

Board of Education Regular
Meeting/Business
Monday, July 13, 2026 6:00 PM

Virginia Moon Administrative Center
8545 Park Drive
Ralston, NE 68127

Agenda

1. Call To Order
Speaker(s): Board President
2. Pledge of Allegiance
Speaker(s): Board President
 - 2.1. Roll Call - Excuse Board Members not in attendance
Speaker(s): Board President
3. Public Comment Sign In Procedure
 - 3.1. Public Comment
4. Consent Agenda (Action)
Speaker(s): Board President
5. Board Development and Communication
 - 5.1. Board Members' Update
6. Superintendent's Report
Speaker(s): Superintendent
 - 6.1. District Financial Report
Speaker(s): Aaron Bredenkamp
 - 6.2. Government Relations Update
Speaker(s): Mr. Jason Buckingham
 - 6.3. NASB Updates and Information
Speaker(s): Mrs. Elizabeth Kumru
 - 6.4. Enrollment Update
Speaker(s): Sara Zabrowski-Gates
 - 6.5. District Bond Project Update
Speaker(s): Jason Buckingham
 - 6.6. Meadows Elementary School Improvement Plan Overview
Speaker(s): Lisa Schroeder
 - 6.7. Teammates Presentation
Speaker(s): Marlene Hanson
 - 6.8. 2026-2027 District Budget Overview/LB 644 meeting.
Speaker(s): Aaron Bredenkamp
7. Board Action Items
 - 7.1. 2026-2027 District Student Fee List Approval (Action)
Speaker(s): Aaron Bredenkamp
 - 7.2. Elementary, Middle School, and High School Handbooks approval (Action)
Speaker(s): Ryan Pivonka
 - 7.3. Arbor Family Counseling Contract Renewal (Action)
Speaker(s): Jason Buckingham
 - 7.4. Approval of Policy 5008 Pregnant or Parenting Students (Action)

Speaker(s): Jason Buckingham

7.5. Approval of Policy 5037 Student Internet and Computer Access(Action)

Speaker(s): Jason Buckingham

7.6. Approval of Policy 6038 Student Use of AI Tools (Action)

Speaker(s): Jason Buckingham

7.7. Sign Language Interpreter (SLI) Contract (Action)

Speaker(s): Aaron Bredenkamp/Ryan Pivonka

7.8. Local Union #226 Food Service Workers Negotiated Agreement (Action)

Speaker(s): Aaron Bredenkamp

8. Policy Review 4065, 5045, 5057, 6002 and 6007

9. Pre-Adjournment Information and Activities

9.1. Announcements

9.2. Board of Education Supplemental Meeting Information

9.3. Future Board Calendar

10. Adjourn

2009
Public Participation at Board Meetings

The board of education shall conduct its meetings in accordance with the Nebraska Open Meetings Act.

The board shall make reasonable efforts to accommodate the public's right to hear the discussions and testimony presented at its meetings. The board shall make available at the meeting, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed in open session of the meeting.

Except for closed sessions, the board will allow members of the public an opportunity to speak at each meeting. The board may make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, photographing, or recording its meetings.

The board shall not require members of the public to identify themselves as a condition for admission to the meeting, nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. However, the board shall require members of the public desiring to address the board to identify themselves, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

Adopted on: _____

Revised on: _____

Reviewed on: _____

**Ralston Public Schools
Board of Education Regular Meeting
Monday, June 22, 2026**

The Ralston Public Schools Board of Education met in open, public session on Monday, June 22, 2026. The meeting took place in the board room at the Virginia Moon Administrative Center, 8545 Park Drive, Ralston, NE.

The district provided advance notice by publication in *The Omaha Daily Record* and on the district's website, www.ralstonschools.org.

Call to Order

Board President, Mrs. Carrie Hough, called the meeting to order at 6:00 pm.

Roll Call

In addition to the Board members, those in attendance included Mr. Jason Buckingham, Dr. Sara Zabrowski-Gates, Dr. Ryan Pivonka, Mrs. Jenn Pollock, and Mrs. Megan Harding.

Consent Agenda

Consent agenda items include:

- Minutes from the June 8th meeting; subcommittee minutes included for approval.

