responses
EXCEEDS	0.00% 0
MET	100.00% 6
UNMET	0.00% 0
Total	6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
	There are no responses.	

Q52 Promotes staff growth to improve educational quality for all students.

Answered: 6 Skipped: 0



Answer Choices		Responses	
EXCEEDS		33.33%	2
MET		66.67%	4
UNMET		0.00%	0
Total			6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	Leadership Academy work is a clear example.	6/14/2017 10:39 AM

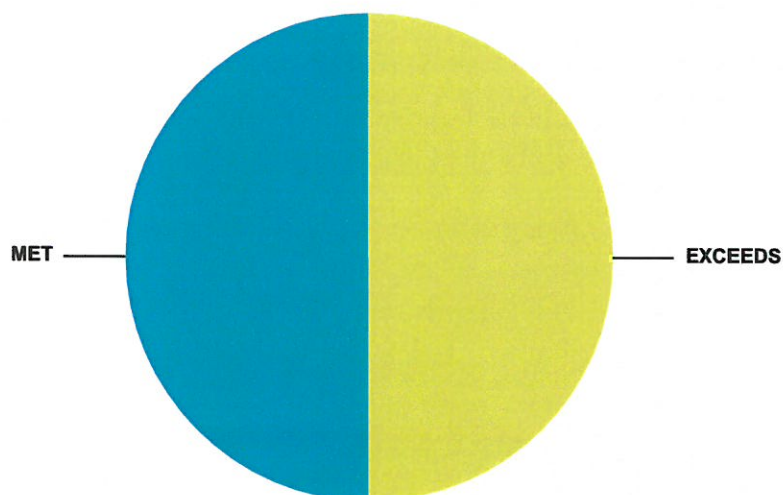
Q53 Additional Comments:

Answered: 0 Skipped: 6

#	Responses	Date
	There are no responses.	

Q54 Elicits respect in the community, schools, and among peers.

Answered: 6 Skipped: 0

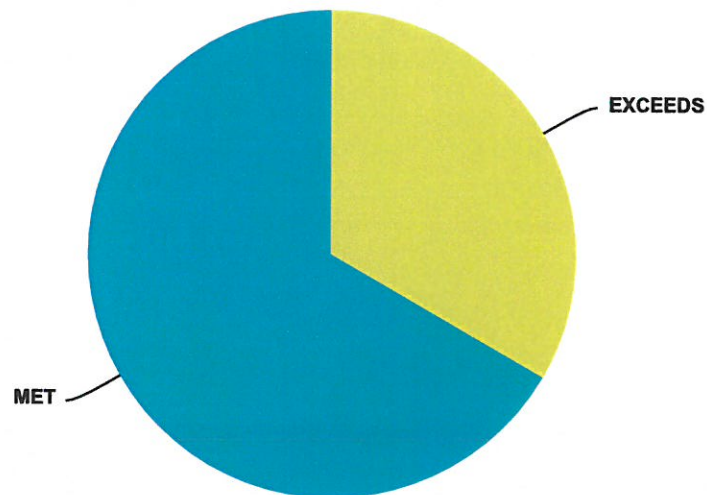


Answer Choices	Responses
EXCEEDS	50.00% 3
MET	50.00% 3
UNMET	0.00% 0
Total	6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	Reputation is strong and positive!	6/14/2017 10:42 AM
2	High character and is respected	6/13/2017 8:31 PM

Q55 Accepts constructive criticism and responds appropriately.

Answered: 6 Skipped: 0

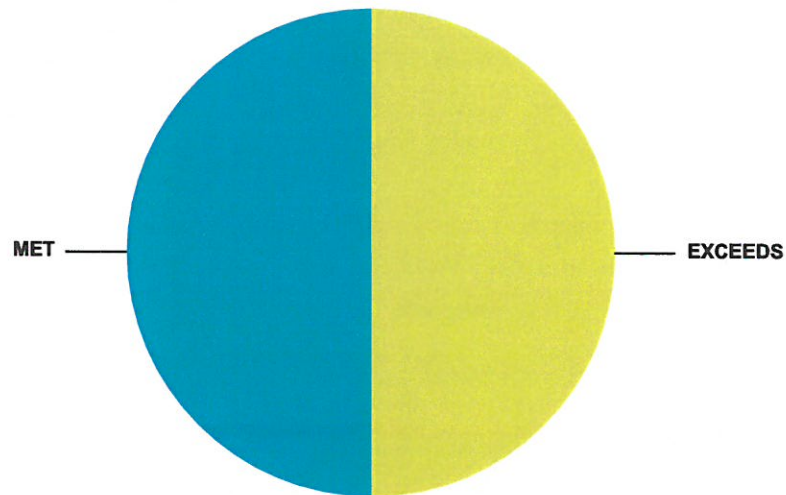


Answer Choices	Responses
EXCEEDS	33.33% 2
MET	66.67% 4
UNMET	0.00% 0
Total	6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	From what I've seen, especially in response to the evaluation last year as discussed in this year's meetings, this seems to be a strength.	6/14/2017 10:42 AM
2	I appreciate your continual request for feedback from the board.	6/12/2017 2:03 PM

Q56 Writes and speaks clearly and effectively.

Answered: 6 Skipped: 0

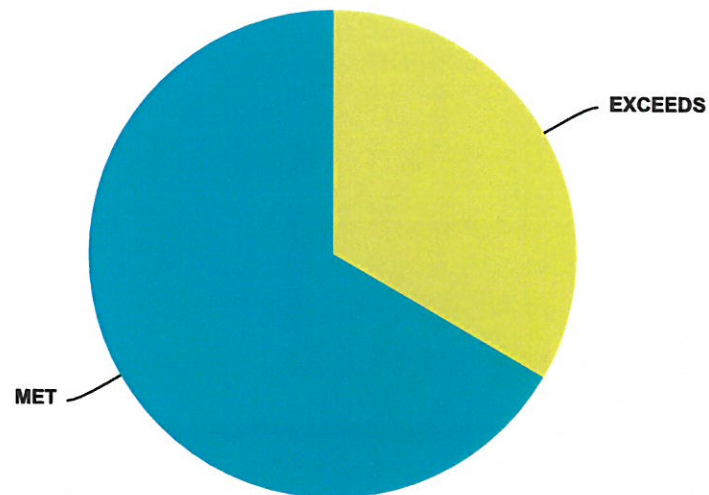


Answer Choices	Responses
EXCEEDS	50.00% 3
MET	50.00% 3
UNMET	0.00% 0
Total	6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	Very good communication skills.	6/14/2017 10:42 AM
2	Great public speaking and writing skills- highly competent and captures attention	6/13/2017 8:31 PM

Q57 Is assertive, but tactful. Empathetic but accountable.

Answered: 6 Skipped: 0

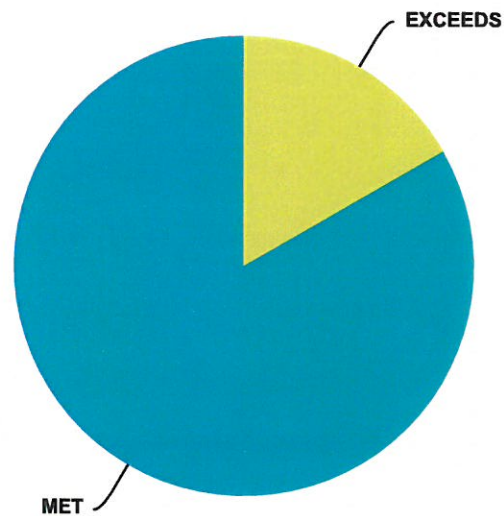


Answer Choices	Responses	
EXCEEDS	33.33%	2
MET	66.67%	4
UNMET	0.00%	0
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	You are able to strike a good balance of practicality and emotional empathy.	6/14/2017 10:42 AM
2	Always empathetic	6/13/2017 8:31 PM

Q58 Maintains poise and composure in the face of crisis/criticism.

Answered: 6 Skipped: 0

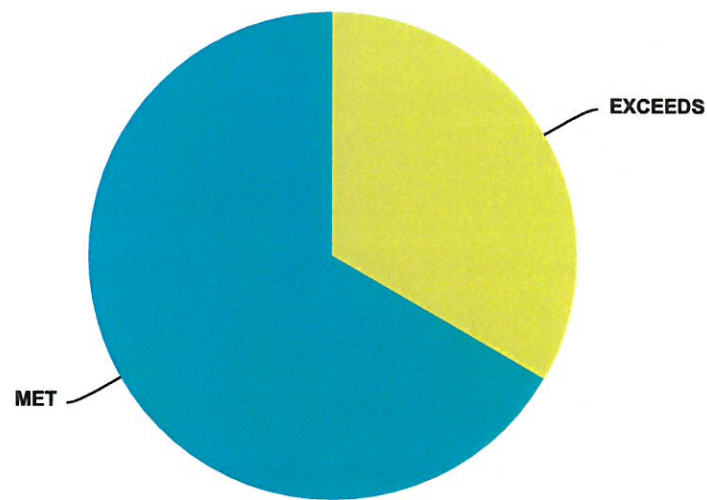


Answer Choices	Responses	
EXCEEDS	16.67%	1
MET	83.33%	5
UNMET	0.00%	0
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	This is another area where I don't believe I have enough data yet, but quite possibly exceeds.	6/14/2017 10:42 AM

Q59 Is professional in appearance.

Answered: 6 Skipped: 0

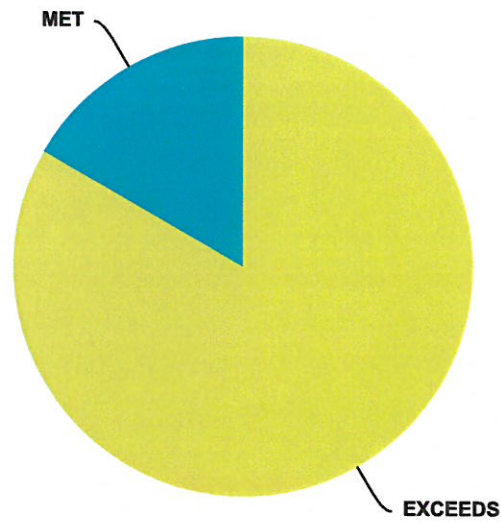


Answer Choices	Responses	
EXCEEDS	33.33%	2
MET	66.67%	4
UNMET	0.00%	0
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	Always looks professional	6/13/2017 8:31 PM
2	Always appears professional in all situations.	6/12/2017 10:39 AM

Q60 Projects a caring attitude.

Answered: 6 Skipped: 0

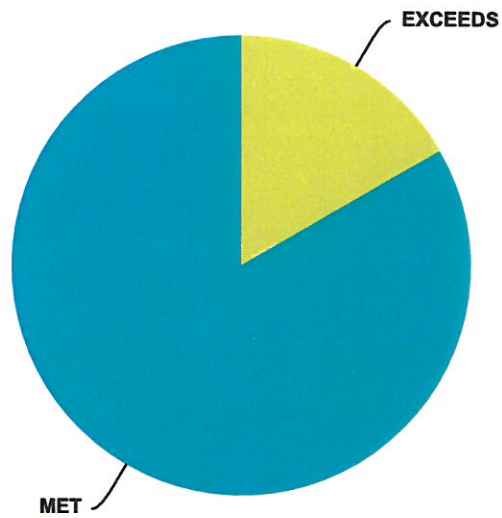


Answer Choices	Responses	
EXCEEDS	83.33%	5
MET	16.67%	1
UNMET	0.00%	0
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	Clearly warm, empathetic, and caring.	6/14/2017 10:42 AM
2	Very caring toward others	6/13/2017 8:31 PM
3	#BEKIND is all I need to say. He exemplifies this attribute.	6/12/2017 10:39 AM

Q61 Displays a sense of humor.

Answered: 6 Skipped: 0

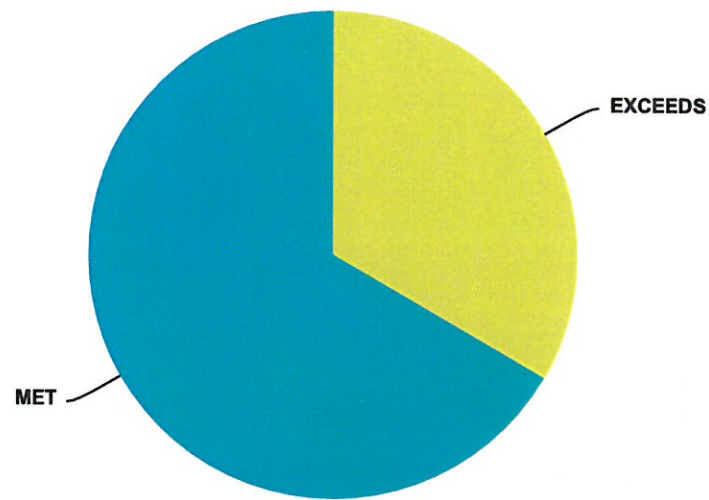


Answer Choices	Responses	
EXCEEDS	16.67%	1
MET	83.33%	5
UNMET	0.00%	0
Total		6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
1	Very fun and approachable and is a good friend to others	6/13/2017 8:31 PM

Q62 Demonstrates good listening skills.

Answered: 6 Skipped: 0



Answer Choices	Responses
EXCEEDS	33.33% 2
MET	66.67% 4
UNMET	0.00% 0
Total	6

#	Please note if you select EXCEEDS or UNMET you are encouraged to make a comment.	Date
	There are no responses.	

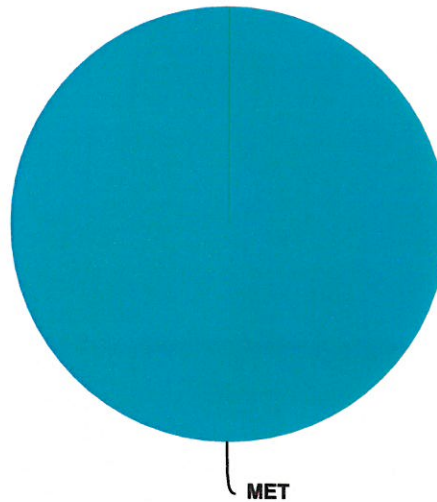
Q63 Additional Comments:

Answered: 0 Skipped: 6

#	Responses	Date
	There are no responses.	

Q64 Goal #1-A Oversee the review, revision, development, and implementation of all elements of the District Achievement Strategic Plan.

Answered: 6 Skipped: 0

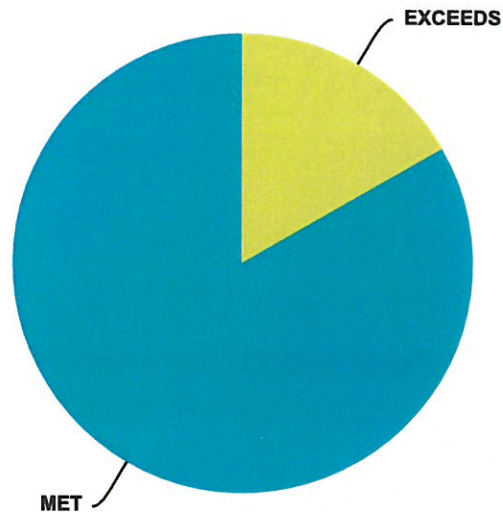


Answer Choices	Responses	
EXCEEDS	0.00%	0
MET	100.00%	6
UNMET	0.00%	0
Total		6

#	Please add comments as you see fit as to the progress of this Superintendent Goal.	Date
1	The plan has been reviewed, some revisions have been made, implementation has been steady. We are at a point where we need to review the overall plan and discuss the next 3-5 year period. Strategic initiatives, goals, implementation timelines and responsible parties will be critical as we move into a time of potential financial disruption.	6/16/2017 8:08 AM

Q65 Goal #1-BOversee the review, revision, development, and implementation of all elements of the District Character Development Strategic Plan.

Answered: 6 Skipped: 0

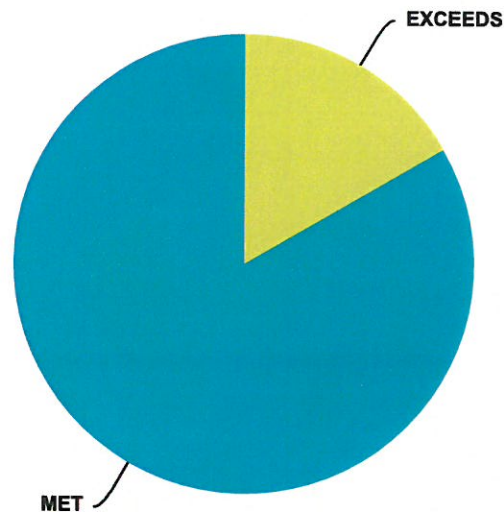


Answer Choices	Responses	
EXCEEDS	16.67%	1
MET	83.33%	5
UNMET	0.00%	0
Total		6

#	Please add comments as you see fit as to the progress of this Superintendent Goal.	Date
1	This strategic initiative has been less structured than the others. There continues to be a need to assess where we are as it relates to a vision of where we want to go. Establishing the gap has not occurred and as a result many "efforts" are under way but we do not know for sure what is working and what is not. Researching as we did with Achievement, a framework to adopt and implement will provide us with the best way to create goals, timelines, accountable parties to implement the plan.	6/16/2017 8:08 AM
2	This District is what I would describe as a "best practice" of what character is. Great examples of this are engaging all kids in activities, community involvement with R-Pantry, and "being kind" could be our logo. We can be proud of what is going on in Ralston with character.	6/13/2017 8:45 PM

Q66 Goal #1-COversee the review, revision, development, and implementation of all elements of the District Technology Strategic Plan.

Answered: 6 Skipped: 0

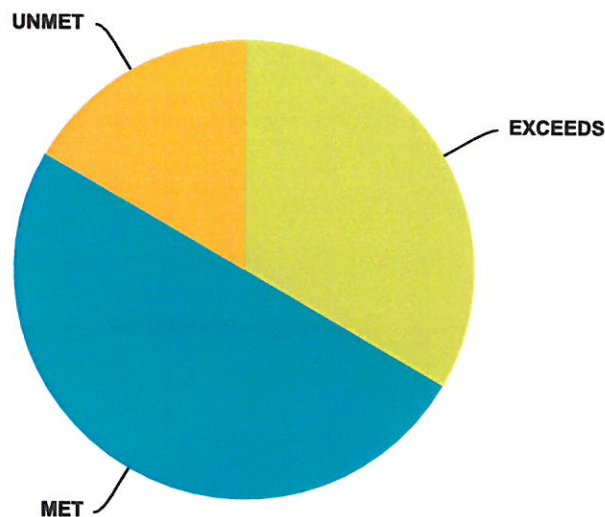


Answer Choices	Responses	
EXCEEDS	16.67%	1
MET	83.33%	5
UNMET	0.00%	0
Total		6

#	Please add comments as you see fit as to the progress of this Superintendent Goal.	Date
1	This strategic initiative has been the most structured of the plans. An assessment, gap analysis, goals, timelines, and most importantly a project plan was created. Ongoing management of the plan occurred and as a result the revision and development of additional efforts were undertaken. This initiative should be used as a model for how to organize the others, and how to use project management to oversee each.	6/16/2017 8:08 AM
2	Great improvement has been made- rating this as exceeds as there is a rotation, an update, and measurable goals with future enhancements of website and app.	6/13/2017 8:45 PM

Q67 Goal #2-A Support the Board of Education in the review, revision, and implementation of all aspects of the District Communications Goal. (District Communications Audit).

Answered: 6 Skipped: 0

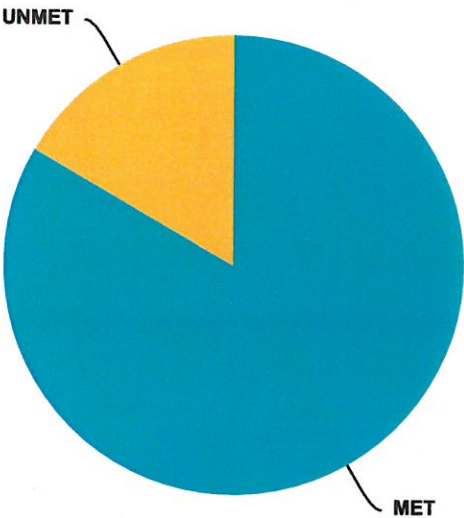


Answer Choices	Responses
EXCEEDS	33.33% 2
MET	50.00% 3
UNMET	16.67% 1
Total	6

#	Please add comments as you see fit as to the progress of this Superintendent Goal.	Date
1	Jeremy.	6/16/2017 8:08 AM
2	Communication in my opinion, has had the most improvement. Great hire with Jeremy and I think he has really given the District a more professional image- the communication received has been fantastic. E-mails, parent notification, future plans with website, foundation, branding. I cannot say enough of what an improvement this has been!	6/13/2017 8:45 PM
3	If I am reading the material on this correctly, the goal was to have a new District Communications Plan implemented by the end of the 2016/2017 school year, but that is not quite complete. It seems like great strides have been made and we are very close, so this is moving in the right direction and will be knocked out the park soon. With the addition of Jeremy Maskel and continued support of Katy Core, it seems this is becoming a great strength within the district and will probably be an "exceeds" at the next eval cycle.	6/12/2017 2:17 PM

Q68 Goal #2-B Support the Board of Education in the review, revision, and implementation of all aspects of the District Community Engagement Goal. (NASB Community Engagement Program).

Answered: 6 Skipped: 0

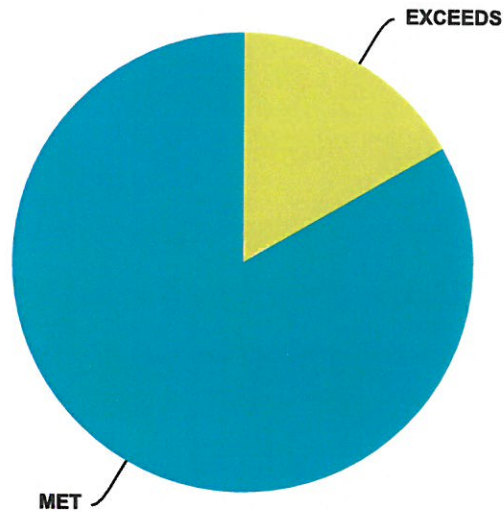


Answer Choices		Responses	
EXCEEDS		0.00%	0
MET		83.33%	5
UNMET		16.67%	1
Total			6

#	Please add comments as you see fit as to the progress of this Superintendent Goal.	Date
1	Jeremy.	6/16/2017 8:08 AM

Q69 Goal #2-C Support the Board of Education in the review, revision, and implementation of the Board of Education Policies. (Policy Review Process).

Answered: 6 Skipped: 0

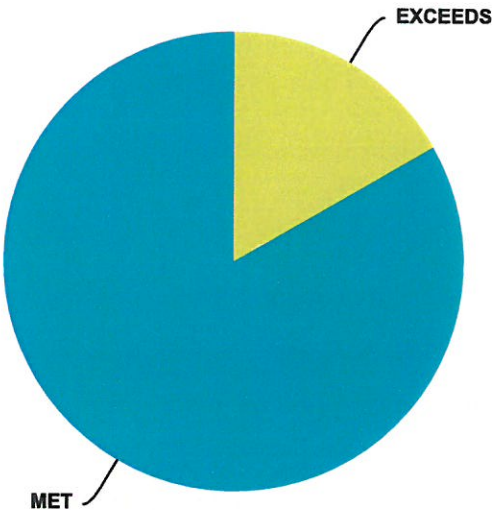


Answer Choices	Responses
EXCEEDS	16.67% 1
MET	83.33% 5
UNMET	0.00% 0
Total	6

#	Please add comments as you see fit as to the progress of this Superintendent Goal.	Date
1	Somewhat. I am not sure where we are with this. We need to bring the process back to the fore front. We need to take the Board agenda to the next level with policies and Advanced Ed Standards. The current use was designed to be the first phase of policy engagement, next phase discussions should take place during our Strategic Plan review and updating.	6/16/2017 8:08 AM
2	Policies are current, and reviewed regularly. The Board is engaged and legal is when appropriate.	6/13/2017 8:45 PM

Q70 Goal #3-AOversee the review, revision, development, and implementation of the required elements of the AdvancED District Accreditation Process.

Answered: 6 Skipped: 0

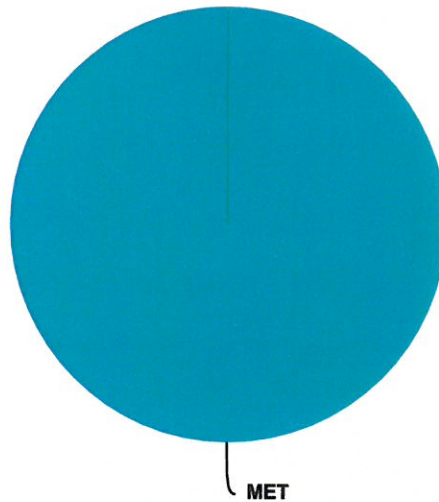


Answer Choices	Responses	
EXCEEDS	16.67%	1
MET	83.33%	5
UNMET	0.00%	0
Total		6

#	Please add comments as you see fit as to the progress of this Superintendent Goal.	Date
	There are no responses.	

Q71 Goal #3-BOversee the review, revision, development, and implementation of the District Wide Early Childhood Education Program.

Answered: 6 Skipped: 0

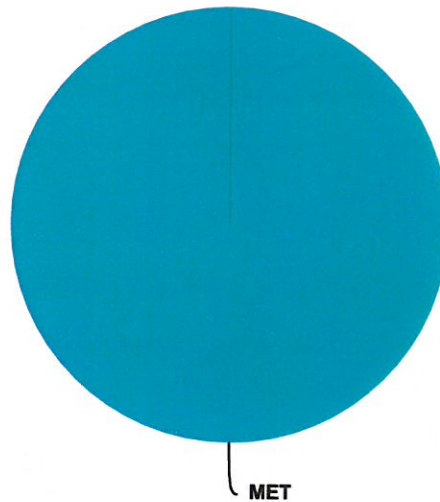


Answer Choices	Responses	
EXCEEDS	0.00%	0
MET	100.00%	6
UNMET	0.00%	0
Total		6

#	Please add comments as you see fit as to the progress of this Superintendent Goal.	Date
	There are no responses.	

Q72 Goal #3-COversee the review, revision, development, and implementation of the District Wide Career Pathways Program Development. (re-Vision Process)

Answered: 6 Skipped: 0



Answer Choices	Responses
EXCEEDS	0.00% 0
MET	100.00% 6
UNMET	0.00% 0
Total	6

#	Please add comments as you see fit as to the progress of this Superintendent Goal.	Date
1	The current progress is good. I look forward to the structure, marketing, communication and expansion of offerings for our students.	6/16/2017 8:08 AM
2	I cannot wait to see how we progress in this area. I think our Board retreat will be helpful and the potential is there to grow with our business stakeholders in the community as well. We are developing a foundation to build on.	6/13/2017 8:45 PM

Appraisal of the Superintendent of

Ralston Public Schools

SUPERINTENDENT EVALUATION ACTION TIMELINE

The evaluation process will be conducted twice annually in December and June unless conditions and circumstances otherwise dictate or demand. The following procedure will be adhered to and directed by the President of the Board of Education.

1. The Board President shall notify Board Members that the evaluation is scheduled and that they will receive a copy of the instrument. Each Board member will be asked to complete the instrument and submit it to the President or bring it to the meeting. Board Members who would like to submit an electronic copy may do so upon request.
2. The Superintendent will submit a self evaluation to the Board.
3. A closed session will be scheduled at which time the Superintendent and the Board will be given time to generally discuss work progress and concerns.
4. The Board President will preside over discussions of the individual evaluations and work towards the development of a consensus of the Board.
5. An evaluation conference will be scheduled with the Superintendent within two (2) weeks following the evaluation meeting. A written summary representing Board member consensus will be provided.
6. The Superintendent will be encouraged to respond in writing to the suggestions/concerns/directives that emerged through the process.
7. The completed document will be signed by the Board President and the Superintendent and will be placed on file.
8. The Board and Superintendent will annually schedule a meeting to revise or create performance goals.



Name: Dr. Mark Adler
Date: 12-2016 and 5-2017

Please consider each specific Superintendent Leadership Goal or Job Target below in relationship to the performance of the Superintendent. Place a ✓ in the column of the appropriate ranking for each goal. Exceeds = Exceeds District Expectations; Met = Meets District Expectations; Unmet = Does Not Meet District Expectations. Please note: Any goal marked as “Exceeds” or “Unmet” must include written documentation.

SECTION A: RELATIONSHIP WITH THE BOARD	EXCEEDS	MET	UNMET	COMMENTS
Provides Regular updates regarding district matters.		X		I have worked to do this through the News & Notes on an as needed basis. There are times I will communicate on a more frequent basis to keep the Board informed on certain issues.
Provides opportunities to learn about the functions of schools and programs through site visits, presentations, and reading materials to the Board.		X		We have done some of this through site visits to schools while they are in session. Building principals will also be presenting to the Board on a regular basis about their respective buildings. I have also tried to invite Board members to special events as appropriate.
Provides adequate meeting materials and background information.		X		As a team we have tried to be comprehensive in nature. This is an area that can always be improved along the way.
Responds to Board Member questions thoroughly and shares information with the entire board in a timely manner and as appropriate.	X			It in my goal to respond to and serve the Board in an appropriate and timely manner. I would like to be made aware if there are areas that I could improve in along the way in this area.
Invites Board participation in district activities.		X		We have worked to invite Board members to as many events as possible but we still know your time is very

				limited.
Assists in the development, recommendation, and administration of policies.	X			Over the last year we have done an immense amount of work in this area. I hope to continue to develop and adjust our policies on a regular basis. This is an area that is never done.
SECTION A: Page 2 continued RELATIONSHIP WITH THE BOARD	EXCEEDS	MET	UNMET	COMMENTS
Encourages and suggests opportunities for Board development.			X	This is an area I think I could do much better. We have done some Board development but improvement in this area could be attained. We have tried to build regular educational opportunities into Board meetings during the 2nd Board Meeting of each month.
Works collaboratively with the Board to establish goals and plans for the future.		X		I think we have set some good goals along the way that we as a team have made great progress on over the last several years. Going forward I am interested in looking at growth focus areas we can address as a team in future years. I am excited about planning and completing an upcoming retreat to outline our future direction.
Openly accepts Board input and is responsive to Board directions.	X			I work hard to make sure I am listening at all times and that I respond accordingly. I hope that all of the Board let me know if I fall short in this area.
Alerts the Board about significant media contacts with district personnel and other newsworthy district activities, reports, and incidents.		X		We have made great efforts in keeping the Board informed on situations at the schools that even have the potential to become news stories. The communications team has done a great job in this area.

Implements meeting responsibilities by preparing the agenda, attending and participating in Board meetings, serving as ex-officio member of all committees, and offering professional guidance, recommendations, or assistance.		X		I work hard to make our meetings as organized and efficient as possible. With that being said I still believe it is the Boards meeting and I am there to help facilitate that process. I am always keeping notes at Board meetings and always work to follow up on conversations that were had.
Works to cultivate a collaborative working relationship with the Board.	X			My goal is to cultivate a collaborative progressive relationship with each Board member and serve the Board and all stakeholders along the way. If I fall short in this area I would like to know immediately.
Additional Comments:				I believe one of my most important jobs or duties is to continuously be building positive relationships not only with the Board but with all stakeholders. I work hard at doing that and I believe as an organization we go out of our way to build quality relationships. I will continue to do that and serve RPS the best that I can.



Name: Dr. Mark Adler
Date: 12-2016 and 5-2017

Please consider each specific Superintendent Leadership Goal or Job Target below in relationship to the performance of the Superintendent. Place a ✓ in the column of the appropriate ranking for each goal. Exceeds = Exceeds District Expectations; Met = Meets District Expectations; Unmet = Does Not Meet District Expectations. Please note: Any goal marked as “Exceeds” or “Unmet” must include written documentation.

SECTION B: COMMUNITY RELATIONS	EXCEEDS	MET	UNMET	COMMENTS
Projects a positive image of the school district.	X			I work hard at doing my best to present a positive image of the Ralston Public Schools. I believe I am an ambassador for RPS.
Continually identifies all stakeholder groups and establishes effective lines of communication.		X		This is an area I can grow in over time. I would like to create some advisory groups if possible with students, parents, and community members. I am hopeful we can realize some of these types of groups as we move into 2017/2018
Maintains good media relations.		X		I feel like this is an area we are pretty strong in. I have made a point to establish relationships with various media contacts that has helped us over time. With that being said there is always room for growth.
Encourages collaborative relationships with neighborhoods, business, industry, government, and labor.		X		This is an area we are developing more and more this year. I hope the further development of reVision and building business partners will be a good avenue for relationship building. We have very specific plans in this area for growth and progress.

Is “approachable” by all stakeholders.	X			I honor ALL requests for meetings and I take all calls made to me by any stakeholder if I am available. Our office staff are trained to send calls to me if I am in the office and available.
Prepares a quality annual report and shares it with the community.	X			I believe our annual report is of excellent quality. As always we are looking for ways for continuous improvement as well.
Provides regular opportunities for community and parent input relating to education and community partnerships.			X	This is an area I can grow in over time. We have engaged outside help to engage parents at each level of our system. Going forward our communications plan will have elements built in that will help this area as well.
SECTION B: Continued COMMUNITY RELATIONS	EXCEEDS	MET	UNMET	COMMENTS
Provides outreach programs, initiatives, or activities that engage and embrace stakeholder needs where possible.		X		This is again an area I feel we have many growth opportunities in along the way.
Seeks out and participates in community programs or activities where possible and appropriate.		X		I work hard to be active in our community. I help coach youth sports and I try to attend school and community activities when possible.



Name: Dr. Mark Adler
Date: 12-2016 and 5-2017

Please consider each specific Superintendent Leadership Goal or Job Target below in relationship to the performance of the Superintendent. Place a ✓ in the column of the appropriate ranking for each goal. Exceeds = Exceeds District Expectations; Met = Meets District Expectations; Unmet = Does Not Meet District Expectations. Please note: Any goal marked as “Exceeds” or “Unmet” must include written documentation.

SECTION C: SUPERINTENDENTS/STAFF RELATIONSHIPS	EXCEEDS	MET	UNMET	COMMENTS
Communicates effectively with staff regarding current and new trends in education, programs, procedures, and policies.		X		I write a blog/article each month for the staff news. Many times I try to write about things new here at RPS or things I am working on or studying. This has been well received and I have had good feedback. We will continue to develop this and many other communication processes along the way.
Demonstrates objectivity, empathy, and accountability in personnel matters.	X			This is very difficult but an area I believe I excel in.
Ensures evaluation of personnel will be consistent with policies and law.		X		
Shows concern for the welfare of staff.	X			I believe I am very strong in this area.
Delegates both responsibility and authority as appropriate.		X		I have done better but I still have improvement that is needed. Our cabinet team is strong and I have felt more comfortable doing this along the way.
Provides staff recognition for their contribution(s) towards the betterment of educational outcomes.		X		This is an area I work hard in but improvement can always be made. I have made a point to write individual notes to staff on a regular basis. Staff have really appreciated getting these notes.

Recruits and retains competent staff.		X		This has been an area of focus for me. Our move to using some Humanex tools has been powerful and we are doing better in attracting and retaining quality staff. As always this is an area that we want continuous growth in all of the time.
Involves the staff in strategic planning.		X		This is an area that I can improve along the way. We have saw growth in this area through our monthly meetings of our District Strategic Plans (Achievement, Character, Technology). After identifying some new goals I see great opportunities to involve staff in some of the detailed planning.
SECTION C: Continued SUPERINTENDENTS/STAFF RELATIONSHIPS	EXCEEDS	MET	UNMET	COMMENTS
Cultivates and participates in a collaborative team approach with all staff.	X			I believe this is an area of strength for me. I have worked hard to allow people input and ownership along the way.
Is visible and visits buildings and programs on a regular basis.		X		I have room for improvement in this area. If I was better at delegation I could do this better! I need to set times in my calendar to make sure this happens.
Additional Comments:				



Name: Dr. Mark Adler
Date: 12-2016 and 5-2017

Please consider each specific Superintendent Leadership Goal or Job Target below in relationship to the performance of the Superintendent. Place a ✓ in the column of the appropriate ranking for each goal. Exceeds = Exceeds District Expectations; Met = Meets District Expectations; Unmet = Does Not Meet District Expectations. Please note: Any goal marked as “Exceeds” or “Unmet” must include written documentation.

SECTION D: BUSINESS AND FINANCE	EXCEEDS	MET	UNMET	COMMENTS
Seeks Board input and recommends appropriate budgets and any subsequent budget revisions to the Board.		X		I have worked very hard to have a transparent budget and a process that allows for input along the way. We have made adjustments to the budget from input from the Board. In my opinion we have managed the budget exceptionally well in the last 5 years.
Ensures complete financial controls and audits are in place.		X		We are always looking at this to be solid in our local controls. I would say we are as strong in this areas as we have been in at least 10 years.
Regularly reports to the Board on district budget and finances.	X			We have significant discussions monthly about our budget performance and future outlook. Jason Buckingham is simply “one of the best” in this area.
Informs the Board on current or proposed funding issues.		X		I have worked hard to make sure the Board is aware of funding concerns or issues that are happening that will impact the budget. Information is powerful in this area.
Develops facilities management plans and procedures.		X		This is an area that improvement is possible. We do a lot of work in this area but I have questions about where my authority starts and ends in this area. I believe we need to move ahead in this area if possible

				so we do not end up severely behind.
Seeks alternative funding sources.			X	This is an area that improvement is possible. With the addition of some FTE in certain areas I am going to ask that this be a priority in the future. One area of great growth is in the reVision action grant area.
Ensures the efficient alignment of district resources with district goals.	X			As a cabinet team and Board of Education I believe we work very hard to make sure we are allocating our resources in support of our Goals and Strategic Plans.
Additional Comments:				



Name: Dr. Mark Adler
Date: 12-2016 and 5-2017

Please consider each specific Superintendent Leadership Goal or Job Target below in relationship to the performance of the Superintendent. Place a ✓ in the column of the appropriate ranking for each goal. Exceeds = Exceeds District Expectations; Met = Meets District Expectations; Unmet = Does Not Meet District Expectations. Please note: Any goal marked as “Exceeds” or “Unmet” must include written documentation.

SECTION E: LEADERSHIP	EXCEEDS	MET	UNMET	COMMENTS
Projects a strong leadership image.	X			I work hard to be a quality leader. I hope others see that in my approach and daily operations. I also want to know if there are areas of concern so I can address them.
Demonstrates enthusiasm in carrying out job responsibilities.	X			I LOVE my job! It is an honor to serve RPS!
Demonstrates knowledge of procedural aspects of the job.		X		I believe I am sound in this area but improvement is always the goal. Learn and read more!
Seeks to continuously learn and improve.	X			I believe I am a continuous learner!
Keeps a strong focus on student learning.	X			ALWAYS!
Demonstrates awareness and implements current research and best practices as applicable.		X		We have done more and more of this along the way. Last year when we added our elementary counselors we spent significant time researching and collecting information before we made a final decision. Now we are looking to see how our processes work. We have implemented a program evaluation model as well to help inform our decision making.

Promotes cultural competency for the district.		X		This is an area as a cabinet and administrative team we have worked hard and allocated many resources to attain growth. Our goal will be to continue this process and the work and learning here are never done.
Facilitates development and implementation of long and short-term educational goals for the district.		X		Our secondary school visioning process will help us do a better job. Our strategic plans are also very powerful in this process. I am excited about refreshing our goals this summer!
SECTION E: Continued LEADERSHIP	EXCEEDS	MET	UNMET	COMMENTS
Promotes staff growth to improve educational quality for all students.	X			This is an area I believe I am very strong in. The continued development of the RPS Leadership Academy is an excellent example. The RPS Leadership academy has a Level I and Level II format for different options for staff. We are helping grow and cultivate leaders within our District! Several current leaders have been promoted from within our current staff.
Additional Comments:				



Name: Dr. Mark Adler
Date: 12-2016 and 5-2017

Please consider each specific Superintendent Leadership Goal or Job Target below in relationship to the performance of the Superintendent. Place a ✓ in the column of the appropriate ranking for each goal. Exceeds = Exceeds District Expectations; Met = Meets District Expectations; Unmet = Does Not Meet District Expectations. Please note: Any goal marked as “Exceeds” or “Unmet” must include written documentation.

SECTION F: PERSONAL TRAITS	EXCEEDS	MET	UNMET	COMMENTS
Elicits respect in the community, schools, and among peers.	X			I believe this is a strength area of mine.
Accepts constructive criticism and responds appropriately.	X			I am always open to suggestions for improvement and I work hard to take suggestions as opportunities. I would rather hear concerns so I can try and address them as opposed to people complaining to the wrong people and nothing ever changes.
Writes and speaks clearly and effectively.	X			I believe this is a strength area of mine.
Is assertive, but tactful. Empathetic but accountable.	X			I believe this is a strength area of mine.
Maintains poise and composure in the face of crisis/criticism.	X			I believe this is a strength area of mine.
Is professional in appearance.		X		
Projects a caring attitude.	X			I believe this is a strength area of mine.
Displays a sense of humor.		X		

Demonstrates good listening skills.		X		This is an area I am working hard in.
-------------------------------------	--	---	--	---------------------------------------



Name: Dr. Mark Adler
Date: 12-2016 and 5-2017

Please consider each specific Superintendent Leadership Goal or Job Target below in relationship to the performance of the Superintendent. Place a ✓ in the column of the appropriate ranking for each goal. Exceeds = Exceeds District Expectations; Met = Meets District Expectations; Unmet = Does Not Meet District Expectations. Please note: Any goal marked as “Exceeds” or “Unmet” must include written documentation.

SECTION G: LEADERSHIP GOALS/JOB TARGETS	EXCEEDS	MET	UNMET	COMMENTS

Please complete the appraisal instrument and return to the Board President

Complete form no later than:

Student / Staff Count
2016-2017 School Year

Elem. School	Grade																	
	PS		KG		1		2		3		4		5		6		Total *Student / Staff	
	All Student Counts Are Actual SIMS Enrollment Figures																	
	Staff	Stud	Staff	Stud	Staff	Stud	Staff	Stud	Staff	Stud	Staff	Stud	Staff	Stud	Staff	Stud	Staff*	Students *
BLUM	2	39	2	47	3	65	2	48	3	53	2	52	2	45	2	45	18	355
KW	1	16	2	31	2	29	2	32	1	21	1	18	1	26	1	21	11	178
MEAD	1	18	2	42	2	38	2	52	2	40	2	45	2	37	2	32	15	286
MOCK	2	37	3	57	3	56	3	58	3	60	2	49	2	46	2	40	18	366
SEY	1	23	1	26	2	26	2	25	2	35	2	27	2	33	2	37	11	209
WW	2	35	2	39	2	38	2	44	2	32	2	37	2	36	2	41	14	267
Totals By Gr	9	168	12	242	14	252	13	259	13	241	11	228	11	223	11	216	87	1661
													*Does not include PS					
													Blum. & Sey. SPED staff & KW Hearing Impaired for K-6 is					
													added to staff Total					
Sec. School	7		8		9		10		11		12		TOTAL					
	Staff	Stud	Staff	Stud	Staff	Stud	Staff	Stud	Staff	Stud	Staff	Stud	Staff	Stud				
RMS		241		245									0	486				
RHS						259		292		261		238	0	1050				
Totals	*Staff	*Stud	Ratio		*Stud 15-16	Change for 16-17												
BLUM	20	394	20/1		397	-3					*Includes PS							
KW	12	194	16/1		180	14												
MEAD	16	304	19/1		300	4												
MOCK	20	403	20/1		386	17												
SEY	12	232	19/1		228	4												
WW	16	302	19/1		304	-2												
Elem. Totals	96	1829	19/1		1795	34												
RMS	40	486	12/1		505	-19												
RHS	66	1050	16/1		946	104												
Sec. Totals	106	1536	14/1		1451	85							June 22 2017					
Dist. Totals	202	3365	17/1		3246	119							10:34 AM					

**School Nutrition Program
Renewal of Food Service Management Contract
Cost Reimbursable
School Year 2017-18**

School District Name Railton Public Schools Agreement # 28-0054

Address 8545 Park Drive City Railton Zip 68127

Contact Person Jason Buckingham Date: 8/31/17

FSMC: Sodexo

Initial SY of Contract 2015-2016 Year of Renewal (check) ☒ 1 ☐ 2 ☐ 3 ☐ 4

This document is between the Sponsor and FSMC/Contractor. The term of this contract renewal shall be for one (1) year beginning on July 1, 2017 and continuing until June 30, 2018 unless terminated by either party as provided in the contract. The terms and conditions of the original contract are applicable to the contract renewal.

Meal Equivalency Factor for School Year 2017-18, is \$3.47.

Adjustments in Management/Administrative Fees	2016/17	2017/18	Percentage Change/Increase**
management fee.	.082	.084	2.64%
Admin. Fee.	.134	.138	2.64%
A la Carte Meal Equivalent	3.3875	3.47	2.4%
Guarantee, as applicable	77.523	77.523	0

Percentage increase must not exceed the allowable increase established in the original contract. Include documentation of Consumer Price Index (CPI) for the period as specified in original contract for justification of percentage used.

**Consumer Price Index (CPI) as referenced in SP 11-2017 Paid Lunch Equity: School Year 2017-18 Calculations and Tools is 2.64%.

The FSMC shall operate in accordance with all applicable programs laws and regulation, including the utilization of USDA Foods to the maximum extent possible.

**NEGOTIATED AGREEMENT
OPERATIONS AND MAINTENANCE DIVISION**

**Ralston Public Schools
and
Service Employees Local No. 226**

This agreement is made by and between the Board of Education of Ralston Public Schools, also known as Douglas County School District 0054 and hereinafter referred to as the Board or the District, and Service Employees International Union, Local Number 226, affiliated with the AFL-CIO and hereinafter referred to as the Union. The terms of this Agreement shall be in effect for a period commencing **September 1, 2017 and ending August 31, 2018.**

ARTICLE 1

RECOGNITION

Section 1.1 - Recognition of Union - The District recognizes the Union as the exclusive representative of “employees” as defined in Section 1.2 of this Agreement.

Section 1.2 - Definition of Employees - Whenever used in this Agreement, the term “employees” shall mean all full-time employees employed by the District as custodians, grounds personnel, maintenance personnel and delivery drivers, but excluding temporary personnel as defined in Section 1.4 of this Agreement.

Section 1.3 - Definition of Full-Time Employee - A full-time employee is an employee who is assigned work for forty (40) hours per workweek by the District but excludes temporary personnel as defined in Section 1.4.

Section 1.4 - Definition of Temporary Personnel - Temporary personnel are persons hired by the District who, prior to the commencement of work, have executed a written statement acknowledging employment as temporary personnel.

ARTICLE 2

MANAGEMENT RIGHTS

Section 2.1 - Retention of Managerial Prerogatives - Except as expressly modified or restricted by a specific provision of this Agreement, all statutory and inherent managerial rights, prerogatives and functions are retained and vested exclusively in the District, including, but not limited to, the rights, in accordance with its sole and exclusive judgment and discretion: to hire, reprimand, suspend, discharge or otherwise discipline employees; provided that any employee who is reprimanded, suspended or discharged shall be told the reason for the reprimand, suspension or discharge; to determine their qualifications and assign and direct

their work; to assign and require the completion of safety training, to promote, demote, transfer, lay off, and recall to work; to set the standards of the services to be rendered; to set the starting and quitting time and the number of hours and shifts to be worked; to use independent contractors to perform work or services; to subcontract or contract out the District's operations or any part thereof; to expand, reduce, alter, combine, transfer, assign or cease any job, or service; and to issue, amend and revise policies, rules, regulations and practices. The District's failure to exercise any right, prerogative or function hereby reserved to it, or the District's exercise of any such right, prerogative or function in a particular way, shall not be considered a waiver of the District's right to exercise such right, prerogative or function or preclude it from exercising the same in some other way not in conflict with the express provisions of this Agreement.

It is the duty and responsibility of the school district to provide adequate equipment and materials to service employees to perform the tasks expected of them on a daily basis. All building services employees shall communicate with their immediate supervisor if there is equipment and materials that are ineffective or in disrepair. It should also be understood that any equipment or materials that are unsafe shall be reported immediately.

ARTICLE 3

NONDISCRIMINATION

Section 3 – Nondiscrimination - The Board and Union agree that the hiring of employees shall be done without regard to race, color, national origin, religion, gender, disability, marital status, or participation or nonparticipation in the Union.

ARTICLE 4

CHECK OFF

Section 4.1 - Check Off - Upon receipt by the District of a check off authorization dated and executed by an employee, the District shall deduct the Union's membership dues for the month in which such deduction is made. The District will forward the monies so deducted to the Treasurer of the Union not later than the last day of the calendar month in which the deduction is made. The District shall deduct from an employee's wages only that amount of money that the employee has certified to the District, in writing, is the amount of dues to be withheld and paid to the Union. In the same manner, the District shall also withhold such amounts specified by the employee for contributions and such other purposes as are permitted by the Board.

Section 4.2 - Check Off Authorization Form - The District shall not deduct any monies from an employee's wages pursuant to Section 4.1 of this Agreement, unless the check off authorization executed by the employee conforms to the rules and regulations of the District.

Section 4.3 - Hold Harmless Provision - The Union shall save the District harmless against any and all claims, demands, suits, grievances or other liability that arise out of or by reason of actions by the District pursuant to this Article 4.

ARTICLE 5

GRIEVANCE PROCEDURE

Section 5.1 - Definition of Grievance - A grievance is an allegation by an employee or the Union that the District has violated an express provision of this Agreement.

Section 5.2 - Procedural Steps - The procedure for handling grievances shall be as set forth below.

Step 1 - Oral Notice to Immediate Supervisor - The grievant shall first take up the grievance by presenting it to his or her immediate supervisor within seven (7) days of the incident giving rise to the grievance.

Step 2 - Written Grievance to Supervisor of Building and Grounds - If the grievance is not satisfactorily adjusted within five (5) days from the meeting with the supervisor, the employee or the Union representative shall present the grievance in writing to the Supervisor of Buildings and Grounds or his or her designated representative.

The Supervisor of Buildings and Grounds or his or her designated representative shall, within ten (10) days from the day the written grievance was received, make a determination and submit his or her answer in writing to the grievant.

Step 3 - Written Appeal to the Superintendent of Schools - If the Supervisor of Buildings and Grounds or his or her designated representative does not satisfactorily settle the grievance within ten (10) days from the date it is presented to him or her, the employee or the Union may appeal the grievance to the Superintendent of Schools or his or her designated representative. Said appeal shall be presented, in writing, to the office of the Superintendent of Schools within twenty (20) days of the date that the grievance was presented to the Supervisor of Buildings and Grounds or ten (10) days after the determination made by the Supervisor of Buildings and Grounds, whichever date is later.

The Superintendent of Schools or a designated representative shall make a written determination regarding the grievance within thirty (30) days from the date it is presented to him.

Step 4 - Appeal to the Board of Education - If the determination of the

Superintendent of Schools is not satisfactory to the grievant, it may be appealed to the Board within thirty (30) days of the date of the Superintendent's decision. At its next regular meeting, the Board shall hear the grievance in open or closed session in accordance with the law, and the decision of the Board shall be rendered within thirty (30) days of the hearing.

Section 5.3 - Written Presentation - All grievances presented at Step 2 and subsequent steps of the procedure set forth in Section 5.2 of this Agreement shall set forth: the facts giving rise to the grievance; the provision(s) of the Agreement, if any, alleged to have been violated; the names of the aggrieved employee(s); and the remedy sought. All grievances at Step 2 and appeals at Step 3 and Step 4 of the procedure set forth in Section 5.2 of this Agreement shall be signed and dated by the aggrieved employee and/or his shop steward. All written answers submitted by the District shall be signed and dated by the appropriate District representative.