Recommendations for the following teachers to be hired for the 2026-2027 school year:

- **Viviany Tomas-Cruz:** Behavioral Coach (District Wide). Viviany will receive her MA from UNO in 08/2026 and currently works as a B3 Scholar at UNO.
- **Mason Motter:** Social Studies (Ralston High School). Mason received his BA from Bellevue University and was previously a Social Studies teacher at Omaha Public Schools.

Motion to approve consent agenda was made by Mrs. Elizabeth Kumru and seconded by Mrs. Katie Krause

Mrs. Richards:	Yes
Mrs. Hough:	Yes
Ms. Roarty:	Yes
Mrs. Kumru:	Yes
Mrs. Krause:	Yes
Mrs. Willey:	Yes

BOARD DEVELOPMENT AND COMMUNICATION

Board Comments

Mrs. Samantha Willey:

- Attended Building & Grounds Board Sub-Committee and was excited to see progress.
- Ran into an RHS alum. They praised how great the high school looked and wants to return to the district to student teach.
- Has also heard praise about the bond work being spread across all district buildings.

Mrs. Elizabeth Kumru:

- Attended NASB Law Seminar and received lots of information on policy changes.
- NITC meeting at Doane College - Overview of NDE Cyber Security strategic plan.

Ms. Mary Roary:

- Attended NASB Law Seminar and received lots of information on policy changes.
- Attended Building & Grounds Board Sub-Committee - exciting to see bond projects wrap up. Looking forward to retreat to assess progress.
- Attended the City of Ralston Town Hall meeting to learn about the future of city. It was exciting to see citizens talking about the schools and the progress and updates of the city.

Mrs. Robin Richards:

- Congratulated Katherine Nolasco, who will represent Ralston in DC in the 50 States Art project. Katherine is a student at Ralston High School and is part of the Kent Bellows Mentoring Program.
- Attended Teaching and Learning Sub-Committee meeting.

Mrs. Katie Krause:

- Apologized for missing the last meeting on June 8, 2026.
- Attended Teaching and Learning Sub-Committee.
- Her kids took advantage of the Ralston High School youth athletic camps and gave praise to the organizations (especially baseball and basketball). Shout out to the coaches and players involved.

Mrs. Carrie Hough:

- Attended the BOE Agenda meeting and helped plan the upcoming board retreat.

Government Relations Update

Mr. Buckingham updated the Board regarding Legislative issues.

NASB Update

Mrs. Liz Kumru provided an update on the following events from NASB.

- Area Membership Meeting: Omaha 09/01/2026

District Human Resources Update

Dr. Ryan Pivonka provided an update to the Board of Education on the status of recruitment and retention across all employee groups.

Karen Western Elementary School Improvement Plan Overview

Mr. Andrew Mather presented Karen Western's School Improvement Plan.

English Learner (EL) Program Review

Mrs. Jen Pollock presented the yearly update on the current LEP program offerings and performance.

Sign Language Interpreter (SLI) Contract Review

Dr. Ryan Pivonka reviewed the SLI Contract.

2026-2027 Staff Handbook Review

Dr. Ryan Pivonka outlined proposed changes to the 2026-2027 Staff Handbook and addressed any questions from the Board during the discussion.

Elementary, Middle School, and High School DRAFT Handbooks Review

Each summer the student handbooks at the elementary, middle school, and high school level are reviewed and adjusted as needed.

Dr. Pivonka provided an overview of the suggested changes to the handbooks at each level. After discussion any suggested changes will be considered.

Once all the appropriate adjustments are made, the administration will ask the Board of Education to approve the 2026-2027 Students Handbooks at the July 13th Board of Education meeting.

School-based Mental Health Programming and Arbor Family Counseling Utilization Presentation

Mrs. Jen Pollock provided an overview of the services provided for mental health services at RPS.

Ralston Schools Foundation Update

Mrs. Robin Richards and Mrs. Carrie Hough provided an update of the most recent Ralston Schools Foundation (RSF) meeting.

Additional Board Action Items

Approval of Policies Reviewed and Updated on 6/8/26 Including Policies 2008, 3003, 3003.1, 3004.1, 3057, 3061, 4017, 4019, 4056, 5001, 5003, 5004, 5035, 6009, 6046

Mrs. Katie Krause motioned to approve the policies reviewed and updated on 6/8/26 including policies 2008, 3003, 3003.1, 3004.1, 3057, 3061, 4017, 4019, 4056, 5001, 5003, 5004, 5035, 6009, 6046. The motion was seconded by Mrs. Elizabeth Kumru.

Mrs. Hough:	Yes
Mrs. Richards:	Yes
Mrs. Krause:	Yes
Mrs. Willey:	Yes
Ms. Roarty:	Yes
Mrs. Kumru:	Yes

Approval of Policy 3056 Guest Speakers

Mrs. Samantha Willey motioned to approve adoption of Policy 3056. The motion was seconded by Mrs. Katie Krause.

Ms. Roarty:	Yes
Mrs. Krause:	Yes
Mrs. Richards:	Yes
Mrs. Kumru:	Yes

Mrs. Willey: Yes
Mrs. Hough: Yes

Policy Review

The Board and Administration will review proposed policies.

4065 Staff Use of AI Tools

6038 Student Use of AI Tools

5018 Parent Involvement

3049 Drones and Unmanned Aircraft

4012 Staff Internet and Computer Use

5008 Pregnant or Parenting Students

5037 Student Internet and Computer Access

Adjournment

The Board voted to adjourn the meeting at 8:53 pm with a motion made by Mrs. Katie Krause and a second by Mrs. Robin Richards.

Mrs. Kumru: Yes
Ms. Roarty: Yes
Mrs. Hough: Yes
Mrs. Willey: Yes
Mrs. Richards: Yes
Mrs. Krause: Yes

The next regular meeting is scheduled for July 13, 2026, at 6:00 pm.