Section 5.4 - Time Limitations - The time limitations set forth in this Article 5 are of the essence of this Agreement. All references to days are to calendar days. No grievance shall be accepted by the District unless it is submitted or appealed within the time limits set forth in Section 5.2 of this Agreement. If the grievance is not timely submitted at Step 1 or Step 2, it shall be deemed waived. If the grievance is not timely appealed to Step 3, it shall be deemed to have been settled in accordance with the District's Step 2 answer. If the District fails to answer within the time limits set forth in Section 5.2 of this Agreement, the grievance shall automatically proceed to the next step.

ARTICLE 6

WAGES

Section 6.1 - Definition of "Designated Job Classification" - The job classification to which an employee is assigned at the time of initial employment shall be the employee's "designated job classification" and shall remain the employee's designated job classification unless the employee moves to another job classification.

Section 6.2 - Straight-Time Rate of Pay - Except as otherwise specified in this Agreement, an employee shall be paid the straight-time rate of pay for his designated job classification for all time for which the employee is entitled to compensation pursuant to a provision of this Agreement. The straight-time rate of pay for each job classification set forth in Appendix I hereto shall be the hourly rate specified for that job classification in Appendix I.

Section 6.3 - Overtime Rate of Pay - For all hours actually worked in excess of forty (40) hours in a workweek, except as hereinafter provided, an employee shall be paid one and one-half (1.5) times the straight-time rate of pay for that workweek, but premium pay shall not be pyramided. Hours worked per week shall include paid holidays and approved paid vacation.

Section 6.4- Call-Back Pay - An employee who is notified by the District to report for work at a time other than the employee's regularly scheduled starting time shall be entitled to a minimum of two (2) hours of work and shall perform such duties as the District assigns.

Section 6.5 - Compensatory Time - The District shall not assign compensatory time in lieu of paying overtime compensation, **however an employee may request that compensatory time be granted in lieu of overtime pay.**

Section 6.6- Flexible Time - Pursuant to Articles 2 and 8, the District reserves the right to schedule employees' work in the manner deemed to be in the best interest of the District, including the use of flex time (assignments of less than eight (8) hours in duration). However, the District will not use flex time to prevent an employee from earning overtime compensation. For example, if the District calls an employee in prior to the beginning of his or her assigned work hours for the day, the District may not require the employee to leave the shift early if school is in session unless the employee agrees to the early dismissal. On days when school is not in session, the District may require an employee who begins work prior to the beginning of his or her assigned work hours for the day to cease work at the conclusion of eight (8) hours work. During times of inclement weather, the district may require all custodians to be called in to perform snow removal. Some of these snow events may occur on times outside of the Monday-Friday work week. It is expected that each custodian arrive at their designated school to assist with snow removal.

Section 6.7- Uniforms - Each employee shall wear a clean well maintained uniform provided by the District. Each employee shall be entitled to five (5) shirts and three (3) pairs of slacks upon initial employment. The District will provide a new shirt or pair of slacks when the employee turns in an old, non-serviceable shirt or pair of slacks of the kind currently being used by the District. The District shall reimburse each employee \$19.45 per pair of jeans and \$27.00 per shirt. Each employee is responsible for the care and cleaning of his or her own uniforms.

ARTICLE 7

JOB OPENINGS

Section 7.1 - Job Openings - Job openings will be posted on the Union bulletin board. The notice of the opening will describe the qualifications for the position, hours of work and wages. All employees covered by this Agreement may apply for the opening by submitting a written application to the District's Personnel Office. The District will consider all employee applicants and all other applicants to assure the selection of the best-qualified person for the position. The District will consider each applicant's skill, work experience, evaluations (for an applicant who is an employee of the District), and such other factors as are rationally related to the selection process. If, in the sole judgment of the District, the applicants' qualifications are equal, and one or more of the applicants are employees of the District, the District will select the employee with the

greatest seniority. Seniority shall be defined as an employee's total length of continuous full-time service, excluding leaves of absence, as a custodian, maintenance person, grounds person or driver. Any dispute regarding seniority shall be resolved by reference to the official records of the District.

Section 7.2 – Layoff - When the District finds it necessary to lay off employees because of a reduction in the work force generally or in a particular area, the District will consider the employees' skill, work experience, evaluations and such other factors as are rationally related to the selection process to assure that the best qualified persons are retained in employment. If, in the sole judgment of the District, the employees' skills, work experience, evaluations and other qualifications are equal, the District will reduce the employee(s) with the least seniority.

Section 7.3 – Recall - When recalling employees who have been laid off, the District shall offer reemployment first to the qualified person with the greatest seniority. If the person with the greatest seniority declines recall, reemployment shall be offered to the qualified person with the next greatest seniority until a person accepts reemployment or all persons decline recall. An employee who has been laid off shall have recall rights for a period of twenty-four (24) months following the date of the layoff.

ARTICLE 8

DUTY HOURS

Section 8.1 - Duty Hours - The District will provide all full-time employees covered by this agreement with forty (40) hours of employment per workweek, except when an employee's service is interrupted due to conditions beyond the control of the District. The Supervisor of Buildings and Grounds shall establish the duty hours of all employees and will endeavor to schedule each employee's workweek in five (5) eight-hour shifts but reserves the right to schedule the workweek as is deemed to be in the best interest of the District.

Section 8.2 - Lunch Hour and Breaks - The District will provide each employee with an unpaid lunch break of 30 minutes and two breaks of fifteen (15) minutes each during each eight (8) hour shift. The District shall endeavor to assure that the lunch break is uninterrupted; but both the Board and the Union recognize that emergencies will occur which may unavoidably interrupt the employee's breaks. All service employees must clock out prior to taking their lunch breaks and clock back in upon their return. The employee may leave the building during the lunch break.

ARTICLE 9

HOLIDAYS

Section 9.1 – Holidays - Employees shall be entitled to be paid for the following holidays. If any of the holidays fall on Saturday or Sunday, the holiday will be observed on a work day. The exact dates of the holidays noted below with an asterisk may be adjusted. The holiday calendar will be established by September 1 of each school year. The District Administration may on occasion adjust the Holiday calendar to maximize the time off for employees as well as optimize available work production schedules.

Fourth of July
Labor Day
Thanksgiving
Friday after Thanksgiving
*December 24
December 25
*December 31
January 1
Memorial Day
*Floating Holiday TBD each year

Section 9.2 - Manner of Payment - When any of the above holidays fall on the employee's regular work day and such employee does not work on that day, he or she shall receive eight (8) hours of straight-time pay; provided, however, that in order to be entitled to such holiday pay, an employee must have worked his or her normally scheduled hours on both his or her regularly scheduled work days immediately preceding the holiday and on his or her regularly scheduled work day immediately following the holiday, unless the employee has been excused by the District for reason of illness or other good reason.

ARTICLE 10

VACATIONS

Section 10.1 - Vacations - When calculating entitlement to vacation days the starting date of employment will be used for determination of yearly service. Through the second full year of employment, employees will be awarded one-half day (1/2) day of vacation for each month of employment up to a maximum of five (5) days. Employees employed more than two (2) full years, but fewer than eight (8) complete years will be entitled to two (2) weeks vacation (eighty (80) hours). Employees who begin their eighth (8th) year of employment on or prior to September 1 will be entitled to three (3) weeks of vacation (one hundred twenty (120) hours). Employees who begin their twenty first (21) year of employment on or prior to September 1 will be entitled to four (4) weeks of vacation (one hundred sixty (160) hours). Employees may accumulate vacation up to six (6) weeks (two hundred forty (240) hours).

0-2 years – one (1) week
3-7 years - two (2) weeks
8 - 20 years - three (3) weeks
21 years or more - four (4) weeks

Section 10.2 - Times of Vacations - All vacation schedules are subject to supervisory approval.

ARTICLE 11

SICK LEAVE

Section 11.1 - Sick Leave - Employees will be awarded one (1) day of sick leave for each full month of employment up to a total of eighty (80) days. A full month of employment is defined as a month in which the employee works more than half of the work days in the month. Sick leave days will not be credited to the sick leave accumulation of an employee who has accumulated eighty (80) sick leave days. After three consecutive days of absence, the School District administration may require the employee to submit a physician's written certification attesting to the employee's sickness or disability. An employee who calls in sick on days designated for snow removal may result in the district requesting a physician's written certification excusing the employee from snow removal on that day. Up to five (5) days of the employee's accumulated sick leave may be taken by the employee for the care for a sick spouse, children and/or the parents of the employee.

Section 11.2 – Unused Sick Leave – Upon leaving the district each employee shall be paid 50% of their hourly rate times the average number of hours worked per day during the last year of employment for up to eighty (80) days. An employee will be eligible for this program after they have completed eight (8) consecutive years of employment.

Section 11.3 – Perfect Attendance Compensation. Employees covered by this contract are eligible to earn \$40.00 (Forty) dollars per quarter for perfect attendance. Perfect attendance compensation will be recorded and accumulated annually and paid in September of each school year. A perfect attendance list will be published for inspection at the end of each quarter. Quarters are defined in Appendix II of this document. Use of personal days for this contract will count against earning perfect attendance.

ARTICLE 12

PERSONAL LEAVE

Section 12.1 - Paid Leave - One (1) day of Personal Leave (personal business that cannot be conducted outside of work time) will be granted to each employee. Staff may carry one Personal day forward at the end of the school year.

Section 12.2 – Requirements - An employee must submit a request for paid leave to the office of Director of Buildings and Grounds at least five (5) days prior to the date of the requested leave. The employee need not give a reason for the leave. The five (5) day requirement may be waived by the supervisor if the leave is based on an emergency and such notice would have been impossible or impractical. Paid leave may not be taken on the day preceding or following a vacation day or holiday.

Employees must have completed the 60-day probationary period to qualify for a personal leave day.

ARTICLE 13

BEREAVEMENT LEAVE

Section 13.1 - Bereavement Leave - An employee will be allowed five (5) days of Bereavement due to the death of a member of the employee's immediate family. Immediate family is defined as including parents, spouse, sister, brother, children, grandchildren and step-children and step-parents. Bereavement leave of (3) days is allowed for the death of a grandparent, in-laws, or person's who reside in the employee's household. Bereavement leave of (1) day is permissible for the death of an aunt, uncle, or cousin, or any persons not named above.

ARTICLE 14

HEALTH AND LIFE INSURANCE

Section 14.1 - Health Insurance - The Board will provide each full time employee with **\$900** deductible PPO Group Health Coverage including individual PPO dental insurance coverage (80% A and B with 50% C coverage). Employees qualifying and electing family coverage will pay a 5% per month premium.

Section 14.2 - Change of Insurer - If the Board changes the insurer, the objective will be to maintain or improve insurance coverage for the same or less cost than is charged by the present insurer.

Section 14.3 - Payment in Lieu of Health Insurance Coverage - A full-time employee may, upon making written application by September 4, elect to receive \$1,000 (One Thousand Dollars) credit to an individual Pay-Flex account in lieu of individual or family coverage. The District will pay the \$1,000 ratably (**\$83.33 per month**) over the contract year. Any employee who elects to receive such payments in lieu of health insurance coverage will sign a waiver of insurance, which will be placed in the employee's file.

When two employees who are both working for the School District of Ralston are married to each other, one employee may elect to carry a family plan and one employee may elect to take the \$1,000 Pay-Flex account credit; however, both employees shall not be entitled to take paid health insurance coverage.

Section 14.4 - Term Life Insurance - The District will provide group term life insurance coverage for employees in the amount stated in the Ralston Education Association negotiated agreement. Employees shall have the option to purchase additional insurance at their own expense as may be allowed by the term life insurance policy provisions.

Section 14.5 - Disability Income Insurance: The employee will pay the premium as a payroll deduction for participation in the long-term disability program. The Board will increase each employee's compensation by an amount equal to the employee's disability insurance. Employees will receive 66 2/3 percent disability insurance coverage based on the employee's salary. An employee shall be entitled to disability coverage beginning on the date when the employee has used all of his or her accumulated sick leave.

ARTICLE 15

PHYSICAL AND VISION EXAMINATIONS

Section 15.1 - Vision Examination - The District will pay up to Fifty Dollars (\$50) per employee for a vision examination every second year according to the rules and regulations of the District.

ARTICLE 16

ACTS IN VIOLATION OF LAWS OR ORDERS

Section 16.1 - Acts in Violation of Laws or Orders - Nothing in this agreement shall be construed to require either party to act in violation of any state or federal law or any presidential order. In the event such conditions should arise, this Agreement should be considered modified to the extent necessary to comply with the law.

ARTICLE 17

UNION BUSINESS

Section 17 - Union Business - Upon written application to the Superintendent of Schools, one officer or steward of the Union shall be permitted to be absent from work to attend the grievance hearing of an employee. At an employee's request and with the approval of the Supervisor of Buildings and Grounds, one officer or steward of the Union shall be given unpaid leave to participate in a discussion with the employee and his or her supervisor if the officer's or steward's absence would not interfere with the operating requirements of the District.

A Union officer or steward who is employed by the District shall clock out beginning when he or she ceases work to attend to union business and shall clock in upon

Union officers and stewards shall, on the employer's premises during non-working time, be entitled to investigate and process grievances, collect union dues, post printed matter on union bulletin boards and disseminate official union communications. As used herein, the term "non-working time" means the non-working time of the steward and any bargaining unit employee contacted.

Dated the _____ day of _____, 2017. Dated the _____ day of _____, 2017.

Suzanne Anderson, President
Service Employees International
Union, Local 226

2017-2018

11

2017 – 2018 Wage Increase - For the 2017 – 2018 contract year, each employee will receive a \$0.30(thirty cent) per hour increase. The rates listed above reflect the base hiring rate for the 2017 – 2018 contract year(s). Base hiring rates for 2017/18 will increase by \$0.30 (thirty cents) and will increase by \$0.20 (twenty cents) in 2016-2017. A custodian that works at night will receive a \$0.10 (ten cent) shift differential.

Should the health insurance package agreed to in this contract exceed a 10% increase for the 2017 – 2018 school year, either party has the right to re-open negotiations through written communication within 30 days from release of the 2017/18 health insurance rates from the Educators Health Alliance.

Longevity Payment - Beginning in the fiscal year that follows the completion of an employee's fifth year of consecutive full-time employment, and each five years of consecutive full-time employment thereafter, an employee shall receive a longevity payment in the amount set forth below.

5 - 10 years - 15 cents

11-15 years - 15 cents

16-20 years - 20 cents

21 years and up - 20 cents

APPENDIX II

Quarterly awards for perfect attendance will be reviewed during the month following the specific quarter outlined below. Payments will be made through the payroll process in September of each year. Quarters for service employees are as follows:

Quarter 1 – September through November

Quarter 2 – December through February

Quarter 3 – March through May

Quarter 4 – June through August

To be eligible for quarterly awards, employees must be full time employees. Part-time employees will be paid on a pro-rated basis equal to their full time equivalency (FTE).

Anti-Bullying Prevention and Positive Student Behavior

Bullying Prohibited. Bullying disrupts a school's ability to educate students, threatens public safety by creating an atmosphere in which such behavior can escalate into violence.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities, which educate students about bullying and bullying prevention.

Bullying Defined. Bullying means any intentionally hostile or offensive verbal, written, graphic, demonstrative, electronic, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, oppressing, or adversely controlling the student, and that is disruptive of the educational process, or any ongoing pattern of physical, verbal, written, graphic, demonstrative, or electronic abuse, on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events. This may include, but is not limited to, verbal, graphic, written, or electronic activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing, or physical or demonstrative activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, tripping, and damaging clothing.

Annual Review. The District's Board of Education shall review this Policy annually.

Adopted on: July 25, 2016

Revised on:

Reviewed on: July 25, 2016

Ralston High School



2017-2018

Student and Parent Information Handbook

8969 Park Drive
Ralston, NE 68127-3600
Phone: 402-331-7373
Fax: 402-898-3511

<http://rhs.ralstonschools.org/>

Ralston Public Schools, District #54
School Handbooks are based on Board of Education Policies

RALSTON PUBLIC SCHOOLS

District #54

Ralston, Nebraska

BOARD OF EDUCATION

Deb Gerch

~~Susan Haas-Tichen~~

Linda Richards

Tresha Rodgers

Mike Overkamp

~~Jeff Zdan~~

Jay Irwin

Heather Johnson

DISTRICT ADMINISTRATORS

Dr. Mark Adler, Superintendent

Mr. Jason Buckingham, Executive Director of Fiscal Affairs

Dr. Michael Rupprecht, Executive Director for Human Resources

Mrs. Melissa Stolley, Director of Student Services

Dr. Tiffanie Welte, Director of Secondary Education

Mrs. Cecilia Wilken, Director of Elementary Education

Mrs. Diane Meyer, Director of Suburban Schools/Metro Regional Program

RALSTON HIGH SCHOOL ADMINISTRATION

PRINCIPAL

Mrs. Jesse Tvrdy

ASSISTANT PRINCIPALS

Mr. Joseph Kilzer

Mr. Ryan Pivonka

Mr. Mike Smith

DEANS OF STUDENTS

Mr. Landon Blanchard

Administrative Offices

8545 Park Drive
Ralston, NE 68127
402-331-4700

www.ralstonschools.org

Ralston High School

8969 Park Drive
Ralston, NE 68127-3600
402-331-7373

rhs.ralstonschools.org

RHS Calendar/Athletic/Activity schedules: www.rivercitiesconference.org

Attendance Office 402-763-4100 (available 24 hours a day)

RALSTON HIGH SCHOOL
STUDENT-PARENT HANDBOOK

<u>TABLE OF CONTENTS</u>	<u>PAGE</u>
Absence and Activity Participation	39
Absence, Reporting	14
Absenteeism / Truancy, Excessive	12
Academic Achievement and Graduation	10
Academic “Blue Card” Policy, Athletics/Activities	36-37
Academic Honors and Letters	12
Academic Progress	10
Accident Insurance	47
Activities, Schedule/Event Conflicts	39
Activities & Athletics	34
Activity Tickets	35
AHERA Notification	53-54
Alcohol / Drug Products, Athletics/Activities	41
Alcohol / Drug Products, Student Use or Possession	32
Animals on School Grounds	15
Announcements, student	15
Anti-Bullying Prevention and Positive Student Behavior	53
Athletic and Activity Offerings	34
Athletic Awards	44-45
Athletic Participation	35
Attendance, Athletics/Activities	38
Attendance Classifications	13
Attendance Expectations and Procedures	12-14
Automated Phone Messages	15
Backpacks / Drawstring Bags	15
Behavior in School, Athletics/Activities	39
Bell Schedule	16-17
Building Hours / Door Access	15
Bullying	26
Class Rank	12
Closed Campus	16

Code of Conduct	37-39
College & Career Center	17
Commencement	17
Communication Protocol, Athletic/Activities	43-44
Compulsory / Required Attendance	12
Computer Lab Regulations and Procedures	30
Concussion Awareness	45-47
Dances, School	23-24
Demerits/Merits	24
Detention, Skipped	14
Discipline, Off-Campus	23
Discipline, Student	17-18
Dress Code	24
Dress Code-Athletic/Activities	40
Due Process-Athletics/Activities	42
Electronic Devices	25
Emergency Exclusion	18, 21-23
Equipment and Uniforms	43
Extracurricular Events, Behavior	37
Expedited Appeals and Procedures	47
Facility Usage, / Athletic Lockers	42
Fee Schedule	52-53
FERPA Notification	56-57
Fighting	25
Fire and Disaster Drills	25
Fireworks, etc.	25
Food & Drink	25
Fundraising / Candy Sales	25
General Expectations and Procedures	14
Grading System and Reports	11
Grade Point Average/Mark Point Average	11
Graduation Requirements	10
Hall Regulations	25
Harassment	25
Hazing, Bullying, Assault - Athletic/Activities	36
Health Services and Regulations	26

Homeless Children and Youth	52
History of Ralston High School	8
Homeroom	26
Honors, Academic	12
Identification Cards	26
Inclement Weather-Athletics/Activities	40
Internet & E-mail guidelines	26
Interrogations and Searches	45
Insurance-Athletics/Activities	40
Leaving school during the day	28
Library / Media Center / Computer Lab	30
Lockers	28
Lunch	28
Make-up Work Due to Absence	29
Make-up Work Due to Suspension	29
Media Center Regulations and Procedures	29
Medication Policy	30
Misc. Rights and Responsibilities	45
National Honor Society	30
NCAA Clearinghouse	41
Nondiscrimination, Notice of	8
Parental/Guardian Involvement in Educational Practices	45
Parking	30
Personal Property, students	30
Physical Education, medical excuses	30
Plagiarism	31
Posters, Signs, and Publications	31
Protection of Student Rights	52
RKids	31
Risk of Injury Warning	35
Release Privileges	16
Schedule Change/Withdrawal from Class	32
Senior Honors and Recognition	12
Sixth Grade Outdoor Education Counselor	31
Social Media, Athletics/Activities	38
Spectators, Expectations of	40

Staff Qualifications	52
Student Discipline	17
Student Eligibility, Athletics and Activities	34
Student Fees, Fines, Charges	47
Study Halls	32
Social Media, Athletics/Activities	38
Tardy Procedures	14
Team Pictures	37
Team Selection	39
Telephones	32
Theft	32
Tobacco, Athletics and Activities	38
Tobacco, Student Possession or Use	31
Transfer or Withdrawl from School	32
Transportation-Athletics/Activities	40
Vending Machines	32
Visitors to School	47
Weapons and Firearms	32

District 54

RALSTON HIGH SCHOOL

“Achieving Excellence as a Community of Learners”

8969 Park Drive • Ralston NE 68127 • 402.331.7373 • Fax 402.898.3511 • rhs.ralstonschools.org

Jesse Tvrdy, MS., Principal
Joseph Kilzer, MA, Assistant Principal
Ryan Pivonka, MS, Assistant Principal
Mike Smith, MA, Assistant Principal/AD

Landon Blanchard, MA, Dean of Students

Dear Ralston High Students:

Welcome to the **2017-2018** school year at Ralston High School! The faculty and I are excited for another school year, which will be filled with memories that will last a lifetime. Ralston High School is one of the finest high schools in the state of Nebraska and in the United States. This has not happened by accident, but has transpired through the combined efforts of the dedicated staff, the community, the school board, and most important of all, an outstanding student body.

Over the past years, students have excelled in every area of our school program. Ralston High School has a strong tradition of excellence in academics, athletics, fine arts, and activities. As a student, you are a part of this fine institution and I encourage you to become active in co-curricular activities. By your continued hard work and pride in Ralston High School, the traditions of excellence in education, both in academics and activities, will be the rule and not the exception.

All students have the right to learn in the best possible learning atmosphere available, and this is the goal we aim for everyday. In order to provide the best school climate possible, certain rules and regulations are necessary. You will find the rules and regulations are reasonable, fair, and for the benefit of all students. Ralston High School is committed to providing every student the opportunity to reach his or her potential in a respectful and safe environment.

Feel free to stop by the high school offices at any time to address questions or concerns you may have, or just to say “hello.” We would like to have the opportunity to get to know each of you. You are the reason we are here and it is our priority for each individual student to succeed at Ralston High School in each endeavor you choose to take on.

We are proud of our past and excited about our future. The future is in you! Be excited and become involved here at Ralston High School. It is my sincere hope that you will be successful at Ralston High School, both academically and in all those activities you choose.

Sincerely,

Jesse Tvrdy
Principal

Ralston's School Song

Hail, Ralston High!

Red, White and Blue, We're loyal to you

Our banners fly!

Onward to victory,

Making Rams' history.

So fight, Ralston, win

We know you can do it, so let's get to it

And let's begin

Onward to victory

Ralston High School—Go! Fight! Win!

HISTORY OF RHS

High school in Ralston had its beginning in September of 1953, with an enrollment of 110 students in grades 9-12 and a faculty of nine members. Because the building was not yet completed, 7 classes were held in the Maywood Elementary School until midway through the first year. Dedication of the former high school, located at 82nd and Lakeview, was held on February 28, 1954. At that time only the first floor of the west wing and the gymnasium were completed. The former high school now serves as Ralston Middle School. In 1968 the high school moved to its present quarters at 90th & Park Drive.

The first senior class of 1954 had a membership of 16. Current enrollment is approximately 1000.

Renovation construction began in 2002 and finished in 2005 on the latest renovation project.

Board of Education policies can be accessed at the school building office and on the district website: www.ralstonschools.org

The school district's handbooks 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.

NOTICE OF NON-DISCRIMINATION

Ralston Public Schools does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status, or based on such protected classes, in admission or access to, or treatment of employment or educational programs and activities. Any person having information or inquiries regarding any such discrimination is directed to contact the Superintendent of Schools, in writing at 8545 Park Drive, Ralston, NE 68127 or by telephone at (402) 331-4700. Any person may also contact the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599, regarding complaints of discrimination based on race, color, national origin, gender, age, disability as well as complaints concerning the denial of access or other discrimination against Boy Scouts or other youth groups.



Achieving Excellence as a Community of Learners

Vision

Ralston High School is a student-centered community of learners united to support the development of responsible, productive citizens.

Belief Statements

The Ralston High School community of learners

- ♦ **requires committed, active participation and support from students, parents, staff and patrons of the district.**
- ♦ **believes each student can learn when provided a safe, supportive learning environment.**
- ♦ **embraces diversity as an integral component of the community.**
- ♦ **supports high standards for cognitive and affective development.**
- ♦ **strives to provide diverse learning opportunities in fine and practical arts, in conjunction with career exploration and applied technology.**
- ♦ **encourages participation in co-curricular and extracurricular activities as a means to develop communication, teamwork, and leadership skills essential for success in a dynamic global society.**

ACADEMIC ACHIEVEMENT AND GRADUATION

ACADEMIC PROGRESS

Students at Ralston High School are placed in academic class years on the basis of years of high school attendance. In order to be on pace for graduation, students need to pass earn the following credits:

Freshman	0-60 hours credit	Junior	120 -180 hours credit
Sophomore	60 -120 hours credit	Senior	180 + hours credit

GRADUATION REQUIREMENTS

Course credit is allowed only for grades 9, 10, 11, and 12. Students may repeat courses in which they earned failing grades, but it is not necessary to repeat courses not required for graduation.

The responsibility for determining when students are eligible to be graduated from high school is delegated by the Board of Education to the building principal.

All students must successfully complete 240 hours of credit in grades 9-12, and attend a minimum of seven semesters. Students may graduate at mid-term of their senior year if they make formal application to their counselor prior to the end of the first semester of their senior year. Any student request to graduate earlier than midterm of his/her senior year will be reviewed by the high school principal and a recommendation will be made to the Board of Education for approval.

All students must complete the stipulations of an Individual Learning Plan.

The high school principal will review any unusual circumstances related to these graduation requirements for any student and make appropriate recommendations to the Board of Education.

Specific Requirements – Each student is expected to successfully complete coursework in each of the following areas as listed:

1. **English**: 35 credit hours (Must pass English 1, English 2, English 3, and 1 semester of Composition) 35
2. **Oral Communication**: 5 credit Hours 5
3. **Social Studies**: 30 credit hours (Must pass World Cultures graduating class of 2020, 2019, 2018 or World Civilizations for class of 2021 & Geography, Government, & US History)
4. **Mathematics**: 30 credit hours (10 credit hours must be earned in courses above the Pre-Algebra level) 30
5. **Science**: 30 credit hours (10 credit hours of Life Sciences and 10 credit hours of Physical Science) 30
6. **Physical Education**: 20 credit hours (Must pass Family Life Education and Wellness and PE Swim) If students test out of PE Swim, they need 5 credits of additional PE. 20
7. **Fine Arts**: 10 credit hours - Art, Music, Drama 10
8. **Practical Arts**: 20 credit hours - Business Education, Career Training Programs (must pass Career Exploration), Family and Consumer Sciences, Industrial Technology, Health Sciences 20
9. **Consumer Finance**: 5 credit hours If students test out of Consumer Finance they will need additional 5 elective credits. 5
10. **Elective Courses**: 75 credit hours - Foreign Language, Humanities, Journalism, Special Courses 75
11. **Community Service**: 10 hours for each year of attendance at Ralston High School.

MINIMUM CREDIT HOURS TO GRADUATE 240

GRADING SYSTEM AND REPORTS

Ralston High School will operate an extended learning time schedule that consists of terms and semesters. It is important that students and parents understand the difference.

Term – consists of a 9-week period of instruction. There are 4 terms in the school year. Final grades and corresponding credits will be posted on student's permanent record at the end of each term.

Semester – consists of two, 9-week terms. A class that is worth 10 credits will last for a full semester and have 5 credits awarded for a passing grade at the end of each term.

The following is an explanation of Ralston High's grading system:

A - Superior	92 - 100%	D - Below Average	67 - 75%
B - Above Average	84 - 91%	F - Failure	66% and Below
C - Average	76 - 83%	Inc. - Work to be made up	

Incomplete work must be completed within one week of the end of the term unless an administrator approves more time. No incomplete grades may be given at the end of the second semester/term 4.

Running grades, progress reports and end-of-term/semester report cards are always available by accessing the **R-KIDS electronic gradebook at www2.esu3.org/dws/rhighschool**; therefore, mailings of these documents will no longer be automatically made. Parents may call to request a printed report card at the end of a given term/semester. Parents should check the RHS homepage for dates that progress and end-of-term/semester report cards are available and are urged to contact teachers whenever necessary. Mid-term progress reports will be available at the door during Parent Teacher Conferences in terms 1, 2, and 3. Grades on end-of-term report cards become part of the permanent record.

Transcripts

Official transcripts of student records will be sent to requested institutions electronically and are issued at the request of the student or student's parent/guardian. There may be a nominal fee associated with such requests, depending on the requesting college or agency. Requests take time to process, so please make your requests well ahead of any deadlines. Please contact a counselor for details on requesting official transcripts.

GRADE POINT AND MARK POINT AVERAGES

Below is the Ralston High School Mark Point Average Table and an example of how Mark Point Average (MPA) can be determined for a single semester.

<u>Adv'd Rank Classes</u>	<u>Grade Earned</u>	<u>Unranked Classes</u>
5 mark points	A	4 mark points
4 mark points	B	3 mark points
3 mark points	C	2 mark points
2 mark points	D	1 mark point
0 mark points	F	0 mark points
Not computed	Pass/Fail	Not computed

EXAMPLE: Determining a Student's Grade Point Average

<u>Course</u>	<u>Grade</u>	<u>Credits</u>	<u>Mark Pt Value</u>	<u>Mark Points</u>
Spanish 3	B	5	times 3	equals 15
Psych/Soc	C+	5	times 2	equals 10
Geometry	C	5	times 2	equals 10
Biology	B	5	times 3	equals 15
Honors Eng 2 AR	A-	5	times 5	equals 25
A+ Credit Recovery	P	<u>3</u>	(Not computed in MPA)	
Total Credits Earned		28	Total Mark Points	75
75 total Mark Points	÷	25 Credits Attempted	=	3.00 GPA

CLASS RANK

Class Rank will be determined by the weighted Grade Point Average of students and will be utilized by RHS for the purpose of graduation recognition and honors. GPA's are placed in a high-to-low numerical order, resulting in a ranking of all students for that grade level. Combined Rank is a high-to-low listing of a student's weighted GPA multiplied by total mark points attempted. ACT Rank (ACRS: Academic Class Ranking System) is a high-to-low listing of a student's ACT score + unweighted GPA x 9 + (earned credits/semesters). Weighted GPA Rank (SCRS: Scholastic Class Ranking System) is a listing of a student's weighted GPA in a high-to-low numerical order. Weighted GPA is computed by dividing a student's total mark points by the number of credits attempted.

ACADEMIC HONORS AND LETTERS

Physical awards that recognize academic achievement will be based on a student's current school year GPA for terms 1-3. For students to be eligible for such recognition, they must have earned 45 credits through Term 3 of the current school year. Pass/Fail classes will not count toward the 45 credits.

- | | | |
|----------------------------------|---------------|----------------|
| • Merit Roll Certificate | Terms 1-3 GPA | 3.00 - 3.49 |
| • Honor Roll Letter/Pin | Terms 1-3 GPA | 3.50 - 3.99 |
| • Roll of Distinction Letter/Pin | Terms 1-3 GPA | 4.00 and above |

SENIOR HONORS AND RECOGNITION

Grade Point Averages used to determine honors recognition at commencement are based on grades at the end of first semester.

Honors and recognition are reserved for students in their 4th year of high school or early graduates.

Valedictorian

The student(s) ranked first in the Scholastic Class Rank System and the student(s) ranked first in the Academic Class Rank System will be recognized as valedictorians and invited to speak at commencement. If a valedictorian declines this opportunity, it will be extended to the next highest-ranking student in that system. If one student is ranked first in both systems, the second ranked student in the SCRS and the second ranked student in the ACRS will also be invited to speak at commencement. ~~The class may also select a spokesperson to speak at commencement.~~ A panel of students and staff may select an additional class speaker through an audition process.

Senior Achievement Awards

Seniors will be awarded honor cords based on Grade Point Average. 4.0 to 4.19 = white cord; 4.20 to 4.39 = silver cord; 4.40 and above = gold cord.

300 Club

Two hundred and forty credits are required to graduate. Graduates accumulating 300 or more credits will be recognized at graduation.

Community Service Excellence

Students earning one hundred or more hours of Community Service by April 15 of their final term will be recognized at graduation.

ATTENDANCE EXPECTATIONS AND PROCEDURES

COMPULSORY / REQUIRED ATTENDANCE

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy. (JED)

EXCESSIVE ABSENTEEISM / TRUANCY

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy. (JED)

ATTENDANCE CLASSIFICATIONS

Ralston High School recognizes the importance of consistent attendance in order for students to be successful. Ralston High School utilizes a block schedule and missing a day of school means that students lose approximately 1½ hours of instruction per class. In addition to the state requirements, when a student reaches ten (10) absences (excused or unexcused) an attendance letter will be mailed home to parents.

Those students who are hospitalized or who suffer from debilitating illness and are under doctor's care and orders not to attend school are encouraged to provide the attendance secretary with written documentation from their healthcare provider to that effect.

Absences from class due to suspension are not considered part of the absence limitations. Students who are participating in or attending school-sponsored activities are considered present at school, and class absences incurred as a result of participation in or attendance at school activities do not count toward stated limits.

Activity/Athletic Absence

School sponsored activities are those where a student is on an official roster or participation list. Students engaged in school sponsored activities will be counted present at school. Completed permission forms must be turned into the sponsor one day prior to the activity.

Activity/Athletic Participation

Please refer to the Athletic/Activities section found later in the student handbook regarding participation in practices and/or performances when there is an absence during the day (see page 38).

Appointments During the School Day

Parents/Guardians must call the attendance line in advance if their student needs to leave during the school day for an appointment. Written notes will not be accepted. In order to minimize classroom disruptions and expedite the student's release from class, such a call should be made with **at least one hour's advance notice** of the time the student needs to sign out to leave the building. The attendance line is available 24 hours a day with voice mail in English and Spanish at 402-763-4100.

College Visits for Seniors

Seniors are urged to visit colleges during vacations or teacher instructional prep days. Parents/Guardians of seniors who wish to visit a college on days when school is in session must call in advance to inform the school in order to be excused. Contact should also be made with students' teachers so arrangements can be made in advance for collecting and completing homework during such an absence. See "Make up work due to absence" for further information.

Discontinuing Enrollment - 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll. (<https://www.education.ne.gov/aded/pdfs/NebraskaWithdrawalFromMandatoryAttendanceForm.pdf>)

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education. (JED)

Lunch Skips

A "lunch skip" is when a student leaves the building without prior permission during the lunch period. Students who skip lunch may have consequences/**interventions** assigned such as car/bag searches, loss of privileges, detention(s), **support group**, suspension, up to mandatory reassignment from Ralston High School.

Students who have permission to leave campus for lunch (seniors with open lunch or those with *pre-arranged* appointments/parent pick-up) are expected to be on time for class following the lunch period.

Prearranged / Extended Absences

Parents/Guardians must call the attendance office in advance of a planned extended absence from school, or as soon as possible in an emergency situation. Written notes will not be accepted. The attendance line is available 24 hours a day with voice mail in English and Spanish at 402-763-4100. Contact should also be made with students' teachers so arrangements can be made in advance for collecting and completing homework during such an absence. See "Make up work due to absence" for further information.

Students who need to miss the last 3 days of any term need to have administrative pre-approval in order to make up any missed final exam.

State Meet and Tournament Absences

Students wishing to attend a state meet or tournament must have a parent/guardian call and give permission unless otherwise directed. Students are expected to keep up with any class assignments missed and are responsible for making arrangements with their teachers in advance for collecting and completing homework for such absences. See "Make up work due to absence" for further information.

Unexcused Absences/Class Skip

Students are expected to attend all of their classes each day unless excused by a parent/guardian or the student is on a school-sponsored activity. Students who miss class unexcused (class skip) will be subject to consequences/**interventions** such as car/bag searches, loss of privileges, **homeroom intervention**, detention(s), suspension, loss of class credit, up to mandatory reassignment from Ralston High School.

REPORTING ABSENCES

When a student is absent from school, a parent or guardian of that student must call the school attendance number (402-763-4100) by 8:30 a.m. on the day of the absence. Failure to call will result in the absence being recorded as unexcused. **The absence will remain unexcused unless the parent/guardian calls the school by 3:00 p.m. of the school day following the day the absence occurred. NOTES WILL NOT BE ACCEPTED.** Messages can be left 24 hours a day on voice mail.

TARDY PROCEDURES

Punctuality is a life skill valued by employers and society at large. In order to minimize disruptions to learning and to help students learn lifelong skills, Ralston High School expects students to be on time for school and on time for individual classes.

1. Students who are tardy to class will be marked accordingly by the teacher in attendance.
2. Any student who is more than 20 minutes late to a class period will be required to check in with the attendance office to receive an office pass to class.
3. Parents will receive frequent email and voice mail notifications as students accumulate tardies to classes.
4. Tardies to classes will be handled in the following way:
 - First tardy - Teacher/student conference
 - Second and third tardies - documentation, student conference, teacher assigned consequence and a phone call home by the teacher
 - Fourth tardy - Formal office referral; office consequence assigned
 - Fifth and subsequent tardies - Consequences can include loss of privileges, detention(s), suspension, and/or mandatory reassignment from Ralston High School will be assigned to students who accumulate multiple tardies to classes within a term.
5. Students start each term with zero (0) tardies.

Please note: tardiness to homeroom will be treated the same as tardiness to any class.

SKIPPED DETENTION

Students who miss an assigned detention may earn additional consequences up to and including mandatory reassignment from Ralston High School.

GENERAL EXPECTATIONS AND PROCEDURES

The Ralston Public School District has an ongoing commitment to provide opportunities for all to become secure, self-reliant individuals who recognize the significance of their own lives and their ability to contribute to the lives of others.

Definitions:

Caring – any word, look, sign, or act that respects a person’s body, feelings or things.

Violence – any word, look, sign, or act that hurts a person’s body, feelings or things.

Students should be There, be Respectful, be Responsible and be Safe.

ANIMALS ON SCHOOL GROUNDS

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent except as provided in this policy. See board policy JKA regarding Service Animals and JKB regarding Therapy Dogs for more information.

ANNOUNCEMENTS

Announcements pertaining to general school business will be allowed as long as they apply to authorized Ralston High School organizations and activities. Announcements are published in multiple forms: student/staff email, web page, closed-circuit television scroll. If an announcement is to be included, it must be in the office by noon the day before it is to be published. Announcements must be signed by the sponsor and an administrator.

AUTOMATED PHONE MESSAGES

Ralston Public Schools will use its automated phone message system to relay important time-sensitive information to Ralston families. This information will include school closings for inclement weather. Please notify the school office of changes to home, cell, work or other contact phone numbers as soon as these changes are made.

ALTERNATIVE COMMUNICATION METHODS

Ralston High School strives to communicate well. You can expect to be communicated with in many different fashions and forms. Listed below are some of the ways we do this:

- Email
- Phone
- ~~-Remind App~~
- Blackboard Connect (Phone and email system)
- Twitter
- Facebook
- District and School Website
- Written
- RKids (online academic progress system)

BACKPACKS / DRAWSTRING BAGS

Students may carry a drawstring bag, backpack, tote bag, or purse which is no more than 18” x 20” x 6” (width, height, and depth) at any time during the school day; however, gym bags will not be allowed in the halls during the school day. All gym bags must be stored in students’ lockers at all times between the hours of 8:00 and 3:17. Student bags are subject to search.

BUILDING HOURS / DOOR ACCESS

Ralston High School is open to students from 7:30 a.m. to 3:30 p.m. When students arrive they should report to the cafeteria, library, or college/career center. Students must exit the building by ~~3:30~~ 4:00 unless they are under the direct supervision of a staff member. ~~If it is determined by administration that students may remain in the building after 3:30 for inclement weather, students must remain in the front commons and continue to adhere to all school rules and directives.~~ Students who remain at school after 4:00pm must report to the After School Study Center in Lecture Hall C. Students who

do not report to the room will have their parents called to pick them up and may lose their privilege to stay after school and are subject to school discipline.

For safety and security reasons, students should always enter/exit the main doors on the front side of the building. Students may use any exit at *the end of the official school day at 3:17*. Students leaving for appointments or for open lunch/campus privileges are expected to use the main doors on the front side of the building or risk disciplinary action up to and including losing their privileges. Additionally, disciplinary action up to and including suspension may be assigned for students who open secure doors for others seeking access during the school day.

BELL SCHEDULE

Homeroom Schedule (Monday, Tuesday, Thursday, and Friday)

Period 1:	8:00 - 9:32
Period 2:	9:38 - 11:05
Period 3:	11:11 – 1:08
1 st lunch	11:05 – 11:35 – class 11:41 – 1:08
2 nd lunch	11:54 – 12:24 – class 11:11 – 11:54 and 12:24 – 1:08
3 rd lunch	12:38 – 1:08 – class 11:11 – 12:38
Period 4/Homeroom:	1:14 – 1:44
Period 5:	1:50 – 3:17

PLC Schedule (Wednesdays)

PLC	7:45 – 8:30
Period 1:	8:40 – 10:11
Period 2:	10:17 – 11:43
Period 3:	11:49 – 1:45
1 st lunch	11:43 – 12:13 – class 12:19 – 1:45
2 nd lunch	12:30 – 1:00 – class 11:49 – 12:30 and 1:00 – 1:45
Period 5:	1:51 – 3:17

****Important notes concerning Wednesday PLC Schedule:** Teachers are unavailable for assistance until 8:30. Students who arrive prior to 8:30 may report to and remain in the cafeteria, library, college/career center or computer lab until dismissed to lockers at 8:30. Students will not be permitted to loiter in the halls or commons during PLC meetings.

At certain times in the school year, the bell schedules may be altered due to school activities. During those times, students with open campus or release privileges **MUST ATTEND CLASSES ACCORDING TO THE ALTERED SCHEDULE**. Failure to do so may result in disciplinary action up to and including loss of the release privilege.

CLOSED CAMPUS

Ralston High School operates as a closed campus with the following exceptions that are explained in further detail in the sections below: • Senior Open Lunch, • Senior Open Campus, • Release Period

Those students who have permission to leave campus but choose to remain during their release periods are expected to report by the tardy bell and remain for the period to the library. ~~college/career center, or computer lab.~~

Students may lose their privilege to leave the building and grounds for loitering in classrooms, the hallways, restrooms, commons, etc. or for other disciplinary reasons at administration's discretion.

Requirements for ALL Release Privileges

- For safety/security reasons, students must exit/return through the commons doors *only*.
- For safety/security reasons, students must be prepared to show their student ID leaving and returning every day. Students without their ID will NOT be allowed to leave – no exceptions.
- Students who choose to remain on campus during a release must report on time and remain for the duration of the period to the library, computer lab or college/career center.
- Students may lose any privilege outlined below for academic and/or disciplinary purposes at administration's discretion. This includes, but is not limited to failing grades, exiting doors other than the commons, loitering in unapproved areas, class or lunch skips, taking those without privileges off campus, etc.

- Students should read, know and follow additional requirements specific to their privilege as outlined in the student handbook.

Release Period - ~~Eleventh or Twelfth grade~~ students who have a naturally occurring 1st or 5th period study hall may choose to be excused from study hall with the proper parent/guardian permission form on file with their counselor. In order to prevent unbalanced class sizes, students' schedules will NOT be altered in order to secure a 1st or 5th period study hall for release purposes. Students who qualify for 1st period release privileges should not be in the building prior to 9:30 (10:10 on late start Wednesdays). Students who qualify for 5th period release privileges need to exit the commons doors by the start of 5th period. Students who are on track to graduate and maintain class grades of B or higher may elect to have an open period either 1st or 5th block. Schedules will not be rearranged to accommodate an open block. Rearranging schedules affects other students' schedules and creates unbalanced class sizes.

Senior students who earned proficient scores on 3 out of 4 NeSA assessments from their junior year will further qualify for release periods during 2nd or 3rd period with the proper parent/guardian permission form on file with their counselor. The same rules/expectations apply to these students as outlined above.

Please note: Seniors must be enrolled in 3 of 4 class periods per day (Homeroom is expected of all students in addition to the 3 class periods) in order to be eligible for many commencement honors, scholarships, college admissions and/or varsity athletic participation. ***It is ultimately the student and parent/guardian's responsibility*** to ensure the student is enrolled in and participating in the number of courses required for these purposes.

Senior-only Open Lunch

Due to Federal lunch regulations, students who leave campus for lunch may not bring food or drinks back to the building from area establishments. All other students or seniors who lose their open lunch privilege for academic/disciplinary reasons must remain at school during their lunch period.

COLLEGE AND CAREER CENTER

The College and Career Center is provided to assist students in securing information about post-high school education and careers. The center is open daily.

COMMENCEMENT

Commencement is a *privilege* arranged to celebrate students' successful completion of high school graduation requirements. Students who have failed to meet graduation requirements by May of their senior year may be denied this privilege. At administrator's discretion, this privilege may also be denied for disciplinary reasons.

DISCIPLINE, STUDENT (JG)

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity

eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Short-Term Suspension

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: students follow the expectations for make-up work as outlined by the teacher.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law. (See this policy in more detail in later pages of this book.)

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the

expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off

- school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
 11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
 - h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
 - i. Bullying which shall include cyber-bullying, defined as the use of the Internet, including but not limited to social networking sites such as Facebook, **Instagram, Snapchat, groups chats**, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- k. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony;
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
 - g. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
 - h. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
 - i. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
 - j. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
 - k. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

EMERGENCY EXCLUSION

Grounds for Emergency Exclusion

Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

- a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers that prompted the exclusion.

Extension of Exclusion

In the event it is appropriate to consider the extension of an emergency exclusion (exclusion) of a student for more than five school days. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be considered according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit an oral request for a hearing on the proposed extension of the exclusion within two school days of receiving the initial notice. If the initial request for a hearing is oral, they shall confirm the request in writing.

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within five school days after the school district receives the initial oral or written request; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the

student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony. The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify.

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension of the exclusion. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

DISCIPLINE FOR OFF-CAMPUS BEHAVIOR

Students may be subject to discipline for conduct that does not occur on school grounds, at a school-sponsored activity or athletic event, or in a school vehicle if such conduct causes a substantial or significant disruption to the educational process. Such discipline may include, but is not necessarily limited to: counseling of students; parent conferences; rearrangement of schedules; requirements that a student remain in school after regular hours to do additional work; restriction of extracurricular activity; requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation; in-school suspension; short-term suspension; emergency exclusion if the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education; and/or any other consequence determined appropriate by the administration and allowed by law. The failure to serve or comply with the disciplinary consequences as directed will serve as grounds for further discipline, up to and including expulsion from school.

DANCES

All currently enrolled Ralston High School students in good academic and behavior standing and their parents/guardians are cordially encouraged to attend dances held by our school. In order to maintain a safe environment for all attendees, students may be subject to drug/alcohol screening checks prior to entry. Students who have been suspended or have been mandatorily reassigned will be ineligible to attend dances or social functions held within the suspension/reassignment time. Additionally, at administrator's discretion, students who have repeated disciplinary/attendance/tardy infractions or are academically at risk in the weeks leading up to a dance may be ineligible to attend. **All students and guests must present identification prior to admittance to any dance sponsored by Ralston High School.**

Outside Dates:

1. All outside dates must be registered a minimum of 3 school days prior to the dance.
2. Anyone not registered the night of the dance will not be allowed entry.

3. One outside date per RHS student.
4. If the outside date is removed from the dance, the RHS student who brought him/her will also be removed.
5. All dance attendees will follow all school rules, regardless of age.

Dress Code:

1. No visible undergarments will be allowed.
- ~~2. No midriffs will be allowed (two-piece dresses must not show more than 2 inches of midriff)~~
3. Strapless and spaghetti strap type dresses will be allowed.
4. Backless dresses may not go lower than the waist line
5. No plunging neck lines
6. No sagging pants
7. If a supervisor deems clothing inappropriate, the student will need to change, add clothing to what they are wearing, or be removed from the dance.

Dance Behavior

1. No bumping, grinding, twerking or the like will be allowed.
2. If dancing is inappropriate, the student(s) involved will be asked to leave without additional warning or refund
3. All students need to make ride arrangements to be picked up at the conclusion of the dance. Any student on school grounds 30 minutes following a dance may be prohibited from attending the next school dance.

Eligibility Requirements for Dance Royalty

Seniors who are in their 4th year of high school are eligible for Homecoming or Prom royalty provided they meet the following conditions as confirmed by administration:

1. Have been involved in at least two (2) school sponsored activities during high school.
2. No suspensions during the current school year.
3. Seniors will only be eligible for one dance royalty selection per school year.

DEMERITS/MERITS

Students who are tardy, unexcused absent/truant, disruptive, disrespectful, or failing to follow school rules may accumulate demerits that can result in detention(s), Saturday school, suspension, loss of privileges and a recommendation for reassignment or expulsion. Students may be suspended at 10 and 15 demerits and may be recommended for reassignment or expulsion with loss of credit for the semester at 20 demerits. Accumulated demerits apply to the entire year and notification will be sent home.

DRESS CODE

The school dress code is based on the principle that student dress is a responsibility of each student's parents/guardians. For this reason, we feel that many of the restrictions on dress code and grooming should originate with the parent/guardian rather than with the school administration.

The dress code should allow for individualism and meet the current trend of changing styles. However, when a style becomes extreme, the matter will be discussed with the student. Students wearing clothing that is deemed inappropriate may be sent home or have proper clothing delivered by a parent or wear clothing stored in the office for dress code violations.

Students who refuse to comply will face disciplinary action.

1. Appearance which is disruptive, according to the staff, will not be allowed. Students may be referred to administration for final approval. Automatically included in this category are:
 - a. Any clothing that is offensive or distracting to the learning environment. (Clothing with vulgar, obscene, profane, suggestive or otherwise inappropriate drawings or slogans)
 - b. ~~Sagging pants. No undergarments maybe showing i.e. underwear and/or undershorts.~~
 - c. ~~No bare midriffs~~
 - d. ~~No spaghetti straps, tank tops, or strapless tops may be worn.~~ Shoulders and midriffs must be covered. ~~Shoulders/armpits must be covered.~~
 - e. ~~Pants/clothing intended as sleepwear.~~
 - f. ~~Pants/clothing with tears/missing fabric that reveals excessive skin. Pants with tears/rips must not be on the upper thigh portion of the shorts or pants~~
2. Students must wear shoes or sandals at all times, no slippers.

3. Students will not be allowed to wear hats, caps, bandanas, hoods, ~~bandanas worn as headbands~~, or other head coverings in the building. Those items are to be kept IN LOCKERS during the day from 7:30 to 3:30. ~~Bandana printed items may not be worn or displayed~~
4. ~~Coats are generally not needed in school and should not be worn in class unless a teacher determines coats are needed.~~
 - a. ~~What is NOT allowed? Any coat that is generally worn as an OUTSIDE coat for warmth is not allowed. Not allowed are heavy overcoats, ski jackets, rain wear, or any lined jackets.~~
 - b. ~~What IS allowed? One layer cotton lining inside a windbreaker, unlined windbreaker, and pullover or zippered sweatshirts are acceptable for indoor wear.~~
 - c. Sweatshirts with hoods are allowed but the **hoods must be down at all times** during the school day.
5. Students are expected to carry a school-issued identification card at all times during the school day. See “identification Cards” for more specific details.

ELECTRONIC DEVICES

Ralston High School recognizes the increased use of electronic devices in society and also recognizes their value when used properly. Our primary concern is the academic success of students since the misuse of electronic devices can interfere with student learning. We also understand the need for parents to occasionally contact their student; however, it is best to call the office and a note will be sent to the student. **Students are not allowed to check their device or respond to parent contacts during class time. Students are not allowed to have headphones in their ears during classtime. without teacher's permission.** The following rules will govern the use of electronic devices at the high school:

1. Students must follow ~~the school electronic policy as stated above. classroom teachers' stated expectations and guidelines.~~ Staff may confiscate electronic devices ~~and or headphones~~ if students fail to comply with those expectations. ~~Students who refuse to turn their electronic devices over to the teacher will be sent to the administrator's office and a parent will be contacted.~~
2. Electronic devices may be used, before and after school, during lunch, and during passing periods.
3. Electronic devices may NOT be used in the theater, when guest speakers are presenting, during school assemblies or other times as announced.
4. Students must discontinue use of any electronic device when so instructed by any staff member at any time during the school day;
5. Electronic devices that are confiscated by staff will ~~give the student their electronic device back at the end of the class period. be turned into the office where the student or parent may pick it up after school. Upon a second violation of the electronic device policy, a parent must pick up the device from the office. All subsequent violations will require a parent to pick up the device; the student may also have additional consequences assigned.~~
6. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.

FIGHTING

Fighting (verbal or physical) or instigating a fight will not be tolerated. Being involved in a fight may result in consequences up to and including reassignment/expulsion and legal authorities being involved.

FIRE AND DISASTER DRILLS

We at Ralston High School take the safety and security of our students and staff very seriously. As a result, we have instituted a safety plan that we feel will be very beneficial in the event that an emergency situation would occur at any of our schools. Included below, you will find a web link for the safety system referred to as the Standard Response Protocol or SRP. The SRP system has been incorporated into several school districts in the Omaha Metro area. Currently all Sarpy County schools have implemented some form of SRP into their current safety plans as well as some Douglas County schools.

At RHS we will practice evacuation drills, sheltering in place drills and lockdown/lockout drills over the course of the the school year. We provide this information to you so you have knowledge of our plan and have an idea of how our

school will respond in the case of an emergency. Please take some time to look over the SRP plan, which can be accessed at <http://iloveguys.org/srp/Student%20and%20Parent%20Handout.pdf>

We also have included a listing of our reunification site in case we would need to evacuate RHS. While we hope that these plans will not have to be used, we will continue as a school to prepare as best we can for an emergency event.

Reunification Plan for Ralston High School

In the event of an emergency that would require the evacuation, RHS students and staff would report to the reunification sites listed below. If an emergency were to occur we would attempt to communicate with our parents through the use of our mass call/email/text program to provide updates along with instructions for how best to help us navigate the emergency. We will need to account for each student during the time of reunification, please prepare yourself mentally that there will be a check out procedure for each student that we will run as efficiently as possible. While we hope that we will never have to use this reunification plan, we feel that preparation is the key to best managing an emergency event.

Ralston High School- ~~Primary Reunification Site is the Ralston Admin Office at 8545 Park Drive. Ralston Arena at 7300 Q Street.~~
~~Secondary Reunification site- Meadows Elementary at 9225 Berry St.~~

FIREWORKS, SMOKE BOMBS, ETC.

The school will have a zero tolerance level for any fireworks, smoke bombs, or any other such disruptive products. Any such offense may result in consequences including, but not limited to suspension and/or recommendation for reassignment/expulsion, **and law enforcement being involved.**

FOOD AND BEVERAGE

Food and drink may not be taken out of the cafeteria. Pre-packaged food and bottled water may be allowed in classrooms and carpeted areas at the teacher's discretion. Students are responsible for disposal and clean-up associated with food/drink.

Due to Federal food regulations, unless prior arrangements have been made with administration, no outside food is allowed during lunch except a sack lunch from home, and food will only be allowed outside the cafeteria in designated areas. Deliveries of food from local establishments to students during the school day are not allowed.

FUNDRAISING ACTIVITIES/CANDY SALES

No fund raising activities will be sponsored without the Athletics/Activities Director's consent.

HALL REGULATIONS

Students will be allowed in the halls only during passing periods or with a signed pass.

HARASSMENT

The school will have a zero tolerance level for any harassment towards any student or adult. Harassment consists of verbal or physical behaviors related to a person's gender, race or sexual orientation which creates an intimidating, hostile, or offensive environment. Conduct, such as intimidation, hostility, rudeness, or name calling can be abusive and, therefore, harassment. (Reference. Title VII, Sec. 703 Civil Rights Act of 1964 - revised Civil Rights Act of 1991)

Consequences for harassment may result in consequences up to and including reassignment/expulsion and legal authorities being involved.

Bullying

Any ongoing pattern of physical, verbal or electronic abuse on school grounds, in a vehicle owned, leased, or contracted for a school purpose or at a school sponsored activity or athletic event will constitute bullying in accordance with Board Policy: JDA. Any offenses that meet the definition of bullying may result in suspension, referral to guidance/counseling staff for remediation or potential reassignment based on the severity of the incident. Legal authorities may be contacted.

For the complete board policy see **page 43.**

Sexual Harassment

Sexual harassment is defined as any unwelcome act of a sexual nature. It may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and verbal or nonverbal sexual comments or physical conduct of a sexual nature. Any offenses that meet the definition of sexual harassment may result in suspension or potential reassignment based on the severity of the incident. Legal authorities may be contacted.

HEALTH SERVICES AND REGULATIONS

Students are not to leave the building during the school day without permission from the nurse or principal; students must sign out properly before leaving the building. A registered nurse is on call at all times. An ill or injured student may not leave school until permission of the parent/guardian, or the person designated by the parent/guardian, has been received.

The school district will not purchase, prescribe, or provide any form of medicine to any student. Parents/guardians of students who must take physician prescribed medicine during the school day will consult with the school nurse to make necessary provisions.

A Health Record Card is on file for each student in the nurse's office. Students are requested to keep this card up to date by reporting to the nurse any booster shots, or any pertinent information that should be recorded.

All Ralston High School students must comply with state immunization requirements. All students must have dates (month and year) on file for the following immunizations prior to the beginning of school:

- 3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday
- 3 doses of polio vaccine
- 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent Hepatitis B vaccine if student is 11-15 years of age
- 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month
- **2 dose of varicella (chickenpox)** or MMRV if given on or after 12 months of age and prior to 13 years of age. If given over 13 years of age, 2 doses of varicella, separated by at least one month. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted * **This is a new requirement starting July 1st 2011, previously only 1 dose was required.**

If you cannot receive the required immunization for medical or religious reasons, please contact school officials. Failure to do so will result in exclusion from classes. (Nebraska School Law 79.217-233)

HOMEROOM

Each student will be assigned to a Homeroom led by a certified teacher. All students are expected to report to Homeroom. The homeroom groups will meet regularly for activities that include, but are not limited to: character development and career planning curriculum, team-building activities, "housekeeping" activities such as announcements and voting (class officers, dance royalty, etc.), and registration for the following year's courses. Attendance is required for homeroom as it would be for any other scheduled class and consequences assigned accordingly for tardies and/or failure to attend. Credit will be awarded based on student's participation. ~~according to a grading rubric.~~

IDENTIFICATION CARDS

All Ralston High School students will be issued an ID Card. The unaltered ID card will be used for student identification, activity card status, lunchroom account use, library use, and other general purposes at school and school events. These pictured cards will be issued at no cost. All ID Cards are the property of RHS and are kept by the student until the end of the school year.

All students must have the ID Card in their immediate possession when they are in school or at school events. This may include hanging from a lanyard worn around the neck, in a purse or wallet, or in the student planner or notebook. Students must present their ID when requested to do so by a staff member. Students without an unaltered ID Card or students refusing to show an ID Card to a staff member may be referred to the office for administrative disciplinary action.

Students will be expected to show their ID at the security camera when requesting access to secured doors during the school day. Students will also be expected to use their ID in the cafeteria. Those who fail to carry their ID card when entering the cafeteria will be expected to wait at the end of the line and utilize a specified checkout station so identity can be verified prior to funds being charged. Students who have their ID will be allowed to access the serving area first and scan their cards at checkout stations for faster service.

Lost cards should be reported to the main office and a replacement will be issued for a charge of \$5.00. New lanyards can be purchased for \$1.00. ~~If unpaid fees (replacement cards) reach \$10.00, consequences up to and including suspension may be assigned.~~

INTERNET AND E-MAIL GUIDELINES (JDB)

Student Internet and Computer Access

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Education About Appropriate On-Line Behavior

- A. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
- B. Staff will specifically educate students on
 1. Appropriate interactions with other individuals on social networking websites and in chat rooms.
 2. Cyberbullying awareness and response.
- C. The School District shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

II. Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects. Students may use the Internet to gain access to information about current events.
3. Students may use the Internet to conduct research for school-related activities.
4. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
4. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
5. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
6. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
7. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
8. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
9. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
10. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software.
11. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
12. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.

III. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research.
4. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
5. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

IV. Children's Online Privacy Protection Act (COPPA)

A. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.

B. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

LEAVING SCHOOL DURING THE DAY

Students are not allowed to leave the school building during the school day unless permission has been granted from an administrator or the school nurse. Students will not be allowed to leave the school premises without permission from the parents or guardian. This permission can be granted by a phone call to an administrator or the attendance secretary. Students who leave the building without permission and return to the building ~~will be are subject to searched~~ and other appropriate consequences ~~assigned~~.

LOCKERS

The first week of school students will be assigned a locker. Students may **NOT** switch lockers with another student without permission from the office. Sharing of lockers is not allowed. All lockers are property of the school and are available to students for their use. As school property, lockers are subject to inspection/search at any time by school officials. Students should not expect privacy regarding any item placed in a locker. Students are responsible for whatever is contained in their lockers.

Students should not give locker combinations to anyone, and should not keep valuable items in a school locker. The school cannot assume any liability for loss or theft of a student's money or valuables.

LUNCH

Each Ralston High student will be provided with a 30-minute period for lunch. Students must report to and remain in one of the designated lunch areas—Students must request a pass to leave an area once they have reported to that location. ~~No outside food from establishments is permitted in the building.~~

Students are expected to behave with respect, responsibility and safety in mind during the lunch period. This includes picking up their table/space. Students who leave trays/food/trash behind or otherwise cause disruption in the cafeteria will be subject to disciplinary action, up to and including mandatory reassignment from Ralston High School.

Students must have their ID Card with available funds in the account to purchase lunch, or pay with cash. Households are expected to maintain a positive school meals account. All meals are charged to student's meal account and must be paid for. Any student with a negative meal account will not be allowed to purchase ala carte food items, such as additional entrees, bottles water, etc. Students who fail to carry their ID card when entering the cafeteria will be expected to wait at the end of the line and utilize a specified checkout station so identity can be verified prior to funds being charged. Students who have their ID will be allowed to access the serving area first and scan their cards at checkout stations for faster service.

LUNCH NONDISCRIMINATION POLICY

The United States Department of Agriculture's required nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender

MAKE-UP WORK DUE TO ABSENCE

It is difficult to make up all work missed due to absence or suspension since student interaction, discussion, and laboratory experiments cannot be replicated. A student may be allowed to make up all possible classroom work when an absence occurs. Students may also make up any missed tests because of absences. **It is advisable for work to be completed prior to anticipated absences.** Under typical circumstances the student should be allowed 2 days to make up work for each day of **excused** absence. Students who are absent due to a special request during the last 3 days of a term may not be allowed to make up final tests without **advanced** administrative approval.

A parent/guardian may request make-up work to be collected and available for pick up in the office for students who ~~are/will be absent 2 or more days.~~ **will be absent.**

MAKE-UP WORK DUE TO SUSPENSION

Refer to section DISCIPLINE, STUDENT (JG) **on page 20.**

MEDIA CENTER / LIBRARY / COMPUTER LAB

General Information and Expectations

1. The library is open from 7:40a.m. until 3:40 p.m. when school is in session.
2. Books may be checked out for a three-week period.

3. Back issues of magazines may be checked out for a three-week period. Current magazines must be read in the library.
4. A total of 10 items can be checked out at one time.
5. Students must use their student ID Card to check out materials. Students are responsible for any late, lost, or damaged materials checked out in their name.
6. Students should not check out books for another student using their ID Cards.
7. Students must have a pass signed by a teacher to be in the Computer Lab or Library during school hours, unless they are with their class or have Open Campus.
8. Food, drink, and electronic devices are only allowed in the Computer Lab or any Media Center area with advanced staff permission.
9. Computers must be used for school purposes only and for the reason assigned by the teacher. Games/social sites and personal e-mail are not permitted without advance staff permission.

MEDIA CENTER / LIBRARY / COMPUTER LAB

Copyright Guidelines for Computer Usage

In order to comply with Public Law 96-517, Section 10(b) which amends Section 117 of Title 17 of the United States Code and Policy EGAAB of the School District of Ralston the following guidelines shall be followed by all faculty, staff, and students.

1. Under no circumstances shall illegal copies of copyrighted software be made or used on school equipment.
2. Software that resides on a school computer's hard drive, network, disk, CD-ROM, or other storage device shall not be copied or transferred to another medium of storage.
3. Shareware and public domain software must be reviewed and registered with the school's Technology Management Team before it may be used on school's equipment.
4. Games or other programs that do not have a specific educational purpose shall not be used on school equipment.
5. Pornographic or obscene materials used via Internet or other software is prohibited. Faculty, staff or students in violation of these guidelines may have computer privileges restricted and other disciplinary action may be taken.

MEDICATION POLICY

All medication, prescription and over the counter (OTC), MUST be stored in the nurse's office. The School District, via the school nurse or health aide, will administer medication prescribed by licensed health professionals. Students will be allowed to administer their own prescription medication in the nurse's office with parental permission and authorization of the school nurse or health aide.

Students who carry medication in purses/bags/locker may face consequences up to and including mandatory reassignment from Ralston High School **and law enforcement notification**.

NATIONAL HONOR SOCIETY

To apply for consideration for membership in National Honor Society:

1. Student must be a junior or senior with a *cumulative* GPA of 3.5 or higher.
2. Student must complete a National Honor Society resume listing at least 2 school activities.
3. Juniors must have 20 hours of approved community service turned in by mid October; Seniors, 30 hours.
4. Student must acquire validation of outstanding leadership and character on forms filled out by adult leaders.

PARKING

Students are allowed to park in the East parking lot in designated areas with a parking permit. Students are **NOT** allowed to park in the staff lot or other non-designated areas around the building.

To secure a permit for a parking space, students must show a driver's license, complete an application, and purchase a permit for \$5.00. The parking permit must be visible from the aisle. The car will be ticketed if parked in a non-designated area and if the permit is not displayed. Failure to pay fines within one month may result in the parking privilege being revoked. The permit is valid only for the vehicle for which it is issued. Disregarding parking areas or willful reckless driving may result in ticketing, towing, or loss of parking privileges.

Students should keep cars locked at all times. The school cannot assume any liability for damage or theft to vehicles parked on school property.

PERSONAL PROPERTY, STUDENTS

The school does not assume responsibility for lost or stolen personal property. A report may be filed with the school resource officer.

PHYSICAL EDUCATION, MEDICAL EXCUSES

Any student who must be excused from physical education classes for a day must secure a medical excuse form from the school nurse prior to the period to be missed. Parent/Guardian permission must be given. The student must attend the class period, but need not follow the rigorous activities for the day. Students who miss physical education classes in such fashion may lose points and/or be expected to make up the missed time.

PLAGIARISM

Plagiarism is a form of copying another's work and using it as one's own. Plagiarism shall be considered an academic offense in any Ralston High School class. Any student found guilty of plagiarism shall be penalized. Penalties may include a failing grade for the assignment and other appropriate consequences.

POSSESSION OR USE OF TOBACCO PRODUCTS

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time. (GBK) Selling and/or dispensing such products by students is also prohibited on school property and/or at school sponsored activities. Any student caught in violation of this policy may be assigned consequences up to and including mandatory reassignment from Ralston High School. Additional disciplinary action may be invoked for students involved in extracurricular activities or athletics (refer to the activities/athletic portion of the handbook).

POSSESSION OR USE OF ALCOHOL AND/OR OTHER DRUGS

When a student is found using, possessing or under the influence of alcohol, marijuana, unauthorized prescription or OTC drugs, or other illegal drugs including paraphernalia or look-alikes either at school or at school related functions, whether they take place during the school day or at sporting events, dances, plays, intramurals, or retreats held outside the school day, on or off campus, the following disciplinary actions may be taken **and law enforcement notified**:

1. **Sanctions on School Grounds or at School Events**
 - a. **First Offense**. Suspension from school for 5-19 days. Suspension from extracurricular activities is anywhere from 9 - 19 days. Parents/Guardians, at their own expense, may choose to enroll their student in a District approved drug/alcohol education program. This program may reduce the suspension and curtailment of extracurricular activities to 9 school days. Legal authorities will be contacted. (79-293 Reissue 1996) 4
 - b. **Second Offense**. Mandatory reassignment/expulsion. Suspension from attending or participating in extracurricular activities for one calendar year. Legal authorities shall be contacted. (79-267(6), 293 Reissue 1996). Suspension from extracurricular activities for 1 calendar year.

POSTERS, SIGNS and PUBLICATIONS

A sponsor and an administrator must approve all posters, signs and publications before they can be displayed or distributed. Display areas are provided. ONLY painter's tape may be used to hang posters in the building.

RKIDS

RKIDS is the school management portal for student information. Parents will be provided a username and password for their student's RKids account. Parents are encouraged to monitor their student's progress. Parent may contact the main office to set up an RKIDS account to access students grades, assignments, and attendance.

SCHEDULE CHANGE AND WITHDRAWAL FROM CLASS

Due to the time spent with the Individual Learning Plans and the focus spent on planning for a career, along with the commitments to hiring and resources being based on students' course requests, there are only a few ways a schedule will be changed: if there is an irresolvable conflict caused by the master schedule; if there was an "F" in the specific curriculum area on the previous report card; if a student picks up an approved class from Metro, UNO, or an internship; if the student is scheduled into a course for which credit was previously earned; if a course has been scheduled out of sequence (ex. French 2 before French 1); if a Senior is missing a class required for graduation; or if a student is scheduled with a teacher from whom

he/she previously earned an “F” for the class in question. These changes *should* be made in advance of the start of the term, but must otherwise be made within the first TWO DAYS of the term.

Students’ schedules will not be changed to secure a late start/early release or to leave early for work; to request a specific teacher; to request a specific lunch period; to match a friend’s schedule; drop a course that was requested to improve GPA and/or take a different course to raise GPA; drop a course to sign up for an A+ on-line class instead; or drop a course that was requested because the student no longer “needs” the credit or has “lost interest” (students are encouraged to take a full load of classes to earn more than the minimum 240 credits required for graduation). Any requests for such schedule changes need to be directed to the counseling department prior to August 1.

After the second day of class, consideration will be given only to students who are academically misplaced. In rare circumstances during a term, a parent may wish to withdraw his/her student from a class against the educational recommendations of the high school counseling staff and administration. These students will be dropped with a “WF” for the term that counts against the student’s grade point average.

Please note: Seniors must be enrolled in 3 out of 4 class periods per day (plus Homeroom) in order to be eligible for many commencement honors, scholarships, college admission and or varsity athletic participation. It is ultimately the student and parent/guardian’s responsibility to ensure the student is enrolled in and participating in the number of courses required for these purposes.

SIXTH GRADE OUTDOOR EDUCATION COUNSELOR

Students may be ineligible to participate in the Outdoor Education experience if, during the present or previous semester, they were suspended. Attendance must be in good standing.

STUDY HALLS

All students without a release privilege will be assigned a study hall during periods when they are not scheduled in a class. Students are required to attend assigned study halls. Students will face disciplinary actions for failure to attend assigned study hall and for inappropriate behavior in study hall.

TELEPHONES

The telephones located in the high school office are **business phones** and are to be used for that purpose only. In emergency situations, students may request to use an office phone.

TESTING POLICY OF RALSTON PUBLIC SCHOOLS

The Ralston School District follows the required state guidelines for standardized testing. The Board of Education shall receive an annual written report consisting of the results of all components of the school system performance program including, but not limited to, standardized norm-referenced assessments, criterion-referenced assessments, student performance, school system demographics, financial information, follow-up studies of graduates, and learning climate surveys. These reports shall be made available to all patrons of the district. (Policies IL and ILC)

1. Copies of the most recent standardized and criterion-referenced tests used in the district will be available for parental/guardian review. Requests should be made to the building principal. In the case of secure tests, such as the ACT, parents/guardians must contact the publisher.
2. Parents/guardians may obtain individual test results of their child by contacting the teacher or building principal.
3. Building principals will excuse a student from specific tests through written request by the student’s parents/guardians when they object on political, moral, or religious grounds.

Parents have the option to opt out of mandated assessments. To opt out of a state mandated assessment a parent/guardian must provide a written notification to the school principal prior to the beginning of the assessment window.

THEFT

Any theft **or attempted theft** of school, student, or school employee property that occurs on school grounds or at a school activity may result in consequences including, but not limited to suspension and/or recommendation for reassignment or expulsion. Legal authorities will be contacted.

TRANSFER OR WITHDRAWAL FROM SCHOOL

If a student moves to another city, transfers to another school, or withdraws, he/she must obtain a withdrawal slip from the office. All textbooks and other materials belonging to the school must be checked in and fees paid before the student is released. School files or records concerning a student will be provided at no charge, upon request of the principal, to any public or private school to which the student transfers.

VENDING MACHINES

Vending machines are placed in the building for students' convenience. **Ralston High School is not responsible** in any way for the machines' malfunctions. Students are expected to dispose of containers and wrappers in the waste receptacles provided.

WEAPONS & FIREARMS (5049)

Weapons. No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Consequences – Weapon. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

Confiscation of Firearms. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm or weapon to school.

ACTIVITIES AND ATHLETICS

Extracurricular Activity Philosophy

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct,

students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens. Students who participate in extracurricular activities are subject to the rules, regulations, and stipulations in the entire student handbook. Students who violate the student handbook and/or the law of the state of Nebraska are subject to consequences up to and including not being allowed to participate in extracurricular activities.

ATHLETIC and ACTIVITY OFFERINGS

- **Fall Sports:** Volleyball*, Football*, Softball*, Boys Tennis*, Boys and Girls Cross Country*, Girls Golf*, Unified Bowling*
- **Winter Sports:** Boys and Girls Basketball*, Wrestling*, Boys and Girls Swim and Dive.*
- **Spring Sports:** Baseball*, Boys and Girls Soccer*, Girls Tennis*, Boys Golf*, Boys and Girls Track.*
- **Clubs and Activities:** Acadec, Art Club, Cheerleading, Dance, Class Officers, Color Guard, Debate*, DECA, Drama, FCA, FCCLA, French Club, GSA, Green Club, HOSA, Instrumental Music*, Key Club, Math Club, NHS, Spanish Club, Speech*, Student Council, Thespians, Vocal Music*, Yearbook, **Education Rising, Skills USA**

Note: Sports and activities with a * are NSAA sanctioned activities and are subject to the by-laws of the NSAA. The NSAA by-laws can be found at nsaahome.org.

ACTIVITY TICKETS

All Ralston students may buy a Student Activity Ticket admitting them once to each regularly scheduled athletic event sponsored by Ralston, free or at a reduced price. All students who participate in extracurricular activities must purchase a Student Activity Ticket. These cards are not transferable and refunds will not be made. Students abusing the use of these cards may lose their privileges. Lost cards should be reported to the office and a new one will be issued for a charge of \$5.00. The cost of a card is \$40.00 per year. The \$40 activity fee can be waived for students who are on the free and/or reduced lunch program. Students who wish to waive this fee must have the proper paperwork on file in the Principal's office.

ATHLETIC PARTICIPATION

Any student going out for athletics at Ralston High School will check out through the Athletic/Activities Director's office. In order to participate in athletics, the athlete must have on file in the Athletic/Activities Director's office, the following:

1. Completed Physical Form*
2. NSAA Student / Parent Consent Form*
3. Student Activity Ticket purchased
4. Completed Student Handbook Signature Form
5. Ralston athletes must participate in the "Impact Testing Program"
6. **Complete paperwork from the Athletic Trainer's office.**

An athlete will check out a lock from the Activities /Athletic office for use in the school locker rooms.

All athletes must have all equipment from other sports turned in before participating in the next sport.

*The physical form, consent form, and signature form can be found online at the school website, <http://rhs.ralstonschools.org/>

STUDENT ELIGIBILITY

Ralston High School adheres to the policies of the Nebraska State Activities Association (NSAA) in relation to student eligibility for NSAA sanctioned sports and activities. Those requirements are listed below with references to where the requirement can be found in the NSAA activity by laws.

In order to represent a Nebraska High School in interscholastic activities competition, a student must abide by eligibility rules of the Nebraska School Activities Association. A summary of the major rules is given below. Contact the principal or activities director for an explanation of the complete rule.

2.2.1 Student must be a bonafide student of their member school and have not graduated from any high school. 2.2.2 After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine. 2.3 Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.) 2.4.1 Student must be enrolled in some high school on or before the eleventh school day of the current semester. 2.5.1 Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition. 2.5.2 Student must have been enrolled and received twenty hours of credit in school the immediate preceding semester. 2.6.2.1 Guardianship does not fulfill the definition of a legal parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling. 2.6.3 A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days. Student eligibility related to domicile can be attained in the following manners: 2.6.9.1 If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible. 2.6.9.2 If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility. 2.6.9.3 If a student elects to remain at the high school where he/she initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile. 2.6.10 If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile. 2.7.7 Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall. Those students whose name does NOT appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines. 2.7.8 Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2017-2018 school year prior to May 1, 2017; for the student to be eligible. The school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2017. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students, who did not have their enrollment forms signed, delivered and accepted prior to May 1, 2017, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines. 3.5 / 3.1 Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules. 3.5.1 During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school. *(Refer to 3.5.1.1 for exception in Swimming & Diving.) 3.6 A student shall not participate on an all-star team while a high school undergraduate. 3.7 A student must maintain his/her amateur status.

Further explanation of NSAA eligibility rules can be found at nsaahome.org. Parents/guardians and students can also contact the AD office at Ralston High School for clarification of any NSAA by laws.

RISK OF INJURY WARNING

The purpose of this WARNING is to bring to your attention the existence of potential dangers associated with athletic and activity participation. Participation in any sport and/or activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body, bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck, and spinal cord. On rare occasions, injuries can be

so severe as to result in total disability, paralysis, or death. Even with the best coaching, the use of the best protective equipment and the strict observance of guidelines, injuries are still a possibility.

It is understood that if an Inhaler/Epi-pen needs to be accessible, it will be the student's responsibility to provide a separate Inhaler/Epi-pen which will be kept with the coach's first aid supplies or training staff until the end of that sport season.

ACADEMIC "BLUE CARD" POLICY

Students who participate in NSAA sanctioned activities must adhere to the following explanation of the school's "F" policy (also known as the "blue card" policy).

Each **Monday-Friday** the school will be provided a list from ESU 3 of all students currently participating in an NSAA sanctioned activity who are failing one or more classes. The activities director's office will then fill out blue cards for all students on the list; these blue cards will contain the student's name, the class he or she is failing, and a place for a signature from the teacher signifying that the student is no longer failing. The activity director's office will provide the blue cards to the coach or sponsor of the activity and that person will distribute the blue cards to their students/athletes.

The student then has until Wednesday 4 pm. to get his or her grade to passing, secure a signature from the teacher of each failing class, and deliver the blue card to the AD office or coach or sponsor (depending on the instructions of the coach or sponsor).

If the card is turned in by 4 pm. the Wednesday immediately following the **Monday-Friday** of issuance then the student continues to be eligible. If the blue card is not signed and turned in by 4 pm. Wednesday, the student is immediately ineligible for any participation in an NSAA sanctioned event. The student may practice while being ineligible unless the coach/sponsor and/or a parent/guardian determines that practicing is not in the best interest of the student.

Once a student secures a signature from the proper teacher(s) signifying he or she is passing all classes, the student is immediately eligible for competition. There is no mandatory sitting period.

Once a blue card has been issued to a student for a class he or she is failing and the student has not secured a signature from the teacher by the following Wednesday at 4pm., that student is not eligible for competition until a signature is secured. There is no restart the following Monday.

If there are questions or concerns about this process from a teacher, coach, sponsor, parent or student, the AD office should be contacted.

If a student is suspended from play due to the "F" policy, a parent/guardian will be contacted.

CODE OF CONDUCT

The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, voca music, band, speech, drama, FCCLA, Spanish Club, Art Club, Student Council, National Honor Society, DECA, HOSA, Green Club, Math Club, French Club, ACADEC, Key Club, class officers, FCA, Color Guard, Thespians, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline. Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been established to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. (Note: Refer to "Drug and Alcohol Violations" for further information).
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;
11. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
12. Repeated violation of any of the school rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Ralston Public School buses or vehicles used for activity purposes.
17. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
18. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.

19. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.

20. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.

21. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

REGULAR SCHOOL ATTENDANCE

Students who participate in clubs, activities, and athletics are expected to have a good attendance record at school. Unexcused absences from school and classes, and/or excessive tardies, and/or lunch skips may lead to consequences in relation to participation in extracurricular activities. These consequences may include but are not limited to a warning, restricted practice time, restricted participation in events, suspension from participation, and possible removal from the team or activity. The previous list is not all-inclusive and are in addition to the policies of the coach or sponsor. Decisions on consequences will be made by the activities director in consultation with the coach or sponsor. A parent/guardian will be informed of decisions regarding consequences related to extracurricular activities.

Students are expected to attend practices, meetings, events, and other activities related to their particular extracurricular activity. Each coach and sponsor will have attendance policies and participants are subject to those policies.

ABSENCE AND ACTIVITY PARTICIPATION

Students may not participate in a school activity or practice unless they have been in attendance for three out of five periods or excused in advance for that school day.

Any student unexcused for any part of the school day who is also a member of an extracurricular activity, club, or team will not be allowed to participate in the activity, club, or team performance or practice with their team that day without approval from an administrator.

ACTIVITIES, CONFLICT IN SCHEDULING

If a student is involved in 2 different school activities and if each activity has an event scheduled for the same time, then the student must choose the event in which to participate. This decision should be made after the student has consulted parents/guardians and the sponsors involved.

If one of the events is a state or district event, the student may be expected to participate in the state or district event.

BEHAVIOR IN SCHOOL

Students who participate in clubs, activities, and athletics, are expected to behave in school. Any student suspended from school is prohibited from participating in or attending any extracurricular activity or practice until the suspension is over. The student is also subject to additional consequences in relation to extracurricular activities. The participant may also be subject to consequences of the coach or sponsor per his or her expectations.

Poor behavior at school can lead to consequences in relation to extracurricular activities. Poor behavior may be just a single event or a series of events where a student has accumulated a number of referrals and/or demerits. These consequences may include but are not limited to a warning, restricted practice time, restricted participation in events, suspension from participation for a specific period, removal from the team or activity, and/or suspension from attending or participating in extracurricular activities for up to one year. The previous list is not all-inclusive and are in addition to the policies of the coach or sponsor. Decisions on consequences will be made by the activities director, in consultation with the high school administration and the coach or sponsor. A parent/guardian will be informed of decisions regarding consequences related to extracurricular activities.

Students who participate in extracurricular activities are subject to the stipulations in the entire student handbook when participating in or attending any school event.

BEHAVIOR AT EXTRACURRICULAR EVENTS

Student participants in extracurricular activities are expected to follow the ideals of being respectful, being responsible, and being safe at all home and away events. Students and/or participants are expected to display good sportsmanship and respect opponents, officials, fans, and all participants. Students are subject to stipulations in the entire student handbook while participating or attending school events at home or away. Violation of any part of the student handbook may result in school consequences determined by the administration and/or consequences related to activities.

HAZING, BULLYING, SEXUAL ASSAULT

Hazing, bullying, and sexual assault are all prohibited by the student handbook. All participants in extracurricular activities are subject to the stipulations in the student handbook. All student participants, head coaches, sponsors, assistant coaches, coach's aides and volunteers are not to engage in, encourage, or ignore any occurrences of hazing, bullying, or sexual assault (all defined at the end of this section). Any such occurrences observed by any person associated with any activity or sport should be reported to the activities director immediately. Student participants may report to the head coach or sponsor.

Bullying Defined

Bullying means any intentionally hostile or offensive verbal, written, graphic, demonstrative, electronic, or a physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, oppressing, or adversely controlling the student, and that is disruptive of the educational process, or any ongoing pattern of physical, verbal, written, graphic, demonstrative, or electronic abuse, on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events. This may include, but is not limited to, verbal, graphic, written, or electronic activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing, or physical or demonstrative activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, tripping, and damaging clothing.

Hazing Defined

Hazing shall mean any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any organization. Such hazing activity shall include whipping, beating, branding, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act which endangers the physical or mental health or safety of any person.

Sexual Assault Defined

Sexual assault shall mean sexual assault in the first degree as defined in Neb. Rev. Stat. 28-319, sexual assault in the second degree as defined in Neb. Rev. Stat. 28-320, sexual assault of a child in the second or third degree as defined in Neb. Rev. Stat. 28-320.01, or sexual assault of a child in the first degree as defined in Neb. Rev. Stat. 28-319.01, as such statutes now provide or may hereafter be amended. Sexual or intimate parts shall mean the genital area, groin, inner thighs, buttocks or breasts.

Reporting Procedures

If a head coach or sponsor witnesses, or gets a report of, or is presented evidence of bullying, hazing, or sexual misconduct by a student or students or other person or persons associated with the activity he or she is to report this to the AD immediately. If an assistant coach, coach's aide, volunteer, or other person associated with the activity witnesses, gets a report of or is presented evidence of bullying, hazing, or sexual misconduct by student or students or other person or persons associated with an activity, that person is to report the incident to the head coach or sponsor immediately and/or the Activities Director.

Included in the report should be the date and time of the alleged incident along with a summary. In addition, and name or names associated with the incident. This report should be given to the AD and not discussed with any other person. Students who witness or know of bullying, hazing, or sexual misconduct taking place in any activity should report any information to the head coach or sponsor. The student can also report to the activities director.

DRESS FOR EVENTS

Student participants in extracurricular activities are expected to dress appropriately when travelling to and from away events. In addition to being subject to the student dress code in the student handbook, participants are subject to the dress and grooming expectations of the head coach or sponsor. The same stipulations apply to home events.

TEAM PICTURES

Team and individual pictures are taken by a professional photographer and students, parents, and/or guardians can make the appropriate arrangements for purchase (generally an order form is given to the students). The photo sessions are scheduled between the coach or sponsor and the photographer. Students not in attendance the day of the scheduled photo shoot will not appear in the pictures.

SOCIAL MEDIA

Ralston High School recognizes the importance and power of social media. There are many ways social media can enhance the experience of participants in extracurricular activities. Ralston High School encourages the positive use of social media to promote students and activities.

The misuse of social media by students who participate in extracurricular activities is subject to consequences. Examples of misuse of social media includes but is not limited to the following list.

1. Making profane or disparaging remarks about another student or students, a staff member, a sponsor or coach, or someone in the community.
2. Bullying another student or students, a staff member, a sponsor or coach, or someone in the community.
3. Use of language that is profane, sexist, racist, or otherwise disparaging to a certain group of people.
4. Sending out inappropriate pictures.
5. Use of social media for purposes that are in violation of the law.
6. Any other use of social media that a reasonable person could consider harmful to someone or to a group of people.

If it is brought to the attention of the AD office that there has been misuse of social media by a participant in extracurricular activities, an investigation will ensue and decisions will be made regarding consequences in consultation with the head coach or sponsor and the high school administrative team. These consequences may include but are not limited to a warning, restricted practice time, restricted participation in events, suspension from participation, and removal from the team or activity. The previous list is not all-inclusive and are in addition to the policies of the coach or sponsor. A parent or guardian will be informed of any decision affecting a student's participation in extracurricular activities.

TOBACCO

Per school board policy, Ralston High School is a smoke free campus. The use of tobacco by anyone on campus is prohibited. The offending participant will visit with an administrator for school consequences. The participant will not be able to participate in any practices or contests during any suspension, and cannot practice, attend, or participate in any events the day of the possession or use. The student/athlete will be sent to the school nurse or counselor to follow his or her recommendations. The coach or sponsor may have additional consequences.

POSSESSION OR USE OF ALCOHOL AND/OR OTHER DRUGS

Student participants in extracurricular activities are subject to the student handbook and to the tobacco, drug, and alcohol policy contained therein. Students who participate in extracurricular activities are also subject to the athletic and activities portion of the handbook.

In-Season Procedures

~~Any student who participates in any extracurricular activities and is found through investigation by school administration to have been using, in possession of, and/or under the influence of alcohol, marijuana, unauthorized prescription or OTC drugs, or other illegal drugs including paraphernalia or look-a-likes either at school or at school related functions, whether they take place during the school day or at sporting events, dances, plays, intramural activities, or retreats held outside the school day, on or off campus may be suspended from extracurricular activities (both attending and participating) for a period of 19 school days. This suspension can be reduced to 9 school days upon completion of a district approved evaluation and treatment program at the expense of the student, parent, and/or guardian.~~

~~Any student who participates in any extracurricular activities and is found through investigation by school administration to have been using, in possession of, and/or under the influence of alcohol, marijuana, unauthorized prescription or OTC drugs, or other illegal drugs including paraphernalia or look-alikes off school grounds and not at a school sponsored event may be suspended from extracurricular activities (both attending and participating) for a period of 19 school days. This suspension can be reduced to 9 school days upon completion of a district approved evaluation and treatment program at the expense of the student, parent, and/or guardian.~~

Out of Season Procedures

~~Any student who participates in extracurricular activities but is not in season and is found through investigation by school administration to have been using, in possession of, and/or under the influence of alcohol, marijuana, unauthorized prescription or OTC drugs, or other illegal drugs including paraphernalia or look-alikes either at school or at school related functions, whether they take place during the school day or at sporting events, dances, plays, or retreats held outside the school day, on or off campus, or off school grounds and not at a school event may be suspended from extracurricular activities (both attending and participating) for a period of 19 school days. This suspension can be reduced to 9 school days upon completion of a district approved evaluation and treatment program at the expense of the student, parent, and/or guardian. In addition, the student, if not in season, will be suspended from two events (not including practices) once he or she joins any team, school sponsored club or NSAA sanctioned activity. This suspension will be reduced to one event if the student chooses to complete a district approved evaluation and treatment program. If the student fails to complete the NSAA sanctioned activity, or any other activity or club in it's entirety, the one or two day suspension will be in force for the next chosen activity.~~

~~Any student who participates in any extracurricular activities that has a second violation of the aforementioned drug and alcohol stipulations will be suspended from participating and attending extracurricular activities for one year.~~

~~Any coach, sponsor, assistant coach, coach's aide or volunteer who observes or has reason to believe that a violation of the student handbook's drug, and alcohol policy has occurred should report this to the head coach who then reports it to the activities director. The activities director will then investigate at his discretion.~~

Any student who is participating in or plans to participate in any extracurricular activity and has been cited by the police for or found through investigation by school administration to have been using, in possession of, and/or under the influence of alcohol, marijuana, unauthorized prescription or OTC drugs, or other illegal drugs including paraphernalia or look-a-likes either at school or at school related functions, whether they take place during the school day or at sporting events, dances, plays, intramural activities, or retreats held outside the school day, on or off campus will be suspended from attending and participating in extracurricular activities for a period that equates to 30% of each activities season that the student is currently participating in. If any activity includes competitions against other schools, the student is suspended from 30% of competitions instead of 30% of the season. This suspension can be reduced to 20% of the season or 20% of competitions if the student self-reports* and upon agreement to participate in a district approved evaluation and treatment program** at the expense of the student, parent, and/or guardian.

Any student who participates in any extracurricular activities and has been cited by the police for or found through investigation by school administration to have been using, in possession of, and/or under the influence of alcohol,

marijuana, unauthorized prescription or OTC drugs, or other illegal drugs including paraphernalia or look-alikes off school grounds and not at a school sponsored event may be suspended from attending and/or participating in extracurricular activities for a period that equates to 30% of each activities season that the student is currently participating in. If any activity includes competitions against other schools, the student is suspended from 30% of competitions. This suspension can be reduced to 20% of the season or 20% of competitions if the student self-reports* and upon agreement to participate in a district approved evaluation and treatment program** at the expense of the student, parent and/or guardian.

The determination of the length of season of an activity or the amount of contests to be missed will be determined by the activities director based on the schedules of the affected activities. The level of competition that the student would compete in will be considered in this determination. Any student under suspension cannot compete in any activity at an level during the duration of the suspension.

If there is less than 70% of the season left or less than 80% if the penalty is reduced, the consequences carry over to the next activity the student decides to participate in. If the student is not in an activity at the time that the administration determined there was a violation, the consequences start when the student decides to participate in an activity.

Suspension is only complete upon the successful completion of the season as verified by the coach/sponsor. Failure to complete the season results in the suspension starting over in the next activity in which the student participates.

*Self-report requires that the student report the violation within 24 hours to the student's coach/sponsor or to an administrator. If there is no school within 24 hours of the violation but there is practice or a competition the student must report the violation to the coach/sponsor or to an administrator on duty. If there is no school, practice, or competition within 24 hours of the violation the student must self-report at the next reasonable opportunity. All students are expected to be honest and forthright with school officials. In making a self-report, the student must identify the events that took place, location of the event, what conduct the student participated in and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why he/she should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

**The student must participate in the treatment program if recommended by the evaluation. If the student does not complete any recommended treatment program the consequence reverts to the 30% of the season or competitions length of suspension.

Procedures for Extracurricular Discipline*

The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference. a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate. b. The suspension may be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parent/guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. The student and parent or guardian may follow the due process procedures.

* The "blue card" procedures are outside of these procedures and information can be found in the "blue card" section.

SUBSEQUENT OFFENCES

A second offense of the drug and alcohol portion of the student handbook as it related to activities will result in a one year suspension from attending and participating in activities. A third offense and the student is suspended from attending and participating in activities until the end of the student's high school career.

DUE PROCESS

Students who participate in extracurricular activities and have their participation curtailed for violation of the code of conduct, attendance, behavior, breaking the drug and/or alcohol policy, or for any other reason have due process rights. Students who are suspended from extracurricular activities will have the reasons explained to them and their parent/guardian will be contacted with an explanation. Students held out of activities for the "F" or "Blue Card" policy will have their parent/guardian contacted by their coach or sponsor or the AD. Due process for activities will consist of the following process:

- ~~1. An appeal is made to the Activities Director;~~
 - ~~2. An appeal is made to the High School Principal;~~
 - ~~3. An appeal is made to the Superintendent of Schools.~~
-
1. An appeal is made to to the high school Principal. The Principal will inform the student and parent or guardian of the decision in writing within 3 school days.
 2. An appeal is made to the district Superintendent. The Superintendent inform the student and parent or guardian of the decision in writing within 3 school days.

All appeals must be in writing and within five days after the notice of consequences to the student and parent or guardian and within 5 days of subsequent decisions by school administrators.

FACILITY USAGE / ATHLETIC LOCKERS

Students may use the physical education/athletic areas after school only if a sponsor is present. Priority for facility usage will be given to organized extracurricular activities and/or classes at Ralston High School. Use of facilities should be arranged in advance through the activities director's office. No student is to be in the physical education areas or using school facilities without supervision.

Students who participate in sports will be checked out a locker and will be provided a lock for a fee of \$5. It is the athlete's responsibility to take care of the lock and locker. All clothing and equipment should be removed by the participant after each season. The Ralston School District is not responsible for lost or stolen articles or articles left in lockers after the season or school year is over. Students may not switch locks or lockers once they have been checked out without permission. Students are not to share lockers. Vandalizing or damaging school property will result in school consequences as well as consequences related to activities.

TEAM SELECTION

Head coaches and sponsors will make decisions regarding which students will be selected to participate in any given activity. The coach or sponsor will also make decisions as to what level each student will participant (freshman, reserve, junior varsity, varsity). If a coach or sponsor determines that a cut will be made, he or she will announce the process in advance of any tryouts. Any student who is cut from any activity will have the opportunity for an evaluation if requested. The head coach or sponsor will determine the evaluation process. Students not selected for an activity or sport will be given the opportunity to tryout for a another sport that season if so desired.

PLAYING TIME

The amount of playing time and/or participation in an an activity is determined by the coaching staff or sponsor of that activity. Playing time and participation is determined by a number of factors and is up to the discretion of the head coach or sponsor and assistants.

EQUIPMENT AND UNIFORMS

Any equipment supplied by the school district to participants in any extracurricular activities must be returned at the end of season. Students will be issued appropriate fines for any school property not returned. Students can also be fined for the damage or loss of any equipment and/or uniforms put in their charge. All fines must be paid or equipment (including uniforms) returned before a student is allowed to participate in any other activity or, in the case of a senior, before receiving a diploma. Participants are expected to take proper care of any equipment or uniform supplied by the district.

INCLEMENT WEATHER

If school must be canceled or dismissed early because of inclement weather, practices and contests will be postponed as a rule. Occasionally, weather and road conditions clear by early afternoon, if it is determined that athletes can travel safely, a varsity practice or contest may be held with permission from the athletic director in conjunction with the Superintendent or his designee. Certified staff members are directly responsible for all students under their supervision at any school-sponsored activity. When severe weather strikes, staff members will determine what action will be in the best interest concerning safety for their students. At away events when severe weather becomes a concern, coaches/sponsors along with bus drivers will determine the best course of action to be taken. Coaches/sponsors will make every effort to keep students, school officials and parents informed of any changes or deviations from the normal routine if weather dictates that such actions are necessary.

TRANSPORTATION

The District generally will provide transportation to away events. There are occasions where students are allowed to drive. Any student who drives must have a permission slip signed by a parent or guardian on file in the activity director's office prior to the event. Students who ride with other students must also have a permission slip signed by a parent or guardian in the AD's office prior to the event. Parents wishing to pick up students from school-sponsored activities may do so at any time. However, if return transportation is being provided and the student is not returning with the school group, coaches, sponsors, or school officials must be notified. No student will be released to anyone other than their parent or guardian, or an adult designated by the parent/guardian.

INSURANCE

The Ralston Public Schools provides no insurance coverage and is not responsible for any such expenses. It is the responsibility of the parents/guardians to provide adequate insurance to cover any medical expenses which may be incurred while a student is participating in a school sponsored activity. This insurance may be under a family coverage plan.

COMMUNICATION PROTOCOL

If a student and or parent has a concern the proper communication protocol will be followed:

1. Student participant meets with coach(es) to try to solve the issue;
2. If the problem still exists, the parent can email or call the coach to make an appointment for a meeting. The coach will inform the AD about the meeting and what the concern is.
3. If the student/parent still have a concern, the parent will then email or call the activities director to set up a meeting.
4. If a resolution to the issue is not obtained after meeting with the AD, the parent will call or email the Principal of the high school to meet.
5. If the situation is still not resolved, the parent can call the Central Office and request a meeting with the Superintendent or his or her designee.

Anonymous letters or other forms of anonymous communications involving a complaint or other issue sent to any coach or sponsor or any administrator may or may not be dealt with depending on the subject matter of the letter. The Ralston Public Schools strongly discourages the use of anonymous letters, or other forms of anonymous communication to express a complaint or other issue. The AD, Principal, Superintendent or his or her designee will not discuss playing time and will not talk about other players on the team.

SPECTATOR EXPECTATIONS

Ralston parents, families, and fans are expected to display good sportsmanship at home and away events. Encourage our team and your athlete, respect the opponents and their fans, accept the decisions of the officials, and accept

the outcome. Fans who behave in a manner inconsistent with good sportsmanship by berating officials, making disparaging comments about anyone, or engage in behavior that may put others at harm may be asked to leave the event and could be banned and barred from Ralston Public School property. All parents/guardians, families, and fans are asked to cooperate with on-site supervisors who may include Ralston administrators, staff, and/or coaches. Law enforcement will be called if deemed necessary by on-site supervisors.

ATHLETIC AWARDS

The following is a list of the different athletic awards presented to the athletes at Ralston High School:

Dozen Award

An award presented to any senior who participates in three sports a year for all four years. The student athlete must finish each sport in good standing (athletes who quit or are removed from a sport for disciplinary reasons are not eligible).

Athlete of the Year Award

An award presented to one male and one female athlete at the end of each school year who meet certain criteria in addition to showing superior athletic ability. Students are nominated by head coaches and chosen by a vote of head coaches. The criteria for the athlete of the year award include being a junior or senior, displaying superior ability in athletics, and not being suspended from sports or school during the year of selection. Other possible considerations include attendance at school, behavior at school and events, character, support of Ralston High School.

Spirit Athlete Award

Given to one male and one female athlete at the end of each school year who have demonstrated quality leadership and support of his or her activity and has shown support for other activities at RHS. Students are nominated and voted on by head coaches. Nominees must be seniors and cannot have had a suspension from school or extracurricular activities during the year of selection. Other considerations are attendance at school, behavior at school, character, and support of Ralston High School in general.

School Letters

Lettering in any school activity is based on the criteria set up by each individual head coach or sponsor. The only requirement from the AD office is that the student finish the season in good standing (the participant has not been removed from the team or quit).

Ralston Wall of Fame

Athletes recognized in the Ralston Wall of Fame must meet at least one of the following criteria:

- Win an individual or team state championship in state competition sponsored by the Nebraska Schools Activities Association;
- Be selected 1st team class A/B by either the *Omaha World-Herald* or *Lincoln Journal Star*;
- Be selected as a male/female athlete of the year
- Be selected as a male/female spirit athlete of the year;
- Set an individual school record in any activity.

Awards Night Ceremonies

At the discretion of the coaches/sponsors, an awards ceremony may be organized to recognize students for their achievements following their season. Coaches and parent representatives will pick a night, format, and location for this ceremony. Coaches will present letters, certificates, etc.

The dozen awards, athlete of the year awards, and spirit awards are given at the Senior or Underclass awards ceremonies.

NCAA CLEARINGHOUSE

The National Collegiate Athletic Association (NCAA) has established guidelines that Division I and II member schools must follow before awarding scholarships and granting eligibility to high school students who wish to compete as freshmen on college athletic teams after completion of high school. THE CLASS OF 2017 MUST BE AWARE OF NCAA REGULATIONS! Student athletes who wish to participate in NCAA Division I or Division II sports MUST BE CERTIFIED by the NCAA initial-Eligibility Clearinghouse which will analyze your academic information to determine if you meet NCAA initial eligibility requirements. The three steps for being certified are clearly explained online at www.ncaaclearinghouse.net.

Students who have questions should see guidance office regarding items such as whether a college is a Division I or II institution in the sport in which they are interested. Students interested in participating in athletics at NCAA Division III colleges, or NAIA colleges should obtain the appropriate athletic guidelines that pertain to these institutions.

CONCUSSION AWARENESS

Pursuant to Nebraska Statute 71-9104 (The Nebraska Concussion Awareness Act) the following information is provided to students, parents, and/or guardians.

Heads Up: Concussion in High School and Middle School Sports A Fact Sheet for Parents

What is a concussion?

A concussion is a brain injury. concussions are caused by a bump, blow, or jolt to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even a “ding” or a bump on the head can be serious.

What are the signs and symptoms of concussion?

You can't see a concussion. signs and symptoms of concussion can show up right after the injury or can take days or weeks to appear. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

Signs Observed by Coaching Staff	Signs Reported by Athlete	Signs Observed by Parent(s)
Appears dazed or stunned	Headache	Appears dazed or stunned
Is confused about assignment	Nausea	Appears confused
Forgets plays	Balance problems or dizziness	Forgets known items
Is unsure of game, score, or opponent	Double or fuzzy vision	Is unsure of name, usual surroundings
Moves clumsily	Sensitive to light or noise	Moves clumsily
Answers questions slowly	feeling sluggish	Answers questions slowly
Loses consciousness	Feeling foggy or groggy	Loses consciousness
Show behavior or personality changes	Concentration of memory problems	Shows behavior or personality changes
Can't recall events prior to hit on the head	Confusion	Can't recall events prior to hit on the head
Can't recall events after the hit on the head		Can't recall events after the hit on the head

What should you do if you think your child has a concussion?

1. Seek medical attention right away. A health care professional will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
2. Keep your child out of play. Concussions take time to heal. Don't let your child return to play until a health care professional says it's OK. Athletes who return to play too soon -- when the brain is still healing -- risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
3. Tell all of your child's coaches and the school athletic trainer about any recent concussion. Coaches should know if your child had a recent concussion in ANY sport. Your child's coaches may not know about a concussion your child received in another sport or activity unless you tell them. Knowing about the concussion will allow the coach to keep your child from activities that could result in another concussion.
4. Remind your child. It's better to miss one game than the whole season.

WHEN IN DOUBT, SIT THEM OUT!

Heads Up: Concussion in High School and Middle School Sports • A Fact Sheet for Student-Athletes

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head.
- Can change the way your brain normally works.
- Can range from mild to severe.
- Can occur during practices or games in any sport.
- Can happen even if you haven't been knocked out.
- Can be serious even if you're just "dinged" or had your "bell rung"

How can I prevent a concussion?

- It's different for every sport. But there are steps you can take to protect yourself from concussion: Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Use proper sports equipment, including personal protection equipment. In order for the equipment to protect you, it must: 1. Be appropriate for the game, position, and activity. 2. Be well maintained. 3. Properly fitted. 4. Used every time you play.

How do I know if I've had a concussion?

- You can't see a concussion, but you might notice some of the symptoms right away. Pay attention to how you are feeling after any bump, blow, or jolt to the head.
- If you notice any of the symptoms, tell your parents, coach, and school athletic trainer right away.
- Other symptoms of a concussion can show up days or weeks after the injury.
- It's best to see a healthcare professional if you think you might have a concussion. An undiagnosed concussion can affect your ability to do schoolwork, other everyday activities, as well as your athletic play. An undiagnosed concussion also raised your risk for additional, serious injury.

What are the symptoms of a concussion?

- Nausea (feeling like you might vomit)
- Balance problems or dizziness.
- Double or fuzzy vision
- Sensitivity to light or noise
- Headache
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems (such as forgetting plays)
- Confusion

What should I do if I think I have a concussion?

- Tell your coaches, parents, and school athletic trainer
- Never ignore a bump, blow, or jolt to the head
- Get a medical check-up. A health care professional can tell you if you have had a concussion and when you are OK to return to play.
- Give yourself time to recover. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause permanent brain damage, and even death in rare cases. Severe brain damage can change your whole life.
- Tell your coaches and the school athletic trainer if one of your teammates might have a concussion.

As a reminder, always report any injury to your coach and school athletic trainer right away. It's better to miss one game than the whole season. Take care of yourself and enjoy your participation in athletics. When in doubt, sit them out!

MISCELLANEOUS RIGHTS AND RESPONSIBILITIES

ACCIDENT INSURANCE

All students are given the opportunity to participate in a group accident insurance plan provided by an independent carrier. The fee is nominal and covers an accident en route to and from school, on school grounds, during school sponsored events, and intramural and interscholastic athletics except football. All students participating in athletics are required to have accident insurance (either a family policy or the school's plan) or sign a responsibility waiver. Football insurance is available at a higher cost. The Ralston School District is not liable for injuries to students, nor can they pay the medical costs for accidents that occur in athletic contests, on school premises, at school activities, or on the way to and from school.

EXPEDITED APPEALS PROCEDURE

Effective procedures will be developed, including an expedited appeals procedure, by which concerned parents, students, teachers, and area residents will be able to directly participate in local decisions that impact programs offered under this act.

INTERROGATIONS AND SEARCHES

School officials will respect the privacy of students pursuant to the provisions of law, and the policies of the school district.

1. Law enforcement representatives wishing to interrogate students at schools must show proper credentials.
2. Law enforcement representatives shall not interrogate a student on school premises unless it is an extraordinary matter in scope that necessitates the questioning of the student on school premises. In such a case, the principal or designated school representative shall be present during the interrogation.
3. School authorities shall make reasonable attempt to contact students' parents or guardians before interrogation is permitted.

School representatives may search lockers, personal belongings, and vehicles that students drive to school when there is reasonable cause to do so. This includes, but is not limited to, clothes, book bags, purses, books, and gym bags.

The district superintendent or designee may authorize the use of a canine trained in the detection of narcotics, explosives or any other contraband at any time.

The district superintendent or designee may authorize the use of preliminary breath tests (or alcohol sensors) on school property and/or school sponsored activities.

PARENTAL/GUARDIAN INVOLVEMENT IN EDUCATIONAL PRACTICES

The Ralston Public School District recognizes the importance of parental/guardian involvement in the education of children.

Parental/Guardian Review of Textbooks and Other Materials

The District will provide access to textbooks and other curriculum materials used in Ralston Schools. (Ref. Board Policy KLB)

1. Textbooks may be checked out by parents/guardians for review. Other curriculum materials, including video and audio recordings and teacher manuals, can be reviewed by parents/guardians within a time frame which does not disrupt the instructional process. Requests should be made to the teacher or the building principal.
2. If parents/guardians object to textbooks or other materials used in the district, they may file a written request with the building principal to request that these textbooks or other materials be reviewed by a committee of teachers and parents/guardians.

Parental/Guardian Attendance at Courses, Assemblies, Counseling Sessions, and Other Instructional Activities

Parents/guardians are always welcome in the buildings, but they must check in at the office at the time of arrival. (Ref. Board Policy KK)

1. Parents/guardians are invited to make appointments with the teacher or building principal to attend and observe classes, assemblies, and other instructional activities.
2. School counseling service providers are bound by law to notify parents/guardians if there is danger to the student, danger to others, or involvement in illegal activities. Parents/guardians will be notified of on-going counseling sessions. Permission to attend counseling sessions may be granted to parents/guardians by the principal after consultation with the student's counselor.

Parental/Guardian Option to Remove From Classroom Instruction and Other School Experiences

Building principals may excuse a student from specific classroom instruction and other school experiences through a written request by the student's parents/guardians when they object on political, moral or religious grounds. Alternative assignments of comparable effort may be provided for the student by the school.

Parental/Guardian Access to Student Records

Parents/Guardians may review their child's files and records at any time. The building principal is responsible for maintaining and protecting the privacy of such files. Outside agencies, such as, but not limited to, physicians, probation officers, psychologists, child guidance clinics, and other reputable agencies who are working with the child, may access these files with parental/guardian consent or by court order. (Ref. Board Policy JO)

Parental/Guardian Notification of Student Surveys

All internal surveys which are intended to gather information from students in the district will be approved by the building principal prior to being made available to students. Student participation in surveys is voluntary.

All surveys from external sources will be approved by the Superintendent. Student participation in surveys is voluntary. Parents/guardians will be notified in writing prior to school district participation in surveys by students and may restrict their child from participating in any survey through written request. (Legal reference: 79-531, 79-532)

Notice of Parental/Guardian Rights

The Family Education Rights and Privacy Act and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents/guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children.

Directory information is information from an education record of a student which would not generally be considered harmful or, if it were disclosed, an invasion of privacy. For example, an athletic program which lists the names of team members, their heights and/or weights and an academic program which lists the names of students receiving academic awards both contain directory information. Directory information includes the following information about a student:

Name	Awards and recognition received
Address (School Directory only)	Career Interest
Current School	Participation in activities and sports
Grade Level	Weight and height of members of athletic teams
Picture	

By federal and state law, schools may release directory information **unless a student's parents/ guardians file a written objection.**

The Ralston Public Schools has defined directory information **for media purposes.**

Several times during the school year, local media (TV, radio, newspaper, etc.) visit Ralston schools for newsworthy items, school happenings, holidays, local interest items and interview/photograph students for newspaper articles, TV news items, and promos. Media events are considered directory information.

The Ralston Public Schools has defined directory information for the use of the Web.

All Ralston schools and district Internet Web pages are considered directory information. Internet Web pages (schools and district) may contain **pictures** (only group with no names) and **names of students** (only first names and grade level for grades K-6, and first name and last initial and grade level for grades 7-12).

Internal/External use of information. Whatever choice you make, the school district will be able to use this directory information for internal school purposes and to share it with other educational institutions and professionals in accordance with law. Please refer to this student handbook referencing Parental/Guardian Access to Student Records (Ref. Board Policy JOA). If you disagree with the way directory information may be used, please submit in writing the specific category of directory information you wish to prohibit. You should mail all requests to Ralston Public Schools, attn: Jennifer Ludes, 8545 Park Drive, Ralston, NE 68127. The letter should be postmarked by August 31, of the academic year.

VISITORS TO SCHOOL

The Board of Education and staff of the District welcome visits to the schools. Such visitations will be governed by those rules and regulations established by the district to provide a safe environment.

- I. In accordance with building and District safety procedures, parents/guardians, students, and others may visit schools. These visits shall be in compliance with all building and District safety guidelines. The principal or appropriate Central Office administrator authorizing the visits shall consider the following
 - A. Disruption to the educational environment;
 - B. Distraction to students and staff;
 - C. Confidentiality for students and staff;
 - D. Safety of students and staff.
- II. Parent/Guardians
 - A. Parents wishing to attend and monitor courses, counseling sessions, and other instructional activities, must obtain prior approval of the appropriate teacher, counselor, or administrator as defined by the building handbook.
 - B. Parents attending or monitoring courses with prior approval who, by their conduct or presence, interfere with the educational process or constitute an interference with school purposes, will be asked to leave.
 - C. Parents attending building assemblies, building activities, classroom activities/parties during school hours will sign in at the office in accordance with building procedures.
 - D. Unless otherwise restricted by law or court order, parents/guardians may visit their child's class.
 - E. All visitors will report to the school office.
- III. Visitation by Students
 - A. Visits by students from other school districts or buildings must be cleared through the building principal. If approval is given, a visitor's pass will be issued.
 - B. Children below legal school age wishing to visit the school must be accompanied by their parent or guardian
 - C. Non-students (graduates, etc.) will not be allowed to visit in a building without special permission from the building principal.
- IV. Program Visitation
 - A. Persons wishing to visit schools for the purpose of viewing new programs, organizational patterns, facilities, etc. must obtain clearance from the appropriate Central Office administrator.

STUDENT FEES, FINES AND CHARGES

PART ONE:

The district's general policy is to provide for instruction in accordance with the Nebraska State Constitution. The district offers some activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction and as such may require additional expenditures which are properly borne by students as a separate charge. Such

charges shall be kept to a minimum to maintain the activity, program or service. Students qualifying under part 3 of this policy may receive a fee waiver. No fees, materials, specialized or non-specialized attire or equipment shall be required of students except as expressly permitted below.

A. Extracurricular activities and spectator events: A fee will be charged for participation in extracurricular activities and to spectators of extracurricular activities. Each school building shall annually submit its extracurricular fee list to the District for approval and publication in that school's handbook.

1. Fees may be charged for participation in extracurricular activities. Extracurricular activities are those activities or organizations where student participation is voluntary and does not count toward graduation or advancement between grades.
2. Schools may require students to furnish specialized equipment and attire, or pay a reasonable fee for use of district owned equipment and attire, for participation in extracurricular activities including such activities as extracurricular music.
3. Clubs, teams and organizations for which there may be a fee required for participation may also, as a club, team or organization, decide to make purchases, and may fundraiser and/or seek donations according to district policy to assist in the funding of such purchases, which may include, but are not limited to, apparel and trips. The decision of an organization to require members to participate in fundraising or otherwise fund purchases is not a fee charged by the District.
4. Fees may be charged for admission to activities and events which occur at the facilities of Ralston Public Schools and for transportation to and from activities and events which occur at other schools, when those activities do not count toward graduation or advancement between grades and when student participation is voluntary.
5. A school may sell an activity ticket that admits students to activities and events that do not count toward graduation or advancement between grades.
6. Field trip fees may only be charged if participation by the student is voluntary and it does not relate to the required curriculum or if the field trip occurs after school hours and does not count toward school attendance.

B. Minor personal consumable items: The district may require students to be responsible for the purchase of minor consumable items that are used by the student for extracurricular activities. The District will establish a master list of those items, which are considered minor personal consumable items, which may be required. Each school building shall choose those items on the list, which it will require of students attending the school. No item, which is not on the District's master list, will be required. Each school shall annually submit its list of required personal consumable items to the district for approval and publication in that school's handbook.

C. School Store: The District authorizes the operation of school stores in which students may purchase food, beverages and personal or consumable items. A school store need not have a permanent physical presence and may provide order forms for students to voluntarily purchase items from the school or another vendor. School stores may stock required personal and consumable items and make such items available to students for voluntary purchase. Schools may not require students to purchase an item directly from the school store.

D. Clothing: In addition to school guidelines about general appropriateness of attire, school buildings may require students to furnish and wear non-specialized clothing meeting general guidelines for the specified courses and activities, if the guidelines are reasonably related to the course. Each school's clothing guidelines shall be submitted to the District for approval and publication into the student handbook.

E. Musical Instruments: Students who take an elective band course shall be required to supply their own instrument or rent an instrument except those students who qualify under part 3 of this policy. For those students qualifying under part 3 the District shall not be required to provide for the use of a particular type of musical instrument for any student. The District shall supply the music for such courses.

1. Personal supplies related to musical instruments including, but not limited to, items such as reeds, cork lubricant, pipe cleaners, cleaning cloths and other supplies of general upkeep and considered personal consumable items shall be the responsibility of the student.
2. Schools may require students to furnish their own musical instruments, stands, music and specialized attire for participation in extracurricular music organizations and activities.

F. Lost or damaged school property: A school may require a student to reimburse the school district for repair or replacement of school district property, which is entrusted to the student and is lost or damaged, as well as property of the district damaged through the acts of a student. The Board of Education authorizes assessment of fines for damaged, lost or overdue books purchased by the district and loaned to students free of charge.

G. Donations: The District may request donations of money, materials, equipment or attire to help defray costs of educational programs. The request for donations will clearly indicate the request as a donation and not a requirement.

H. Parking: Students may be required to pay to park their cars on school property. The district shall annually determine the amount to be charged for parking and publish it in the student handbook.

I. Yearbook, class rings and other optional purchases: Students may be charged for the purchase of items such as yearbooks, class rings, class sweatshirts, graduation announcements and other such voluntary purchases.

J. Graduation attire: Students may be required to pay the necessary fee to cover the cost of graduation attire required to participate in graduation ceremonies.

K. Food: Students may be charged a fee for the purchase of breakfast and/or lunch. Students may be charged for the cost of food, beverages, and the like that students purchase from a school store, a vending machine, a booster club or similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

L. Summer school: The District may annually set fees for student participation in classes offered during the summer. Any and all fees collected pursuant to this subsection shall be deposited into, and expended from, the Student Fee Fund.

M. Night school/Adult education: The District may annually set fee for student participation in classes offered to students taking classes through the district's night school/audit education program. Any and all fees collected pursuant to this subsection shall be deposited into, and expended from, the Student Fee Fund.

M. Post Secondary education costs: A student may be charged the actual tuition and fees associated with obtaining credits from a post-secondary educational institution when a student receives both high school credit and post-secondary education credit from a course being taken as part of an approved accelerated or differentiated curriculum program. Any and all fees collected pursuant to this subsection shall be deposited into, and expended from, the Student Fee Fund unless paid directly to the post-secondary educational institution.

N. Student files and records: Fees may be charged for copies of student files or records. Parents of students have the right to inspect and review the student's' file or records without the payment of a fee, and no fee shall be charged to search for or retrieve any student's files or records.

PART TWO:

Student Fee Fund

Fees that are charged to students pursuant to PART ONE, subsections A.1, A.2, L, M, and N shall be deposited into the Student Fee Fund and expended for the purpose for which they were collected from students.

PART THREE:

Waiver of Student Fees

Fees that are charged pursuant to PART ONE, subsections A and E shall be waived for students who qualify for participation in the free or reduced-price lunch program under United States Department of Agriculture child nutrition programs. Actual participation in the free and reduced-price lunch program is not required to qualify for waivers in this section. All students shall be provided forms at the beginning of each school year, upon enrollment in the District, or at the request of the student, which provide the necessary information and permit the District to use this information to determine eligibility for fee waiver. Criteria for fee waiver will be the same as the criteria for participation in the free and reduced-lunch program. Application forms for fee waivers are available from each building Principal. Once the school district has received a student's completed fee waiver application form, and has verified the student's eligibility, waiver of the fee shall be granted for the student. The District is not obligated to provide any particular type or quality of equipment or other material to eligible students.

RALSTON HIGH SCHOOL FEE LIST

Fees Not to Exceed:

Extracurricular Activity Fee: \$40.00 includes activity ticket

~~Transcripts: \$5.00~~

~~Summer School: \$175 resident~~, \$225 non-resident.

~~Night School: \$300 maximum per class.~~

Breakfast Prices: \$2.50 Reduced: \$0.30

Lunch Prices: Main \$2.80, Reduced Lunch: \$0.40

Milk 8 oz: \$0.50 Orange Juice 4 oz: \$0.50

Replacement School ID : \$5.00

~~Temporary School ID: \$1.00 Per occurrence~~

Lost/Damaged library and/or classroom textbook: replacement cost

Lost/Damaged clothing/equipment: replacement cost

Required clothing for classes and extracurricular activities

Gym Shorts and Cotton T-shirt

Undergarments

Swimsuit (PE and swimming)

Towel (PE and swimming)

Rubber soled athletic shoes

Socks

FCS (Year 2 & 3): white shirt, black pants, black shoes, and socks

Medical Technology 1 & 2: Lab Coat and Scrubs

Specialized Equipment or Clothing

Shoes appropriate for the activity.

Undergarments appropriate for the activity.

Gym Shorts and Cotton T-shirt

Athletic socks

Golf clubs, practice golf balls, tees.

Baseball glove / softball glove, bat(s)

Tennis racket

Soccer shin guards

Choir: \$350 for competition shirt, pants, ties, dress, shoes and stockings.

Optional Fees -Not Required

Ralston High School Activity Ticket-\$40.00

~~Physicals for Sports-\$50.00~~

~~Ralston High School Yearbook-\$75.00~~

Parking-\$5.00

~~Graduation attire-\$50.00~~

~~Student Picture Packages-\$15-\$25~~

~~Team Picture Packages-\$15-\$25~~

Cheer and Pom Uniforms: ~~\$1000~~-\$1200.00

Books and materials for personal ownership

Printed clothing

Extracurricular activities admission – Maximum \$25.00 per event

Extracurricular activities travel fee – Not to exceed ~~\$4800~~ ~~\$3500~~ per event

Certification (Optional to student)

Red Cross Lifeguard certification: \$75.00

Donations / Fundraising

As approved by Superintendent or designee.

CODE: JDA

Anti-Bullying Prevention and Positive Student Behavior

Bullying Prohibited. Bullying disrupts a school's ability to educate students, threatens public safety by creating an atmosphere in which such behavior can escalate into violence.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities, which educate students about bullying and bullying prevention.

Bullying Defined. Bullying means any intentionally hostile or offensive verbal, written, graphic, demonstrative, electronic, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, oppressing, or adversely controlling the student, and that is disruptive of the educational process, or any ongoing pattern of physical, verbal, written, graphic, demonstrative, or electronic abuse, on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events. This may include, but is not limited to, verbal, graphic, written, or electronic activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing, or physical or demonstrative activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, tripping, and damaging clothing.

AHERA NOTIFICATION

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, since as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Ralston Public Schools has conducted a re inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last reinspection conducted on January 22, 2013 all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place. Ralston Public Schools developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

The following buildings contain no asbestos-containing building materials; therefore, no operations and maintenance programs or future inspections are required: Ralston Middle School. During the past year, asbestos containing building

materials have been removed, encapsulated, or enclosed in the following buildings: Mockingbird kitchen storage. During the next year, we plan to conduct the following asbestos related activities at the following school buildings removal of kitchen storage room floor tile at Mockingbird Elementary.

It is the intention of Ralston Public School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in school district administrative office or administrative office of the school during regular business hours. Pat Flinn is our designed asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to 402-898-3460.

HOMELESS CHILDREN AND YOUTH

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Dianne Young who may be contacted at 402-898-3441.

PROTECTION OF STUDENT RIGHTS

Ralston Public Schools respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA) and Federal Legislation Act. The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as follows: First Semester. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

STAFF QUALIFICATIONS

Federal Legislation Act gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, the school district will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.

3. The teacher's baccalaureate degree and major. Parents may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

Upon request, the school district will inform parents whether their child is being provided services by a paraprofessional and, if so, the paraprofessional's qualifications. The request for such information should be made to the appropriate building administrator.

The school district will provide timely notice to parents if their child has been assigned to, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Federal Legislation Act.

Notice to Parents

As a parent of a student in Ralston you have the right to know the professional qualifications of the classroom teacher who instructs your child or if there will be a change in staff for more than four weeks of student contact days. Under the Every Student Succeeds Act, federal law allows you to request certain information about your student's classroom teacher. The law also requires the district to give you this information in a timely manner upon request. Listed below is the information about which you have the right to know:

- *Whether the Nebraska Department of Education (NDE) licensed or endorsed your student's teacher for the grades and subjects taught.*
- *Whether NDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.*
- *The teacher's college major; whether the teacher has any advanced degrees, and if so, the subject of the degrees. Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.*

Please contact the if you would like to receive any of this information at 402-331-4700.

FERPA Notification

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520



Elementary
Student & Parent Handbook
2017-2018

BOARD OF EDUCATION

Tresha Rodgers, President
Linda Richards, Vice President
Deb Gerch, Secretary
Mike Overkamp, Treasurer
Jay Irwin, Member
Heather Johnson, Member

DISTRICT ADMINISTRATORS

Dr. Mark Adler – Superintendent
Dr. Mike Rupprecht – Executive Director of Human Resources
Mr. Jason Buckingham – Executive Director of Fiscal Affairs
Mrs. Melissa Stolley – Director of Student Services
Dr. Tiffanie Welte – Director of Secondary Education
Mrs. Cecilia Wilken – Director of Elementary Education
Mrs. Diane L. Meyer - Director of Suburban Schools’/Metro Regional Program

Building	Administrator	Address	Phone
Blumfield Elementary	Mr. Peyton Lewis	10310 Mockingbird Drive	402.331.0891
Karen Western Elementary	Dr. Josh Wilken	6224 ‘H’ Street	402.731.7477
Meadows Elementary	Ms. Lisa Schroeder	9225 Berry Street	402.339.6655
Mockingbird Elementary	Mr. Brian Ferguson	5100 South 93rd Street	402.331.6954
Seymour Elementary	Ms. Jody Blessen	4900 South 79th Street	402.331.0540
Wildewood Elementary	Dr. Heather Nebesniak	8071 Ralston Avenue	402.331.6475

This document has been electronically translated into Spanish and there may be some minor errors in grammar.
If you have any questions about this document, call the Spanish hotline at 402.898.3454.

INDEX

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

RALSTON PUBLIC SCHOOLS
Elementary Student & Parent Handbook

<u>Page</u>	
Absence procedures	8
Bicycle rules	21
Board of education policies	5
Breakfast/lunch program	10-11
Care of school property	11
Cell phones	15-16
Change of residence/phone number	12
Child find notice	6
Class treats/gifts/flowers/party invitations	12
Communicable diseases	17
Complaint regarding printed materials	12
Compulsory attendance and excessive absenteeism	8-9
Connect 5 phone communication	7
Dress code	23-24
Emergency care of a student	17
Entrance age	7
Extended day care program (Lil' Rams)	12
Field trips	7
First aid	17
General conduct of students	23
Illegal substances	24
Immunizations	17-18
Inclement weather – School closing/considerations	9
Instructional materials and activities	14
Intramural activities	13
Leaving before the end of the day	9-10
Lost clothing	13
Lunch room behavior	11
Medication	18
AdvancED accreditation	5
Notice of non-discrimination	5
Notice of parental rights	4
Online grading site	15
Parental/Guardian involvement in educational practices	14
Parent concern procedures	13
Parent-Teacher conferences	14
Animals on School Grounds	14
Physical examinations	18
Placement of students in classes	14
Prekindergarten	20
Progress reports	15
Ralston Public Schools Purpose statement	5
Ralston Public Schools Direction statement	5

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

RALSTON PUBLIC SCHOOLS
Elementary Student & Parent Handbook

Ralston's educational beliefs	5
Records available for review	15
Release of student to non-custodial parent	10
Right to notice	23
Safety	20
Safety drills	21
School bus/van rules and regulations	25
School publications	15
Skateboards/scooters	21
Sports equipment	21
Student assistance teams	21-22
Student conduct	22-23
Student fees, fines and charges	15
Student internet and computer use	25
Summary of communicable diseases and contagious conditions	19-20
Telephone messages	16
Time of arrival	16
Toys	21
Transfer or withdrawal from school	10
Use of tobacco products	24
Valuables	16
Visitors to school	6-7
Within district transfers of students	10
Weapons in the schools	24

APPENDIX

Nebraska compulsory attendance law	25
Grievance procedure for discrimination claims	25-26
Standards and benchmarks for parent involvement	26-27
Parent/Guardian involvement in educational practices	28-30
Student fees, fines & charges	30-32
Elementary fee list	32-33
Student internet and computer access	33-35
Student discipline	35-43
Technology in Ralston Elementary & Middle Schools	44-46
Notice to parents – Professional qualifications	46
Title I: School-Parent-Child Compact	47

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

NOTICE OF PARENTAL RIGHTS

The Family Education Rights and Privacy Act and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children.

Directory information is information from an education record of a student which would not generally be considered harmful or, if it were disclosed, an invasion of privacy. For example, an athletic program, which lists the names of team members, their heights and/or weights, and an academic program which lists the names of students receiving academic awards both contain directory information. Directory information includes the following information about a student:

Name	Awards and recognition received
Address (School Directory only)	Career Interest
Current School	Participation in activities and sports
Grade Level	Picture
Weight and height of members of athletic teams	

By federal and state law, schools may release directory information unless a student's parents or guardians file a written objection.

The Ralston Public Schools has defined directory information for media purposes.

Several times during the school year, local media (TV, radio, newspaper, etc.) visit Ralston schools for newsworthy items, school happenings, holidays, local interest items and interview/photograph students for newspaper articles, TV news items, and promos. Media events are considered directory information.

The Ralston Public Schools has defined directory information for the use of the Web (www.ralstonschools.org).

All Ralston schools and district Internet Web pages are considered directory information. Internet Web pages (schools and district) may contain pictures (only group with no names) and names of students (only first names and grade level for grades K-6, and first name and last initial and grade level for grades 7-12).

Internal/External use of information: Whatever choice you make, the school district will be able to use this directory information for internal school purposes and to share it with other educational institutions and professionals in accordance with law. Please refer to this student handbook referencing Parental/Guardian Access to Student Records and Routine Directory Information (Policies **5016 and 5017**). If you disagree with the way directory information may be used, please submit in writing the specific category of directory information you wish to prohibit. You should mail all requests to Ralston Public Schools, attn: Jennifer Ludes, 8545 Park Drive, Omaha, NE 68127. The letter should be postmarked by the 1st of September of the current school year.

RALSTON PUBLIC SCHOOLS PURPOSE STATEMENT

A community dedicated to achieving excellence through purposeful instruction and nurturing a climate of hope.

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

RALSTON PUBLIC SCHOOLS DIRECTION STATEMENT

Cultivating resilient citizens prepared for the diverse demands of the future.

THE RALSTON PUBLIC SCHOOLS BELIEVES...

- An educational process is a partnership involving the school, the family, the student, and the community
- Students learn best when they are actively engaged in the learning process
- All students can learn
- Students learn best when schools maintain high expectations for learning
- The foremost responsibility of any educational organization is the student
- The essence of education is the ability to develop lifelong learners to deal responsibly with choice in a changing world

AdvancED ACCREDITATION

The Ralston Public School District has achieved AdvancED district accreditation.

BOARD OF EDUCATION POLICIES

Board of Education policies can be accessed on the district website: www.ralstonschools.org.

NOTICE OF NON-DISCRIMINATION

Ralston Public Schools does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status, or based on such protected classes, in admission or access to, or treatment of employment or educational programs and activities. Any person having information or inquiries regarding any such discrimination is directed to contact the Superintendent of Schools, in writing at 8545 Park Drive, Ralston, NE 68127 or by telephone at (402) 331-4700. Any person may also contact the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599, regarding complaints of discrimination based on race, color, national origin, gender, age, disability as well as complaints concerning the denial of access or other discrimination against Boy Scouts or other youth groups.

CHILD FIND NOTICE

Ralston Public Schools has an ongoing goal of locating and identifying all children, birth through age 21, who have special needs. The district will provide any child or youth who has a disability an appropriate public education at no cost to the parents of the child. Children or youth with disabilities are those who have hearing impairments, vision impairments, behavioral disorders, deafness, blindness, health impairments, specific learning disabilities, mental disabilities, autism, or traumatic brain injuries. In addition, children and youth with any disability which substantially limits a major life activity may receive modifications to allow them access to an appropriate education (Section 504 of the Rehabilitation Act, as amended).

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

The Ralston Public Schools requests your help in locating children and youth with disabilities who are eligible to benefit from Special Education. If you know of a child or youth who is a resident of the District, who may have a disability and is not receiving needed services, please contact the Director of Student Services, 8545 Park Drive, Ralston, NE 68127.

VISITORS TO THE SCHOOL

The Board of Education and staff of the District welcome visits to the schools. Such visitations will be governed by those rules and regulations established by the district to provide a safe environment.

- I. In accordance with building and District safety procedures, parents/guardians/patrons, students, and others may visit schools. These visits shall be in compliance with all building and District safety guidelines. The principal or appropriate Central Office administrator authorizing the visits shall consider the following:
 - a. Disruption to the educational environment;
 - b. Distraction to students and staff;
 - c. Confidentiality of students and staff;
 - d. Safety of students and staff.
- II. Parent/Guardians/Patrons
 - a. Parents/Guardians wishing to attend and monitor courses, counseling sessions, and other instructional activities, must obtain prior approval of the appropriate teacher, counselor, or administrator.
 - b. Parents/Guardians attending or monitoring courses with prior approval who, by their conduct or presence, interfere with the educational process or constitute an interference with school purposes, will be asked to leave.
 - c. Parents/Guardians/Patrons attending building assemblies, building activities, classroom activities/parties during school hours will sign in at the office in accordance with building procedures.
 - d. Unless otherwise restricted by law or court order, parents/guardians may visit their child's class for a segment of time that does not interfere with the educational process.
 - e. All visitors will report to the school office upon arrival and departure.
- III. Visitation by Students
 - a. Visits by students from other school districts or buildings must be cleared through the building principal. If approval is given, a visitor's pass will be issued.
 - b. Children below legal school age wishing to visit the school must be accompanied by their parent or guardian.
- IV. Program Visitations
 - a. Persons wishing to visit schools for the purpose of viewing new programs, organizational patterns, facilities, etc. must obtain clearance from the appropriate Central Office administrator.

CONNECT 5 PHONE COMMUNICATION

To insure effective and timely communication between our school district, its staff, and school patrons, Ralston Public Schools has implemented the use of the Connect 5 technology system. This method of messaging will be used by our school district to announce or remind our students and parents/guardians about important

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

upcoming events. Also, it can serve as an information system to communicate student absences, school cancellations due to inclement weather, and crisis situations that may arise. Messages come in the form of a pre-recorded phone call, and in other cases, will be accompanied by an email. Connect 5 will provide an opportunity for communication between school and home.

FIELD TRIPS

Students in prekindergarten through sixth grade will have the opportunity to participate in field trips throughout their educational experience. Information about specific field trips where students leave the building will be sent home to parents and guardians prior to the field trip. This includes transportation to other buildings for school-related events (e.g. concerts, orientation, etc.). Parents/guardians will electronically sign a permission slip as part of the student information verification process completed annually.

On field trips, parents are not typically able to ride the bus due to the limited amount of space on the bus. Therefore, if parents/guardians plan on attending field trips, they may be asked to provide their own transportation.

ENTRANCE AGE

The Ralston School District will admit a child

- a. who is age eligible for kindergarten based on their age (must be 5 on or before July 31st of the current year)
- b. who is age eligible for prekindergarten based on their age and meeting eligibility criteria
- c. whose parent or guardian requests such entrance and provides an affidavit stating that the child attended kindergarten in another jurisdiction; or
- d. whose parent or guardian requests such entrance and provides an affidavit that the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or
- e. whose parent or guardian requests such entrance and is recommended for admission through the Early Entrance Evaluation procedures.

ABSENCE PROCEDURES

When it is necessary for a student to be tardy or to be absent from school, parents are asked to call the school office between the hours of **7:45 and 8:15 a.m.** If the school has not received a call, the school shall call the parent/guardian to verify the student's whereabouts. Parents/guardians are expected to call each day that the student is to be absent from school, unless other arrangements have been made with the school.

COMPULSORY ATTENDANCE AND EXCESSIVE ABSENTEEISM

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to re-enroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excessive Absenteeism

When a student receives five (5) absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance.

Reporting Excessive Absenteeism

The building administrator shall report to the county attorney of the county in which the student resides when

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

the school has documented the efforts made that the collaborative plan to reduce barriers identified to improve regular attendance has not been successful and that the child has been absent more than 20 days per year.

INCLEMENT WEATHER - SCHOOL CLOSING/CONSIDERATIONS

When the Superintendent or his representative deems it necessary to close school for all or part of the day notice will be provided through the Connect 5 calling system and local radio and television stations. When school is dismissed during the school day, parents may pick up their students or they will be sent home by regular means (bus or walk). Be sure to communicate to your building's office if your contact or emergency information changes.

As a general guideline students will participate in outdoor activities unless the **wind chill is 10° F or below**, above 95 degrees Fahrenheit, or precipitation necessitates students remaining indoors. The Safety Patrol may not be on duty in the case of extreme weather conditions.

LEAVING BEFORE THE END OF THE DAY

Students leaving school early must be signed out by a parent/guardian. Students must check out of the office prior to them leaving the building. We encourage you to contact the school via written or phone communication to notify the staff of the early departure if possible.

If a student must leave school during school hours for a doctor's appointment or other valid reason please note:

- Students leaving the school prior to dismissal must report to the office before leaving the building.
- Depending upon time of day this could count as an absence.

RELEASE OF STUDENT TO NON-CUSTODIAL PARENT

As specified in current law, **the school may release a student to a non-custodial parent** unless a court order specifically barring such a release has been filed in the school office. A current, original court document must be brought to the school office for copying. The non-custodial parent will be required to provide a valid driver's license to confirm their identity.

WITHIN DISTRICT TRANSFER OF STUDENT

Upon written request of the parent or guardian and approval of the involved principals and the superintendent, any student residing within the school district boundaries may receive permission to attend an elementary school other than the one in his/her prescribed attendance area if enrollment permits.

Application for transfer from one attendance center to another within the Ralston Public Schools is required by March 1st. Transfer requests will be considered in the order in which they are received and notification of the transfer decision might not be made until late summer. Transfers will be granted at any time during the school year, if enrollment permits. It should be understood that when such a transfer occurs any needed transportation to or from school is the responsibility of the parent(s) or guardian in accordance with the school's beginning and dismissal times.

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

TRANSFER OR WITHDRAWAL FROM SCHOOL

Students transferring or withdrawing from school must be cleared through the school office. Parents are requested to notify the school as soon as possible that a withdrawal or transfer is pending.

BREAKFAST / LUNCH PROGRAM

Each elementary school will provide a hot lunch for students in grades kindergarten through six for a nominal fee. Students are encouraged to eat at school by purchasing a hot lunch, or they may bring a sack or cold lunch.

The cost for a hot lunch is \$2.30 per meal. All hot lunch trays include a carton of milk. Any student who is allergic to milk will be offered a substitute. To qualify for this substitution a written statement from a doctor stating the student is unable to drink milk must be on file in the office of the school.

Students bringing a cold lunch may purchase milk for \$.50 or orange juice for \$.35. Carbonated/soda drinks with cold lunches are discouraged.

All Ralston elementary schools offer breakfast. The cost is \$1.55.

Parents are strongly encouraged to use the online lunch payment option and to maintain a positive balance in the student's account. For information on how to sign up for and use this option please visit the school's website and click on the "Online Lunch Payment" button.

Parents are encouraged to eat lunch with their children at any time. Anyone planning to eat at school should call the school office by 8:30 a.m. to be included in that day's lunch count. Adult meals cost \$2.50 for breakfast and \$3.25 for lunch.

A free and reduced price lunch program is available for those qualifying. The cost is \$.40 for a reduced lunch and \$.30 for a reduced breakfast. Application forms for this program were mailed in August to the parents/guardians of students enrolled in the school district. Additional forms are also available in the school office.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender

LUNCH ROOM BEHAVIOR

Students will:

1. Talk in normal voice tones at all times.
2. Conduct themselves in a manner that is acceptable to dining in a large group.
3. Eat only their own food.
4. Display good manners.
5. Respect the rights of others.
6. Ask and receive permission before leaving the lunchroom.

Infractions of the above rules will lead to appropriate disciplinary actions by the administrator or the persons assigned to monitor the lunchroom.

CHANGE OF RESIDENCE/PHONE NUMBER

Current contact information is vital for the safety and well being of your child if an emergency occurs.

PARENTS ARE REQUIRED TO PROVIDE A CURRENT PHONE NUMBER IN CASE OF EMERGENCY. Parents are required to notify the secretary of the school whenever there is an address, a home telephone or work telephone number change. Also, please report any change in emergency numbers.

Upon written recommendation of the principal and approval of the superintendent, any student regularly enrolled in the school who transfers his/her residence to another school district may continue to attend Ralston Schools until the end of the current semester without payment of tuition. It is understood that the parent(s) or guardian assumes responsibility for the regular and punctual attendance of the child and any transportation that may be needed. The parent will also need to complete an Option Enrollment form if the student will continue to attend Ralston Public Schools.

CLASS TREATS/GIFTS/FLOWERS/PARTY INVITATIONS

For the safety of our students, homemade food items will not be permitted. Treats for birthdays or other special occasions must be purchased from a store and must arrive in the original store container. We encourage you to consider alternative (insert non-edible) (insert treats) such as, pencils, erasers, or buying a book for the classroom as ways to celebrate your child's birthday. Gifts/flowers may be delivered to the office but will be

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

kept in the office until the end of the school day.

Party invitations that include the **entire class** can be distributed at school. Invitations that are only for select students need to be mailed by parents. The school is not permitted to provide other student information to mail or contact other families.

COMPLAINT REGARDING PRINTED MATERIALS

Patrons, students or faculty members desiring to make a complaint about any textbook, workbook, or materials used within the Ralston School system should file a written complaint with the building principal. Each building principal serves as a chairperson of a committee composed of faculty, librarian, and lay citizens who will review each complaint on an individual basis and make a decision based upon this review. All decisions are subject to review by the Superintendent of Schools. Patrons in disagreement with the decision reached by the committee and/or the Superintendent may appear before the Board of Education with their complaint.

EXTENDED CHILD CARE PROGRAM - LIL' RAMS

The Ralston Schools Foundation offers parent pay extended childcare in each elementary building if there is adequate interest. The hours are 7:00 - 8:15 a.m. and 3:30 - 6:00 p.m. on days school is in session. Extended hours are offered for schools with weekly early dismissal. Please call Sara Ryan, Lil' Rams Director, at (402) 898-3491 for registration and fee information. Registration forms are available at each elementary school office.

Tuition for Fall 2017:

- \$ 20.00 weekly for Early Release only (1:30-6:00 pm)
- \$ 47.00 weekly a.m. only
- \$ 50.00 weekly p.m. only
- \$ 65.00 weekly full time
- \$ 32.00 per day – inservice

INTRAMURAL ACTIVITIES

Intramural activities will be scheduled intermittently throughout the year. Detailed information, along with participation permission slips, will be sent to the parent(s) of the students eligible for intramural programs. **For supervision reasons, siblings are not permitted to wait for students participating in intramurals.**

LOST CLOTHING

All clothing the student would normally remove while in school should be marked with the child's first and last names. If an article of clothing is lost, the student should check in the lost and found area. Periodically throughout the year the school will donate to charitable organizations clothing placed in the lost and found area that has not been claimed.

PARENT CONCERN PROCEDURES

The policy of the Ralston School District is to solve problems at the level at which they occur. If a parent has a

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

concern about anything that has happened at school, he/she should contact the person who has the most information about the matter. In most instances this will be the student's classroom teacher. Parents/guardians are encouraged to work with building principals to bring about resolution(s).

When a concern relates to a special area (such as physical education, music, art or media) that teacher should be contacted. If, after conferencing with the teacher, a satisfactory solution has not been reached, the principal of the building should then be contacted.

PARENT/GUARDIAN INVOLVEMENT IN EDUCATIONAL PRACTICES

The Ralston Public School District recognizes the importance of parental/guardian involvement in the education of children. The partnership between home and school is critical for student success. A few notes for parents are found below regarding parental involvement. The Ralston Public Schools policy for parental involvement may be found in the Appendix. In addition, a copy of the standards for parent involvement is included in the Appendix to provide parents further assistance.

INSTRUCTIONAL MATERIALS AND ACTIVITIES

The District will provide access to textbooks and other curriculum materials used in Ralston schools for parental review. If any materials appear questionable to a parent / guardian, a request may be made to have the material reviewed by a panel of teachers and parents. It is Ralston Public School's intent to keep parents well informed. Parents and guardians are welcome at any assembly, counseling session, or other special educational activity. Please contact the building principal prior to the event to insure space may be provided.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled twice a year. If additional conferences are desired, parents are encouraged to contact their child's teacher or principal. Appointments for the conferences will be made at a mutually convenient time. Conferences are designed to share information between parent(s) and teachers. Parents are encouraged to attend each of the scheduled conferences.

ANIMALS ON SCHOOL GROUNDS

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent except as provided in this policy. See Board **Policy 5060** regarding Service Animals and **5061** regarding Therapy Dogs for more information.

PLACEMENT OF STUDENTS IN CLASSES

The Ralston Elementary Schools use the following guidelines in determining classroom placement:

- A range of academic ability
- Input from previous teacher(s)
- Social/behavioral relationships

The final decision on classroom placement is the responsibility of the building principal.

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

PROGRESS REPORTS

Student progress will be formally reported to parents four times each school year. The main purpose of the reporting system is to communicate to the parent and the student, the teacher's assessment of the student's growth and development. A child's achievement in the academic areas is based on his/her ability and performance. Achievement markings are given based on the progress the child has made as he/she works on those materials that are educationally appropriate for him/her.

ON-LINE GRADING SITE

R-KIDS (Ralston Knowledge, Information, Data Site) on-line grading enhances communication between the school, teacher, student, and parent. It also creates a more efficient way for parents and students to monitor their progress in school. Teachers post grades in a timely manner and parents are encouraged to monitor their child's progress by checking the system weekly.

R-KIDS is available for all students in grades kindergarten through twelve. Parents can register for R-KIDS by visiting the Ralston Public Schools web site at www.ralstonschools.org.

RECORDS AVAILABLE FOR REVIEW

Parents/guardians have the right to review all of their child's school records. Any parent interested in reviewing their child's permanent files should contact the school office for an appointment.

Schools are required to provide information concerning the progress and activities of a student to the custodial and non-custodial parent equally, unless restricted by court order. If a restriction is to apply, a copy of the certified court order outlining the rights and restrictions must be placed on file in the school office. A copy of the school's files or records concerning a student will be provided at no charge, upon request, to any public or private school to which the student transfers. The building principal may authorize a total charge of \$1.00 for copies of student records that are not being mailed to another school district for transfer purposes.

SCHOOL PUBLICATIONS

Each building will provide a newsletter to parents with updated information specific to your child's school. School Board policies, handbooks, and curriculum information are available at each school building and online at: www.ralstonschools.org.

STUDENT FEES, FINES AND CHARGES

The District's general policy is to provide for instruction in accordance with the Nebraska State Constitution. The district offers some activities, programs, and services that extend beyond the minimum level of constitutionally-required free instruction and as such may require additional expenditures that are properly borne by students as a separate charge. Such charges shall be kept to a minimum to maintain the activity, program or service. Students qualifying under part 3 of this policy may receive a fee waiver. No fees, materials, specialized or non-specialized attire, or equipment shall be required of students except as expressly permitted. A list of activities, programs, and services that may require a fee to be charged are listed in the Appendix.

TELEPHONE MESSAGES

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

Except in an emergency, placing telephone calls to a student during the school day is discouraged. When it is necessary to get a message to a student, please call the school office. We will attempt to deliver the message to the student. **Please call 30 minutes prior to dismissal to ensure that staff have time get the message to your child.**

CELL PHONES

Cell phones are not to be used during school and may be confiscated if the cell phone is causing a disruption. Students will be expected to follow the building cell phone security expectations that may include phones being kept in a designated place in the classroom or the office during school hours.

VALUABLES

Students are discouraged from bringing valuables to school. Secure locations for personal items may not be available and the school does not assume responsibility for non-approved items brought to school.

TIME OF ARRIVAL

Regular School Days

Kindergarten-6th grade Breakfast: 7:55 a.m. - 8:15 a.m.

Kindergarten-6th grade School Hours: 8:15 a.m. - 3:30 p.m.

Prekindergarten Hours: 8:00-3:30pm on Monday, Tuesday, Thursday, and Friday

Early Release Days: 8:15 a.m. to 1:30 p.m.

Wednesday: Meadows, Mockingbird, Seymour

Thursday: Blumfield, Karen Western, Wildewood

Unless the student is participating in a designated school activity or the student is registered for the extended day care program, students should arrive at 7:55 a.m. at the earliest. Please plan with your child the appropriate time for leaving home so he/she does not arrive earlier than the specified time. **IN THE MORNING PRIOR TO THE STARTING OF SCHOOL AND AFTER SCHOOL PLAYGROUND SUPERVISION IS UNAVAILABLE.**

Supervision of the student before the first bell and after the dismissal bell is the responsibility of the parent/guardian. Students on the grounds 15 minutes after the dismissal bell will have to be signed out in the office by a parent. **Principals may contact the proper authorities if students are dropped off and/or not picked up within thirty minutes of designated arrival and dismissal times.** Please deliver and pick up your children on time.

Students will not be permitted to return to the classroom after dismissal for items left in the classroom unless supervised by a staff member.

COMMUNICABLE DISEASES

The School District of Ralston will use the communicable disease regulations set up by the State of Nebraska and local Health Departments concerning children with communicable diseases and their attendance at school.

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127

Administrative Office Phone: 402.331.4700 Fax: 402.331.4843

Website: www.ralstonschools.org

For a summary of common communicable diseases and contagious conditions please refer to pages 18-20.

EMERGENCY CARE OF A STUDENT

When, because of illness or injury to a student, it becomes inadvisable for the child to remain in the classroom, the parent will be contacted by telephone and requested to come to school to pick up the child. If the parent(s) cannot be contacted, the emergency numbers that have been furnished to the school will be used. The person from the emergency list will be contacted to come pick up the student within one hour.

If parents or persons on the emergency list cannot be contacted, the student will remain at school during school hours and will return home by regular means except in such cases where in the opinion of school officials, medical aid is needed immediately. In such circumstances an ambulance will be called, at the parents' expense, and the child will be transported to the emergency room of the nearest hospital. Under no circumstances will ill or injured children be allowed to walk home during school hours without parental permission.

FIRST AID

The school attempts to provide a safe environment for your child. First aid will be administered when appropriate. Any treatment beyond first aid is the responsibility of the parents.

IMMUNIZATIONS

Nebraska School Law (79.217-223) requires that all students be immunized against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, mumps, Hepatitis B, and 2 doses or year of infection for Varicella **PRIOR TO ENROLLMENT**. Affidavits for religious or medical reasons are available in the school office.

All students will need to have on file at least 3 DTP, 3 Polio, and 2 doses of MMR (Measles, Mumps, and Rubella) immunizations; 3 doses of pediatric hepatitis B vaccine, or, if the alternate hepatitis B vaccination schedule is used, 2 doses of a licensed adult hepatitis B vaccine specified for adolescents 11-15 years of age, 2 doses or year of infection for varicella (chicken pox).

Kindergarten, seventh grade and out-of-state transfer students are required to have dates on file for the following immunizations: 3 DTP, 3 Polio, 2 MMR, 3 Hepatitis B, 2 doses or year of infection for varicella (chicken pox). 7th Graders are required to have an additional Tdap booster (contains Pertussis booster).

Please review your child's records to make sure your child has obtained the needed immunizations prior to enrollment. Please check with your child's physician or contact the Douglas County Health Department for information on immunization clinics that are available (444-7213). You may also contact the school nurse if you have questions regarding the law or need assistance in getting your child's immunizations.

Nebraska School Law dictates that your child will not be able to enroll unless dates of immunizations are provided to the school at the time of enrollment.

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

MEDICATION

Administering of medication will be done in compliance with the Medication Aide Act. The Ralston school district will not purchase medication for or prescribe medication to any student. Students will be allowed to administer their own prescription medication with parental permission and authorization of the school nurse. Non-prescription (over-the-counter - including cough drops/cold medicine) medication will be administered with written documentation from a licensed health care provider.

The school district will administer medication prescribed by licensed health professionals. Any student required to take physician prescribed medication at school must have an Authorization for Medication in School form, signed by his/her parent(s), on file in the school office. The form may be secured from the school secretary. All medications must be brought to school by the parent/guardian, or an adult authorized in writing by the parent/guardian. All medication must be left in the school office. Medication must be in a container appropriately labeled with the student's name, date prescribed, name of medication, directions for use detailing dosage, time medication is to be taken and the physician's name. The school reserves the rights to limit the amount of medication to be kept at school.

PHYSICAL EXAMINATIONS

The State of Nebraska requires a birth certificate and evidence of a physical examination by a qualified physician for all incoming kindergartners, seventh graders, and all out-of-state transfer students.

Kindergarten students are required to have an eye examination by a qualified medical professional prior to enrollment.

Evidence of a physical examination must be dated no more than six months prior to entrance, or by sixty days after enrollment.

If there is objection to a physical examination, a refusal form must be signed and dated at the school by the parent/guardian.

SUMMARY OF COMMUNICABLE DISEASES AND CONTAGIOUS CONDITIONS

Fever

Children will be sent home if they have a fever of 100 degrees or higher. Children must be fever free for 24 hours prior to returning to school with no medication given.

Chicken Pox - By direct contact and airborne spread.

Approximately 2 weeks, but may be as long as 3 weeks, after exposure a susceptible person may be expected to "break out" with their first crop of blister-like eruptions. New eruptions can be expected to continue for 3-4 days. Students will be excluded from school for 7 calendar days, starting from the time of the first eruption. Due to degree of severity, the student may stay out of school longer. Students may be sensitive to their appearance even when they are no longer contagious, causing their absence to be longer than 7 calendar days. Secondary infections after apparent recovery may occur. Cellulitis (skin disorder) and Bacteremia (blood

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

poisoning) are the most common kinds of secondary infections. Complications as described below with measles may also occur.

Measles - (Rubella, Red or Hard Measles) By direct contact, droplet spread and less commonly by airborne spread.

Approximately 10 days after exposure a susceptible person may develop a fever. Within 2-3 days a red blotchy rash will develop, usually starting on the face and neck and becoming generalized. A dry, hacky cough will develop at the same time. This is a serious disease. Students are excluded from school until the 7th day after the initial appearance of the rash. Parents should be cautioned not to send children back to school too soon as complications such as ear infections leading to hearing loss, decreased visual acuity, pneumonia, and encephalitis are not uncommon.

Mumps - By direct contact and droplet spread.

Approximately 18 days after exposure a susceptible person may develop a fever and swelling or tenderness of one or more salivary glands. Students are excluded from school for 9 calendar days from the onset of swelling; complications may occur as above plus some including reproductive organs.

Rubella - By direct contact and droplet spread, may be airborne. (German or 3-day Measles)

Approximately 18 days after exposure a susceptible person may suffer from a low-grade fever, headache, feeling sluggish and cold-like symptoms. Most victims will manifest a rash. Diagnosis may be difficult if a rash is not present. Students should be excluded for 5 calendar days after onset of rash. This disease is highly contagious, but usually mild.

Impetigo, Scabies, and Ringworm

To be excluded from school upon recognition. To be readmitted when there is no longer evidence of contagion, or upon written statement from physician or phone call from doctor's office indicating that the condition is under treatment and no longer considered contagious.

Pediculosis - (Head lice)

To be excluded when live vermin and/or nits (eggs) are present. To be readmitted morning after treatment is started. Treatment consists of lice shampoo and nit comb. Eggs must be removed prior to child returning to school. All family members and close contacts that attend school may be inspected by the nurse.

Pinkeye

To be excluded from school upon recognition. May return with written doctor's statement or phone call from doctor's office after prescribed treatment or when the eye is normal in appearance.

Fifth Disease

To be excluded upon recognition. May return with written doctor's statement or phone call from doctor's office. Characteristically begins on the face and classically produces an intensely red "slapped cheek" appearance. A lace-like rash may appear on the trunk and upper extremities.

PREKINDERGARTEN

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

The Ralston Public Schools offers prekindergarten programming in all elementary buildings. Prekindergarten Handbooks are provided to each parent/guardian over the summer before school begins. Prekindergarten screenings are held in the spring and summer for the following school year. For information please contact the District Office at 402-331-4700.

SAFETY

Instruction in safety practices begins in every elementary classroom the first day of school and continues throughout the year. The home and school must work together until safe living is a natural practice of the child. Parents should constantly set an example of safety for their children. You can do your part by helping your children learn the following:

The student will...

- go directly home after school.
- walk the safest route to and from school.
- look and be sure the way is clear before crossing the street.
- cross the street only at marked crossings.
- stay on the sidewalk. Avoid lawns, vacant lots, etc.
- walk on the left side of the street if there are no sidewalks.
- observe and obey traffic rules.
- get in and out of the car on the curbside.
- make safe choices when crossing the street and in the parking lot.
- observe the rules of good bicycle riding.
- cross railroad tracks at proper places and make safe choices while near the tracks.
- leave items on the ground that belong on the ground.
- refuse all gifts, invitations or rides from strangers.
- obey general safety rules.

SAFETY DRILLS

Students and staff will practice routine safety drills. During a fire drill all people in the building are required to leave.

During tornado drills all students will receive instructions concerning safe areas of the building and precautions to be followed during a tornado.

BICYCLE RULES

All bicycles must be placed in the bicycle rack immediately upon arrival at school. No riding is permitted on school grounds. Bicycles must be chained and padlocked to the bicycle rack. **The school assumes no responsibility for theft or vandalism that occurs to bicycles.**

SPORTS EQUIPMENT

Such articles as hockey sticks, gloves, mitts, bats, toys, skates, etc. should not be brought to school without prior permission from the principal.

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

SKATEBOARDS/SCOOTERS

Safety concerns dictate that skateboards, scooters, and similar play items are not allowed on school property.

TOYS

To help eliminate classroom disturbance, disagreements on the playground, and to prevent loss or breakage, toys should not be brought to school. An exception to this rule will be made if the toy is to be used in “show and tell” and has been approved by the teacher. In this case the toy should be brought to school in a sack or book bag and taken out only for the purpose of and during classroom “show and tell” time. **The student and his/her parent assume liability for any personal item brought to school.**

STUDENT ASSISTANCE TEAMS

When a student experiences difficulties with learning or behavior in school, the teacher will consult the student’s parent(s). If the problem persists the teacher or other school personnel may also seek the advice or suggestions of other teachers. Sharing of expertise among educators whether the problem is simple or complex, often promotes desirable solutions. At each elementary school, appropriate personnel, referred to as the Student Assistance Team (S.A.T.), meet regularly to assist in providing the most desirable education opportunities for the students.

The S.A.T. usually consists of regular educators including the student’s teacher, parent(s), and other personnel who may be appropriate to consider the problem at hand. Staff members who will be included on the team are general education classroom teachers, administrators and school counselors or reading specialists. Special education staff may be involved occasionally as needed. Parents will receive a notice and invitation to attend all S.A.T. Meetings.

The goal of the team is to share information in a problem-solving discussion. The classroom teacher will bring evidence to demonstrate the difficulty occurring within the classroom. As a team, the members will discuss possible causes for the difficulty. After a cause has been identified team members will give recommendations. The recommendations will become interventions. Once the interventions have been identified, persons responsible will be identified as well as a time line. Generally a S.A.T. intervention will be tried for approximately 30-45 hours of intervention. This allows for accurate data collection on whether the intervention was appropriately identified and successful. At the end of approximately 30-45 hours of intervention a S.A.T. 2 meeting will occur. At this meeting results of the interventions will be shared. The team will determine if the appropriate level of success has been reached. Additional interventions may be put in place and monitored for another 30-45 hours of intervention. If the team feels that appropriate interventions have been in place and the child is not making significant progress a further recommendation for testing may be made. Parents are encouraged to participate and be involved throughout the entire S.A.T. process.

STUDENT CONDUCT

Bullying Prohibited. Bullying disrupts a school's ability to educate students, threatens public safety by creating an atmosphere in which such behavior can escalate into violence.

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

Bullying Prevention and Education. Students and parents are expected to immediately inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities, which educate students about bullying and bullying prevention.

Bullying Defined. Bullying means any intentionally hostile or offensive verbal, written, graphic, demonstrative, electronic, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, oppressing, or adversely controlling the student, and that is disruptive of the educational process, or any ongoing pattern of physical, verbal, written, graphic, demonstrative, or electronic abuse, on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events. This may include, but is not limited to, verbal, graphic, written, or electronic activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing, or physical or demonstrative activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, tripping, and damaging clothing.

Sexual Harassment. Sexual harassment is defined as any unwelcome act of a sexual nature. It may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and verbal or non-verbal sexual comments or physical conduct of a sexual nature. Any offenses that meet the definition of sexual harassment may result in suspension or potential reassignment based on the severity of the incident. Legal authorities may be contacted.

GENERAL CONDUCT OF STUDENTS

Students are expected to conduct themselves in an orderly, dignified, and respectful manner at all times. This applies to student interactions with other students, staff members, and visitors. Violence will not be tolerated. Any such actions on the part of students will result in immediate consequences, as outlined in school board policy and/or Nebraska statutes. Consequences may include student exclusion, suspension and/or expulsion. (See Appendix) Student discipline shall conform to the general rules of conduct that are stated in the Board approved handbooks. (Policy 5035)

Principles and General Procedures: It is the philosophy of the School District of Ralston that appropriate behavior is of great importance in schoolwork, and that all feasible means should be employed to help each student develop skills in self-discipline. Students are expected to follow school and classroom rules, and to be courteous to all of their associates. Such learning may call for control of student conduct by adults. Any Ralston student is subject to disciplinary procedures for inappropriate actions that take place at his/her building of attendance or any other district building and/or school related activity or for any other action prohibited by state statute.

Students may be kept after school at the discretion of a staff member. In such cases, every effort will be made to notify the parents. If a parent cannot be reached, the student will be allowed to leave, but may be kept before or after school on another day after parent notification. If two students are involved in an act of misconduct, the school is not permitted to share the consequences of another student with the other parties parents/guardians.

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

RIGHT TO NOTICE

Handbooks will be available on the district and school websites. Notification of the web address and location to links will be provided to all students. In addition, any parent or student may request a printed copy of the handbook. A copy of the general rules of conduct will be posted in a conspicuous place in each school building.

DRESS CODE

The student dress code for the School District is based on the principle that student dress is the responsibility of each student's parent(s) or guardian. For this reason it is felt that many of the restrictions on dress and grooming should originate with the parents rather than with the school administration. In general, **student dress must be neat, clean, modest, age appropriate and must not interfere in any fashion with the learning process**. Teachers have the authority to refer to the building principal a student whose dress may not meet these standards.

The building principal or his/her designee has the discretion to interpret what is proper and appropriate.

At any time a student's dress is determined to be inappropriate, the administrator will conference with the student and/or the parent(s).

1. Appearance that is disruptive will not be allowed. Included in this category are:
 - a. Bare midriff styles, see-thru and extremely low cut, revealing blouses.
 - b. Sagging pants.
 - c. Short shorts, skirts, and/or skorts
 - d. Clothing with inappropriate pictures or words.
 - e. Clothing and apparel representing or advertising tobacco products, drugs, alcohol, gang affiliation, or any explicit or illegal activities.
 - f. Any other dress apparel or appearance that causes disruption.
2. All students' appearance should be neat and clean.
3. Students must wear shoes or sandals at all times; laces on shoes must be tied. Heelys (shoes with wheels) are not allowed at school.
4. Students will not be allowed to wear hats, caps, scarves or bandanas in the building during class time unless it is a school sponsored activity.
5. Coats may only be worn in class with teacher permission.

ILLEGAL SUBSTANCES

State law and Board of Education policy strictly prohibits students from having tobacco products, alcoholic beverages or drugs at school. Violation of this policy will result in appropriate disciplinary action, and may cause the student to be suspended or expelled from school.

USE OF TOBACCO PRODUCTS

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

WEAPONS IN THE SCHOOLS

Weapons. No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. ***Definition of Weapon.*** The term “weapon” means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. ***Definition of Firearm.*** The term “firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

STUDENT INTERNET AND COMPUTER USE

Students are expected to use computers and the Internet as an educational resource. Procedures and guidelines governing the use of computers and the Internet at school are provided in the Appendix **(Policy 5037)**.

SCHOOL BUS/VAN RULES AND REGULATIONS

These rules apply to all means of district provided transportation.

1. The driver is responsible for the students and the safety of the bus
2. Students will be picked up and /or dropped off at the pre-arranged location and time.
3. The driver will wait for up to 3 minutes for a student at a stop, after which time the driver will travel to the next stop.
4. Students are to follow school rules while riding on the bus: Be Safe, Be Responsible, Be Respectful.
 - a. Students are to follow the directions of the bus driver
 - b. No food or drink allowed on the bus at any time
 - c. Hands and feet must remain in the bus at all times
 - d. Students will remain seated while the bus is moving
 - e. Students will wear seat belts when available
5. Students are responsible for any damages they create to the bus
6. Students will be discharged ONLY to regular stops unless otherwise pre-approved through the Director of Transportation.

Students may be suspended from riding privileges for failure to follow any of these regulations.

APPENDIX

Nebraska Compulsory Attendance Law

Every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child who will reach six (6) years of age prior to January 1 of the then current school year and did not

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

reach sixteen (16) years of age prior to July 16, 2004, and has not reached eighteen (18) years of age shall cause such child to attend regularly the public, private, denominational, or parochial day schools each day that such schools are open and in session except when excused by school authorities, unless such child has been graduated from high school, or unless such child has reached the age of sixteen (16) and such child's parent or guardian has signed a notarized release disenrolling the child on a form provided by the school.

Grievance Procedure for Discrimination Claims

Grievances, complaints, and communications should be initiated and processed in the following manner. This procedure is to be followed for any and/or all alleged acts of discrimination.

1. If a student has a grievance or complaint, the person should present the matter to the building principal in an effort to resolve the problem informally. The grievance or problem should be signed and dated by the building principal.
2. If the principal has the authority to resolve the problem it will be done as quickly as possible. If the principal does not have the authority it shall be reported to the superintendent in a timely manner.
3. Within 10 days, if the principal has not resolved the grievance, the aggrieved party may provide a written, signed, and dated copy of the grievance to the superintendent.
4. Within 10 days of the superintendent's decision, the aggrieved party may provide a written, signed, and dated copy of the grievance to the president of the board of education. The superintendent may also provide a copy of the grievance to the president of the board of education if the superintendent believes the problem is policy and not administration.
5. The Board of Education shall make an investigation, either as a board or as a committee, and shall provide the aggrieved party an opportunity to appear before the full board in person, either privately or accompanied by legal counsel, with the right to present facts and witnesses in full hearing. At the conclusion of the investigation, the Board of Education shall, within 30 calendar days, render its determination in writing.

STANDARDS AND BENCHMARKS FOR PARENT INVOLVEMENT

Parenting:

Assist families with parenting skills and setting home conditions to support children as students and assist schools to understand families.

- Students will develop positive personal qualities, habits, beliefs, and values taught by family
- Students will be aware of the importance of school
- Parents will be self-confident about parenting
- Parents will have a sense of support from school and other parents
- Teachers will have respect for families' strengths and efforts
- Teachers will use their training and skills to share information on child development

Communication:

Conduct effective communications from school to home and from home to school about school programs and children's progress.

- Students will be aware of own progress in subjects and skills
- Students will understand school programs and policies

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

- Parents will monitor child's progress in subjects and skills
- Parents will understand school programs and policies
- Teachers will be able to communicate clearly with parents
- Teachers will elicit help with child's progress from the family

Volunteering:

Organize volunteers and audiences to support the school and students.

- Students will be aware of the many skills, talents, occupations, and contributions of parents and other volunteers
- Students will develop skills in communicating with adults
- Parents will be self confident about ability to work in school and with children
- Parents will have an understanding of the teacher's job
- Parents will feel that families are welcome and valued at school
- Teachers will be aware of parents' talents and interests in school and children
- Teachers will be skilled in organization, training, and use of volunteers

Learning at Home:

Involve families with their children on homework and other curriculum-related activities and decisions

- Students will have a positive attitude about homework and school
- Students will view parents as more similar to teacher and of home as more similar to school
- Parents will be confident and skilled in how to support, encourage, and help his or her child at home
- Parents will have an understanding of instructional program and what the child is learning in each subject
- Parents will have an appreciation of teacher's skill
- Teachers will have a respect of family time
- Teachers will recognize the helpfulness of all families in motivating and reinforcing student learning

Decision Making:

Include families as participants in school decisions, and develop parent leaders and representatives.

- Students will understand the benefits linked to policies enacted by parent organizations
- Parents will feel they have input into policies that affect their child's education
- Teachers will be accepting of equality of family representatives on school committees and in leadership roles

Collaborate with the Community:

Coordinate resources and services from the community for families, students, and the school, and provide services to the community.

- Students will have the opportunity to know and explore careers and options for future education and work
- Students will feel like a valued member of the community
- Students will develop positive relationships with adults in the community
- Parents will use local resources to increase skills and talents or to obtain needed services
- Parents will be aware of community's contributions to the school
- Parents will participate in activities to strengthen the community
- Teachers will use community resources to enrich curriculum and instruction

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

- Teachers will be skilled in working with mentors, business partners, community volunteers, and others to assist students and teaching practices

PARENT/GUARDIAN INVOLVEMENT IN EDUCATIONAL PRACTICES

The Ralston Public School District recognizes the importance of parental/guardian involvement in the education of children. The following information will be printed in the student handbook approved by the Ralston Board of Education.

Parental/Guardian Review of Textbooks and Other Materials

The District will provide access to textbooks and other curriculum materials used in Ralston schools. (Policy 5018)

1. Textbooks may be checked out by parents/guardians for review. Other curriculum materials, including video and audio recordings and teacher manuals, can be reviewed by parents within a time frame that does not disrupt the instructional process. Requests should be made to the teacher or the building principal.
2. If parents/guardians object to textbooks or other materials used in the district, they may file a written request with the building principal to request that these textbooks or other materials be reviewed by a committee of teachers and parents/guardians.

Parental/Guardian Attendance at Courses, Assemblies, Counseling Sessions, and Other Instructional Activities

Parents/guardians are always welcome in the buildings, but they must check in at the office at the time of arrival. (Policy 5018)

1. Parents/guardians are invited to make appointments with the teacher or building principal to attend and observe classes, assemblies, and other instructional activities.
2. School counseling service providers are bound by law to notify parents/guardians if there is danger to the student, danger to others, or involvement in illegal activities. Parents/guardians will be notified of ongoing counseling sessions. Permission to attend counseling sessions may be granted to parents/guardians by the principal after consultation with the student's counselor.

Parental/Guardian Option to Remove From Classroom Instruction and Other School Experiences

Building principals will excuse a student from specific classroom instruction and other school experiences through a written request by the student's parents/guardians when they object on political, moral, or religious grounds. Alternative assignments of comparable effort may be provided for the student by the school.

Parental/Guardian Access to Student Records

Parents/guardians may review their child's files and records at any time. The building principal is responsible for maintaining and protecting the privacy of such files. Outside agencies, such as, but not limited to, physicians, probation officers, psychologists, child guidance clinics, and other reputable agencies who are working with the child, may access these files with parental/guardian consent or by court order. (Policy 5016)

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

Notice to Parents

As a parent of a student in Ralston you have the right to know the professional qualifications of the classroom teacher who instructs your child or if there will be a change in staff for more than four weeks of student contact days. Under the Every Student Succeeds Act, federal law allows you to request certain information about your student's classroom teacher. The law also requires the district to give you this information in a timely manner upon request. Listed below is the information about which you have the right to know:

- *Whether the Nebraska Department of Education (NDE) licensed or endorsed your student's teacher for the grades and subjects taught.*
- *Whether NDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.*
- *The teacher's college major; whether the teacher has any advanced degrees, and if so, the subject of the degrees. Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.*

Please contact the Executive Director of Human Resources if you would like to receive any of this information at 402-331-4700.

Testing Policy of the Ralston School District

The Ralston School District follows the required state guidelines for standardized testing. The Board of Education shall receive an annual written report consisting of the results of all components of the school system performance program including, but not limited to, standardized norm-referenced assessments, criterion-references assessments, student performance, school system demographics, financial information, follow-up studies of graduates, and learning climate surveys. These reports shall be made available to all patrons of the district. (Policies IL and ILC)

1. Copies of the most recent standardized and criterion-referenced tests used in the district will be available for parental/guardian review. Requests should be made to the building principal. In the case of secure tests, such as the ACT, parents/guardians must contact the publisher.
2. Parents/guardians may obtain individual test results of their child by contacting the teacher or building principal.
3. Building principals will excuse a student from specific tests through written request by the student's parents/guardians when they object on political, moral, or religious grounds.

Parents have the option to opt out of mandated assessments. To opt out of a state mandated assessment a parent/guardian must provide a written notification to the school principal prior to the beginning of the assessment window.

Parental/Guardian Notification of Student Surveys

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

All internal surveys which are intended to gather information from students in the district will be approved by the building principal prior to being made available to students. Student participation in surveys is voluntary.

All surveys from external sources will be approved by the Superintendent. Student participation in surveys is voluntary. Parent/guardians will be notified in writing prior to school district participation in surveys by students and may restrict their child from participating in any survey through written request.

STUDENT FEES, FINES, AND CHARGES

PART ONE:

The District's general policy is to provide for instruction in accordance with the Nebraska State Constitution. The district offers some activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction and as such may require additional expenditures that are properly borne by students as a separate charge. Such charges shall be kept to a minimum to maintain the activity, program or service. Students qualifying under part 3 of this policy may receive a fee waiver. No fees, materials, specialized or non-specialized attire, or equipment shall be required of students except as expressly permitted below.

Extracurricular activities and spectator events: A fee will be charged for participation in extracurricular activities and to spectators of extracurricular activities. Each school building shall annually submit its extracurricular fee list to the District for approval and publication in that school's handbook.

1. Fees may be charged for participation in extracurricular activities. Extracurricular activities are those activities or organizations where student participation is voluntary and does not count toward graduation or advancement between grades.
2. Schools may require students to furnish specialized equipment and attire, or pay a reasonable fee for use of district owned equipment and attire, for participation in extracurricular activities including such activities as extracurricular music.
3. Clubs, teams and organizations for which there may be a fee required for participation may also, as a club, team or organization, decide to make purchases, and may fundraise and/or seek donations according to District policy to assist in the funding of such purchases, which may include, but are not limited to, apparel and trips. The decision of an organization to require members to participate in fundraising or otherwise fund purchases is not a fee charged by the District.
4. Fees may be charged for admission to activities and events which occur at the facilities of Ralston Public Schools and for transportation to and from activities and events which occur at other schools, when those activities do not count toward graduation or advancement between grades and when student participation is voluntary.
5. A school may sell an activity ticket that admits students to activities and events that do not count toward graduation or advancement between grades.
6. Field trip fees may only be charged if participation by the student is voluntary and it does not relate to the required curriculum or if the field trip occurs after school hours and does not count toward school attendance.

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

Materials for course project: The District authorizes the operation of school stores in which students may purchase food, beverages and personal or consumable items. A school store need not have a permanent physical presence and may provide order forms for students to voluntarily purchase items from the school or another vendor. School stores may stock required personal and consumable items and make such items available to students for voluntary purchase. Schools may not require students to purchase an item directly from the school store.

Clothing: In addition to school guidelines about general appropriateness of attire, school buildings may require students to furnish and wear non-specialized clothing meeting general guidelines for the specified courses and activities, if the guidelines are reasonably related to the course. Each school's clothing guidelines shall be submitted to the District for approval and publication in the student handbook.

Musical Instruments: Students who take an elective band course shall be required to supply their own instrument or rent an instrument, except those students who qualify under part 3 of this policy. For those students qualifying under part 3 the district shall not be required to provide for the use of a particular type of musical instrument for any student. The District shall supply the music for such courses.

1. Personal supplies related to musical instruments including, but not limited to, items such as reeds, cork lubricant, pipe cleaners, cleaning cloths and other supplies of general upkeep and considered personal consumable items shall be the responsibility of the student.
2. Schools may require students to furnish their own musical instruments, stands, music and specialized attire for participation in extracurricular music organizations and activities.

Lost or damaged school property: A school may require a student to reimburse the school district for repair or replacement of school district property, which is entrusted to the student and is lost or damaged, as well as property of the district damaged through the acts of a student.

The Board of Education authorizes assessment of fines for damaged, lost or overdue books purchased by the district and loaned to students free of charge.

Donations: The District may request donations of money, materials, equipment or attire to help defray costs of educational programs. The request for donations will clearly indicate the request as a donation and not a requirement.

Yearbook: Students may be charged for the purchase of yearbook.

Food: Students may be charged a fee for the purchase of breakfast and/or lunch. Students may be charged for the cost of food, beverages, and the like that students purchase from a school store, a vending machine, a booster club or similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

Summer school: The District may annually set fees for student participation in classes offered during the summer. Any and all fees collected pursuant to this subsection shall be deposited into, and expended from, the

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

Student Fee Fund.

Student files and records: Fees may be charged for copies of student files or records. Parents of students have the right to inspect and review the student's files or records without the payment of a fee, and no fee shall be charged to search for or retrieve any student's files or records.

PART TWO:

Student Fee Fund: Fees that are charged to students pursuant to PART ONE, subsections A.1, A.2, L, M and N shall be deposited into the Student Fee Fund and expended for the purpose for which they were collected from students.

PART THREE:

Waiver of Student Fees: Fees that are charged pursuant to PART ONE, subsections A and C shall be waived for students who qualify for participation in the free or reduced-price lunch program under United States Department of Agriculture child nutrition programs. Actual participation in the free and reduced-price lunch program is not required to qualify for waivers in this section. All students shall be provided forms at the beginning of each school year, upon enrollment in the District, or at the request of the student, which provide the necessary information and permit the District to use this information to determine eligibility for fee waiver. Criteria for fee waiver will be the same as the criteria for participation in the free and reduced-lunch program. Application forms for fee waivers are available from each building principal. Once the school district has received a student's completed fee waiver application form, and has verified the student's eligibility, waiver of the fee shall be granted for the student. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students.

ELEMENTARY FEE LIST

Fees Assessed:

Transcripts: \$1.00
Lost/Damaged library and/or classroom textbook: replacement cost
Lost/Damaged clothing/equipment: replacement cost
Lunch Prices: \$2.30, Reduced Lunch: \$0.40
8 oz. Milk: \$0.50, 4 oz. Orange Juice: \$0.35
Breakfast: \$1.55, Reduced: \$0.30

Recommended Items - Not Required

Backpack
Water bottle
Paint shirt

Required clothing

Select vocal music group attire: \$25.00
Rubber soled athletic shoes for PE

Optional Items Available for purchase

Ralston High School Activity Ticket-\$40.00

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

Yearbook-determined at building level
Student Picture Packages-\$6.50-\$25
Printed clothing
Paperback books for personal ownership

Donations and Fundraising:

As approved by Superintendent or designee

STUDENT INTERNET AND COMPUTER ACCESS

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

- I. Education About Appropriate On-Line Behavior
 - A. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
 - B. Staff will specifically educate students on
 - i. Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - ii. Cyberbullying awareness and response.
 - C. The School District's Assistant Superintendent of Learning shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy.
- II. Student Expectations in the Use of the Internet
 - A. Acceptable Use
 - i. Students may use the Internet to conduct research assigned by teachers.
 - ii. Students may use the Internet to conduct research for classroom projects.
 - iii. Students may use the Internet to gain access to information about current events.
 - iv. Students may use the Internet to conduct research for school-related activities.
 - v. Students may use the Internet for appropriate educational purposes.
 - B. Unacceptable Use
 - i. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
 - ii. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
 - iii. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
 - iv. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
 - v. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
 - vi. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
 - vii. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

- viii. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
- ix. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
- x. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
- xi. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
- xii. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.

III. Enforcement

A. Methods of Enforcement

- i. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
- ii. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
- iii. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
- iv. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

- i. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - 1. Loss of computer privileges;
 - 2. Short-term suspension;
 - 3. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - 4. Other discipline as school administration and the school board deem appropriate.
- ii. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

IV. Children's Online Privacy Protection Act (COPPA)

- A. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
- B. This policy allows the school to act as an agent for parents in the collection of information within

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

the school context. The school's use of student information is solely for education purposes.

Legal Reference: Children's Internet Protection Act and Protecting Children in the Twenty-First Century Act; Children's Online Privacy Protection Act (COPPA); 47 C.F.R., Ch. 1.

STUDENT DISCIPLINE

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Short-Term Suspension

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: students follow the expectations for make-up work as outlined by the teacher.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
 - h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
 - i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
 - j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
 - k. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

EMERGENCY EXCLUSION

Grounds for Emergency Exclusion

Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short-term suspension found elsewhere in these policies or state law:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers that prompted the exclusion.

Extension of Exclusion

In the event it is appropriate to consider the extension of an emergency exclusion (exclusion) of a student for more than five school days. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be considered according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s): The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing.

Opportunity to Request a Hearing: The student's parent(s) or guardian(s) may submit an oral request for a hearing on the proposed extension of the exclusion within two school days of receiving the initial notice. If the initial request for a hearing is oral, they shall confirm the request in writing.

Failure to Request a Hearing: If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner: If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

Hearing Examiner's Notice to Parent(s) or Guardian(s): The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within five school days after the school district receives the initial oral or written request; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion: If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits: Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing: The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es): The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony: The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing: The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify.

Sworn or Affirmed Testimony: The principal or his or her designee shall present evidence supporting the recommended extension of the exclusion. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations: The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision: The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

Technology in Ralston Elementary & Middle Schools

Vision Statement To develop 21st century skills through relevant instruction to create learners who are academically competitive, technology literate, motivated, and college and career ready.	Purpose Statement To enable secure access and effective delivery of curriculum, sustainable and proactive instructional technology support, and efficient and reliable information for decision making for all stakeholders.
--	---

WEBSITES District, School, & Teacher Ralston Public Schools district website address is ralstonschools.org. Some of the services provided include school and teacher websites, Board of Education, calendars, community connections, enrollment, handbooks, lunch menus, online lunch payment, student services, & instructional resources.	GOOGLE APPS FOR EDUCATION Ralston Public Schools actively uses Google Apps for Education(GAFE). The applications that student have access to include gmail, calendars, and drive. All students grades 3-12 have an email account. Each account is password protected. All students K-12 have a drive account. The drive app includes the ability to create documents, spreadsheets, presentations, and drawings. GAFE gives all our students equal access to the same products. The only requirement for the student is internet access.
--	---

R-KIDS All Ralston schools offer the R-KIDS (Ralston Knowledge, Information, Data Site) online grading. This site will encourage greater communication between the school, teacher, student, and parent. Grades are a way for students, teachers and parents to communicate the progress and achievement level of each student. An on-line grading system enhances this communication and creates a more efficient way for parents and students to monitor their progress in school. Teachers will post grades in a timely manner, based upon the assignment and the teacher's schedule. Parents are encouraged to monitor their child's progress by checking the system weekly. Please note that some classes may not have graded assignments each week. When a student is missing an assignment/assessment, the incomplete box will be checked. Once the work is made up, the grade will be entered and the late box will be checked.
--

What is an Acceptable Usage Policy? An acceptable use policy (AUP), is a set of rules applied by the owner or manager of a network, website or large computer system that restrict the ways in which the network, website or system may be used. AUP documents are written for corporations, businesses, universities,

schools, internet service providers, and website owners, often to reduce the potential for legal action that may be taken by a user, and often with little prospect of enforcement. See reverse side for Ralston's AUP.

Ralston's AUP

The use of school-owned technology, including computers, whether stand-alone, as a part of a local area network, or as part of a wide area network such as the Internet, is a privilege, not a right, and must be consistent with and driven by the educational objectives of the Ralston School District.

The Ralston School District exercises exclusive control over all school-owned technology, and students should not expect privacy regarding their use of any such equipment or network because school property is subject to search and inspection at any time by school officials. This search and inspection includes, but is not limited to, electronic mail, Internet access, file storage and transfer. Students are responsible for whatever is contained in computer files assigned to them.

Students using computers connected to the Internet, an international computer network, are able to access computers and people all over the world. The Ralston School District does not condone student access to any unsuitable materials which exist on the Internet. The Ralston School District recognizes that it cannot control the information on other computer systems and that it may not be physically possible to screen out all such inappropriate information and materials. All student Internet activities are subject to being monitored.

The Ralston School District makes no warranties of any kind, whether express or implied, for the technological services it provides. The District will not be responsible for any damage a user suffers. This includes loss of data.

Technology will be supplied for student use on an "as is, as available" basis. The availability of on-line resources does not indicate endorsement of their contents by the Ralston School District. The District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

The purchase of services or merchandise through the Internet including the use of credit cards by students through District technological services is prohibited. The Ralston School District shall not be liable for any costs arising out of such transactions.

The Ralston School District will not be responsible for any liability or expense the user may incur in connection with the use of District technology. The user agrees to indemnify (hold harmless) the Ralston School District for any expenses, including attorney's fees, arising out of the use of District technology in violation of this agreement.

It is the responsibility of the parents/guardians to establish and convey the standards that

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127
Administrative Office Phone: 402.331.4700 Fax: 402.331.4843
Website: www.ralstonschools.org

their child should follow. In support of parents/guardians, the Ralston School District will enforce the minimum appropriate technology use standards set in the Technology Procedures (Code of Ethics for Technology).

GAFE Account Information

Student Name: _____

Grade _____

GAFE Login:

_____@ralstonschools.org

Password: _____

By signing below I received and understand the Ralston Acceptable Use Policy.

Parent/Guardian Signature: _____

Date _____

Please return to your child's classroom/homeroom teacher by

_____.

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127

Administrative Office Phone: 402.331.4700 Fax: 402.331.4843

Website: www.ralstonschools.org

Ralston School District
Title I: School-Parent-~~Child~~ Compact

This compact outlines how parents, school staff, and the students at Ralston Public Schools will share the responsibility for improved academic achievement, and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards.

This school-parent-~~child~~ compact is in effect during the ~~2016-2017~~ 2017-2018 school session.

The staff at Ralston Public School will:

- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the **challenging** state academic achievement standards.
- Provide small group instruction based on student needs.
- Hold parent-teacher conferences two times a year, during which this compact will be discussed as it relates to the individual child's achievement.
- Provide parents with frequent reports on their children's progress, at least four times during the school year, as well as communicate with parents through conversations, newsletters, phone calls, and/or students planners regarding student progress.
- Provide parents reasonable access to teachers through flexible appointments.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

We, as parents, will support our children's learning in the following ways:

- Monitor attendance
- Make sure that homework is complete
- Participate in decisions related to our children's education
- Promote positive use of our children's time outside of school
- Stay informed about our children's education and communicate with the school by promptly reading all notices from the school and responding, as appropriate
- Participate in parent policy and advisory groups, to the extent possible
- Show a genuine interest in our children's daily learning

We, as students, will share the responsibility to improve our academic achievement. Specifically, we will:

- Put forth our best effort throughout the school day
- Do homework every day and ask for help, when needed
- Read every day, outside of school time
- Give our parents all notices and information received from school each day

RALSTON PUBLIC SCHOOLS

RALSTON MIDDLE SCHOOL STUDENT/PARENT HANDBOOK

2017-2018

Website: www.ralstonschools.org

BOARD OF EDUCATION

Tresha Rodgers, President
Linda Richards, Vice President
Deb Gerch, Secretary
Mike Overcamp, Treasurer
Heather Johnson, Member
Jay Irwin, Member

DISTRICT ADMINISTRATORS

Dr. Mark Adler, Superintendent
Dr. Tiffanie Welte, Director of Secondary Learning
Mrs. Cecilia Wilken, Director of Elementary Learning
Dr. Mike Rupprecht, Executive Director for Human Resources
Mr. Jason Buckingham, Executive Director of Fiscal Affairs
Mrs. Melissa Stolley, Director of Student Services
Mrs. Diane Meyer, Director of Suburban Schools/Metro Regional Program

ADMINISTRATIVE OFFICES

8545 Park Drive
Ralston, Nebraska 68127
402-331-4700

RALSTON MIDDLE SCHOOL

8202 Lakeview Street
Ralston, Nebraska 68127-2777
402-331-4701
<http://rms.ralstonschools.org>

MIDDLE SCHOOL ADMINISTRATION

Andy Parizek, Principal
Steve Schrad, Assistant Principal & Activities Director

Table of Contents

General Information	Page Number
Principal Letter	2
District Mission Statements and Building Vision Statement	3
Blackboard Connect Information System	3
RMS Bell Schedule	4
RMS Advisement Schedule	5
Well-Managed Schools - Classroom Social (Life) Skills	7
Guidance Counselor	10
Grading Policy and RKIDs	10
Student Recognition and Academic Integrity Policy	11
Textbook and Book Covers	12
Lockers	12
Building and Grounds	13
Emergency Procedures	13
Food Items and Lunch	13
Student Appearance and Dress Code	13
Cell Phone/ Electronic Items	14
Telephones, Media Center, Physical Education and Bikes	15
Lost and Found	15

Activities and Code of Conduct	Page Number
Student Activities	16
Participation	17
Extracurricular Code of Conduct	19
Relationship between Parents and Coaches/ Sponsors	20
Concussion Awareness	22
Kids Count	24

District Policies and Procedures	Page Number
Notice of Parental Rights	25
Notice of Non-Discrimination	25
Compulsory Attendance and Excessive Absenteeism	26
Absence Procedures	27
Anti-Bullying Prevention and Positive Student Behavior	28
Sexual Harassment	29
Student Discipline	30
Student Conduct	35
Grounds for Emergency Exclusion	36
District Drug Policy	38
Interrogation and Searches	38
Firearms and Weapons	39
Parental/ Guardian Involvement in Educational Practices	40
Visitors to the Schools	42
Health Services at School	43
Physical Examinations	45
Animals on School Grounds	45
Breakfast and Lunch	45
Ralston Middle School Fee List	46

June, 2017

Welcome to Ralston Middle School!

The entire staff at Ralston Middle School welcomes you to a new and exciting year. It is our goal to make this school year the most successful and memorable in your school career.

Please take time to review this handbook with your parents. The purpose of this handbook is to provide students with information on school procedures and policies for Ralston Middle School. You will see a clear commitment to ensuring a safe and positive environment for learning to take place. Much of this information pertains to expectations and procedures for students. If we were to summarize the expectations at Ralston Middle School, they basically come down to **be safe, be respectful and be responsible**. Acting safe and making choices that ensure your physical and mental well-being are critical. Respect for yourself, others and property is a key expectation. If everyone is respected, the school is a much better place for learning. Responsibility for your learning, your actions, and your growth is also a key to success in middle school. With both of these in place, the sky is the limit and your middle school years will be a time of great growth and success for you. Which is why the vision of Ralston Middle School is to develop safe, responsible and respectful learners today and leaders tomorrow.

Through a caring school, family, and community partnership, the goal of preparing students to become responsible and respectful individuals in a safe and challenging environment will remain a central focus of Ralston Middle School.

Have a great year!

Andy Parizek
Principal

Steve Schrad
Assistant Principal/ Activities Director

School Handbooks are based on Board of Education Policies -
http://www.ralstonschools.org/board_of_education/board_policies

Purpose State of Ralston Public Schools

A community dedicated to achieving excellence through purposeful instruction and nurturing a climate of hope.

Direction Statement

Cultivating resilient citizens prepared for the diverse demands of the future.

The Ralston Public Schools Believe . . .

- The educational process is a partnership involving the school, the family, the student, and the community
- Students learn best when they are actively engaged in the process
- All students can learn
- Students learn best when schools maintain high expectations for learning
- The foremost responsibility of any educational organization is the student
- The essence of education is the ability to develop lifelong learners to deal responsibly with choice in a changing world

January, 2014

Board of Education policies can be accessed at the school building office and on the district website -
www.ralstonschools.org

Ralston Middle School

It is the vision of Ralston Middle School to develop safe, responsible and respectful learners today and leaders tomorrow.

November, 2012

Blackboard Connect Information System

To insure effective and timely communication between our school district, its staff, and school patrons, Ralston Public Schools has implemented the use of the Blackboard Connect technology system. This method of messaging will be used by our middle school to announce or remind our students and parents about important upcoming events by phone, email or text. Also, it can serve as an information system to communicate student absences, school cancellations due to inclement weather, and crisis situations that may arise. Messages come in the form of a pre-recorded phone call, and in other cases, will be accompanied by an email. With communication being a key component in creating a successful school-community connection, Blackboard Connect will assist in keeping our middle school family consistently informed.

Bell Schedule

Building-wide Homeroom and Lunch Schedule (Monday, Tuesday, Wednesday, Thursday, Friday - 30 minutes for Homeroom and 30 minutes for Lunch) -

- **Monday** - *DEAR (Drop Everything And Read) / Reading Intervention*
- **Tuesday** - *Well-Managed Schools / Wooden Pyramid / Character Education*
- **Wednesday** - *Planner and Grade Checks / Career Education / Academic Study Hall*
- **Thursday** - *Math Facts / Math Intervention*
- **Friday** - *Team Building*

Bell Schedule (Monday, Tuesday, Thursday and Friday - 44 minutes)	Bell Schedule (Wednesday - 40 minutes)
<u>7th grade</u> • Period 1 - 8 to 8:44 am • Period 2 - 8:48 to 9:32 am • Period 3 - 9:36 to 10:20 am • Period 4 - 10:24 to 11:08 am • Period 5 (Lunch and Homeroom) - 11:12 am to 12:12 pm ◦ 7A lunch - 11:12 to 11:42 am ◦ 7B lunch - 11:27 am to 11:57 am • Period 6 - 12:16 to 1 pm • Period 7 - 1:04 to 1:48 pm • Period 8 - 1:52 to 2:36 pm • Period 9 - 2:40 to 3:24 pm	<u>7th grade</u> • Period 1 - 8:32 to 9:12 am • Period 2 - 9:16 to 9:56 am • Period 3 - 10 to 10:40 am • Period 4 - 10:44 am to 11:24 am • Period 5 (Lunch and Homeroom) - 11:28 am to 12:28 pm ◦ 7A lunch - 11:28 to 11:58 am ◦ 7B lunch - 11:43 am to 12:13 pm • Period 6 - 12:32 to 1:12 pm • Period 7 - 1:16 to 1:56 pm • Period 8 - 2 to 2:40 pm • Period 9 - 2:44 to 3:24 pm
<u>8th grade</u> • Period 1 - 8 to 8:44 am • Period 2 - 8:48 to 9:32 am • Period 3 - 9:36 to 10:20 am • Period 4 - 10:24 to 11:08 am • Period 5 - 11:12 to 11:56 am • Period 6 (Lunch and Homeroom) - Noon to 1 pm ◦ 8A lunch - Noon to 12:30 pm ◦ 8B lunch - 12:15 to 12:45 pm • Period 7 - 1:04 to 1:48 pm • Period 8 - 1:52 to 2:36 pm • Period 9 - 2:40 to 3:24 pm	<u>8th grade</u> • Period 1 - 8:32 to 9:12 am • Period 2 - 9:16 to 9:56 am • Period 3 - 10 to 10:40 am • Period 4 - 10:44 am to 11:24 am • Period 5 - 11:28 am to 12:08 pm • Period 6 (Lunch and Homeroom) - 12:12 to 1:12 pm ◦ 8A lunch - 12:12 to 12:42 pm ◦ 8B lunch - 12:27 to 12:57 pm • Period 7 - 1:16 to 1:56 pm • Period 8 - 2 to 2:40 pm • Period 9 - 2:44 to 3:24 pm

Homeroom/ Advisement

Advisement is a program that build meaningful relationships between students and teacher. Every student should have at least one advocate and trusted adult in the building. Your advisement teacher/ advisor will play a key role in helping you see and meet your potential by doing the following -

- To help students make friends, develop positive peer group relationships and a sense of belonging
- To provide an orientation to Ralston Middle School and the student handbook
- To teach, reinforce, and build character as a middle school student working together with our classroom community

- To help students develop a sense of academic purpose and personal commitment to educational goals
- To help students achieve academic success by developing organization skills, time management skills, effective study habits and academic support
- To develop the skills, attitudes and behaviors that will help students function productively
- To reinforce the values of respect, responsibility, personal safety and accountability through character

The following weekly schedule will be followed by all advisement groups at Ralston Middle School (some changes may be made throughout the year due to testing, guest speakers, etc.) -

RMS Weekly Advisement Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Keep Calm and READ Monday - Students bring reading material - Book Talks - Reading Interventions	THINK About It Tuesday - Well Managed Schools - Character Education - John Wooden Pyramid of Success	NO WORRIES Wednesday - Planner & Grades Checks - Homework & Projects - Career Education	MARVELOUS MATH Thursday - Students bring Math homework - Work on Math facts - Math Interventions	FANTASTIC Friday - Team Building Time - Inter-disciplinary Activities - Homework Reminders

Responsible and Respectful Behavior

General Information.

You are expected to conduct yourself appropriately and to cooperate with the requests of all staff members. Seventh grade students arriving to Ralston Middle School before 7:53 am must report to the Upper Gym, and eighth grade students must report to the Cafeteria. Students are not permitted to other areas of the building prior to 7:53 a.m. unless they have a pass from a staff member. Students must stop in the main office to get permission before visiting with a teacher either before 7:53 am or after 3:30 pm.

Responsible and Respectful Class Behavior.

Your teachers will teach you the student expectations. Teachers will communicate with you when you are not meeting the expectations for student behavior. Teachers will also notify your parent/guardian if you fail to meet classroom expectations.

Ralston Middle School
Well Managed Schools - *Classroom Social (Life) Skills*
2017-2018

Corrective Teaching Interaction

- Give Praise / Empathy
- Describe Inappropriate Behavior
- Describe Appropriate Behavior
- Give a Reason
- Practice
- Negative Consequences (Optional)

Effective Praise

- Show Approval
- Describe Behavior or Skill
- Give a Reason
- Positive Consequence (Optional)

Greeting Others

1. Look at the person.
2. Use a pleasant voice tone.
3. Offer a verbal greeting.

Setting Goals

1. Decide on your overall values and lifestyle desires.
2. List the resources you need to fulfill these lifestyle options.
3. Examine the intermediate steps in accomplishing your overall outcome.
4. Establish short and long term goals that will help you accomplish the steps necessary for the desired outcome.

Being Prepared for Class

1. Gather all necessary books, papers, homework and writing implements.
2. Be on time for class.
3. Present homework and assignments when the teacher asks for them.
4. Write down assignments and homework to complete.

Following Instructions

1. Look at the person.
2. Say "Okay" and/ or nod to show understanding.
3. Do what you've been asked right away.
4. Check back.

Staying on Task

1. Look at your task or assignment.
2. Think about the steps needed to complete the task.
3. Focus all of your attention on the task.
4. Stop working only when instructed.
5. Ignore distractions and interruptions from others.

Getting the Teacher's Attention

1. Look at the teacher.
2. Raise your hand calmly.
3. Wait to be acknowledged by the teacher.
4. Ask questions or make requests in a calm voice.

Accepting Criticism or a Consequence

1. Look at the person.
2. Say "Okay".
3. Stay calm.

Contributing to Discussions (Joining in a Conversation)

1. Look at the people who are talking.
2. Wait for a point when no one else is talking.
3. Make a sort, appropriate comment that relates to the topic being discussed.
4. Choose words that will not be offensive or confusing to others.
5. Give other people a chance to participate.

Listening to Others

1. Look at the person who is talking and remain quiet.
2. Wait until the person is finished talking before you speak.
3. Show that you heard the person by nodding your head and saying "Okay" or "That's Interesting".

Completing Homework

1. Find out at school what the day's homework is for each subject.
2. Remember to bring home necessary books or materials in order to complete your assignments.
3. Get started on homework promptly, or at the designated time.
4. Complete all assignments accurately and neatly.
5. Carefully store completed homework until the next school day.

Making a request (Asking a Favor)

1. Look at the person.
2. Use a clear, pleasant voice tone.
3. Make your request in the form of a question by saying "Would you..." and "Please..."
4. If your request is granted, remember to say "Thank you."
5. If your request is denied, remember to accept "No" for an answer.

Accepting "No" for an Answer

1. Look at the person.
2. Say "Okay," or gesture to show understanding.
3. Stay calm.
4. If you disagree, ask later.

Ralston Middle School
Well Managed Schools - *Classroom Social (Life) Skills*
2017-2018

Going to an Assembly

1. Walk quietly in the hallway.
2. Sit in your assigned seat (or section).
3. Listen attentively.
4. Clap at an appropriate time, in an appropriate manner.
5. Wait to be dismissed.

Accepting Winning Appropriately

1. Look at the person or members of the team who lost.
2. Remain pleasant but not overly happy or celebratory.
3. Congratulate the other person or team for a good game and for trying.
4. Do not brag or boast about winning.

Accept Defeat or Loss

1. Look at the person or members of the team who won.
2. Remain calm and positive.
3. Say "Good game" or "Congratulations."
4. Reward yourself for trying your hardest.

Choosing Appropriate Friends

1. Think of the qualities and interests you would look for in a friend.
2. Look at the strengths and weaknesses of potential friends.
3. Match the characteristics of potential friends with activities and interests you would share.
4. Avoid peers who lead you to make negative choices.

Setting Appropriate Boundaries

1. Imagine a series of circles radiating out from you. Each represents a boundary.
2. Picture people you encounter in one of the circles, depending on the level of closeness with which you and another person are comfortable.
3. Disclose personal information only to those in the closest boundaries.
4. Respect the boundaries of others.

Extending an Offer or Invitation

1. Choose an appropriate time and place to extend the invitation.
2. Look at the person.
3. Use a pleasant or happy voice tone.
4. Extend the invitation.
5. Request a timely response.
6. Politely end the conversation.

Declining an Offer or Invitation Graciously

1. Look at the person.
2. Use a calm, pleasant voice tone.
3. Thank the person for the invitation or offer.
4. Give a reason why you cannot or do not wish to accept.
5. Offer an alternative activity or suggest another time.

Resisting Negative Peer Pressure

1. Look at the person.
2. Use a calm, assertive voice tone.
3. State clearly that you do not want to engage in the inappropriate activity.
4. Suggest an alternative activity. Give a reason.
5. If the person persists, continue to say "No."
6. If the peer will not accept your "No" answer, ask him or her to leave or remove yourself from the situation.

Responding to/ Reporting Inappropriate Talk

1. Stay calm.
2. Tell the other person to stop his or her behavior.
3. Leave the situation.
4. Find an adult as quickly as possible.
5. Gain the adult's attention appropriately.
6. Honestly describe everything you experienced or witnessed.
7. Answer all questions honestly.
8. Thank the adult for listening and taking action.

Reporting Other Youths' Behavior (Peer Reporting)

1. Find the appropriate adult of authority figure.
2. Look at the person.
3. Use a clear, concerned voice tone.
4. State specifically the inappropriate behavior you are reporting.
5. Give a reason for the report that shows concern for your peer.
6. Truthfully answer any questions that are asked of you.

Communicating Honestly

1. Look at the person.
2. Use a clear voice. Avoid stammering or hesitating.
3. Respond to questions factually and completely.
4. Do not leave out details or important facts.
5. Truthfully take responsibility for any inappropriate behaviors you displayed.

Ralston Middle School
Well Managed Schools - *Classroom Social (Life) Skills*
2017-2018

Disagreeing Appropriately

1. Look at the person.
2. Use a pleasant voice tone.
3. Say "I understand how you feel".
4. Tell why you feel differently.
5. Give a reason.
6. Listen to the other person.

Advocating for Oneself

1. Identify a situation in which you should advocate for yourself.
2. Remember to remain calm and use a pleasant or neutral voice tone.
3. Describe your point of view or the outcome you desire.
4. Give rationales for advocating for yourself.
5. Thank the person for listening.

Making an Appropriate Complaint

1. Look at the person.
2. Phrase your complaint as an objective problem, not a personal attack.
3. Remain calm and pleasant.
4. Be assertive, but avoid repeating your complaint over and over.
5. Thank the person for his or her cooperation.

Choosing Appropriate Words to Say

1. Look at the situation and the people around you.
2. Know the meanings of words you are about to say.
3. Refrain from using words that will offend people around you or that they will not understand.
4. Decide what thoughts you want to put into words and then say the words.

Accepting Decisions of Authority

1. Look at the person.
2. Remain calm and monitor your feelings and behavior.
3. Use a pleasant or neutral tone of voice.
4. Acknowledge the decision by saying "Okay" or "Yes, I understand".
5. If you disagree, do so at a later time.
6. Refrain from arguing, pouting or becoming angry.

Using Anger-Control Strategies

1. Learn what situations cause you to lose control or make you angry.
2. Monitor the feelings you have in stressful situations.
3. Instruct yourself to breathe deeply and relax when stressful feelings begin to arise.
4. Reword angry feelings so they can be expressed appropriately and calmly to others.
5. Praise yourself for controlling emotional outbursts.

Making an Apology (Saying You're Sorry)

1. Look at the person.
2. Use a serious, sincere voice tone, but don't pout.
3. Begin by saying, "I wanted to apologize for..." or "I'm sorry for..."
4. Do not make excuses or try to rationalize your behavior.
5. Sincerely say that you will try not to repeat the same behavior in the future.
6. Thank the other person for listening.

Expressing Empathy and Understanding for Others

1. Listen closely as the other person expresses his or her feelings.
2. Express empathy by saying, "I understand..."
3. Demonstrate concern through your words and actions.
4. Reflect back the other person's words by saying, "It seems like you're saying..."
5. Offer any help or assistance you can.

Giving Compliments

1. Look at the person you are complimenting.
2. Speak with a clear, enthusiastic voice.
3. Praise the person's activity or project specifically. Tell him or her exactly what you liked about it.
4. Use words such as, "That's great," "Wonderful" or "That was awesome."
5. Give the other person time to respond to your compliment.

Showing Appreciation

1. Look at the person.
2. Use a pleasant, sincere voice.
3. Say "Thank you for..." and specifically describe what the person did that you appreciate.
4. If appropriate, give a reason for why it was so beneficial.
5. Offer future help or favors on your part.

Accepting Awards and Honors

1. Look at the presenter.
2. Shake hands.
3. Maintain a pleasant expression.
4. Use a pleasant voice tone and say, "Thank you for..." or "I feel honored."
5. Return quietly to your seat.

Accepting Compliments

1. Look at the person who is complimenting you.
2. Use a pleasant voice tone.
3. Thank the person sincerely for the compliment.
4. Say "Thanks for noticing" or "I appreciate that."
5. Avoid looking away, mumbling or denying the compliment.

Guidance Counselor (Policy 6048)

There are times when we all get down on ourselves and lose confidence. There is a caring and skilled counselor at Ralston Middle School to listen. If you need guidance or just need someone to listen to a problem, a counselor is here to listen to you. This person will work closely with your entire team and get to know you better through some team and advisement activities. Counseling services are available to every student in our school. Students can stop by the counselor's office to set up a time and to get a pass. Students must check in with their teacher before meeting with the counselor. If something is urgent and the counselor is not available, do not wait. Please visit with another staff member.

The counselor can help you with many things including -

- Academic success
- Attendance
- school/ grade transition
- Selection of classes
- peer/ family concerns
- Study skills

The counselor will be in the classroom periodically to do guidance activities on topics such as -

- Making new friends
- Peer pressure
- Cliques
- Bullying
- Sexual harassment
- Setting goals
- Decision making
- Tolerance
- Diversity
- Self-esteem

Grading

Ralston Middle School uses a traditional grading scale for all courses -

- A = Superior = 92-100
- B = Above Average = 84-91
- C = Average = 76-83
- D = Below Average = 67-75
- F = Failure = 0-66
- I = Incomplete
- NM = No Mark
- P = Passing

As a student working to achieve success in the classroom, it is your responsibility to -

- Stay informed and use RKIDs - http://rps.sharpschool.net/parent_access/R-kids (RKIDs Login)
- Visit with your teachers about their availability to work with you
- Remember learning takes effort both in and outside the classroom



Student Recognition

A RMS Honor Roll has been established to recognize the above average student academic performance.

Students with the following semester grade point averages (GPA) will be recognized in the following categories -

- Distinguished Scholar - 4.0-3.50
- Outstanding Scholar - 3.49-3.00

No student shall be on the Distinguished Honor Rolls that has received a grade below a "B". No student shall be on any Honor Roll that has received a grade below a "C" and/or has an incomplete for the semester. All incomplete grades must be made up no later than one week after the conclusion of a quarter.

Ralston Middle School Academic Integrity Policy

To ensure our vision of creating a community of respect, responsibility, and academic excellence, we must demonstrate a high level of personal character and academic integrity.

Academic Integrity is -

- Completing and submitting work that is entirely your own, including words, thoughts, ideas, concepts, images, and data.
- Giving credit when you use other's words, thoughts, ideas, concepts, images, or data in your work.
- Not plagiarizing or cheating when completing your work.

What is plagiarism?

- Plagiarism is submitting the works, ideas, images, or data from another person in any of your academic writing or projects, and claiming them as your own.

Examples of plagiarism:

- Copying and pasting a passage of text unchanged from an internet or online resource without citing the source.
- Copying slides from another student's PowerPoint and including them in your project.
- Copying pictures from Google Images and inserting those into your paper or project without citing the source (photographer's credit or location where the picture was found).
- Copying word-for-word from a printed resource (encyclopedia, magazine, etc.) and claiming it as your own.
- Copying an idea or format for a story or poem and claiming it as your own.

What constitutes cheating?

- Possession of unauthorized materials (cheat sheets, notes, etc.)
- Having someone else completing your work for you.
- Copying someone else's homework, allowing someone to copy your homework, or turning in someone else's work as your own.
- Using fake or fabricated quotes, references, or data in your work.
- Copying someone else's test, quiz, exam, or sharing answers during a test, quiz, or exam with someone else.
- Using technology to retrieve/ share answers, testing materials, etc.

Examples of academic cheating -

- Writing the answers to a test on your hand.
- Having your friend or sibling write an essay for you.
- Copying your friend's math homework, or allowing a friend to copy your homework.
- Inventing statistics or data to support your conclusions on a science experiment.

Consequences for Plagiarism and/or Cheating -

- Parents will be notified of academic misconduct by either the teacher or the principal.
- Students will be required to do another similar replacement assignment or exam to demonstrate accurate evidence of learning, or they can be required to retake or resubmit the work. If retaking or re-submitting the work, the student must complete this on his/her own time.
- Participation in extracurricular activities may be suspended until the issue has been fully resolved to the satisfaction of the principal.
- A student's academic misconduct can be confidentially communicated to their teachers.
- Appropriate consequences will be determined by administration.

Textbooks and Book Covers

The school district loans textbooks to you. Keep them covered, clean, and protected because you will return them at the end of the semester or school year. You are responsible for their condition and may be fined up to the full cost of the book if there is abnormal wear or damage to any books you have been loaned. You may provide your own book covers, or your team teachers will have some free books covers available.

Lab equipment, sports equipment, instruments, computers, lockers, tables, chairs, and desks are all school property, and you are responsible for items in your care. Ralston Middle School is not responsible to pay for damages when another student steals, vandalizes or breaks another student's personal property.

Lockers (Policy 5036)

Lockers are the property of the school district and students are permitted to use them without charge. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particular suspicion or reasonable cause.

The school loans lockers to each student as an area to keep coats, books, and other items that are needed for school. Students will have access to their lockers during each passing period. Lockers will be issued at the beginning of the school year. Students' possessions including, but not limited to purses, bags, and automobiles, may be searched whenever there is a reasonable suspicion that the student possesses any illegal substance or object which is violation of law or district policy, or which could cause bodily harm or damage to property. The refusal of a student to consent or submit to a reasonable search and/ or to surrender objects or substances found as a result of such search may be grounds for discipline.

Each student is assigned his or her own locker. Students are not to share lockers for any reason.

- Lockers are school property.
- Lockers are subject to inspection at any time. This may include inspecting by police dogs.
- Use only the locker assigned to you.
- Your locker combination is your personal business - DO NOT TELL YOUR COMBINATION TO ANYONE!
- Lockers must be kept in an orderly fashion at all times.
- Kicking lockers closed is not acceptable.
- Rigging lockers to open them without using the combination leaves all items in the locker susceptible to theft - Do not preset your locker to open.
- Never leave anything unlocked in the locker rooms.
- If your locker gets stuck, tell an office secretary, teacher, counselor, or administrator.

Building and Grounds

Your parents and the taxpayers in this school district pay for our educational programs, materials, and facility. Any offender will pay for vandalism or careless use of property, and disciplinary actions will be taken by the administration. You are expected to care properly for the furniture, equipment, and building.

- Pick up your trash and the trash around you.
- Recycle paper.
- No open containers of pop or other liquid are permitted outside of the cafeteria, unless cleared as a legitimate medical condition.

Emergency Procedures

Various drills are held at regular intervals throughout the school year and are an important safety precaution. It is essential when these drills are held that everyone follows staff instructions promptly. Directions for each type of emergency will be reviewed by the teacher and posted in each classroom and within the student planner. If a student is in the hall during a Lockout, the student should return to their classroom. If a student is in the hall during a Lockdown, the student should go to the closest possible restroom.

Food Items

Food and beverage items should be consumed in the cafeteria. Exceptions would be special food days in classes or advisement. Clear water bottles may be used in a respectful and responsible manner. Sunflower seeds will not be allowed in the building at any time. The permission of gum will be at the teacher discretion.

Lunch

Parents, students, etc., are asked not to bring/ order in lunches from outside vendors to students or groups of students unless cleared through the principal's office. Students will be able to leave the building for lunch only with their parent or guardian.

Student Appearance (Policy 5031)

Any manner of dress, hair style, make up, or personal hygiene that -

- Constitutes a threat to the safety, health, or welfare of the student or others;
- Violates any statute;
- Interferes with the education process, or that school officials can reasonably predict will interfere with the education process; or
- Causes or may cause excessive maintenance problems in the school may be grounds for corrective or disciplinary action.

The superintendent or his/her designee may institute specific dress code regulations in any school consistent with board policy.

Dress Code.

The school dress code is based on the principle that student dress is a responsibility of each student's parents/guardians. For this reason, we feel that many of the restrictions on dress code and grooming should originate with the parent/guardian rather than with the school administration.

The dress code should allow for individualism and meet the current trend of changing styles. However, when a style becomes extreme, the matter will be discussed with the student. Students wearing clothing that is deemed inappropriate may be sent home or have proper clothing delivered by a parent or wear clothing stored in the office for dress code violations. Students who refuse to comply will face disciplinary action.

1. Appearance which is disruptive, according to the staff, will not be allowed. Students may be referred to administration for final approval. Automatically included in this category are -
 - a. Any clothing that is offensive or distracting to the learning environment. (Clothing with vulgar, obscene, profane, suggestive or otherwise inappropriate drawings or slogans)
 - b. Sagging pants.
 - c. Bare midriffs
 - d. Spaghetti straps, tank tops, or strapless tops may be worn. Shoulders/arm-pits must be covered.
 - e. Pants/clothing intended as sleepwear.
 - f. Pants/clothing with tears/missing fabric that reveals excessive skin.
2. Students must wear shoes or sandals at all times, no slippers.
3. Students will not be allowed to wear hats, caps, bandannas, bandannas worn as headbands, or other head coverings in the building. Those items are to be kept IN LOCKERS during the day from 7:53 am to 3:24 pm.
4. Coats are generally not needed in school and should not be worn in class unless a teacher determines coats are needed.
 - a. What is NOT allowed? Any coat that is generally worn as an OUTSIDE coat for warmth is not allowed. Not allowed are heavy overcoats, ski jackets, rainwear, or any lined jackets.
 - b. What IS allowed? One layer cotton lining inside a windbreaker, unlined wind-breaker, and pullover or zippered sweatshirts are acceptable for indoor wear.
 - c. Sweatshirts with hoods are allowed but the **hoods must be down at all times** during the school day.
5. Book bags and purses must stay in the students' lockers during the school day as well.

Administrative Action.

Students who violate the dress code policy enacted at Ralston Middle School will be sent to the counseling office for administrative action. Students will be required to change into more appropriate clothing. If the student does not have a change of clothing, the school will furnish clothing for that day. The furnished clothing must be returned to the school. Parents will be notified each time the student is sent to the office. Cases involving multiple redirections for an individual may result in the student being sent home for the day.

Cell Phone/ Electronic Items (Policy 6025)

Ralston Middle School recognizes the increased use of electronic devices in society and also recognizes their value when used properly. Our primary concern is the academic success of students since the misuse of electronic devices can interfere with student learning. We also understand the need for parents to occasionally contact their student; however, it is best to call the office and a note will be sent to the student. Students are not allowed to check their device or respond to parent contacts during class time without teacher's permission. The following rules will govern the use of electronic devices at the middle school -

1. Students must follow classroom teachers' stated expectations and guidelines. Staff may confiscate electronic devices if students fail to comply with those expectations.
2. Electronic devices may be used before and after school.
3. Students must discontinue use of any electronic device when so instructed by any staff member at any time during the school day.
4. Electronic devices that are confiscated by staff will be turned into the office where the student or parent may pick it up after school. All subsequent violations could require a parent to pick up the device; the student may also have additional consequences assigned.

Administrative Action.

These items, if seen or heard in the building by a staff member, will be confiscated and turned in to the office. Parents and/or guardians could be required to come to the middle school and pick these items up each time they are taken from their student. Students will be able to use the school phones to call parents/guardians for rides after school, practices, and contests.

Telephones

We have phones in each classroom. Students may request use of a phone and teachers will determine if the request is appropriate. Office phones are to be used for emergencies only.

Media Center

All students enrolled in Ralston Middle School are entitled to borrow books from the school media center. A library ID card is not needed. During school hours, a student will be allowed to use the media center with a pass signed by a teacher. Books and periodicals taken out of the media center must be checked out at the circulation desk. Students should exercise good judgment when deciding the number of books to check out at one time. Reserved books, reference books, and encyclopedias may be checked out for one period or overnight only.

Physical Education

Physical Education is part of our curriculum. Every student is expected to participate unless excused as a part of legitimate medical condition.

Should this be the case, we expect a doctor's written excuse stating the reason and the length of time the pupil will not be participating. These excuses will be renewable at the beginning of each school year. If a student has a doctor's written excuse, he/she will be unable to participate in athletic practice and events during that time. Parent/guardian written excuses may not amount to more than three (3) days for the school year. For any illness or injury that limits the student's activity longer than this, a doctor's written excuse is expected.

Proper gym shoes are required. Clothing for P.E. must follow the dress code policies.

Bikes

- Park bikes in the bike racks provided.
- LOCK your bikes at all times.
- The school is not responsible for lost, stolen, or damaged bikes.
- Non-licensed (e.g., mo-ped, go-carts, mini bikes, etc.) motorized vehicles are prohibited on school property.

Lost and Found

Ralston Middle School's "Lost and Found" is located in the main office. If you have lost a textbook, a sweatshirt, or anything else; just tell the secretaries in the office and they will help you locate the lost item. Quarterly, the Lost and Found is cleaned out, and items are given to charity.

Student Activities (Policy 6028)

The school day at RMS does not necessarily end when the bell rings at the end of the day. There are several opportunities for students after school, however students need to report to the designated areas directly after school, or bring a signed note if they are staying after with a teacher. **Students not participating in an after school opportunity are expected to be off school property by 3:35 p.m.** If a student is participating in any extra curricular activity, they must be present at school for at 4 periods of the school day.

The opportunities listed below are available for students staying after school. Students involved must follow the school guidelines when staying after school.

Teacher Help	Computer Labs	Media Center	Athletics	Activities	KIDS Count
---------------------	----------------------	---------------------	------------------	-------------------	-------------------

The Ralston Public School's Middle school programs are proud of the students, coaches and sponsors who contribute to make the activities programs a positive experience for its participants. Success in extracurricular activities cannot always be measured by the wins and losses of each program, but they must also be measured by the satisfaction and educational experiences received by the participants. The activities program also provides opportunities to assist participants in growing physically, mentally, and emotionally.

The element of competition, although it exists, is controlled to the point that it does not determine the nature of the programs. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of the contest.

The coaching and activities staff and administration believe that participation in activities and athletics, both as a participant and as a student spectator, is an integral part of the student's educational experiences. Such participation is a privilege that carries with it responsibilities to the school, the team, the student body, the community, and the students themselves. In their participation and in their conduct, they are representing all of these groups. Such experiences contribute to the knowledge, skill, and emotional patterns that they possess, thereby providing guidance in becoming better people and better citizens.

Safety.

The District's philosophy is to maintain an activities program that recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents.

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Player responsibility - Listen to your coaches/sponsors.

- Stop what you are doing and make eye contact.
- Be respectful while listening by displaying appropriate body language.
- Make a conscious effort to pay attention to detail.

- Respond to instructions immediately and in a positive manner.
- If you do not understand, raise your hand and ask questions.

Player responsibility - Accept coaching instruction and team philosophies.

- Understand that coaching is instructional. Learning the fundamentals of your sport/activity is integral in becoming the best you can be in that particular endeavor.
- If you feel frustrated, visit with your coach or sponsor at an appropriate time.
- Make only **POSITIVE** comments to your teammates - **SUPPORT ONE ANOTHER!**
- Remember your teammates are here for the same common goals!
- Respect your opponents- treat them how you would choose to be treated.
- Win with class. Lose with dignity.

Sports by season:

Fall (August – mid October)	football, volleyball, cross country
Early Winter (end of October - December)	boys basketball
Late Winter (December – March)	girls basketball, wrestling
Spring (end of March – May)	soccer, track

In order to participate in any sport, students must provide:

1. **A physical exam to be kept on file at Ralston Middle School.** Students will not be able to participate in any practices or games until this physical is received in our office. All students entering seventh grade are required to have physical exams prior to enrolling at RMS. These also serve as the athletic physical during the student's seventh grade year.
2. **A ONE TIME activity fee of \$20.00 (paid each school year)** Please make checks payable to Ralston Middle School.
3. **Signed parent permission form and RECEIPT OF RALSTON MIDDLE SCHOOL 2017-2018 STUDENT HANDBOOK signature.** (part of student check-in packet)
4. **Students must also have proof of health insurance.** Ralston Middle School provides NO insurance coverage. It is the responsibility of the parents to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or resulting in their participation in athletics. If a student needs health insurance, please stop in the office for informational handout provided by Student Assurance Services.

Attendance requirements.

1. Attend practices regularly. Students may miss practices for the following reasons only: 1) family 2) church 3) involvement in another school activity 4) illness (absence from school that day)
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests, the participant should contact the coach or sponsor in advance by phone, with a written note, or by email. Any practice that is missed without prior contact with the coach will be assumed an unexcused practice.
3. On the day of a contest, performance or other activity, be in attendance for four periods of the school day. A student who is not in attendance for the four periods is ineligible for the contest, performance, or activity (*exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The principal or athletic director must approve the exception*).
4. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will be going home ill and then returning to play in the contest later that day.
5. Students will have situations when they meet with teachers after school to make up tests or assignments. Academics are always the first priority. In this situation, students must -

- Bring a note/pass from the teacher to their coach **before** practice begins. Some coaches may have you change into your practice clothes before meeting with your teacher.
- Complete assignments with teacher then return to practice.

However, if a student must serve a detention due to our RMS late work policy or for not meeting expectations for behavior in the classroom. Students must still possess a note/pass from the teacher in these situations so coaches are aware of the team member obligations with their teachers.

Equipment and lockers.

The athletic department will furnish equipment needed for each program. It will not furnish shoes or any equipment needed of a personal nature. All equipment checked out to a participant is his/her responsibility. Upon completion of the season, the equipment will be checked in to the coach. *If there is an item missing or damaged, the student must pay for the replacement cost.*

Students are provided a locker in the locker room to store practice clothing and equipment. *Students are to be responsible for locking all equipment and personal articles in their lockers during practice and game times.* Negligence in doing so could result in items being stolen. The school is not responsible for lost or stolen items.

Scheduled practice times.

Students will receive a practice and game schedule from their coaches at the start of the sport season. Practices will be held from 3:25-5 p.m. During the winter sports season, there could be 6:00-7:30 a.m. practices on a rotating basis due to the availability of the gyms. However, please refer to the practice schedule received at the beginning of the season for exact practice times. These may vary. Please arrange your student to be picked up from practices and games on time.

Cancellation/postponement procedure:

There may be situations when we will need to postpone or cancel games or matches due to inclement weather. The following steps will be used to communicate to parents:

- An announcement will be made over the school intercom to alert students of the cancellation/postponement.
- Students will be allowed to use classroom telephones to contact parents.
- In the event that games are cancelled or postponed, no practices will be held after school.
- The cancellation/postponement will also be posted on our RMS website.

Facilities usage.

No one is allowed to be in the building or to use the athletic facilities without a coach or sponsor supervising. Any athlete using the weight room must also be supervised by coaching staff.

Transportation Policy.

Activities may be conducted at locations other than Ralston Middle School. In some instances, Ralston Middle School will not provide transportation to the activity. Ralston Middle School is not responsible when students are provided transportation by a vehicle driven by others. In these instances, the responsibility and liability of the school and school officials is limited to the period from the participant's arrival at the event site and contact with the coach, sponsor, or assigned staff member, until dismissal from the event. All other liability for the child's safety lies with the parent, or their designated drivers.

Age specific information to parents of middle school athletes.

NSAA Eligibility Rule 2.3 – "Student is ineligible if 19 years of age before August 1 of current school year."

(Students in grades 7 or 8 may participate on a high school team if he/she is 15 years of age prior to August 1 of the current school year). Parents need to be informed that their son/daughter, who would be ineligible if they turn 15 years of age before August 1st of their 8th grade year of school or 14 years of age before August 1st of their 7th grade school year. Please contact your school's activities director for more information.

Extracurricular Code of Conduct.

Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

Scope of the Code of Conduct.

The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school. **The Code of Conduct also applies to participation in school-sponsored activities such as school dances, 8th grade end of the year celebration at Papio Fun Park, attendance at school events such as athletic contests and concerts, and other school sponsored events.**

A participant means a student who participates in, has participated in, or will participate in an extracurricular or school sponsored activity.

Any Ralston student is subject to disciplinary procedures for inappropriate actions that take place at his/her building of attendance, any other district building and/or school related activity, or for any other action prohibited by state statute.

While we have no intention of itemizing every action of misconduct here, the following are main areas of conduct, which may lead to disciplinary action, in-school suspension/suspension, expulsion from school, and/or loss of extracurricular participation privileges:

- The possession, use, sale, or transmission of tobacco, alcoholic beverage, drugs, or drug paraphernalia.
- The willful use of force, violence, threat, or insubordinate action.
- Gross disrespect for any student, school official, or employee. This includes the use of profanity or disrespectful speech or gestures toward another student or school employee.
- Stealing, willful damage, or destruction of school property or property belonging to another student or school employee.
- Continued behavior that seriously interferes with classroom instruction or other activities associated with school.
- Threatening or intimidation of other students, teachers, or anyone else connected with the school. This includes sexual, verbal, and physical harassment.
- Possession and/or use of any object or material that is ordinarily or generally considered a weapon in any school building, on school grounds, in any vehicle, or at any school sponsored activity is prohibited.
- Truancy from school or failure to attend assigned classes or activities.
- Causing or attempting to cause physical injury to a school employee or to any student.

Students cannot participate in extracurricular contests, performances, practices, or attend other school activities on days of in school suspension and/or out of school suspension.

Academic Standards.

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities, students must:

- Demonstrate the ability to balance academics with extracurricular participation. **A student is ineligible to participate in extracurricular activity contests or performances for the following academic reasons:**
 - *If he/she has a F grade in one of his/her classes*
- Office staff will do grade checks. Students are ineligible until grades have been improved and a new grade check is completed by administration.
 - *If a he/she is ineligible, he/she cannot participate in athletic contests, concerts, competitions, performances, school dances or other school sponsored activities for the entire week. However, the student will continue to attend practices during this time.*
- Academic requirements do not apply to:
 - *Instructional field trips which are a part of the scheduled course learning experience; or*
 - *Activities or events that are a part of the students' grade requirements.*

School Dances.

A school-sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

General Rules of Student Conduct at Dances. In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

- Only Ralston Middle School students may attend the dance.
- Students who have been suspended from school or from extracurricular activities may not attend.
- The school reserves the right to exclude persons who may or do cause a disruption or detract from the event.
- Rules for dances may restrict students from leaving the dance until the dance ends without written parental permission on a form provided.
- Students who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
- Attire must meet school dress code requirements.
- Dances are scheduled after school from 3:25-5:00 p.m.
- **Rides need to be arranged to pick up students at 5:00 p.m.**

Relationships Between Parents and Coaches/Sponsors.

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone. Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

Conflict resolution.

In the event you have a concern about your student's participation on our teams and/or our programs, we ask that you use the following chain of communication to deal with the concerns:

1. First, ask your student to talk with the coach or sponsor about the concerns. This is an important life skill to teach your student and a very important first step in problem solving.
2. Second, if the issues have not been resolved by the coach or sponsor and student, then the parent/legal guardian should request a meeting with the coach or sponsor outside of class time, practice time, or event time. The coach or sponsor may request that the student attend this meeting.
3. Third, if these two steps have not succeeded, then the parent/legal guardian may request a meeting with the activities director at the school. The student and coach/sponsor will also be included in this meeting.

4. Fourth, if resolution has not been achieved, the parent/legal guardian and student may request a meeting with the principal, in which the coach or sponsor, parent, student, and assistant principal will attend. We hope the concerns can be addressed at the site level.
5. Topics that will not be discussed at any of these meetings will be playing time, game strategies, playing level, starters, student selections on teams, and comparison of students' skills. We as an administration believe it is the responsibility and right of the coaches and sponsors to determine the members of the team, the time and/or role earned by each student during each game and event, and to determine the strategies used during a game or event.

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

- **School Representative** - Student participants must demonstrate that they can and will represent themselves and their school in a manner that reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
- **Success** - Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Parents' role in communicating with your children.

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be “out there trying,” to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

Parents' role in communicating with the coach.

- *Communication you should expect from your child's coach includes:*
 - Philosophy of the coach
 - Expectations the coach has for your child
 - Locations and times of all practices and contests
 - Team requirements
 - Procedure should your child be injured

- Discipline that results in the denial of your child's participation
- *Communication coaches expect from parents:*
 - Notification of any schedule conflicts well in advance
 - Specific concerns in regard to a coach's philosophy and/or expectations
- *Appropriate concerns to discuss with coaches:*
 - The treatment of your child, mentally, and physically
 - Ways to help your child improve
 - Concerns about your child's behavior
 - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- *Issues not appropriate to discuss with coaches:*
 - Playing time
 - Team strategy
 - Play calling
 - Other student-athletes

Good Sportsmanship—Behavior Expectations of Spectators.

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities -

- Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
- Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
- Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
- Do not "boo," stamp feet or make disrespectful remarks toward players or officials.
- Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
- Know that noisemakers of any kind are not proper for indoor events.
- Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
- Stay off the playing area at all times.
- Do not disturb others by throwing material onto the playing area.
- Show respect for officials, coaches, cheerleaders, and student-athletes.
- Pay attention to the half-time program and do not disturb those who are watching.
- Respect public property by not damaging the equipment or the facility.
- Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
- Refrain from the use of alcohol, tobacco, and drugs on the site of the contest.

Concussion Awareness. (Policy 6034)

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will -

1. Require all coaches and trainers to complete one of the following online courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury -
 - a. Heads UP Concussions in Youth Sports
 - b. Concussion in Sports—What You Need to Know
 - c. Sports Safety International
 - d. ConcussionWise
 - e. ACTive™ Athletic Concussion Training for Coaches; and
2. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include -
 - a. The signs and symptoms of a concussion;
 - b. The risks posed by sustaining a concussion;
 - c. The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches; and
 - d. Acknowledgement of receipt of information by both parent/guardian and the student.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student -

1. has been evaluated by a licensed health care professional;
2. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
3. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of -

1. the date and approximate time of the injury suffered by the student,
2. the signs and symptoms of a concussion or brain injury that were observed, and
3. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health-care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall be the guidance provided by the Nebraska Department of Education entitled "Bridging the Gap from Concussion to the Classroom," and accompanying materials and future supplements. Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

Kids Count

Our Vision For The RMS Kids Count Program Is -

1. To implement a vibrant community driven program that will attract youth, parents, & community long after the school day ends.
2. Engage our youth in safe, drug-free activities that will support and challenge them academically and foster resiliency to negative influences.
3. Nurture a life long commitment for community service and the arts.
4. Support parents in raising happy, healthy, and academically successful children.

Kids Count for this school year will get underway on Monday, August 21st. There is a \$20 fee per month.

Activities will be held on Monday-Friday from 3:30-5:00 p.m. on days school is in session. Participating in Kids Count is a positive way for students to enjoy a variety of activities as well as make connections with other RMS students.

To enroll in this program, please contact Steve Schrad or Linda Hoffman at 402-331-4701.

School Handbooks are based on Board of Education Policies -
http://www.ralstonschools.org/board_of_education/board_policies

Notice of Parental Rights (Policy 5018)

The Family Education Rights and Privacy Act and the Nebraska Public Records Law authorize school districts to make “directory information” available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decisions-making process regarding the disclosure of directory information regarding their children.

Directory information is information from an education record of a student which would not generally be considered harmful or, if it were disclosed, an invasion of privacy. For example, an athletic program which lists the names of team members, their heights and/or weights and an academic program which lists the names of students receiving academic awards both contain directory information.

Directory information includes the following information about a student:

Name	Awards and recognition received
Address (School Directory only)	Career Interest
Current School	Participation in activities and sports
Grade Level	Weight and height of members
Picture of athletic teams	

By federal and state law, schools may release directory information unless a student's parents or guardians file a written objection.

The Ralston Public Schools has defined directory information for media purposes.

Several times during the school year, local media (TV, radio, newspaper, etc.) visit Ralston schools for newsworthy items, school happenings, holidays, local interest items, and interview/photograph students for newspaper articles, TV news items, and promos. Media events are considered directory information.

The Ralston Public Schools has defined directory information for the use of the Web.

All Ralston schools and district Internet Web pages are considered directory information. Internet Web pages (school and district) may contain pictures (only group with no names) and names of students (only first names and grade level for grades K-6, and first name and last initial and grade level for grades 7-12).

Internal/External Use of Information.

Whatever choice you make, the school district will be able to use this information for internal school purposes and to share it with other educational institutions and professionals in accordance with law. Please refer to this student handbook referencing Parental/Guardian Access to Student Records (Policy JO). If you disagree with the way directory information may be used, please submit in writing the specific category of directory information you wish to prohibit. You should mail all requests to Ralston Public Schools, attn.: Michael Rupprecht, 8545 Park Drive, Ralston, NE 68127.

Notice of Non-Discrimination (Policy 4001)

Ralston Public Schools does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status, or based on such protected classes, in admission or access to, or treatment of employment or educational programs and activities. Any person having information or inquiries regarding any such discrimination is directed to contact the Superintendent of Schools, in writing at 8545 Park Drive, Ralston, NE 68127 or by telephone at (402) 331-4700. Any person may also contact the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at

(816) 268-0599, regarding complaints of discrimination based on race, color, national origin, gender, age, disability as well as complaints concerning the denial of access or other discrimination against Boy Scouts or other youth groups.

Compulsory Attendance and Excessive Absenteeism (Policy 5001)

Required Attendance.

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age.

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions.

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students.

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to re-enroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students.

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer.

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excessive Absenteeism.

When a student receives five (5) absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance.

Reporting Excessive Absenteeism.

The building administrator shall report to the county attorney of the county in which the student resides when the school has documented the efforts made that the collaborative plan to reduce barriers identified to improve regular attendance has not been successful and that the child has been absent more than 20 days per year.

First Reading: June 9, 2014

Date of Adoption: June 23, 2014

Legal Reference:

Date of Review:

Absence Procedures

Good school attendance and punctuality are important and closely related to success in school.

- When a student is to be absent from school, **a parent or guardian must notify the attendance secretary.** The attendance secretary is available at 7:00 a.m. To help us ensure student safety, please call 402-331-4701 before 8:30 a.m. If the school has not received a call, the school shall call the parent/guardian to verify the student's whereabouts. Parents/guardians are expected to call each day that the student is to be absent from school, unless other arrangements have been made.
- Following an absence, a student must report to the office with a note from home explaining the reason for the absence, if the parents did not previously call the attendance secretary.
- Students may not leave school at any time before dismissal without prior parental permission.
- Calls to remove a student from school due to illness during the school day must come from the nurse's office (not personal cell phone or classroom phone).
- Please arrange for absences for reasons other than illness and family emergencies as far in advance as possible. If a student is on a school-sponsored trip, the absence is considered an activity and does not count against their absent total or their perfect attendance. If the student is going with parents, it is a permissible absence, though it will count towards their number of absences for the year. In either case, students are required to get assignments in advance and complete as much as possible in advance. Students may or may not be excused from school to participate in trips sponsored by outside organizations.
- Students are expected to be in their classrooms and in their seats when the tardy bell rings.

Unexcused Absences.

Students can gain the most from their education if they attend classes on a regular basis. All absences must be with the permission of parents and the proper school officials. If a student is absent without being properly excused, it can be considered a truancy. A truancy is defined as follows: After leaving home, a student does not attend school, does not attend a class, overtly refuses to attend school, or leaves school after arrival without permission of school officials.

Habitual Truancy/Notification.

Habitual truancy is defined as excessive absences or tardies, which inhibit a child's ability to be successful in their education. Excessive absences are best resolved when the parents/guardians, the school, physicians, and the community work together.

Parents/guardians are asked to notify and work with building administrators or assignees regarding reasons for absences and any extended or recurring illnesses or family emergencies involved. Illnesses of 3 days or more will require a doctor's note. If illness continues to be a reason for absences, a form will be given to the parents or mailed to the doctor's office to be completed by the student's physician. School authorized or sponsored activities, trips, and all suspensions and expulsions that may result in absence from classes are not counted as absences from school for truancy purposes.

A student who is absent 5 days or the hourly equivalent per quarter will be reported to the building administrator.

The building administrator is required to render all services in the school district's power to compel the student to attend school including -

- One or more meetings with the parent/guardian and child, if necessary, to report and attempt to solve the truancy problem.
Educational counseling provided by the school counselor or student assistance team.
- Educational evaluation and specific efforts by the school to help remedy any condition diagnosed.
- Investigation by review of records and documented interventions by the school social worker. If the school social worker determines further review is needed, they will meet with appropriate school personnel, the parent/guardian, and child to discuss need for interventions and/or referral to appropriate community services.

Upon accumulation of 10 recorded absences, a form letter will be sent to the parent/guardian of the child notifying them of the school attendance policy and the Nebraska Compulsory Attendance Law.

Upon accumulation of 15 recorded absences, a form letter will be sent to the parent/guardian of the child notifying them of the school attendance policy, the compulsory attendance law, and the school's requirement to notify the county attorney after 20 school absences are reported.

A student who reaches 20 absences (**regardless of whether any of the absences were excused**) will be referred to the Douglas County Attorney's Office as habitually truant as required by law (79-209).

The Ralston Board of Education authorizes the Ralston School District to render all services in its power to compel a child who has accumulated five days of unexcused absences per quarter, or the hourly equivalent, to attend some school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

Leaving School Early.

To ensure the safety of our students, we are requiring that when a student is being picked up by you, the parent/guardian, or anyone else, that proper I.D. be shown. The person picking up the student must be on the Family Information Sheet. If the person is not on the information sheet, we will not allow the student to leave the school with this individual.

Anti-Bullying Prevention and Positive Student Behavior (Policy 5054)

Bullying Prohibited.

Bullying disrupts a school's ability to educate students and threatens public safety by creating an atmosphere in which such behavior can escalate into violence.

Bullying Prevention and Education.

Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such

reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities, which educate students about bullying and bullying prevention.

Bullying Defined.

Bullying means any intentionally hostile or offensive verbal, written, graphic, demonstrative, electronic, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, oppressing, or adversely controlling the student, and that is disruptive of the educational process, or any ongoing pattern of physical, verbal, written, graphic, demonstrative, or electronic abuse, on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events. This may include, but is not limited to, verbal, graphic, written, or electronic activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing, or physical or demonstrative activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, tripping, and damaging clothing.

Annual Review.

The District's Board of Education shall review this Policy annually.

First Reading: June 8, 2010

Date of Adoption: June 22, 2010

Legal Reference: 79-2,137, LB205, 79-101

What Should Be Reported?

Any act(s) perceived to be offensive including, but not limited to, physical, verbal, or written abuse, drawings, gestures, symbols, or bullying should be reported by any person aware of the act. These acts may be based on, but not limited to race, religion, gender (see sexual harassment), ethnicity, national origin, disability, age, sexual orientation, socioeconomic situation, physical appearance, or marital status.

How Do I Report An Incident?

If you believe you have been a victim of an offensive action, you should immediately contact one of your teachers, your counselor, or your principals.

To the degree possible, the identity of persons who report offensive incidents will be protected, but anonymous reports are discouraged and may not be acted upon. No retaliation against anyone filing a report or providing information will be tolerated; it may result in very serious consequences.

What Action Will Be Taken?

When insensitive or offensive acts occur, the following actions will be taken -

- Responses to reports will be prompt. Any offending written material will be removed immediately, and reports of offending actions by students and staff will be promptly investigated.
- Consequences for offensive action on the part of students will be handled in accordance with the existing school discipline procedures.
- When a staff member is accused of committing an offensive or insensitive act, an investigation will be conducted and action taken based on the results of the investigation and existing district policies, state and federal laws.
- In addition to standard discipline procedures, a plan for developing greater sensitivity will be initiated for students and staff members who have committed insensitive or offensive acts.

Sexual Harassment of Students by Students (Policy 5027)

Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment by its students against other students even when the affected student does not complain to the faculty or the administration.

Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means -

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

A student who feels he or she has been sexually harassed by another student should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to the Title IX coordinator or to a teacher, principal or counselor, or any other school personnel with whom she or he feels comfortable.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not cause any reflection on the complaining student, or affect his or her status as a student.

Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.

This policy pertains to sexual harassment of students by other students. The sexual harassment of students by school district employees is governed by other board policy.

Student Discipline (Policy 6024)

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Short-Term Suspension.

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds -

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension -

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: students follow the expectations for make-up work as outlined by the teacher.

Emergency Exclusion.

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Weapons and/or Firearms.

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension.

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Expulsion.

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first

semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. Alternative School or Pre-expulsion Procedures. The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment.

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event -

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of*

impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes -
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
 - h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
 - i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data,

- such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- k. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion.

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment -

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following -
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as

provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (Neb. Rev. Stat. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

First Reading: June 9, 2014

Date of Adoption: June 23, 2014

Legal Reference:

Date of Review:

Student Conduct

Ralston Middle School will incorporate into its discipline policy a combination of the following -

- Detentions
- Parent Contact
- In-school Suspension (I.S.S.)
- Out of School Suspension (O.S.S.)

Based on the decision of the RMS staff and administration and the severity/seriousness of the incident students may be assigned the appropriate penalties above or other consequences, as necessary.

Tardy Procedures.

Being on time is an important life skill that all students need to learn and model to become successful in current and future endeavors. Because we believe strongly in this life skill, we fully expect students to arrive at their classrooms on time and ready to learn. We have a general discipline continuum that will be followed for students who are chronically late to class. Remedies may include but are not limited to detentions, in-school suspensions, and/or loss of privileges.

Restricted Lunch Assignment.

If you are assigned to restricted lunch you are to -

- Check into the office to determine placement for your lunch detention.
- Be responsible for cleaning up your area when you are done with lunch.
- If behavior during lunch detention does not meet expectations, or if students do not take the responsibility to serve these detentions, additional detentions will be assigned.
- Be present for the assigned number of days. Absences will not count for days assigned.

In-Service Days.

At the decision of the administration, students may be assigned to In-service Days or student vacation days for the following misconduct -

1. Truancies or chronic tardiness to classes.
2. Vandalism/Stealing.
3. Fighting.
4. Cheating/Missing work
5. Gross disrespect toward school officials/employees.

6. Threatening or intimidation of other students/school officials. This includes sexual, verbal, or physical harassment.
7. Behavior that seriously interferes with classroom instruction or other activities associated with school.

This time affords students an opportunity to serve discipline obligations, attend school full time, and take advantage of the educational opportunities regular school attendance affords. It also gives students an opportunity to complete work usually done at home. All school rules apply to students while attending these days. In-Service Days begin at 8:00 a.m.

In-School Suspension.

At the discretion of the administration, a student may be assigned to in-school suspension if he/she has violated a major rule or is continually disruptive in class. Students are disciplined through isolation from the regular class atmosphere, restricted periods of silence, and strict observance of other rules. Failure to comply with the following guidelines could result in additional time assigned to in-school suspension or out-of-school suspension.

Guidelines for In-School Suspension -

- Students are to be responsible for bringing all needed materials.
- Students will be given a work schedule to structure their day.
- Students are to complete all assignments given to them by their teachers.
- Students may be required to complete a suspension-learning packet, which will be related to the offense for which they were assigned in-school suspension, or the student may be required to complete a think sheet.
- An in-school suspension day begins at 8:00 a.m. and concludes at 3:24 p.m.

Grounds for Emergency Exclusion. (Policy 6031)

Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law -

1. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
2. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers that prompted the exclusion.

Extension of Exclusion.

In the event it is appropriate to consider the extension of an emergency exclusion (exclusion) of a student for more than five school days. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be considered according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s).

The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing.

Opportunity to Request a Hearing.

The student's parent(s) or guardian(s) may submit an oral request for a hearing on the proposed extension of the exclusion within two school days of receiving the initial notice. If the initial request for a hearing is oral, they shall confirm the request in writing.

Failure to Request a Hearing.

If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner.

If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.

Hearing Examiner's Notice to Parent(s) or Guardian(s).

The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within five school days after the school district receives the initial oral or written request; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion.

If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits.

Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing.

The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es).

The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony.

The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing.

The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify.

Sworn or Affirmed Testimony.

The principal or his or her designee shall present evidence supporting the recommended extension of the exclusion. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations.

The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision.

The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

First Reading : June 9, 2014

Date of Adoption: June 23, 2014

Date of Review:

District Drug Policy

The School District of Ralston is concerned about the academic growth and the personal welfare of every person associated with the schools. The misuse of alcohol, marijuana, or other chemicals can seriously interfere with one's health. This is essentially true of the teenager since adolescence is a period of rapid change and important personality integration. The inappropriate use of alcohol and other chemicals can not only hinder academic achievement but also affect physical health and even block personal growth.

It shall be the policy of the School District of Ralston to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in the school involving the possession, sale, and/or use of behavior affecting substances. These substances shall include, but are not limited to, marijuana, LSD, glue, alcohol, barbiturates, and other controlled chemical substances.

Inspection of school district property for the location of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for such inspection by school personnel.

Drug and Chemical Use.

When a student is found using, possessing, or under the influence of alcohol, marijuana, drug paraphernalia, or other illegal drugs, the following disciplinary actions will be taken -

1. The police will be contacted in all cases of possession of suspected illegal drugs and/or alcoholic beverages.
2. The student will be suspended from school for up to five days pending recommendation from the his/her parent(s) to meet with the administration of Ralston Middle School. Additional disciplinary action may be invoked if the student participates in extra-curricular activities or athletics.
3. Repeat occurrences of illegal drug or alcohol abuse will lead to expulsion proceedings.

Use of Tobacco Products.

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

First Reading: June 9, 2014

Date of Adoption: June 23, 2014

Legal Reference:

Interrogation and Searches

School officials will respect the privacy of students pursuant to the provisions of law, and the policies of the school district.

- Law enforcement representatives wishing to interrogate students at schools must show proper credentials.
- Law enforcement representatives may interrogate a student on school premises if it is a matter in scope which necessitates the questioning of the student to further an ongoing investigation.

In such a case, the principal or designated school representative shall be present during the interrogation.

School representatives may search lockers, personal belongings, and cars that students drive to school when there is reasonable cause to do so. This includes, but is not limited to, clothes, book bags, purses, books, and gym bags.

The district superintendent or designee may authorize the use of trained sniffer dogs for detection of illegal drugs, explosives and/or contraband at any time.

The district superintendent or designee may authorize the use of preliminary breath tests (or alcohol sensors) on school property.

Firearms and Weapons (Policy 5049)

Weapons. No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term “weapon” means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term “firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The prohibition against firearms does not apply to -

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training; or
2. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
3. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;
4. Firearms contained within a private vehicle **operated by a nonstudent adult** that are not loaded **and** are encased or are in a locked firearm rack that is on a motor vehicle; or

5. A handgun carried as a concealed handgun by nonstudent adult who holds a valid permit issued under the Concealed Handgun Permit Act in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area, except as prohibited by federal law.

Definition of Encased. The term “encased” means enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

Exceptions for Students. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows -

1. The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose;
2. The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so; and
3. All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Consequences – Weapon. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

Confiscation of Firearms. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm or weapon to school.

First Reading: June 23, 2014

Date of Adoption: July 14, 2014

Legal Reference:

Parental/ Guardian Involvement in Educational Practices

The Ralston Public School District recognizes the importance of parental/guardian involvement in the education of children. The following information has been approved by the Ralston Board of Education.

Field Trip. (Policy 6027)

The board encourages instructional staff to incorporate field trips into the curriculum. These trips should normally be conducted during the school day.

1. General Conditions All trips must be preapproved by the teacher's building principal. Out of state and overnight trips require preapproval by the board. The superintendent and principals will develop guidelines for approval of trips and communicate those guidelines to teaching staff.
2. Parental Permission Each student must submit a signed parental permission slip prior to being allowed to attend a field trip. A new permission slip must be submitted for each trip. Caregivers, as that term is defined in the Nebraska Strengthening Families Act, shall be permitted to sign parental permission slips.
3. Supervision Sponsoring teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. Whether paid staff or volunteers, chaperones are prohibited from drinking alcoholic beverages of any kind at any time during any field trip. All chaperones must be at least 21 years of age. Any chaperone who drives students must possess a valid driver's license. Chaperones who drive students in private vehicles must possess adequate insurance coverage.
4. Student Conduct Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

Parental/Guardian Review of Textbooks and Other Materials. (Policy 5018)

The District will provide access to textbooks and other curriculum materials used in Ralston schools.

1. Textbooks may be checked out by parents/guardians for review. Other curriculum materials, including video and audio recordings and teacher manuals, can be reviewed by parents within a time frame, which does not disrupt the instructional process. Requests should be made to the teacher or the building principal.
2. If parents/guardians object to textbooks or other materials used in the district, they may file a written request with the building principal to request that these textbooks or other materials be reviewed by a committee of teachers and parents/guardians.

Parental/Guardian Attendance at Courses, Assemblies, Counseling Sessions, and Other Instructional Activities. (Policy 5018)

Parents/guardians are always welcome in the building, but they must check in at the office at the time of arrival.

1. Parents/guardians are invited to make appointments with the teacher or building principal to attend and observe classes, assemblies, and other instructional activities.
2. School counseling service providers are bound by law to notify parents/guardians if there is danger to the student, danger to others, or involvement in illegal activities. Parents/guardians will be notified of ongoing counseling sessions. Permission to attend counseling sessions may be granted to parents/guardians by the principal after consultation with the student's counselor.

Parental/Guardian Option to Remove From Classroom Instruction and Other School Experiences.

Building principals will excuse a student from specific classroom instruction and other school experiences through a written request by the student's parents/guardians when they object on political, moral, or religious grounds. Alternative assignments of comparable effort may be provided for the student by the school.

Parental/Guardian Access to Student Records. (Policy 5016)

Parents/guardians may review their child's files and records at any time. The building principal is responsible for maintaining and protecting the privacy of such files.

Outside agencies, such as, but not limited to, physicians, probation officers, psychologists, child guidance clinics, and other reputable agencies who are working with the child, may access these files with parental/guardian consent or by court order.

Testing Policy of the Ralston School District. (Policy 5018)

The Ralston School District follows the required state guidelines for standardized testing. The Board of Education shall receive an annual written report consisting of the results of all components of the school system performance program including, but not limited to, standardized norm-referenced assessments, criterion-reference assessments, student performance, school system demographics, financial information, follow-up studies of graduates, and learning climate surveys. These reports shall be made available to all patrons of the district.

- Copies of the most recent standardized and criterion-referenced tests used in the district will be available for parental/guardian review. Requests should be made to the building principal. In the case of secure tests, such as the ACT, parents/guardians must contact the publisher.
- Parents/guardians may obtain individual test results of their child by contacting the teacher or building principal.
- Building principals will excuse a student from specific tests through written request by the student's parents/guardians when they object on political, moral, or religious grounds.

Parental/Guardian Notification of Student Surveys. (Policy 5015)

All internal surveys, which are intended to gather information from students in the district, will be approved by the building principal prior to being made available to students. Student participation in surveys is voluntary.

All surveys from external sources will be approved by the Superintendent. Student participation in surveys is voluntary. Parent/guardians will be notified in writing prior to school district participation in surveys by students and may restrict their child from participating in any survey through written request.

Visitors to the Schools.

When school is in session, all visitors are required to check in at the school office and obtain a visitor's pass or permission before proceeding to any area of the building. Staff members should notify the office if an unauthorized person is seen in the building or should refer to the office anyone who has not received authorization to be in the school. For the safety and learning environment of students and staff, all visitors must follow building visitation guidelines and procedures.

Parents/guardians.

Parents or guardians are always welcome in the building, but need to check in at the office at the time of arrival. If parents or guardians wish to visit a class or visit with a teacher, a call would be appreciated the preceding day so that appropriate arrangements can be made.

Student guests.

If a student wishes to bring a guest to school, a parent or guardian must call the office and make arrangements the day before the planned visit. A student must secure a student visitor permission form from the attendance secretary the day before a visit. Upon arrival, the guest MUST report to the office and secure a visitor pass, which will entitle the guest to the courtesies of the school. The school district discourages the following visitors -

- Younger brothers and sisters.
- Boyfriends or girlfriends.
- Students from neighboring school districts not in session.
- Former students who have left the district, except after normal student hours of attendance.

Sales representatives.

Any agent or business representative calling on the school or personnel regarding school matters, such as textbooks, school publications, class insignias, athletic equipment, school supplies, equipment, building and

custodial supplies, fundraising, etc. shall first obtain the permission of the principal or designee. A teacher shall not interrupt instruction time to confer with such representatives.

Health Services at School (Policy 5023)

A school nurse or health aide is available for you at all times during the school day. If a student is not feeling well during school hours, he/she should -

1. Tell the teacher and obtain a pass to the health office. Have your assignment notebook signed, and check into the Health office. You must have a pass to the Health Office. Please do not go to the Health Office during passing periods.
2. If the physical condition indicates that the student should leave school, the health assistant will contact the parents. Students are not to leave the building without following this procedure.
3. In case of serious accident or injury requiring immediate medical attention, First Aid measures will be administered and the Ralston Rescue Squad will be called.

Health Concerns.

Keep the school nurse or health aide informed of any health concerns or changes in your health status. If you need to notify your parents about a health concern, please do so from the Health Office, not the classroom.

Parents may call the Ralston Middle School Health Office at any time with questions or concerns at 402-331-4701.

Administering Medication to Students (Policy 5024)

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled Methods of Competency Assessment of School Staff Who Administer Medication), and all state and federal regulations.

Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures -

1. Prescription medication
 - a. Parents/guardians must provide a physician's written authorization for the administration of the medication.
 - b. Parents/guardians must provide their own written permission for the administration of the medication.
 - c. The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.
2. Nonprescription medication Parents/guardians must provide a physician's written authorization for the administration of the medication.
 - a. Parents/guardians must provide their own written permission for the administration of the medication.
 - b. The medication must be brought to the school in the manufacturer's container.
 - c. The container must be labeled with the child's name and with directions for provision or administration of the medication.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for

giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Summary of Common Communicable Diseases and Contagious Conditions

Chicken Pox - By direct contact and airborne spread. Approximately 2 weeks, but may be as long as 3 weeks after exposure a susceptible person may be expected to "break out" with their first crop of blister-like eruptions. New eruptions can be expected to continue for 3-4 days. Students will be excluded from school for 10 calendar days, starting from the time of the first eruption. They may be readmitted after 7 calendar days, starting from the time of the first eruption, with a doctor's written permission. Due to degree of severity, the student may stay out of school longer.

Students may be sensitive to their appearance even when they are no longer contagious, causing their absence to be longer than 10 calendar days. Secondary infections after apparent recovery may occur. Cellulites (skin disorder) and Bacterium (blood poisoning) are the most common kinds of secondary infections. Complications as described below with measles may also occur.

Measles - (Rubella) (Red or Hard measles) - By direct contact, droplet spread and less commonly by airborne spread. Approximately 10 days after exposure a susceptible person may develop a fever. Within 2-3 days a red blotchy rash will develop, usually starting on the face and neck and becoming generalized. A dry, hacking cough will develop at the same time. This is a serious disease. Students are excluded from school until the 7th day after the initial appearance of the rash. Parents should be cautioned not to send children back to school too soon as complications such as ear infections leading to hearing loss, decreased vision acuity, pneumonia, and encephalitis are not uncommon.

Mumps - By direct contact and droplet spread. Approximately 18 days after exposure a susceptible person may develop a fever and swelling or tenderness of one or more salivary glands. Students are excluded from school for 9 calendar days from the onset of swelling; complications may occur as above plus some including reproductive organs.

Rubella - By direct contact and droplet spread may be airborne. (German or 3-day Measles) Approximately 18 days after exposure a susceptible person may suffer from a low-grade fever, headache, and feeling sluggish and cold-like symptoms. Most victims will manifest a rash. Diagnosis may be difficult if a rash is not present. Students should be excluded for 5 calendar days after onset of rash. This disease is highly contagious, but usually mild.

Impetigo, Scabies and Ringworm - To be excluded from school upon recognition. To be readmitted when there is no longer evidence of contagion, or upon written statement from physician or phone call from doctor's office indicating that the condition is under treatment and no longer considered contagious.

Pediculosis - (Head lice)

To be excluded from school when live vermin and/or nit (eggs) are present. To be readmitted morning after treatment is started. Treatment consists of lice shampoo and nit comb. Eggs must be removed prior to child returning to school. The nurse may inspect all family members and close contacts that attend school.

Pinkeye

To be excluded from school upon recognition. May return with written doctor's statement or phone call from doctor's office after prescribed treatment or when the eye is normal in appearance.

Fifth Disease

To be excluded upon recognition. May return with written doctor's statement or phone call from doctor's office. Characteristically begins on the face and classically produces an intensely red "slapped cheek" appearance. A lace-like rash may appear on the trunk and upper extremities.

Physical Examinations (Policy 5011)

All students entering seventh grade and any students new to our state need to have physical examinations **within sixty days** after the enrollment date. **This is a state law.**

Nebraska Immunization Requirements (NE SCHOOL LAW 79.444-01-08)

- 3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday,
- 3 doses of Polio vaccine,
- 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age.
- 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month,
- 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
- 1 dose of Tdap (must contain Pertussis booster) – this dose can be received any time after 10 or 11 years of age depending on which brand of vaccine is received. (7th grade only)

PLEASE NOTE THAT TWO DOSES OF THE CHICKENPOX VACCINE IS A NEW IMMUNIZATION REQUIREMENT UNDER NEBRASKA STATE LAW REQUIRED FOR ALL STUDENTS IN THE STATE OF NEBRASKA. IN ADDITION, ALL 7TH GRADERS ARE REQUIRED TO HAVE AN ADDITIONAL DOSE OF Tdap

Animals on School Grounds

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent except as provided in this policy. See board policy 5060 regarding Service Animals and 5061 regarding Therapy Dogs for more information.

Breakfast and Lunch (Policy 5038)

Students will have the option of paying with cash or with an account number. Each student can put any amount of money into his or her account. Payments to lunch accounts can now be made online on the district website, as well. The student will choose their breakfast and/or lunch and enter their account number. If the meal cost more than the account has in it, the student must pay the remaining amount with cash. The cost of school breakfast is \$1.95 and lunch is \$2.65.

General Information -

- You may bring or purchase your breakfast or lunch.
- Parents may wish to assure their child of a well balanced diet. If this is the case you can have your child's card coded. This code will alert the lunch help, and only a balanced meal can be purchased.
- We have an automated system for students to use in purchasing their breakfast or lunch.
- Federal School Food Service guidelines do not permit bringing food into the building for groups of students at serving time.
- Students who received free or reduced meals last year will qualify automatically the first week. However, the parents of those students must fill out a new application form and return it to the office in order to continue receiving free or reduced meals.

- All students will be given application forms and guidelines. Students will be notified if they are eligible.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Ralston Middle School Fee List (Policy 5045)

Fees assessed -

- Participation fee for extracurricular activities: \$20
- Breakfast Prices: \$1.95, Reduced Breakfast: \$0.30
- Lunch Prices: \$2.65, Reduced Lunch: \$0.40
- Milk, 8 oz.: \$0.60 Orange Juice, 4 oz.: \$0.35
- Lost/Damaged assignment notebook: \$4.00
- Lost/Damaged library and/or classroom textbook: replacement cost
- Lost/Damaged clothing/equipment: replacement cost

Required clothing for PE and extracurricular activities -

- Shorts and T-shirts (Ralston Middle School offers RMS shorts (\$10) and RMS shirts (\$10) which are available in the office, but not required)
- Rubber soled athletic shoes
- Undergarments and socks (appropriate for the activity)
- Select vocal music group attire: \$175 (maximum)

Optional items available for purchase -

- Ralston High School Activity Ticket: \$40
- Extracurricular activities travel fee: not to exceed \$500 per event
- Extracurricular activities admission: varies per event
- Physicals for 8th grade sports: \$50
- Ralston Middle School Yearbook: \$40
- Student Picture Package: \$15 - \$20
- Printed Clothing

Donations / Fundraising

- Family Consumer Science for food and take home materials used in class: \$10
- Industrial Technology for take home materials used in class: \$10
- Art Supplies: \$10
- As approved by Superintendent or Building Administrator.



Employee Handbook

Revised June, 2017

Table of Contents

Letter from Dr. Adler	5
Welcome	6
Ralston's Purpose Statement	6
Ralston's Direction Statement	6
Governing Beliefs	6
The School Board	6
General Information	7
Non Discrimination	7
Equal Opportunity	7

Compensation

Salary Information	8
Salary Information for Classified Staff	8
Payday	8
Unit Pay	8
Overtime and Compensatory Time	9
Direct Deposit	9
Deductions	9
Outside Employment	9
At-Will Employment	10

Benefits

Health Insurance	10
Dental Insurance	11
Long Term Disability Insurance	11
Life Insurance	11
Workman's Compensation	11
Tuition Reimbursement	11
COBRA Benefits	11
403B Plan	12
Pay Flex	12
Voluntary Separation Program	12
Retirement	12

Leave

Family and Medical Leave	13
Family Military Leave	14
Sick Leave	14
Personal Leave	14
Bereavement Leave	14
Association Leave	14
Jury Duty	15
Voting	15
Reporting Leave	15

Purchases and Reimbursement

Purchase Orders	16
Travel	16
Mileage	16
Reimbursement Guidelines	16
Reimbursement Checks	17
Restriction on Employees Receiving Gratuities	17

Assignments

Job Descriptions	17
Placements and Transfers	17
Hours	18
Negotiated Agreements	18
Employee Personnel File	18
Notification of Change of Address/Phone Number	18
Certified Evaluations	18
Classified Evaluations	19
Grievance Procedure	19
Disciplinary Procedure	19
Resignation or Dismissal of Certificated Staff	20

Professional Expectations

Staff Ethics	21
Performance and Behavior	23
Employment-Related Sexual Harassment	24
Dress Code	24
Security Badges	25
Care of District Property and Equipment	25
Personal Property at School	25
Certification and Endorsement Requirements	25
Professional Growth of Certified Staff	26
Professional Development Procedures	27
Disclosure of Staff Qualifications	27
Academic Content Standards, Assessments, Accountability	27
Assessment Administration and Security	28

Health and Safety

Use of Tobacco Products	28
Break Time for Nursing Mothers	28
Suicide Prevention Training	28
Drug and Alcohol Free Workplace	28
Drug Testing of Drivers	29
Workplace Searches	30
Weapons and Firearms.....	30
Notification of Arrest, Criminal Charges, Licensure, or Child Abuse	32
Workplace Safety	33
Reporting an Accident	33
Threat Reporting and Assessment	33
Universal Precautions	33

Communicable Diseases	34
HIPPA	34
AIDS and AIDS-Related Conditions	35
AHERA Notification	35
School Closing	36

Technology

Use of Technology	37
School Affiliated Websites	39
Monitoring/No Expectation of Privacy	39
Communication/Accessing Information	39
Cell Phone/Electronic Device Use	40
District Cell Phones	40
Electronic Communication While Driving	40

Policies Regarding Students

Student Safety	41
Student Discipline	41
Emergency Exclusion	41
Corporal Punishment	42
Suspected Child Abuse/Neglect	42
Student Interviews	43
Student Searches	43
Electronic Communication with Students/Use of Social Media	43
Student Confidentiality	44
Crisis Assistance	44

Summary	45
---------------	----

Acknowledgement	46
-----------------------	----

Appendices

Appendix A: District Reimbursement Guidelines	47
Appendix B: District Professional Development Guidelines	49
Appendix C: Code of Ethics for the Teaching Profession	50
Appendix D: Supplemental policies and procedures for Sign Language Interpreters.....	54
Appendix E: Supplemental policies and procedures for drivers	59



Professionals:

Welcome to the Ralston Public Schools – we are glad to have you on our team. At Ralston Public Schools, we believe that our employees are our most valuable asset. In fact, we attribute our success as a public school district in significant part to our ability to recruit, hire and maintain a happy, professional, and productive instructional and support staff. We hope that during your career at Ralston Public Schools you will become a productive and successful member of our team.

This employee handbook describes, in summary form, the personnel policies and procedures that govern the employment relationship between the Ralston Public Schools and its employees. The policies and procedures stated in this book are just a general outline; many policies are described in detail in the negotiated agreement that applies to your employment group. You may receive updated information concerning changes in policy and procedures from time to time, and those updates should be kept with your copy of the handbook. If you have any questions about any of the provisions in the handbook, please contact Human Resources at the Administrative Offices.

Personally, as Superintendent of Schools, I want to thank you in advance for your commitment and professionalism as we all work together as a team to make the Ralston Public Schools a World Class Educational Institution. I would also like to extend an open invitation to you to share any compliments, concerns, or ideas with me that will help all of us to make our organization better.

Sincerely,

Dr. Mark Adler
Superintendent

WELCOME

Welcome and congratulations on becoming a member of the Ralston Public Schools employee team. By accepting this opportunity, you are committing your talents and skills to the task of developing well educated, productive and responsible adults. The work you do now is an investment in the future of our students.

RALSTON'S PURPOSE STATEMENT

A community dedicated to achieving excellence through purposeful instruction and nurturing a climate of hope.

RALSTON'S DIRECTION STATEMENT

Cultivating resilient citizens prepared for the diverse demands of the future.

GOVERNING BELIEFS

The Ralston Public Schools believe

- An educational process is a partnership involving the school, the family, the student, and the community
- Students learn best when they are actively engaged in the learning process
- All students can learn
- Students learn best when schools maintain high expectations for learning
- The foremost responsibility of any educational organization is the student
- The essence of education is the ability to develop lifelong learners to deal responsibly with choice in a changing world

THE SCHOOL BOARD

The Board of Education is the controlling body of the Ralston Public Schools. The Board is responsible for establishing a vision, making policy and establishing the budget.

Members of the Ralston Board of Education are elected by the qualified voters of the Ralston School District on a non-partisan ballot on the first Tuesday following the first Monday in November of even numbered years. The term of office is four years and begins on the first Thursday following the first Tuesday of January after the election.

Board of Education meetings are held the second and fourth Monday of every month at 7:00 p.m. in the District Office Board Room. Notice of meetings are published the preceding Wednesday in the Ralston Recorder. These are open meetings and visitors are welcome.

The Superintendent of Schools is responsible for seeing that the Board's policies are put into action. The Superintendent does this through a system of administrators who serve throughout the schools and offices in the district. In this way, all functions are orchestrated to best reach our goals.

You and the work you do are important and integral parts of a carefully planned system designed by the residents of the Ralston School District. They are depending on you to nurture and educate our most precious resource - our children.

GENERAL INFORMATION

The school district's handbooks 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 at any time 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.

NONDISCRIMINATION

The Ralston School District does not discriminate on the basis of prohibited factors in employment and educational programs/activities. Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a grievance using the district's grievance procedures.

Inquiries regarding compliance with any of the laws referred to in this policy may be directed to the superintendent or to the district's Title IX and/or Section 504 Coordinator.

For more information, please see Ralston Board Policy 4001.

Equal Opportunity

The Ralston Public Schools shall provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and non-discrimination laws, directives and regulations of federal, state, and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment,

treatment during employment, rates of pay or other forms of compensation, and layoff or termination. Employees will support and comply with the district's established equal employment opportunity and non-discrimination policies. Employees shall be given notice of this policy annually.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Nebraska Department of Education for the position for which they apply. In employing individuals, the district will not discriminate in any aspect of employment with regard to race, color, religion, national or ethnic origin, sex, disability, age, marital status, veteran status, genetic background, pregnancy or childbirth, or related medical condition.

COMPENSATION

SALARY INFORMATION

Teachers and identified certified employees are placed on a salary schedule according to the negotiated agreement between the Ralston Education Association and the Board of Education. Placement and advancement on the schedules are based on experience, the number of years served in the district, the addition of approved undergraduate hours for endorsements or specialties not previously approved, or graduate hours in your field. Teachers who report college hours before November 1st advance on the schedule for the entire school year. The Human Resource Office can be contacted for more information or an explanation of the salary schedule.

SALARY INFORMATION FOR CLASSIFIED STAFF

Pay rates for classified staff are established each year by the Board of Education with input from the Superintendent of Schools and the Assistant Superintendent of Business and Finance. A raise may be granted each year based on the financial climate of the school district.

PAYDAY

Ralston school employees are paid monthly. Payday is the 18th of the month, unless that date falls on a weekend. In that case deposits are issued the Friday before. Employees are notified by automated e-mail when pay records are available for viewing each month.

UNIT PAY

Teachers who have duties beyond their normal teaching assignments, such as coaching, department head responsibilities, and building supervision, may be eligible for supplemental pay. Supplemental assignments and unit pay schedules are determined annually. The supplemental salary schedule is a part of the teacher's negotiated agreement.

OVERTIME AND COMPENSATORY TIME

All classified staff members must keep an accurate record of all hours worked for the district. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor.

Employees who are "non-exempt" under the Fair Labor Standards Act and who work more than 40 hours in a workweek will be paid at the rate of time-and-one-half (1½) times their regular rate of pay for all overtime hours or will be provided compensatory time. All overtime must be approved in advance by the employee's supervisor. Overtime that is not approved in advance, may not be payable. Scheduled holidays, vacation days, time off for jury duty, and time off for sickness, emergencies or other personal reasons will not be considered hours worked for overtime purposes.

“Non-exempt” employees may not waive their rights under the Fair Labor Standards Act.

For more information, please see Ralston Board Policy 4050.

DIRECT DEPOSIT

Direct deposit of paychecks into bank accounts is mandatory. Instead of a check, employees can access their pay records online through the Employee Access Center. To enroll in direct deposit, employees must provide a voided check prior to their first pay date.

DEDUCTIONS

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

If a staff member owes funds to the district at the time of his or her resignation or termination, the district may deduct that which is owed to the district from the employee's final paycheck.

OUTSIDE EMPLOYMENT

An employee's responsibilities to the district take precedence over personal responsibilities during school hours. Employees may not engage in other employment business activity during assigned duty hours.

Teachers are expected to assist students who are having learning problems as part of the teachers' employment. Such assistance is expected both in the classroom and at other times

during the school day. A teacher shall not solicit a student or parent to retain the teacher as a tutor and shall not act as a tutor for pay or other remuneration for any student who is then enrolled in any class taught by that teacher. In all other cases during the school year, a teacher may act as a tutor for pay or other remuneration upon prior approval of the building principal and superintendent or his/her designee.

Employees shall not sell, solicit or promote the sale of goods or services to students. Employees shall not sell, solicit or promote the sale of goods or services to parents of students when the employee's relationship with the district is used to influence any sale or may be reasonably perceived by parents as attempting to influence any sale. Employees with supervisory or managerial responsibilities shall not sell, solicit or promote the sale of goods or services to employees over whom they have such responsibilities in any manner that could reasonably be perceived as coercive by the subordinate employee(s). Employees shall not use employee, student, or parent directories in connection with the solicitation, sale, or promotion of goods or services and shall not provide any such directory to any person or entity for any purpose without the prior knowledge or approval of the building principal.

No school board member, administrator, teacher, or other employee shall use the personnel, facilities, resources, equipment, property, or funds of the district for personal financial gain or business activities.

For more information, please see Ralston Board Policy 4008.

AT-WILL EMPLOYMENT

Classified staff members are employed “at-will” unless they are a member of a bargaining unit that is subject to a negotiated agreement with the district. Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

BENEFITS

HEALTH INSURANCE

The school district’s health insurance plan is administered by Blue Cross and Blue Shield of Nebraska. The plan year’s coverage is effective September 1st. The current plan is as stated in your employee benefit package. If one of the qualifying members is less than full time but at least 50% FTE, the monthly premium will be prorated based upon the reduced FTE. Details are available in the Payroll Office. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned.

DENTAL INSURANCE

Dental coverage through Blue Cross and Blue Shield of Nebraska covers 80% of the cost of covered preventive, diagnostic and maintenance services. This includes a check-up and cleaning twice a year, fillings, extractions, X-rays and sealants. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned.

LONG-TERM DISABILITY INSURANCE

Employees will receive 66 2/3 percent long-term disability insurance coverage based on the employee's salary and fringe benefits. An employee shall be entitled to disability coverage beginning on the date when the employee has used all of his or her accumulated sick leave. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned.

LIFE INSURANCE

The district provides term life insurance (\$20,000 in most cases) for full time employees. The plan includes accidental death and dismemberment coverage in the same amount as the basic life benefit. Employees may choose to buy supplemental insurance at an amount allowed by the district and the carrier. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned.

WORKMAN'S COMPENSATION

The school district shall provide workers' compensation insurance for the protection of the district and its employees, and such other insurance as the board deems appropriate or has agreed to provide pursuant to a collective bargaining agreement.

Workman's compensation pays medical costs for injuries on the job and partially reimburses for loss of salary up to a legislated maximum. Salary reimbursement begins after a seven-day waiting period. If the employee is off the job more than six weeks, the initial seven days will be paid retroactively.

TUITION REIMBURSEMENT

An eligible employee may receive tuition reimbursement based on the terms of the negotiated contract. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned.

COBRA BENEFITS

Under a federal law known as COBRA, employees, their spouses and children are allowed to continue group health insurance at their own expense under any of the following conditions:

- Death of the employee.
- Leaving the district's employment, whether through resignation or termination.

- Reduction of hours.
- Divorce or legal separation.
- The employee is entitled to benefits under Title XVIII of the Social Security Act.
- A dependent child ceases to be a dependent child under the plan.

Coverage may continue for up to 18 months in cases of termination or reduction of hours, and 36 months in other instances. Details are available through the Business Office.

403B PLAN

Monthly contributions to qualified 403b investment accounts are available through payroll deductions. Employees can elect to have money deducted from their monthly salary and sent to an account with an approved 403B Plan vendor. Contact the payroll office for a list of approved vendors, and also once you have set up an account with your financial planner. Additional information is available through the Business Office.

PAY FLEX

Pay Flex is a program designed to set aside your pre-tax salary dollars for specific medical or childcare expenses. When enrolled in the program, a specified amount is put into an account before payroll deductions. The money in this account is available for health care needs not covered by insurance, such as orthodontics, co-pays, prescriptions, eyeglasses, and also for childcare costs from qualified providers.

Enrollment in or withdrawal from the Pay Flex program is permitted in October each year during the official enrollment period. The plan year is October 1- September 30. Enrollment information is distributed in August and enrollment forms are due September 1st. Contact the Business Office for more information.

VOLUNTARY SEPARATION PROGRAM

Teachers with 20 years of service may qualify for the Voluntary Separation Program. The Voluntary Separation Program is outlined in the teacher's negotiated contract or through specific board action.

RETIREMENT

Employees are required to participate in the Nebraska School Employees Retirement system. Contributions, which are subject to change annually, are deducted automatically from paychecks. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned.

LEAVE

FAMILY AND MEDICAL LEAVE

The school district shall provide leave to its employees in accordance with the Family and Medical Leave Act. Under the FMLA, eligible employees are entitled to certain rights, and have certain obligations with respect to unpaid leave for certain family and medical reasons.

FMLA leave eligibility: An eligible employee under the FMLA is an employee who has been employed by Ralston Public Schools for at least twelve (12) months, who has worked at least 1,250 hours in the past 12 months, and who works at a facility in which at least fifty (50) employees are employed at that facility or within seventy-five (75) miles of that facility. Returning Service members are given credit for any months or hours of service they would have been employed but for their military service.

Reasons for FMLA leave: The school district will grant an eligible employee up to a total of 12 workweeks of unpaid leave under the following conditions:

- For birth of a son or daughter, and to care for the newborn child
- For placement of a son or daughter with the employee for adoption or foster care
- To care for the employee's spouse, son, daughter, or parent with a serious health condition
- Because of a serious health condition that makes the employee unable to perform the functions of his or her job
- Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the armed forces in support of a contingency operation

The school district will grant an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member a total of 26 workweeks of unpaid leave during a 12-month period to care for the service member. The leave described in this paragraph shall only be available during a single 12-month period.

The school district will continue group health plan benefits on the same basis as coverage would have been provided if the employee had been continuously employed during the FMLA leave period. Any share of health plan premiums which have been paid by the employee prior to FMLA leave must continue to be paid by the employee during the FMLA leave period.

The school district requires employees to substitute any accrued paid vacation leave, paid personal leave, paid family leave, paid medical leave or paid sick leave for FMLA leave. However, nothing in this policy shall require the school district to provide paid sick or medical leave in any situation in which the school district would not normally provide such paid leave.

Any staff member who needs to take an extended leave for medical or personal reasons must submit a leave request and complete FMLA forms. The absences that most often fall into the scheduled category are maternity, scheduled surgeries, and medical leaves of absence.

For more information, please see Ralston Board Policy 4011.

FAMILY MILITARY LEAVE

All employees, including elected officials of the State of Nebraska or any political subdivision thereof, who shall be members of the National Guard, Army Reserve, Marine Corps Reserve, Air Force Reserve, and Coast Guard Reserve, shall be entitled to a leave of absence from their respective duties, without loss of pay, on all days during which they are employed with or without pay under the orders or authorization of competent authority in the active service of the State or of the United States, not to exceed fifteen workdays in any one calendar year. Such leave of absence shall be in addition to the regular annual leave of the persons named herein. When the Governor of this state shall declare that a state of emergency exists, and any of the persons named in this section are ordered to active service of the state, an additional leave of absence will be granted until such member is released from active service by competent authority. During the additional leave of absence because of the call of the Governor, any official or employee subject to the provisions of this section shall receive such portion of his salary or compensation as will equal to the loss he may suffer while in active service of the State.

An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) will be governed by the FMLA and the board's policy regarding the FMLA.

SICK LEAVE

Sick leave is granted as per the negotiated contract. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned.

PERSONAL LEAVE

Personal leave is granted as per the negotiated contract. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned.

BEREAVEMENT LEAVE

An employee shall be permitted paid leave for bereavement purposes per the current negotiated contract. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned.

ASSOCIATION LEAVE

Association leave is granted as per the negotiated contract. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned.

JURY DUTY

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

An employee who has been subpoenaed to testify in court in a matter relating to business of the District will be considered on official District business.

VOTING

Ralston Public Schools will grant employees time off to vote if they do not have two consecutive hours away from work while the polls are open. The District will specify the two hours the employee may be absent from work to vote, and no deduction will be made from wages on account of such absence. Appointed election officials should contact their administrator to arrange paid time off.

REPORTING LEAVE

All employees are expected to report all leave taken to their supervisor and the employee benefits professional each time leave is taken. Please speak with your building administrator or direct supervisor as to their expectations to make sure this is accomplished. Failure to report leave will be considered insubordination and will be addressed as such.

PURCHASES AND REIMBURSEMENT

PURCHASE ORDERS

Orders may be placed at your building. A requisition form must be filled out. This is available from the school secretary or a supervisor. It must be filled out completely, including address, item, quantity and price. It must also be signed by a supervisor. The requisition form should be turned in to the building secretary for input as a purchase order. The building secretary will notify accounts payable for printing and mailing of the purchase order. The original signed requisition and any additional information should be attached to the requisition and sent to accounts payable. No items or service should ever be ordered without being assigned to a purchase order and submitted into the purchase order system.

If the item is needed immediately, a requisition, complete with purchase order number, can be obtained from the building secretary. The requisition, approved and signed by a supervisor, can then be taken to the vendor. A receipt of goods will be issued. The completed and signed requisition and receipt should be turned in to the building secretary for input into the system as a purchase order. Once entered, the requisition and receipt should be submitted to accounts payable for the printing of the purchase order.

There may be occasions, such as registration to attend a preapproved seminar, when a fee will need to be paid prior to the Board of Education meeting. Please contact your building secretary for details. Administrators are responsible for establishing procedures in their buildings and department to insure that these procedures are followed.

TRAVEL

All out-of-district travel must be pre-approved by a supervisor. A travel and expense form is available through a supervisor. All receipts being submitted for reimbursement (especially transportation, lodging and meals) must be kept and submitted with the completed travel and expense form to the Accounts Payable Department. Please see Appendix A for reimbursement guidelines.

MILEAGE

Expenses for required travel throughout the district on school business by an approved employee may be reimbursed if the employees own vehicle is used. Mileage reimbursement is based on the state approved rate and will be within the guidelines of the Local Government Miscellaneous Expenditure Act. Mileage voucher forms are available from the school secretary or supervisor. Forms must be filled out completely and signed by the employee and supervisor. Forms shall be turned in at the end of each month. They will be processed by the Accounts Payable Department (see reimbursement checks). Please see Appendix A for reimbursement guidelines.

REIMBURSEMENT GUIDELINES

Guidelines are in place to outline reimbursement of expenses to employees while doing the business of the Ralston Public Schools. Please review the Ralston Public Schools Reimbursement Guidelines in Appendix A of this document.

REIMBURSEMENT CHECKS

Reimbursement checks are issued once a month and are processed by the Accounts Payable Department. Vouchers must be submitted by the 25th of the month to receive payment the following month. Please see Appendix A for reimbursement guidelines.

RESTRICTIONS ON EMPLOYEES RECEIVING GRATUITIES

An employee who, because of his or her employment by the school district, receives any bonus merchandise or gift with a value over \$25.00 must disclose the receipt of such gift to the superintendent. The superintendent, at his or her discretion, may require that the gift become the property of the district.

Employees are directed to discourage merchants from offering bonus paraphernalia in exchange for the school's patronage.

ASSIGNMENTS

JOB DESCRIPTIONS

Job descriptions are the district's way of letting employees know what is expected of them. They are not, however, comprehensive nor intended to be limiting. Employees are part of a total team. If anything on the description is unclear, clarification should be sought by contacting the district's Human Resource office.

PLACEMENTS AND TRANSFERS

The District Office assigns all staff. Top priority is given to the needs of the students. Assignments within buildings or departments are the responsibility of the building/program administrator.

It is the policy of the Ralston Public Schools to fill all positions with the best-qualified people. The district reserves the right to place/transfer employees in positions they see are most beneficial to the success of the District. The District also prefers to promote from within whenever possible. As positions become available, administration will, at its discretion, either directly promote or transfer a qualified employee of the District or open the position for application by internal and external candidates.

If a position is opened for application, it will be posted electronically. Frequently, job vacancies will be advertised with outside sources during the same week they are posted online. This is done to speed up the screening process and to aid in ensuring that vacancies are filled by the most qualified persons.

To apply for an open position, you should either submit a formal letter of interest to the Human Resources Office referencing the position and requesting an interview. Interviews will be arranged by the Human Resources Department.

A detailed procedure regarding district transfers is available. Contact Human Resources Office or your building principal for more information.

HOURS

Members of the certified staff shall be on duty before and after the regularly scheduled student school day long enough to plan and to carry out their individual professional responsibilities as determined by the Superintendent of Schools and/or the Building Principals.

Classified staff hours are determined at time of hire.

NEGOTIATED AGREEMENTS

Negotiated agreements for the various employee groups are available for review electronically in the Essential Documents folder located in the district's G-mail system (Google Drive).

The negotiated agreement and salary schedule for teachers are negotiated by the district and the Ralston Education Association.

EMPLOYEE PERSONNEL FILE

The district shall maintain a personnel file regarding each employee. All materials in a personnel file, except for employment references and information that was gathered in the process of assessing an applicant for hiring, shall be available to the employee for review within a reasonable period of time of the employee's request. Employees may inspect the contents of their personnel files only in the presence of an administrator or a person designated by the administration.

An employee may respond to any document(s) in his or her personnel file by submitting a written response to the person responsible for keeping the file, who shall attach the response to file copies of the disputed document.

No person other than school officials engaged in their professional duties shall be granted access to employees' personnel files, and the contents of such files shall not be divulged in any manner to any unauthorized person. An attorney acting on behalf of the board of education or administration is deemed to be a school official.

NOTIFICATION OF CHANGE OF ADDRESS/PHONE NUMBER

The district must keep accurate employee information. Therefore, the Human Resources Office should be contacted regarding change of address or phone numbers. This information is for district use only and is not made available to the public.

CERTIFIED EVALUATIONS

All certificated employees to be evaluated shall be notified annually in writing. A certified administrator, with the exception of the local board of education when it is evaluating the superintendent, will observe and evaluate each probationary certified employee for a full instructional period once each semester and each permanent certificated employee for a full

instructional period once each school year. If the probationary certificated employee is a superintendent, he or she shall be evaluated twice during the first year of employment and at least once annually thereafter. The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. Evaluation of instructional performance and classroom organization and management is applicable to teachers only.

The Ralston Public Schools shall provide procedures for the evaluation of staff. The evaluation shall serve as a basis for improvement of performance and continued employment in the Ralston School District. The procedures shall provide a source of information for sound decision-making as well as for counseling, for in-service training, and for continual growth of all employees. The procedures shall provide not only for the identification and improvement of staff skills and abilities that enhance the learning process, but also for the dismissal of those who do not meet the standards of the District.

The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

For more information, please see Ralston Board Policies 4030 and 4031.

CLASSIFIED EVALUATIONS

Non-certificated District employees will receive a written evaluation yearly. To gain a clear understanding of your job expectations and your performance, you and your supervisor will discuss your evaluation together and each of you will sign it. The evaluation then becomes part of your permanent personnel file.

Classified employees who are new to the district may receive an initial evaluation by his or her supervisor at the conclusion of a 60-day probationary period of employment. This evaluation is at the discretion of the employee's supervisor and is used to identify strengths and/or areas where continued professional growth may be needed.

GRIEVANCE PROCEDURE

A Ralston School District employee who wishes to file a grievance with the district may use the grievance procedure outlined in Board Policy 4013. Certified staff members should follow the grievance procedure outlined in the teachers' negotiated agreement.

DISCIPLINARY PROCEDURE

The key to a successful working relationship between employer and employee is good communication. If a problem arises with a job performance or behavior, it is important for the employee to have a clear understanding of the district's concerns. The following disciplinary guidelines have been set by the district. With cooperation, these procedures can keep small problems from becoming big ones.

The following disciplinary actions will be considered whenever an infraction of employer/employee relations occurs. Infractions may be related to policies, rules, regulations or procedures that are administrative in nature, or the infraction may be related to job performances. These actions are not intended to be a hierarchy, but options. It is understood that this guideline for disciplinary action in no way negates the grievance clause of the contract between the school and the Ralston Education Association. The supervisor will select the most appropriate action.

- **Verbal Counseling:** A conversation which would include but not be limited to reminding the employees of rules, regulations, procedures, job description as well as complimentary remarks of good performance.
- **Oral Reprimand:** A written summary of an oral reprimand that will be placed in the employees personnel file to document the conversation. (i.e., on such and such day I had a discussion with John Doe about...) A signature of the employee and supervisor is required on this written summary.
- **Conference Report:** A set meeting with the employee and his/her supervisor to discuss inadequate performance or inappropriate behavior. This conference will provide a thorough discussion of behavior or inadequate performance and actions needed to be taken to improve that behavior or performance. This conference may include the Superintendent. A written summary, signed by the employee, is placed in the employee's personal file.
- **Written Reprimand:** An action by an employee of a more serious nature will trigger a written reprimand. It gives the employee notice that his/her actions have placed his/her continued employment with the district in jeopardy.
- **Suspension with Pay:** This will generally be used when an employee has been charged with a crime or when a serious accusation is made against the employee. The employee may be suspended with pay while an investigation is conducted.
- **Suspension without Pay:** This action may be taken for two reasons: 1) as a result of less serious disciplinary actions which have not improved performance. 2) as a result of an infraction of a very serious nature.
- **Termination of Employment:** This action may be used when the nature of the infraction warrants it or when the employee's records show previous infractions have not been corrected. Employee will be given a written notice of the effective date of termination.

RESIGNATION OR DISMISSAL OF CERTIFICATED STAFF

Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible, to enable the board to find suitable replacements. In the event of dismissal, procedures for the dismissal of certified staff members are governed by the laws of the State of Nebraska.

Staff members who submit their resignations to the board of education by April 15th will be released from the next school year's contract. Staff members who submit their resignations after April 15th will not be released unless the board is able to obtain the services of a quality replacement. Staff members who refuse to fulfill their contractual obligations are subject to being reported to the Professional Practices Committee of the Nebraska Department of Education.

PROFESSIONAL EXPECTATIONS

STAFF ETHICS

The Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education, are the minimum standards for all certificated staff members of the school district. All certified employees are responsible for reading, acknowledging, and complying with these standards.

Please refer to APPENDIX C to review these standards in detail.

Ralston Public Schools respects the privacy interests of its employees and recognizes their right to conduct their personal lives free from interference from the District. Nonetheless, employees should keep in mind that, even while off-duty, they represent the Ralston Public Schools to the public and should strive to preserve the District's reputation. In addition, certain types of off-duty conduct may reflect poorly upon an employee's character and judgment and thereby influence his or her standing as an employee of the Ralston Public Schools. Therefore, employees who engage in unprofessional or criminal conduct or other serious misconduct off-duty may be subject to disciplinary action by the District, including termination of employment, if such conduct is determined by administration to be harmful to our image, inconsistent with expectations of our employees, or otherwise adversely affects our legitimate business interests.

School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. Employees are required to establish and maintain professional boundaries with students. They may be friendly with students, but they are the students' teachers, not their friends, and they must take care to see that this line does not become blurred. This applies to employees' conduct and interactions with students and to material they post on personal web sites and other social networking sites. The posting or publication of messages or pictures or other images that diminish an employee's professionalism or ability to maintain the respect of students and parents may impair his or her ability to be an effective employee. Employees are expected to behave at all times in a manner supportive of the best interests of students.

Unless an employee has a legitimate educational purpose, the following behavior is a violation of the professional boundaries that employees are expected to maintain with students. The following list is intended to illustrate inappropriate behavior involving students but not to describe every kind of prohibited behavior.

- Communicating about sex when the discussion is not required by a specific aspect of the curriculum.
- Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.
- Displaying sexually inappropriate material or objects.
- Making any sexual advance, whether written, verbal, or physical or engaging in any activity of a sexual or romantic nature.
- Kissing of any kind.

- Dating a student or a former student within one year of the student graduating or otherwise leaving the district.
- Intruding on a student's personal space (e.g. by touching unnecessarily, moving too close, staring at a portion of the student's body, or engaging in other behavior that makes the student uncomfortable).
- Initiating unwanted physical contact with a student.
- Communicating electronically (e.g. by e-mail, text messaging, through social media or instant messaging) on a matter that does not pertain to a school matter. Electronic communications with students generally are to be sent simultaneously to multiple recipients and not just to one student except when the communication is clearly school related and inappropriate for persons other than the individual student to receive (i.e. grades). In these cases the students' parents should be included in the communications when possible.
- Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students.
- Discussing the employee's personal issues or problems that should normally be discussed with adults.
- Giving a student a gift of a personal nature.
- Giving a student a ride in the employee's vehicle without first obtaining the express permission of the student's parents or a school administrator.
- Taking a student on an outing without first obtaining the express permission of the student's parents or a school administrator.
- Inviting a student to the employee's residence without first obtaining the express permission of the student's parents and a school administrator.
- Going to a student's home when the student's parent or a proper chaperone is not present.
- Repeatedly seeking to be alone with a student.
- Being alone in a room with an individual student at school with the door closed.
- Any after-school hours activity with only one student.
- Any other behavior that exploits the special position of trust and authority between an employee and student.

An employee is required to make a report to their direct supervisor and/or superintendent if the employee reasonably believes that another employee has violated or may have violated this policy. Concerns or violations shall be reported immediately. Violations committed by or concerns about the superintendent shall be reported to the President of the Ralston School Board.

A student who feels his or her boundaries have been violated should immediately report the conduct or communication to a teacher, administrator, counselor, or other school employee with whom she or he feels comfortable.

All reports made under this policy will remain confidential to the extent allowed by law. Retaliation for good faith reports or complaints made as a result of this policy is prohibited. Individuals who knowingly and intentionally make a false report shall be subject to discipline as provided by district policy and state law.

A violation of this policy will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with Health and Human Services,

filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

PERFORMANCE AND BEHAVIOR

The following set of rules and regulations is intended to serve as a general guideline in governing appropriate employee behavior. The list is not intended to include all offenses for which an employee may be disciplined or discharged.

Performance Rules:

- Always make your best effort in your work.
- You are expected to meet reasonable standards of efficiency, productivity, and performance.
- Do not leave during working hours without advance permission from your supervisor.
- Always be punctual.

Behavior Toward Others:

- All staff members are expected to behave in a professional manner at all times. This expectation includes all interactions staff members have with students, staff members, parents, or other stakeholders of the Ralston Public Schools.
- Insubordination is prohibited. Insubordination includes the failure or refusal to obey the orders or instructions of a supervisor or administrator, the use of abusive or threatening language toward such individuals, or any conduct that undermines supervisor authority is prohibited.
- Do not threaten, intimidate, coerce, provoke, interfere, or fight with other employees, supervisors, or students and their families at any time.
- Do not make false or malicious statements about employees, supervisors, students and their families, or Ralston Public Schools at any time.
- The use of profane or abusive language is not permitted in any situation.

Property of Others:

- Do not abuse, misuse, damage, destroy, sabotage, or steal the property of Ralston Public Schools, or the property of employees, supervisors, or students and their families.
- The use of Ralston Public Schools' equipment and supplies for personal purposes is generally not permitted. On various occasions and with permission from administration usage may be permitted on a limited basis and for a nominal fee.

Honesty:

- Do not falsify or fail to disclose completely all information requested or recorded on any employment, personnel, or other record of the District or its students and families.
- Do not alter, misuse, or remove from the District, without proper authorization, employee lists, student records, or confidential information of any nature.

Condition of District Premises:

- Do not create or contribute to unsanitary conditions on the District's premises; do not litter.
- Keep your work area safe and clean at all times.

Other Rules:

- Do not post or remove notices, signs, or any written or printed material on or from bulletin boards or elsewhere on the District's property at any time without advance permission.
- Always report any mistake by yourself or another person that could affect the District.

EMPLOYMENT-RELATED SEXUAL HARASSMENT

It is the policy of the school district to provide an environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by any employees and students is unequivocally prohibited. Sexual harassment is misconduct that interferes with work productivity and wrongfully deprives employees of the opportunity to work and students of the opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

The U.S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment. Sexual harassment is defined in those guidelines as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment

A person who feels harassed is encouraged to inform the person engaging in sexually harassing conduct or communication directly that the conduct or communication is offensive and must stop. If the person who feels harassed does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the person who feels harassed should report the conduct or communication to a supervisor, principal, the superintendent of schools, or a board of education member with whom he or she feels comfortable in reporting the issue.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not affect the complainant's employment, compensation or work assignments as an employee, or status as a student.

DRESS CODE

The attire worn by staff members conveys an important image to students and the general public. Certified staff, para-educators and office staff are expected to dress professionally.

The building principal may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees.

Custodial, maintenance, and transportation staff should wear their employee uniform during work hours.

Staff must maintain a clean and professional image at all times when representing the district. Staff members who dress unprofessionally or have an appearance that is a distraction to the learning environment will be in violation of this policy and referred to the administration to correct the situation. Staff members who continue to dress in an inappropriate manner will be considered insubordinate and handled accordingly.

SECURITY BADGES

All District employees are required to wear a Ralston School District security badge. The initial security badge will be provided by the school district. All replacement badges will be purchased at the expense of the employee. While on duty and in the various school buildings staff members should have their ID badge on.

CARE OF DISTRICT PROPERTY & EQUIPMENT

Nearly all staff members will be issued some sort of equipment or property owned by the Ralston Public Schools to help achieve your job responsibilities. Examples of this equipment could be laptop computers, various electronic equipment or phones, books, tools, or different types of safety equipment. Staff members are expected to use great care and respect when using District owned equipment and property. In the event that District owned property has been lost, stolen, or damaged beyond what is normal wear and tear, the District will assess appropriate monetary damages back to the staff member to replace the lost, stolen, or damaged item.

PERSONAL PROPERTY AT SCHOOL

Bringing valuable personal property to any school district building is strongly discouraged. The Ralston Public Schools will accept no level of responsibility for lost, stolen, or damaged personal property brought to school by employees. The best advice in these situations is to leave valuable personal property at home in a secure place to be assured of its protection. Examples of such items are: personal computers, expensive jewelry, large amounts of cash, personal electronic devices, tools, and family keepsakes to name just a few.

CERTIFICATION AND ENDORSEMENT REQUIREMENTS

All educators, including substitute teachers, must be duly certified by the Nebraska Department of Education in accordance with the Department's rules and the laws of Nebraska. They must file copies of their teaching certificates, including endorsements, with the superintendent of schools, and must promptly file any changes in certification or endorsements.

Certified employees are required to maintain all their endorsements, and may not permit any endorsement to lapse or remove it from their certificates. Any certificated employee working under a provisional endorsement must document regular progress and complete said endorsement as outlined in the Nebraska Department of Education, Rule 21.

The board or superintendent may require a certified employee to obtain a new endorsement when it is deemed necessary for the benefit of the school district and/or to comply with federal or state requirements.

Each administrator, including the Superintendent, principals, and supervisors or supervisor of any special subjects or subject in which persons directly supervise the work of other teachers shall hold either a Nebraska Administrative and Supervisory Certificate or a Nebraska Professional Administrative and Supervisory Certificate.

PROFESSIONAL GROWTH OF CERTIFIED STAFF

Every six years, permanent certificated employees shall give evidence of professional growth. The six-year period shall commence on August 1st of the year the certified staff member achieves permanent status or tenure and shall end on July 31st after the sixth year of continuous service. Each subsequent six-year cycle shall begin immediately following the end of a cycle. Hours or credits cannot be accumulated during one cycle to be applied during a subsequent six-year cycle.

Six semester hours of college credit shall be accepted as evidence of professional growth. Other activities which may count towards the teacher's professional growth requirements include, but are not limited to:

- Mentoring a teacher new to the district
- Leading (or serving on) an external accreditation visit
- Teaching undergraduate or graduate level college courses directly related to education
- Publishing professional journal articles and/or research on a topic directly related to education
- Presenting on a topic directly related to education at a state or national conference
- Presenting on a topic directly related to education during a district inservice
- Attending at a state or national conference directly related to education
- Attending pre-approved professional workshops, seminars, or local inservice activities
- Serving on a pre-approved district-level committee
- Serving on a building school improvement committee
- Supervising a student teacher

One unit of professional growth credit will generally be equivalent to twelve hours of personal time spent on an educational activity.

Failure to comply with the requirement shall result in the following action:

1. Those certified staff members who fail to meet the statutory requirements shall be frozen on the salary schedule for the seventh year of the cycle or the first year of non-compliance.
2. Those in non-compliance with the statutory requirements shall be notified by April 15th of the sixth year of the cycle that their contract will be amended for the following contract year to include a freeze in dollar amount.
3. Evidence of compliance with the statutory requirements by October 1st of the seventh year shall result in restoration of normal salary status.
4. Failure to complete the statutory requirements by March 15th of the seventh year shall result in notification of suspension without pay and a recommendation for termination of

employment at the close of the contract year as specified under Nebraska Revised Statute 79-824

PROFESSIONAL DEVELOPMENT PROCEDURES

Professional development is an important part of keeping with current trends and practices to provide the best service and instructional quality for our students and community. With that, employees will be asked to participate in professional development activities on a regular basis.

Professional development opportunities may be initiated by teachers, building administrators, or district administration. In all cases professional development must support the goals and mission of the Ralston Public Schools. Prior to registering for a professional development activity get approval from your supervisor or administrator. Procedures for registering for professional development activities are outlined in Appendix B of this document.

DISCLOSURE OF STAFF QUALIFICATIONS

The No Child Left Behind Act of 2001 gives parents/guardians the right to obtain information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional teaching certificate.
- The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
- Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB.

ACADEMIC CONTENT STANDARDS, ASSESSMENTS, ACCOUNTABILITY

The instructional curriculum of the Ralston Public School District will reflect state-approved academic content standards and district-established academic content standards. The Board of Education adopts District academic content standards that are equal to or exceed in rigor, the measurable academic content standards adopted by the state board of education. These content standards describe the knowledge, skills, and processes that are taught, learned, and assessed.

The Board of Education shall direct the Superintendent to develop and implement a comprehensive student assessment system. The assessment system will be responsive to federal, state, and district requirements. It will reflect district identified academic content standards and state approved academic content standards. The comprehensive student assessment system shall be aligned with the instructional curriculum of the Ralston Public School District.

The Board of Education of the Ralston Public School District directs that the instructional curriculum shall be the taught curriculum.

The responsibility of the teachers is to teach the instructional curriculum using best practices that promote student learning. The responsibility of the principals shall be to monitor the taught curriculum through the use of the curriculum guide and learning plans as well as to evaluate

teachers through the teacher evaluation process to ensure the instructional curriculum is the taught curriculum. The Superintendent and his/her designees shall ensure that principals monitor the implemented curriculum and evaluate teachers.

ASSESSMENT ADMINISTRATION AND SECURITY

The purpose of all testing and assessments is to measure students' knowledge, skills or abilities in the area tested. All staff members are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. This policy applies to all national, state, and local assessments, including both standardized and general classroom assessments.

For more information, please see Ralston Board Policy 4048.

HEALTH AND SAFETY

USE OF TOBACCO PRODUCTS

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

BREAK TIME FOR NURSING MOTHERS

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public for one year after the child's birth.

SUICIDE PREVENTION TRAINING

School nurses, teachers, counselors, school psychologists, administrators and school social workers are required to complete at least one hour of suicide awareness and prevention training per year. These employees must complete the on-line training provided by the Nebraska Department of Education no later than September 1 of each school year or within 30 days of their initial employment. Failure to complete this training shall constitute just cause for the termination or nonrenewal of an employee's contract.

Classified employees may also be asked to participate in the training process at the request of the Ralston Board of Education or the Superintendent.

DRUG AND ALCOHOL FREE WORKPLACE

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect

upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

Within five days after a conviction, an employee must notify the head of the department in which he or she is assigned of any conviction of a criminal drug statute for a violation occurring in the workplace. The failure to report such a conviction will result in dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

An employee who is convicted of violating any criminal drug statute for conduct that occurred in the workplace will be subject to disciplinary action, including but not limited to suspension or discharge. The district may, in its sole discretion, require the employee to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

DRUG TESTING OF DRIVERS

Drivers for the school district must be free from drug and alcohol abuse, and the use of illegal drugs or improper use of alcohol is prohibited. The overall goal of drug and alcohol testing is to ensure a drug-free and alcohol-free transportation environment, and to reduce accidents, injuries and fatalities.

The refusal to submit to the testing used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers. Any driver who becomes unqualified on the basis of violation of the terms of this policy will be subject to disciplinary action that may include termination of the driver's employment.

Any applicant who tests positive for the presence of these illegal drugs is medically unqualified to drive and will not be considered for the position of driver: (1) marijuana, (2) cocaine, (3) opiates, (4) amphetamines, or (5) phencyclidine (PCP). Any district driver who tests positive shall be medically unqualified and removed from service immediately.

A driver who has been involved in a reportable accident must submit to drug and alcohol testing within 24 hours. A reportable accident includes any accident in which there is a fatality, a person is injured and must be treated away from the accident site, the driver receives a citation for a moving violation, or a vehicle is towed from the scene. The driver must notify the district

immediately regarding any reportable accident. If a driver is so seriously injured that he or she cannot submit to testing at or immediately after the time of the accident, the driver must provide the necessary authorization for the district to obtain hospital reports or other documents that would indicate whether there were controlled substances or alcohol in the driver's system.

All drivers will be subject to unannounced random testing for drugs and alcohol. The district or its agents will periodically select drivers at random for testing. A district official will notify a driver when his or her name has been selected and will instruct the driver to report immediately for testing. By its very nature, random selection may result in one driver being tested more than once in a 12-month period, while another driver may not be selected at all during the same 12 months.

For more information, please see Ralston Board Policy 4003.

WORKPLACE SEARCHES

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other school owned property on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

WEAPONS AND FIREARMS

Weapons: No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy.

Definition of Weapon: The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms: No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm: The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms: The prohibition against firearms does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training; or
2. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
3. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;
4. Firearms contained within a private vehicle **operated by a nonstudent adult** that are not loaded **and** are encased or are in a locked firearm rack that is on a motor vehicle; or
5. A handgun carried as a concealed handgun by nonstudent adult who holds a valid permit issued under the Concealed Handgun Permit Act in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area, except as prohibited by federal law.

Definition of Encased: The term “encased” means enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

Exceptions for Students: The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose;
2. The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so; and
3. All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.

Consequences – Firearm: Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Consequences – Weapon: State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

Confiscation of Firearms: Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, any

firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities: All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm or weapon to school.

NOTIFICATION OF ARREST, CRIMINAL CHARGES, LICENSURE OR CHILD ABUSE

Employees shall notify the Superintendent or designee by the next working day after the employee is (a) arrested; (b) ticketed; or (c) issued any form of criminal charge for committing an offense, crime, or infraction.

The above notification and reporting requirement herein apply if:

1. The maximum penalty for the crime equals or exceeds seven days incarceration;
2. The crime relates to abuse, neglect, or endangerment of a minor, or a minor was allegedly a victim or a witness;
3. The crime relates to misuse of drugs, alcohol, or controlled substances;
4. Job responsibilities are impacted including offenses that:
 - a. Would constitute a violation of NDE Standards of Conduct and Ethics, chapter 27; or
 - b. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives students; or
 - c. Would impact the employee's Commercial Driver's License if the employee's job requires that the employee have a CDL.
5. The crime relates to alleged violence, force, coercion, or sexual misconduct;
6. The arrest or criminal activity occurs while the employee is on duty, or at a school attendance facility, on school property, at a school-supervised activity or school-sponsored function or in a school-owned or utilized vehicle.

Employees must also promptly report to the Superintendent or designee whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable. Employees must give full disclosure of the existence and nature of the above proceedings and shall also immediately notify the Superintendent or designee of the disposition of any such case or matter.

Employees shall also notify the Superintendent or designee by the next working day after the employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license requirement for the employee's position. Employees shall also notify the Superintendent or designee by the next working day after the employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Legal documents related to criminal charges, arrests, and child abuse complaints shall be treated and maintained as part of the employee's confidential criminal background file. Failure to notify the Superintendent or designee as required under this policy may subject the employee to disciplinary action, up to and including termination.

WORKPLACE SAFETY

It shall be the policy of the Ralston Public Schools to take every reasonable precaution for the safety of the students, employees, visitors and all others having business with this school district.

The district will provide a loss control program designed to prevent on-the-job injuries and illnesses. In addition, each building will design procedures to address school violence. With staff and parent involvement, each school principal shall be responsible for developing a building safety management plan. The plan shall be reviewed annually. Cooperation by all employees is expected in our effort to make our schools a safe place to work and learn.

REPORTING AN ACCIDENT

If an employee is involved in an accident at work, immediately or as soon as possible within 24 hours, they must complete an Employee Accident Form and report the accident to the immediate supervisor. This form is available from the building secretary. The supervisor will then complete an accident analysis form. Both forms must be sent to the Business Office.

In order to protect you and other employees, you must present a physician's statement releasing you to return to work following any injury or illness for which you received a doctor's care or that resulted in your absence for three or more consecutive scheduled working days. The doctor's release must state that you are released to return to work either: (a) without limitation; or (b) with limitations, listing them specifically.

THREAT REPORTING AND ASSESSMENT

All staff must report any threatening statements or behavior to a member of the administration. Staff must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS THAT REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

UNIVERSAL PRECAUTIONS

In general, a student or employee illness or injury will be dealt with by the school nurse or health paraprofessional. Because the need to help a sick or injured child may exist, training is required for all school employees. Because of the threat of infectious diseases, the following precautions must be followed for everyone's health & safety.

- Gloves should be worn when contact with any blood or bodily fluids are anticipated and should therefore be carried during playground duty, school activities, sports and field trips. They should also be worn for touching mucous membranes or broken skin (abrasions, etc.). Gloves should be changed after contact with each student. Hands should be washed immediately after removal of gloves.
- Disposable paper supplies and bandages should be used in the treatment and clean-up of any blood or bodily fluid.

- Disposable emergency mouth-to-mouth resuscitation masks should be used for such emergencies.
- Employees, who have an open lesion, wound, dermatitis, etc., should cover them with a dressing that will prevent contamination from other sources.
- Clean-up of blood and bodily fluids are dealt with primarily by the custodial staff. Again, precautions must be taken by all employees.
- Gloves must be worn for clean-up and disposal.
- Contain blood or bodily fluids with paper towels and use them to wipe up. Then place them in an individual plastic bag for disposal.
- Vomit must be covered with vomit absorbent first. (This is available from the custodians.) Follow the directions, then place the material in an individual plastic bag for disposal.
- Anything non-disposable (dust pans, brooms, etc.) must be sanitized. Cover them with a plastic bag until this can be done correctly.
- All plastic bags containing disposed material must be tied and disposed of in a lined trash receptacle.
- Soiled clothing should be removed immediately and placed in a plastic bag for laundering in hot water and detergent for 25 minutes. If cooler water is used, appropriate solutions must be used to inactivate the microorganisms.
- Both the injured party and the first aid responder must wash their hands or any exposed areas of the body immediately at the finish of clean-up and disposal. Should first aid to a fellow employee or visiting adult be required, the same precautions should be applied.

COMMUNICABLE DISEASES

A chronic communicable disease will be defined as a persistent or recurring infection that may be transmitted to a susceptible person by contact with an infected individual. Diseases it does include are AIDS, Cytomegalovirus and Hepatitis B. The National Centers for Disease Control will be the definitive authority on the identification and transmission of chronic communicable diseases.

If medical judgment substantiates that an employee has a chronic communicable disease and that employee poses a significant health threat to students and/or other employees the employee may be placed on medical leave.

The superintendent is responsible for assuring that procedural safeguards are used when determining the employment status of employees with chronic communicable diseases.

HIPPA

The Health Insurance Portability and Accountability Act of 1996 protects certain health information. Prior to obtaining or releasing employees' protected health information, employees may be requested to sign an authorization for the disclosure of health information. If protected health information is requested from a third party, the School District will ensure that protected health information is released only as allowed by federal and state law.

AIDS AND AIDS-RELATED CONDITIONS

Ralston Public Schools recognizes that Acquired Immune Deficiency Syndrome (AIDS), its related conditions such as AIDS Related Complex (ARC), and persons with seropositive test results for AIDS and/or ARC, are the source of considerable concern and pose significant and delicate issues for all employees.

As a result of such recognition, we have established guidelines for handling issues that may arise when an employee is affected by these conditions.

Policy Statement: Ralston Public Schools is committed to maintaining a safe and healthy work environment for all employees. Consistent with this commitment, the Company will treat AIDS and/or ARC the same as other illnesses in terms of all our employee policies and benefits, such as group health and life insurance, disability leaves of absence, and other disability benefits.

Based on the overwhelming weight of available medical and scientific opinion, including statements from the Surgeon General of the United States, and the U.S. Public Health Service and Centers for Disease Control, there is no evidence that such diseases are casually transmitted in ordinary social or occupational settings or circumstances. Therefore, subject to changes in available medical information and/or specific conditions involving the potential for transmission of these diseases, it is the policy of Ralston Public Schools that employees with such diseases or any of their related conditions may continue to work as long as they are able, with any reasonable accommodation required by law, to perform the essential functions of their positions. Employees who are affected by AIDS and/or ARC or any other life-threatening illness will be treated with compassion and understanding. Co-workers will be expected not to refuse to work or withhold their services for fear of contracting such diseases by working with such an affected employee and not to harass or otherwise discriminate against such a person.

Procedures: Recognizing the need for all employees to be able to be accurately informed about these diseases, Ralston Public Schools will make every effort to have information available regarding the facts about them, how they are transmitted and not transmitted, and how best to keep them from spreading. Employees who would like to be provided with this information should contact the Human Resources Department.

Employees affected by or concerned about AIDS and/or ARC or any of their related conditions are encouraged to contact their supervisor or Human Resources Department to discuss their concerns and to obtain additional information. All such communications will be treated by Ralston Public Schools with strict confidentiality.

AHERA NOTIFICATION

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Ralston Public Schools has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection conducted on January 22, 2013, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place. Ralston Public Schools developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

The following buildings contain no asbestos-containing building materials; therefore, no operations and maintenance programs or future inspections are required: Ralston Middle School. During the past year, asbestos containing building materials have been removed, encapsulated, or enclosed in the following buildings: Mockingbird kitchen storage. During the next year, we plan to conduct the following asbestos related activities at the following school buildings: removal of kitchen storage room floor tile at Mockingbird Elementary.

It is the intention of Ralston Public Schools to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in school district administrative office or administrative office of the school during regular business hours. Pat Flinn is our designed asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to 402-898-3460.

SCHOOL CLOSING

During the winter months there are occasionally mornings when the decision is made to close school due to severe wind chills or driving conditions that make it unsafe for students who walk to school or are inexperienced drivers. On those days principals and specific personnel will report to check buildings and monitor if some students arrive at school so they can be returned home for safety reasons. All other personnel will not report. The Virginia Moon Administrative Center will be open from 9 a.m. to 3 p.m. on those days. A school closing protocol will be published annually to outline specifics surrounding this process.

When school is closed there will be no school-sponsored activities held without the permission of the superintendent or his/her designee.

TECHNOLOGY

USE OF TECHNOLOGY

The use of school-owned technology, including computers, whether stand-alone, as a part of a local area network, or as part of a wide area network such as the Internet, is a privilege, not a right. The following policies apply to any and all electronic devices (including personal devices) that are used on school property, whether or not the user is connected to a network.

All use of technology, whether personally owned or provided by the district, must be consistent with and driven by the educational objectives of the Ralston School District.

The following guidelines shall be observed by all staff members regarding the acceptable use of the district's Internet resources:

- Staff shall be restricted to use the Internet to conduct research for instructional purposes.
- Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents and patrons.
- Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
- Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

The following behaviors represent unacceptable use of the district's Internet resources:

- Staff shall not access obscene or pornographic material.
- Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
- Staff shall not use chat rooms, message boards, or instant messaging.
- Staff shall not use school computers or district Internet access to participate in on-line auctions, on-line gaming, mp3/mp4 sharing systems or other digital content sharing systems such as BitTorrent.
- The only political advocacy allowed by staff on school computers or district Internet access shall be lobbying via e-mail on educational-related issues. Before engaging in this sort of activity on school computers or district Internet access, staff must obtain the consent of the Superintendent or designee.
- Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

To display or print sexually explicit images or documents on the district's systems is a direct violation of the district's Sexual Harassment policy. In addition, sexually explicit material may not be archived, stored, distributed, edited, or recorded using our network or computing resources. The exception to this would be documents/files needed to be archived for legal reasons.

The distribution or sharing of confidential information related to the faculty, staff, or students of the Ralston Public Schools is expressly prohibited. Even when physically able to do so, users will not access any information other than which they are specifically authorized to and which is

necessary for the performance of their assigned duties. The district's information may not be utilized for the benefit of any other person or organization.

No employee may use the district's Internet, Intranet, or e-mail facilities to deliberately propagate any virus, worm, Trojan horse, or trap-door program code. Likewise, no employee may use the district's Internet or e-mail facilities to knowingly disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user. Local law enforcement officials will be contacted in the event of theft and/or intentional damage to district's equipment or network systems.

While on district property, the use of technology shall not be permitted for personal reasons or for purposes that are contrary to the goals and objectives of the Ralston Public Schools, unless deemed incidental, intermittent, or occasional. The district administration shall have sole and absolute discretion to determine what personal use may be permitted as incidental, intermittent, or occasional. The Ralston Public Schools shall not be held liable for any loss (including, but not limited to, financial loss, identity theft, or loss of information) an employee may experience while conducting personal business on school property or with equipment owned by the district.

Any district-owned electronic devices are subject to service at any time, which may result in the loss of data. The district will not be responsible for any damage a user may suffer, including loss of data.

The Ralston School District makes no warranties of any kind, whether express or implied, for the technological services it provides. The Ralston School District will not be responsible for any liability or expense the user may incur in connection with the use of District technology. The user agrees to indemnify (hold harmless) the Ralston School District for any expenses, including attorney's fees, arising out of the use of District technology in violation of this agreement.

The Ralston Public Schools Internet facilities, computing resources, e-mail and voice mail must not be used to knowingly violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province, or other local jurisdiction in any way.

Any violation of school policy and rules regarding the use of the district's computer and/or Internet resources may result in:

- Discharge from employment or such other discipline as the administration and/or the board deem appropriate.
- The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member.
- When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

The Ralston Public Schools will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, and archives on individuals' Internet, e-mail, and voice mail activities. In addition, the Ralston Public Schools may divulge any information found during monitoring to any party it deems appropriate.

SCHOOL AFFILIATED WEBSITES

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated webpage that represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personally-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

For more information, please see Ralston Board Policies 4012 and 4051.

MONITORING / NO EXPECTATION OF PRIVACY

Access to the District's network, email, voice mail, and Internet/Intranet resources are given to employees to assist them in the performance of their work. The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

Although Ralston Public Schools does not routinely monitor employee use of computers, Internet, e-mail or voice mail, it reserves the right to do so at any time at its discretion.

The use of encryption or passwords, the labeling of an email or document as private or personal, the deletion of an email or document, or any other such process or action shall not diminish the District's rights in any manner.

Ralston Public Schools will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries and archives on individuals' Internet, email and voice mail activities. In addition, Ralston Public Schools may divulge any information found during monitoring to any party it deems appropriate.

COMMUNICATION/ACCESSING INFORMATION

Communication is vital to having an informed and efficient organization that is responsive to the needs of students and the community. All employees are expected to regularly read their printed and electronic communication. It is expected that employees reply promptly to mail, e-mail, and other communication requests by parents, community members, students, other teachers, and administration.

Employees who are interested in communicating electronically with more than half of the staff members at a building site, for reasons that are not related to the normal, day-to-day operations of the school, must first receive the permission of the principal or the employee's immediate supervisor. Likewise, employees who are interested in communicating electronically with staff members at the district level, for reasons that are not related to the normal, day-to-day operations of the district, must first receive the permission of a district administrator. In all cases, the information being communicated must advance the educational objectives of the Ralston Public Schools and may not interfere with the learning environment, be harmful to our image, inconsistent with the expectations of our employees, or otherwise adversely affect our legitimate business interests. Employees who attempt to circumvent and/or violate this policy may be subject to disciplinary actions up to and including termination of employment.

CELL PHONE/ELECTRONIC DEVICE USE

Ralston Public Schools recognizes that employees will need to use cell phones and other electronic devices occasionally. However, the District prohibits excessive use of such devices during working hours.

DISTRICT CELL PHONES

The District will provide identified employees with a cell phone. Approved employees will be able to choose from an identified list of cell phones that the district will provide. The monthly service charge will be paid by the district based upon the negotiated agreement with the cell phone service provider. Approved employees wishing to hold their own cell phone contract will be reimbursed a \$50.00 monthly stipend and a \$100.00 equipment stipend every two years. If an approved employee holds their own cell phone contract and is paid a stipend they must supply their phone number to RPS so they can be contacted. All approved employees will have to sign a cell phone user agreement before being supplied with a district provided cell phone.

ELECTRONIC COMMUNICATION WHILE DRIVING

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, or text messages.

The Superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

POLICIES REGARDING STUDENTS

STUDENT SAFETY

Teachers shall make every reasonable effort to protect students from conditions that interfere with the learning process or are harmful to the health and/or safety of others.

Physical restraint of a student may sometimes be necessary to protect the student and/or other individuals. Physical restraint will be used with extreme caution and only in emergency situations where there is a risk of injury to someone if physical restraint is not used, and only after other less intrusive alternatives have failed or been deemed inappropriate. Staff members may physically restrain a student without advance notice to the building administrator when a student's behavior poses a threat of imminent, serious, physical harm to self and/or others.

The Ralston School District's emphasis is on prevention and behavioral de-escalation that reduces the risk of injury. The emphasis is always on the care, safety, and welfare of our students. The primary technique that should be utilized by staff members is verbal de-escalation. Physical restraint may only be used when non-physical interventions would not be effective, and/or the student's behavior poses a threat of imminent, serious, physical harm to self and/or others.

STUDENT DISCIPLINE

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

For more information, please see Ralston Board Policy 6024.

EMERGENCY EXCLUSION

Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short-term suspension found elsewhere in these policies or state law:

- (a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- (b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers that prompted the exclusion.

For more information, please see Ralston Board Policy 6031.

CORPORAL PUNISHMENT

Corporal punishment, defined as the infliction of bodily pain as a penalty for disapproved behavior, is prohibited. Some physical contact is inevitable. Therefore, physical contact, short of corporal punishment, is acceptable to promote personal interaction with students, to maintain order and control, and to protect persons and property.

SUSPECTED CHILD ABUSE/NEGLECT

Because of their daily contact with school-age children, educators and other school employees are in a unique position to identify abused and/or neglected children. Educators are required by law to report any known child abuse or neglect. Nebraska law defines child abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; or (6) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Any school employee who has reasonable cause to believe that a child has been abused or neglected must report the suspicion to the building principal immediately.

The principal and the school nurse and/or the school guidance counselor or school psychologist shall, whenever possible, investigate the concern immediately within 24 hours of receiving the initial report. The school staff shall endeavor to conduct this investigation in a manner that does not interfere with any current or future investigation by law enforcement. When the principal determines that a report should be made, he or she shall make a report to the office of social services or law enforcement. The principal shall inform the employee(s) who made the initial report whether he or she has made a report to the office of social services or law enforcement. If no such report has been made but is deemed appropriate, the employee(s) shall file such a report if he, she or they have reasonable cause to believe that a child has been abused or neglected in conjunction with the building principal, school counselor or school psychologist.

The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and age of abused or neglected person; (3) address of the person or persons having custody of the abused or neglected person; (4) the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect; and (5) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.

Nebraska statutes give legal immunity from any civil or criminal liability to any person who makes a good faith report of child abuse or neglect or participates in a judicial proceeding resulting from such a report.

For more information, please see Ralston Board Policy 4054.

STUDENT INTERVIEWS

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

STUDENT SEARCHES

Certified and classified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives.

Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

ELECTRONIC COMMUNICATION WITH STUDENTS / USE OF SOCIAL MEDIA

All forms of electronic communication with students including, but not limited to, the use of e-mail, text messaging, instant messaging, and social media must advance the educational goals and objectives of the Ralston Public Schools.

Internet postings made by an employee of the Ralston Public Schools may constitute a basis for discipline up to and including termination if it

- Contains defamatory or false content;
- Creates or adds to an adverse effect on the educational environment or otherwise interferes with the operation of the district;
- Represents, or in any way appears to be made on behalf of, or with the approval of the district;
- Exposes the district to liability or adversely affects public officials, staff, students, the school community, or the public;
- Constitutes a violation of any civil or criminal statute;
- Involves off-duty communication with student(s) about any topic other than official school business

Staff must comply with all policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board's policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

STUDENT CONFIDENTIALITY

Any student records, including reports of illness, abuse and neglect are strictly confidential. Student privacy will be rigidly protected by all employees of the district. Failure to do so will result in disciplinary action, up to and including termination.

The school district provides students with a certificated school guidance counselor. Information that students provide to counselors and/or school psychologists is confidential but not legally privileged. The counselor and/or school psychologist will attempt to respect the privacy of student disclosures, but will share all relevant information with other education professionals as appropriate or as directed. The counselor and/or school psychologist will also contact parents and law enforcement officials as appropriate.

Records of the counseling relationship, including interview notes, test data, correspondence, tape recordings and other documents, are to be considered professional information for use in counseling, not part of the student's education record.

When a counselor and/or school psychologist is in doubt about what information to release, he or she should discuss the matter with the building principal or with the superintendent.

CRISIS ASSISTANCE

The school district will use a Crisis Response Team (CRT) to plan and coordinate efforts to deal with an emergency that involves the school, staff, and students. The primary concern will be the safety and welfare of students and staff, followed by the protection and salvaging of property.

During a crisis, school will be conducted in as normal and routine a manner as possible. To help provide students and staff with the services to cope with an emergency, the CRT may call upon patrons and school and community professionals who are skilled in providing counseling.

A careful balance must be maintained between the right of the public to information and the rights of the student and staff to privacy and normalcy. All crisis information will remain confidential unless decided otherwise by the general coordinator. The general coordinator will be responsible for dealing with the media and providing information to the public.

For more information, please see Ralston Board Policy 4036.

SUMMARY

This handbook is a general guide to the operations of the school district. More information and specific details on matters covered here are provided in negotiated agreements, Board of Education policies and building handbooks. Questions that are not addressed in this handbook may be answered by contacting a supervisor, the Human Resources Office or another appropriate office. All employees are wished the best as they work with their colleagues to provide quality education for the students of Ralston.

EMPLOYEE ACKNOWLEDGEMENT PAGE

This is to certify that I have read this employee handbook and I am familiar with its contents. I understand that it is not a binding contract but a set of guidelines for the implementation of personnel policies. I understand that by signing this acknowledgement, I agree to abide by the policies and procedures set forth by the Ralston Public Schools.

Employee Signature

Employee Name (Printed)

Date

APPENDIX A

Ralston Public Schools District Reimbursement Guidelines

Receipts:

If an expense item is to be reimbursed by Ralston Public Schools, there must be a receipt attached validating the expense. The receipt must include the following:

1. Name of business where purchase was made or service was performed. (Some business receipts do not include the business name. Please write the name on the receipt.)
2. Date of service
3. Detail of items/service purchased
4. If expense is for a meal or food, please include the name of the meeting and the names of the individuals who attended or ate the meals claimed for reimbursement.
5. If needed receipts may be attached to a plain piece of paper to include all pertinent information.

The following types of receipts are NOT acceptable:

1. Summary credit card slip showing only the total charge
2. Cancelled check
3. Credit card statement with the expense circled

Bottom Line: If you do not have an acceptable receipt for expense reimbursement the district may not be able to reimburse for that expense item.

Mileage:

Mileage will be reimbursed at the standard IRS mileage allowance. The IRS updates the rate annually. The District publishes a mileage reimbursement form that is to be used for mileage reimbursement. This document can be found in the essential documents section of First Class. Please remember to check on the availability of the Ralston Public Schools vehicles for trips in which several staff members will be attending. When available, the district vehicles must be used for travel. Mileage will only be reimbursed from your place of work to the activity location identified and back. Mileage will not be paid from your home or residence.

Rental Cars:

Rental cars are not reimbursed to the employee unless the following conditions exist:

1. Prior approval from the Assistant Superintendent for Business AND one or more of the following conditions exist:
2. The cost of the cab fare or shuttle, to **or** from the airport, is more than the daily rate plus incidentals, such as fuel and parking, to rent the car.
3. The hotel where the employee is staying is not within walking distance to the conference and the hotel does not offer shuttle service to the conference.
4. The rental is less expensive than a flight for several persons attending an event and is within a reasonable driving distance.

Purchasing Items:

We are a tax-exempt organization. As a result, we are not required to pay sales tax on purchases. Because of this, purchasing items on a personal basis and asking for reimbursement is discouraged. The district does recognize that at times cost savings may be realized by purchasing items on a personal basis. If this becomes necessary advanced permission from your supervisor is required prior to purchasing items that you wish to be considered for reimbursement. When asking for reimbursement on such purchases please use the receipts portion of this document to guide the reimbursement submittal. *NO PERSONAL ITEMS ARE TO BE PURCHASED USING OUR TAX EXEMPTION. PLEASE RING UP PERSONAL ITEMS SEPARATELY!*

Expenses that will not be reimbursed:

1. **Alcoholic Beverages** will NOT be reimbursed.
2. **Entertainment** such as movies, etc.
3. **Laundry fees**
4. **Personal maintenance items**
5. **Tips for services** such as housekeeping, bellman, etc. Tips for cab fare, shuttles, and meals will be reimbursed but are limited to 20% of the charges.
6. **Cab fares, shuttle costs, etc.** for employee's personal travel such as sightseeing, shopping, etc. Restaurants for dining out should be selected close to the hotel to keep transportation costs to a minimum.

Meals:

When traveling away from Ralston and it is necessary to have a meal while on duty it is expected that care is used in selection an appropriate price level restaurant. Exact per diem amounts have not been set so care and good judgment should be used in keeping costs appropriate. It is also expected that detailed documentation and receipts are kept to insure reimbursement. Meal reimbursement is for RPS staff members only unless the event is hosted by the Ralston Public Schools and you are doing the business of the Ralston Public Schools.

District Cell Phones:

The district will provide identified employees with a cell phone. Approved employees will be able to choose from an identified list of cell phones that the district will provide. The monthly service charge will be paid by the district based upon the negotiated agreement with the cell phone service provider. Approved employees wishing to hold their own cell phone contract will be reimbursed a \$50.00 monthly stipend and a \$100.00 equipment stipend every two years. If an approved employee holds their own cell phone contract and is paid a stipend they must supply their phone number to RPS so they can be contacted. All approved employees will have to sign a cell phone user agreement before being supplied with a district provided cell phone.

Charging on District Accounts:

At no time shall any employee charge items to a revolving account registered to the Ralston Public Schools unless advanced permission has been granted by a supervisor or school administrator. Charging any items for personal business on school district revolving accounts is strictly prohibited.

APPENDIX B

Ralston Public Schools District Professional Development Guidelines

Requesting Professional Development:

1. Teachers: Please get approval from building administrator.
2. Building Administrator: Please align requests with goals and mission and identify appropriate funding prior to making arrangements.
3. District Administrator: Please align requests with goals and mission and identify appropriate funding prior to making arrangements. Communication with building principals is also essential prior to making arrangements.

Professional Development Requests from Buildings/Teachers:

Professional development requests that originate from building principals or teachers must be arranged and organized at the building level. Steps that are required for appropriate planning are:

1. Identify if the professional development meets the District/Building goals and mission
2. Identify appropriate funding in advance
3. Complete any required registration process
4. Organize any needed transportation or lodging arrangements
5. Schedule substitute teachers as needed
6. Submit costs, reimbursement, and expenses for payment as needed to the Business Office
7. Prior to the event check that all details are covered

Professional Development Requests from District Administration:

Professional development requests that originate from Central Office or District administration must be arranged and organized at the Central Office level. Steps that are required for appropriate planning are:

1. Identify if the professional development meets the District/Building goals and mission
2. Identify appropriate funding in advance
3. Communicate with building principals and teachers about the training opportunity
4. Complete any required registration process
5. Organize any needed transportation or lodging arrangements
6. Schedule substitute teachers as needed
7. Submit costs, reimbursement, and expenses for payment as needed to the Business Office
8. Communicate to all stakeholders details of arrangements and expectations
9. Prior to the event check that all details are covered

Requests for Payment:

Any requests for payment that would accompany reservations or registrations should be submitted well in advance of the deadline (at least 3 business days) to the Business Office so that a check can be mailed. In all cases detailed documentation should accompany requests so that accurate records may be kept and registrations and reservations are made in a timely manner.

APPENDIX C

CODE OF ETHICS

**TEACHING
PROFESSION**

STATE OF NEBRASKA

STANDARDS OF PROFESSIONAL PRACTICES

Introduction

It is the responsibility of the Commission to provide advice and counsel to the State Board of Education in developing standards of professional practices in areas including, but not limited to, (1) ethical and professional performance, (2) competency, (3) continuance in professional service, and (4) contractual obligations.

Standards applicable to professional practices have been adopted by the Nebraska State Board of Education. The Code of Ethics, Standards for Continuance in Professional Service, and Contractual Obligations are presented in this pamphlet. The Commission shall adhere to these standards in making recommendations of whatever nature in accordance with its statutory authority.

The State Board of Education shall request the Commission or a special committee of members thereof to hold hearings and make recommendations to the State Board of Education concerning alleged violations of standards of professional ethics and practices by holders of public school certificates. Each educator can be aided by this publication in developing and continuing the use of professional practices that are in the best interest of the students, the profession, and the public.

CODE OF ETHICS

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence, and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this chapter.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in Nebraska with respect to ethical and professional conduct and are,

therefore, declared to be the criteria of ethical and professional performance adopted pursuant to the provisions of Section 79-868 R.R.S. for holders of public school certificates.

If the certificate holder is employed in a nonpublic school, that context shall be taken into account in the application of these standards.

Principle I - Commitment as a Professional Educator

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance, and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
5. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
8. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
9. Shall report to the Commissioner any known violation of Principle I, number 7; Principle III, number 5; or Principle IV, number 2.
10. Shall seek no reprisal against any individual who has reported a violation of this chapter.

Principle II - Commitment to the Student

Mindful that a profession exists for the purpose of serving the best interest of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
2. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
3. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
4. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
5. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
6. Shall not tutor for remuneration students assigned to his or her classes, unless approved by the local board of education.
7. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public

The magnitude of responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of and confidence in the rule of law, a respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

1. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair professional judgment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, or commit any felony under the laws of the United States or any state or territory.
6. Shall with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession

In the belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

1. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
2. Shall not misrepresent his or her professional qualifications, or those of colleagues.
3. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
5. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
6. Shall permit no commercial or personal exploitation of his or her professional position.
7. Shall use time on duty and leave time for the purpose for which intended.

STANDARDS FOR CONTRACTUAL OBLIGATIONS FOR ALL CERTIFICATE HOLDERS

Members of the teaching profession shall adhere fully to the terms of a contract or appointment.

Summary

Teaching in the public schools of Nebraska and related administrative and supervisory services are recognized as a profession by the Legislature.

In recognition of the professional status of educators, the Governor is authorized to appoint a Professional Practices Commission representative of elementary and secondary teachers, administrators, and higher education. The goal of the Commission is to develop, promote and enforce standards of professionalism for Nebraska educators.

APPENDIX D

Supplemental policies and procedures for Sign Language Interpreters

Code of professional conduct:

The Code of Professional Conduct for the Suburban Schools' Program is based on the Code of Professional Conduct of the Registry of Interpreters for the Deaf (RID) with the perspective of an educational setting. The RID Code of Professional Conduct referenced is in parenthesis following each principle.

1. The EI/T shall be dedicated to providing competent interpreting services in a manner befitting a professional. (RID tenet 2)
 - 1.1. Professional appearance: EI/Ts must always keep in mind their role to facilitate communication and their responsibilities as visual representatives of the consumers involved in any given interpreting assignment. EI/Ts should dress in a manner that will be as unobtrusive as possible and assure the best background for signing. Avoid highly visible jewelry, excessive makeup and other characteristics of physical appearance that are distracting.
 - 1.2. Personal Qualities: The EI/T must be dependable, responsible and reliable at all times. The EI/T must use tact when interacting with others, remaining diplomatic and perceptive. The EI/T must maintain an acceptable demeanor, exhibiting self-confidence and self-control.
2. The EI/T judiciously safeguards assignment-related information of a confidential nature. The obligation to protect confidences does not prevent an educational interpreter from revealing information to his/her employer or member of the IEP professional team for record keeping, program management and supervision. (RID tenet 1)
3. The EI/T provides parents and other members of the educational team on the student's use of interpreting service when requested. The EI/T will redirect parents and other team members to the deaf educator/resource teacher for parental/team member questions that are not related to the student's use of an interpreter within the educational setting. (RID tenets 1, 2, 3, and 4)
4. The EI/T and deaf educator/resource teacher shall provide information when necessary, to educate the consumers about the role and appropriate use of the interpreter. (RID tenets 2 and 3)
5. The EI/T conveys the content, spirit and affect of the speaker using the language system approved by the educational team. (RID tenet 2)
6. The EI/T will not counsel nor interject personal opinion during interpretations/transliterations. (RID tenet 3)
7. The EI/T will maintain an appropriate adult-student relationship with all children/students (deaf and hearing). This is the ability to maintain "Professional Distance" or professional boundaries. (RID tenet 3)

Registry of Interpreters for the Deaf (RID) Code of Professional Conduct

The Registry of Interpreters for the Deaf, Inc. has set forth the following principles of ethical behavior to protect and guide interpreters and transliterators and hearing and deaf consumers. Underlying these principles is the desire to insure for all the right to communicate.

This Code of Professional Conduct applies to all members of the Registry of Interpreters for the Deaf, Inc. and to all certified non-members.

Tenets (updated 2008)

1. Interpreters adhere to standards of confidential communication.
2. Interpreters possess the professional skills and knowledge required for the specific interpreting situation.
3. Interpreters conduct themselves in a manner appropriate to the specific interpreting situation.
4. Interpreters demonstrate respect for consumers.
5. Interpreters demonstrate respect for colleagues, interns, and students of the profession.
6. Interpreters maintain ethical business practices.
7. Interpreters engage in professional development.

Educational Interpreter Roles and Responsibilities

1. The IEP team, not an individual EI/T, has the responsibility to determine any alternative modes of communication to be used in order to meet the needs of an individual student.
2. The EI/T will use an English-based system such as Signing Exact English System during subjects such as Reading, Writing, or English where the focus is learning to read and/or write English.
3. The EI/T will interpret any and all information presented in a classroom situation: formal instruction, individual instruction, informal social interaction between peers and conversation in classroom when appropriate.
4. The EI/T will voice interpret and relay information to non-signers.
5. The EI/T will rephrase information or simplify to aid understanding without providing the student with answers. If time does not permit during class time, the EI/T will inform the resource or deaf education teacher that extra help is needed and be willing to tutor if requested.
6. The EI/T will interpret at school functions during the school day.
7. The EI/T will tutor students when requested by deaf educators.
8. The EI/T will use any preparation time to prepare for future classes. It is the responsibility of the EI/T to know the assignments in advance so that any unknown vocabulary can be learned prior to class.
9. The EI/T will notify the deaf education teacher of tests, reviews, special assignments and any other concerns that impact the student's performance.
10. The EI/T will remain in the assigned classroom until the end of the class period, even when the student is doing independent seatwork. S/he should be available to interpret at all times.
11. Clarify routine points for the student, but do not assume the teacher's role. Repeat the interpretation of instruction only when it is needed, not routinely.
12. The EI/T will make sure students understand his/her interpreting, requesting feedback from the student as age or maturity allows. The EI/T will help the student develop his/her ability to provide appropriate feedback as a consumer of the service.
13. The EI/T will interpret all information presented in the class. Do not make indiscriminate decisions to leave out some class information.
14. The EI/T will use fingerspelling to convey key vocabulary, as method to emphasize a word/concept, and as a sign; do not invent signs without prior discussion with the student. The fingerspelling presentation must contain **all** the letters of the word and be presented at a rate at which the student can receptively comprehend the word. EI/TVs need to be aware of the students' challenges with which they work. Some students may be poor spellers or have memory problems; therefore reading a word sign may be more

meaningful, faster, and provide a clearer message for students to key into than fingerspelling.

15. The EI/T will obtain information on the day's goals, tests, review, projects, extra credit work, special assignments, etc. for the deaf educator. Students are also responsible for all afore stated information.
16. The EI/T will refer any questions from parents regarding their child to the appropriate teacher(s). The EI/T **will not** discuss student's performance.
17. The EI/T will request to review student folders of those individuals for whom the EI/T will provide service. This review will help better prepare the EI/T to meet the language and learning demands of the students. This information may also be acquired from the deaf education teacher or the student's IEP case manager. All information learned during the review or conversation should be kept strictly confidential.
18. The EI/T will complete a sub folder. This folder should be prepared within the first week of school and be updated accordingly. These folders will be housed in the interpreter's desk/office or in the deaf education room. Sub folders should contain the following information and need to be kept up to date with schedule changes and appropriate forms:
 - Opening letter from director
 - Schedules
 - Positioning information
 - Equipment needs of students such as Alpha Smart, FM
 - Communication mode and other special information
 - Building map with key rooms/locations highlighted
 - Substitute Interpreter Time Sheet
 - Sub notes (use form appropriate for the grade level and class schedule)

Educational Interpreter Attendance

In order to ensure consistency and to maximize progress of the students who are deaf or hard of hearing, it is crucial for the EI/T to be at work. Punctuality is essential. If an absence from work is necessary, follow these guidelines.

1. All EI/TVs must call the designated interpreter or program director at 402-496-1419 (morning) or 402-339-2090 (during school hours) to report an absence.
 - a. Must call between 6:00 am-7:15 am – **DO NOT** send a text message and **DO NOT** leave a message
 - b. Also leave a message with Diane Meyer at 402-339-2090 or notify Diane via e-mail: diane_meyer@ralstonschools.org
2. The ill/absent EI/T will contact their assigned building also.

If you are at school and become ill:

 - a. You must notify the building's deaf education teacher.
 - b. You must contact the designated interpreter/program director at 402-339-2090
 - c. Also leave a message with Diane Meyer at 402-339-2090 or notify Diane via e-mail: diane_meyer@ralstonschools.org
3. The EI/T will document the beginning and end of their workday through the electronic time card system as required by Ralston Public Schools.

Extra-Curricular Activities

Suburban Schools' Program offers many opportunities for extra-duty pay to interpreters. Extra-curricular activities include: sports, meetings, clubs, Open house, National Honor Society, parent conferences, etc. EI/T duty time is seven and one-half hours of which 30 minutes is a paid lunch, an additional benefit. Any activity outside of assigned duty time is considered extra-curricular and is done for extra pay. Overtime pay (time and one half) begins after you reach 40 hours in one week. The 40 hours does not include the paid lunch benefit but does include negotiated leaves.

The amount of time interpreted must be rounded to the nearest quarter hour. For example, if an activity runs ten minutes, the EI/T is to charge for fifteen. If the activity runs for 25 minutes, the EI/T is to charge for thirty minutes.

Please sign-up if you are interested in covering extra-curricular activities. The activities are posted via email to all the EI/T staff. Job assignments are based on order of interest. Any individual accepting an activity must locate his/her own substitute for the activity in the event of illness. Recurrent activities such as sport practices may be split between interpreters.

Mileage can be claimed for extra-curricular activities under certain circumstances. The mileage form can be found in Ralston's Cloud. See the section on mileage included in the forms section for details on completing the document. Conditions for mileage reimbursement for Extra-curricular activities:

- Mileage cannot be claimed for driving back to school for a club, sport, or evening activity (i.e. open house, parent-teacher conferences, etc.) in which you will be paid for your time. Example: drama rehearsal starts at 7:00 pm; the interpreter goes home between school and rehearsal—no mileage can be claimed.
- Mileage cannot be claimed for driving to a school or competition site for sports when the event occurs on the weekend such as practice or a meet/game.
- Interpreters are to facilitate communication with any non-signers (coach or fellow students), which include drive times to off-campus events. The only exception to this is when there is no room on the district vehicle for the interpreter. The program director must be notified of this situation prior to the event for approval to drive a personal vehicle and request reimbursement.

Educational Interpreter/Transliterater Performance Appraisals

Observations

The director will observe EI/Ts twice a year. Evaluations are also sent to the personnel office. This will provide for documentation of skills as well as professionalism. The director will complete the evaluation. Copies of the format are included so the EI/T can be aware of expectations. A Ralston Public Schools' general evaluation of employee skills is also completed by the program director with input from the deaf educator.

Any areas deemed unsatisfactory or "in need of improvement" will be addressed initially through informal interventions between the interpreter and the Director. If performance is not improved in a stated period of time, the interpreter will be placed on formal intervention, which can lead to termination.

Continuing Education

The Nebraska Department of Education Rule 51 outlines the rules and regulations governing employment of EI/Ts in the state of Nebraska. The guidelines can be view at <http://www.nde.state.ne.us/SPED/sped.html>. It is under the Policy and Procedures section. To maintain employment in the state, educational interpreters will obtain 20 clock hours of educationally related continuing education every two years. The RID Code of Professional Conduct, tenet 7, also requires continued professional development.

APPENDIX E

Supplemental policies and procedures for Drivers

Dress Code

Drivers are expected to present a neat, clean, and professional appearance at all times. The following minimum Transportation Department dress code standards are based on professional image, safety, and health.

- a. Drivers will wear Transportation shirts provided by the district of them or Ralston shirts.
- b. Drivers will wear enclosed shoes. No open-toed shoes are allowed. Sandals and flip-flops are not safe in the event of a bus evacuation.

Minimum Acceptable Conduct

Driving school children is an awesome responsibility. Consequently, drivers are held accountable for the safety of their passengers. Ralston Public Schools drivers must be above reproach at all times. The following guidelines reflect the minimum acceptable standards of conduct and dress expected of all drivers while on duty.

- a. Smoking in or around any school district vehicle is prohibited.
- b. Eating or drinking on the bus while students are present or while the vehicle is in motion is prohibited.
- c. Drivers will not use inappropriate language or engage in inappropriate conversations while on duty and/or while on Ralston Public School property.
- d. Unauthorized connections of electronic equipment (i.e., radios, tape decks, CDs...) to any district vehicle is prohibited. Drivers must be able to hear sirens and train signals.
- e. Inappropriate conduct or conversations with students is strictly prohibited. Inappropriate conversation or comments about students is strictly prohibited.
- f. Failure to wear seat belts in district vehicles.
- g. Regular and predictable attendance is a required condition for employment.
- h. While on duty, drivers should treat parents, community members, students, patrons, and all individuals in a respectful manner. Incidents involving dissatisfaction with Ralston's transportation department should be reported to the transportation supervisor immediately.

Termination and/or Suspension

Serious infraction, including but not limited to the following, may be cause for immediate termination and/or suspension:

- a. Being under the influence of drugs or alcohol
- b. Destruction of school property
- c. Failure to stop at railroad crossings
- d. Failure to report an accident involving a district vehicle
- e. Failure to report an accident involving a personal vehicle
- f. Carrying unauthorized passengers: In accordance with Nebraska Department of Education, Title 92, "No one except school personnel, supervisory personnel, monitoring personnel, and pupils assigned to a pupil transportation vehicle for a particular route schedule or for an activity trip as defined in 92 NAC 92-002.02, may ride such vehicles" Essentially, this rule means no one other than students, sponsors,

- and chaperones may ride a school bus.
- g. Failure to pick up a student
 - h. Leaving a student on the vehicle after returning to the Transportation Center or other final destination
 - i. Unauthorized use of the district vehicles or using the vehicle for personal errands
 - j. Failure to be punctual
 - k. Deviating, without approval, from the assigned route unless there are unforeseen traffic circumstances
 - l. Failure to pre-trip a vehicle properly. Arrive early enough to complete the pre-trip before leaving the lot. The time clock will show if you had time to do the pre-trip.
 - m. Inappropriate language, comments, or touching towards students, staff, and/or other adults
 - n. Tampering with any cameras and/or recording devices located inside the vehicle.

Basic Loading and Unloading Policies

Bus drivers should adhere to the following procedures:

- a. If a parent wishes to change a pick-up/drop-off time/location, advise them to contact the Coordinator of Transportation. Drivers are not authorized to make changes.
- b. When running more than 10 minutes late for the schedule pick-up or drop-off, contact the Coordinator of Transportation who will pass on that information as appropriate.
- c. Pick-ups should be curbside at the student's residence. If this is not possible, park the vehicle so the student does not have to walk on the roadway.
- d. If a student is not at the authorized stop at the scheduled time, drivers will wait 3 minutes and then leave. Call the Coordinator of Transportation at the soonest opportunity.
- e. Drivers are responsible for ensuring all students are properly seated on the bus with the appropriate restraint system secured, except if a parent/aide assisted/seated the child.
- f. After arriving at the school of attendance, drivers or the para are responsible for removing students from the seat and assisting students in leaving the vehicle, if needed.
- g. After all students have departed the vehicle, immediately check the vehicle for any students or items that may have been left behind.
- h. When drivers are given route changes, new student information, or when a student has been dropped from the route, all outdated information is to be shredded at the Central Office.
- i. If no one is at the student's home or the student cannot enter his/her home at the end of the day, the driver will continue the route and then, return to the student's home and call the Coordinator of Transportation. If after the second attempt, there is still no one at the home, then the student will be returned to school of attendance. If the child is an open enrolled student, call the Coordinator of Transportation.

Emergency Procedures

The following procedures will be used in the event of an accident involving a district vehicle, other emergencies, when experiencing mechanical problems, or during inclement weather.

Accidents (Vehicle contact with any moving or stationary object)

All accidents will be reported to the Coordinator of Transportation immediately. Drivers will call immediately, and drivers will initiate a 911 call if appropriate. The following procedures will be followed for all accidents.

- a. Stop the vehicle as soon as possible
- b. Drivers involved in an accident must take and maintain control of the situation. This is especially important when injuries are involved.
- c. Notify the Coordinator of Transportation of the situation. Give the following information:
 - Vehicle number
 - Location
 - Number of vehicles involved
 - Number of students on board and what school they are from
 - Number of injured
- d. Check for injuries and administer and/or direct first aid if required
- e. Evacuate passengers to a safe area if necessary
- f. Set up “breakdown” reflectors to protect accident scene and warn motorists
- g. Complete accident forms in driver route book
- h. Make no statements or comments to anyone other than law enforcement and/or district representatives

Mechanical Problems

If a non-safety mechanical problem arises while en-route, annotate the problem on the pre-trip vehicle inspection form. If unsure of the seriousness of the mechanical problem, contact the Coordinator of Transportation. If a safety related mechanical problem or a breakdown occurs, contact the Coordinator of Transportation and wait for further instructions.

Inclement Weather Procedures

Drivers will provide the Coordinator of Transportation and the Central Office with home phone numbers, addresses, and emergency contact phone numbers to facilitate contact in the event of inclement weather.

If weather is threatening during the day, drivers must provide the Coordinator of Transportation with a phone number (or some other piece contact information) in case of early dismissal.

If inclement weather occurs while en-route, the following procedures will be used:

- a. Contact the Coordinator of Transportation only when delayed more than 10 minutes or completely immobilized by weather or traffic
- b. In the case of disabled/immobilized vehicle, drivers will remain with the students to supervise and ensure their safety
- c. Students are to remain onboard a disabled/immobilized vehicle until an alternate vehicle has arrived, unless remaining on the vehicle creates a safety concern
- d. Under no circumstances will drivers release students without the permission of the Coordinator of Transportation
- e. Vehicle windows and roof hatches will be closed after the last daily run, and whenever there is the possibility of inclement weather
- f. During cold weather operations, all diesel vehicles will be plugged in at night.

- g. On mornings that are 20 degrees or below, the early start crew may start vehicles
- h. Drivers will not leave vehicles unattended while the engine is running at any time, including warm-up, except during the pre-trip inspection

Tornado/Severe Weather Procedures

A tornado watch indicates an area in which atmospheric conditions exist from which a tornado could develop.

A tornado warning is issued when a tornado has actually been sighted in the area or is indicated by radar.

The following procedures are designed to ensure the safety of passengers when the threat of or actual severe weather is experienced. Drivers must be familiar with these procedures and able to respond appropriately in the event of deteriorating weather conditions. Students are not to board a district vehicle while under a tornado warning.

Tornado Warning While on Route

Every situation involving a tornado/severe weather will be different. Drivers must always consider the following factors when dealing with a tornado warning/severe weather:

- a. ALWAYS maintain control of the situation and accountability of all passengers.
- b. Proceed immediately to the nearest safe location for evacuation. If there is immediate danger and no shelter is available, evacuate students from the vehicle and into the nearest ditch or culvert at least 100 feet away from the vehicle or any other vehicle.
- c. In most instances, the driver will be the last off the bus as he/she will direct the evacuation and ensure all passengers have exited the vehicle. There may be instances, however, that it would be more appropriate for the driver to be the first out of the vehicle in order to direct passengers to the appropriate safe location. In this case, drivers must assign a responsible passenger to assist in the evacuation by ensuring all passengers have exited the vehicle.
- d. Make certain all students go to the safe location and are accounted for.
- e. Drivers should make every effort to keep the Coordinator of Transportation apprised of the evacuation location to include the number of passengers onboard. Once the tornado warning has been lifted, drivers will advise Dispatch when they are 10-8 and reaffirm the number of passengers.
- f. Do not release passengers without the Coordinator of Transportation's permission.

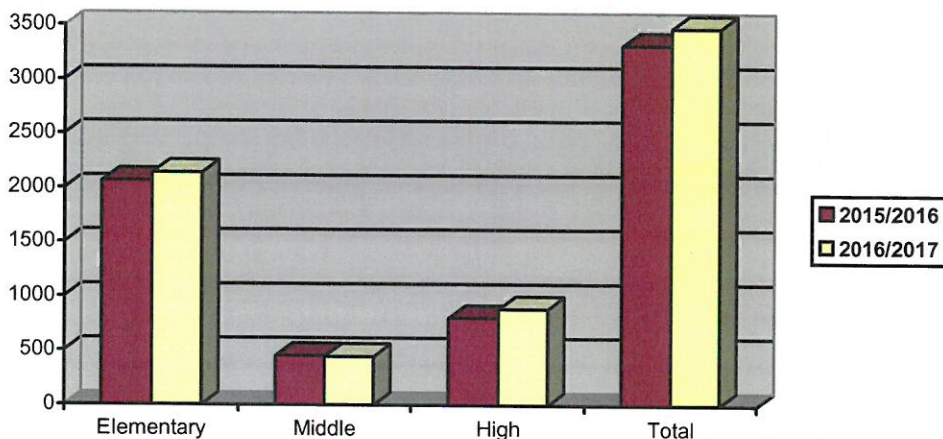
Ralston Public Schools
Monthly Administrative Update
Food Service – May 2017

16/17 Budget		16/17 Actual		15/16 Actual	
	Financial	Financial	Cost/Meal	Financial	Cost/Meal
Revenue	133,242	194,523	2.77	160,661	2.45
Food	67,034	77,450	1.10	68,703	1.05
VDA/Rebates	+ 8000	+ 13,570	+ .19	+11,008	+ .17
Labor (RPS and Sodexo)	57,007	83,200	1.19	36,809	.56
Controllables	14,618	10,894	.16	4068	.06
Non-Controllables	12,106	13,525	.19	12,636	.19
Total Expenses	142,765	171,499	2.45	111,208	1.69
Return after Direct Expenses	-9523	23,024		49,453	.76
RPS Direct/Indirect Expenses				220	.003
Net Return	-9523	23,024	.32	49,233	.76

Year to Date	16/17 Budget	16/17 Actual	Cost Per Meal	15/16 Actual
Revenue	1,958,906	2,049,876	2.79	1,942,236
Total Expenses	1,766,438	1,839,083	2.50	1,779,444
Net Return	192,468	210,793	.29	162,792

	16/17 TOTAL MEALS SERVED	16/17 MEALS PER DAY	15/16 TOTAL MEALS SERVED	15/16 MEALS PER DAY
Elementary				
Breakfast	16,499	917	15,682	871
Lunch	22,028	1224	21,478	1193
RMS				
Breakfast	1381	77	1126	63
Lunch	6290	370	6204	388
RHS				
Breakfast	6444	358	5289	294
Lunch	9023	531	8646	509
RPS Total				
Breakfast	24,324	1352	22,097	1228
Lunch	37,341	2125	36,328	2090

Meals Per Day Served



RPS Free/Reduced
May, 2017
61%

May 2017 Events:



Judy borrowed a blender bike from the Douglas County Extension office and it was used for the end of year fun day at Meadows. Two students demonstrated pedaling the bike to make fruit smoothies for all students.

A-Z salad bar concluded at all elementary schools for the school year with the letter Z.

Our last fresh fruit/vegetable tasting at RMS for the school year was held, and broccoli was featured.

Judy assisted the RHS culinary students with hors d'oeuvres at the Heart of Learning dinner at the Ralston Arena, and they did an outstanding job.

Summer Meals Program began at Ralston High, Blumfield, Ralston Middle and Karen Western from May 30 - 31, 2016. 218 free breakfasts and 350 free lunches were served during these days.

Regular monthly training was for kitchen managers only. This staff did a series of tastings of olive oil, chocolate, and water.

Total foodservice training time: 10 hours



Student / Staff Count 2016-2017 School Year

Elem. School	Grade																	
	PS		KG		1		2		3		4		5		6		Total *Student / Staff	
	All Student Counts Are Actual SIMS Enrollment Figures																	
	Staff	Stud	Staff	Stud	Staff	Stud	Staff	Stud	Staff	Stud	Staff	Stud	Staff	Stud	Staff	Stud	Staff*	Students *
BLUM	2	39	2	47	3	65	2	48	3	53	2	52	2	45	2	45	18	355
KW	1	16	2	31	2	29	2	32	1	21	1	18	1	26	1	21	11	178
MEAD	1	18	2	42	2	38	2	52	2	40	2	45	2	37	2	32	15	286
MOCK	2	37	3	57	3	56	3	58	3	60	2	49	2	46	2	40	18	366
SEY	1	23	1	26	2	26	2	25	2	35	2	27	2	33	2	37	11	209
WW	2	35	2	39	2	38	2	44	2	32	2	37	2	36	2	41	14	267
Totals By Gr	9	168	12	242	14	252	13	259	13	241	11	228	11	223	11	216	87	1661
													*Does not include PS					
													Blum. & Sey. SPED staff & KW Hearing Impaired for K-6 is					
													added to staff Total					
Sec. School	7		8		9		10		11		12		TOTAL					
	Staff	Stud	Staff	Stud	Staff	Stud	Staff	Stud	Staff	Stud	Staff	Stud	Staff	Stud				
RMS		241		245									0	486				
RHS						259		292		261		238	0	1050				
Totals	*Staff	*Stud	Ratio	*Stud 15-16	Change for 16-17													
BLUM	20	394	20/1	397	-3						*Includes PS							
KW	12	194	16/1	180	14													
MEAD	16	304	19/1	300	4													
MOCK	20	403	20/1	386	17													
SEY	12	232	19/1	228	4													
WW	16	302	19/1	304	-2													
Elem. Totals	96	1829	19/1	1795	34													
RMS	40	486	12/1	505	-19													
RHS	66	1050	16/1	946	104													
Sec. Totals	106	1536	14/1	1451	85								June 22 2017					
Dist. Totals	202	3365	17/1	3246	119								10:34 AM					