Mrs. Carrie Hough, President

Mrs. Elizabeth Kumru, Secretary

EFINANCE - POWERSCHOOL
DATE: 07/10/2026
TIME: 07:54:43

RALSTON PUBLIC SCHOOLS
CHECK REGISTER - BY FUND

PAGE NUMBER: 1
ACCTPA21

SELECTION CRITERIA: transact.ck_date='20260713'
ACCOUNTING PERIOD: 11/26

FUND - 01 - GENERAL FUND

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9001	130200	07/13/26	6429	AE SUPPLY	0116620262000	20610	RPS MAINTENANCE MEA	0.00	925.00
9001	130201	07/13/26	8205	AGIREPAIR, INC.	0180020258000	20340	RPS TECHNOLOGY ADMI	0.00	1,092.30
9001	130201	07/13/26	8205	AGIREPAIR, INC.	0180020258000	20340	RPS TECHNOLOGY ADMI	0.00	188.90
9001	130201	07/13/26	8205	AGIREPAIR, INC.	0180020258000	20340	RPS TECHNOLOGY ADMI	0.00	3,842.30
9001	130201	07/13/26	8205	AGIREPAIR, INC.	0180020258000	20340	RPS TECHNOLOGY ADMI	0.00	88.90
TOTAL CHECK									5,212.40
9001	130202	07/13/26	7059	AMPLIFY EDUCATION,	0180020630100	20330	RPS CUR/ADM CU26006	0.00	3,200.00
9001	130204	07/13/26	5630	ARBOR FAMILY COUNSE	0116420212000	20320	RPS GUIDANCE KW	0.00	453.60
9001	130204	07/13/26	5630	ARBOR FAMILY COUNSE	0136020212000	20320	RPS GUIDANCE RHS	0.00	2,228.59
9001	130204	07/13/26	5630	ARBOR FAMILY COUNSE	0180020257000	20340	RPS HUMAN RESOURCES	0.00	3,432.00
9001	130204	07/13/26	5630	ARBOR FAMILY COUNSE	0116820212000	20320	RPS GUIDANCE SEY	0.00	611.38
9001	130204	07/13/26	5630	ARBOR FAMILY COUNSE	0116920212000	20320	RPS GUIDANCE WW	0.00	714.37
9001	130204	07/13/26	5630	ARBOR FAMILY COUNSE	0116620212000	20320	RPS GUIDANCE MEAD	0.00	749.43
9001	130204	07/13/26	5630	ARBOR FAMILY COUNSE	0126020212000	20320	RPS GUIDANCE RMS	0.00	1,106.62
9001	130204	07/13/26	5630	ARBOR FAMILY COUNSE	0136020212000	20320	RPS HIGH SCHOOL	0.00	775.00
9001	130204	07/13/26	5630	ARBOR FAMILY COUNSE	0116320212000	20320	RPS GUIDANCE BLUM	0.00	804.22
9001	130204	07/13/26	5630	ARBOR FAMILY COUNSE	0116720212000	20320	RPS GUIDANCE MOCK	0.00	961.99
TOTAL CHECK									11,837.20
9001	130205	07/13/26	7502	ASCEND STAFFING	0136020261000	20340	RHS CUSTODIAN PERRY	0.00	1,027.95
9001	130205	07/13/26	7502	ASCEND STAFFING	0136020261000	20340	RHS CUSTODIAN PERRY	0.00	1,027.95
9001	130205	07/13/26	7502	ASCEND STAFFING	0136020261000	20340	RHS CUSTODIAN PERRY	0.00	1,027.95
9001	130205	07/13/26	7502	ASCEND STAFFING	0136020261000	20340	RHS CUSTODIAN PERRY	0.00	1,027.95
9001	130205	07/13/26	7502	ASCEND STAFFING	0136020261000	20340	RHS CUSTODIAN PERRY	0.00	822.36
TOTAL CHECK									4,934.16
9001	130206	07/13/26	8113	ATHLETICO PHYSICAL	0180020257000	20340	RPS HUMAN RESOURCES	0.00	125.00
9001	130206	07/13/26	8113	ATHLETICO PHYSICAL	0180020257000	20340	RPS HUMAN RESOURCES	0.00	375.00
9001	130206	07/13/26	8113	ATHLETICO PHYSICAL	0180020257000	20340	RPS HUMAN RESOURCES	0.00	375.00
TOTAL CHECK									875.00
9001	130207	07/13/26	6650	BISHOP BUSINESS	0180020253000	20442	RPS HIGH SCHOOL	0.00	159.52
9001	130207	07/13/26	6650	BISHOP BUSINESS	0180020253000	20442	RPS WILDEWOOD	0.00	98.23
9001	130207	07/13/26	6650	BISHOP BUSINESS	0180020253000	20442	RPS ADMIN/VMAC/CO	0.00	643.87
9001	130207	07/13/26	6650	BISHOP BUSINESS	0180020253000	20442	RPS SUPPLY DELIVERY	0.00	9.95
9001	130207	07/13/26	6650	BISHOP BUSINESS	0180020253000	20442	RPS KAREN WESTERN	0.00	0.40
9001	130207	07/13/26	6650	BISHOP BUSINESS	0180020253000	20442	RPS BLUMFIELD	0.00	0.70
9001	130207	07/13/26	6650	BISHOP BUSINESS	0180020253000	20442	RPS SEYMOUR	0.00	1.38
9001	130207	07/13/26	6650	BISHOP BUSINESS	0180020253000	20442	RPS MEADOWS	0.00	2.48
9001	130207	07/13/26	6650	BISHOP BUSINESS	0180020253000	20442	RPS MIDDLE SCHOOL	0.00	16.41
9001	130207	07/13/26	6650	BISHOP BUSINESS	0180020253000	20442	RPS MOCKINGBIRD	0.00	20.22
TOTAL CHECK									953.16
9001	130208	07/13/26	6660	BOUND TO STAY BOUND	0126020222000	20610	RALSTONMIDDLEMS2602	0.00	251.69

EFINANCE - POWERSCHOOL
DATE: 07/10/2026
TIME: 07:54:43

RALSTON PUBLIC SCHOOLS
CHECK REGISTER - BY FUND

PAGE NUMBER: 2
ACCTPA21

SELECTION CRITERIA: transact.ck_date='20260713'
ACCOUNTING PERIOD: 11/26

FUND - 01 - GENERAL FUND

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9001	130210	07/13/26	457	CENTER TROPHY COMPA	0180020256000	20610	RPS PUBLIC RELATION	0.00	2,193.75
9001	130211	07/13/26	7901	CHARACTERSTRONG, LL	0126020212000	20735	RPS MIDDLE SCHOOL	0.00	2,500.00
9001	130212	07/13/26	7630	CHILDREN'S HOME HEA	0116720129100	20320	RPS STUDENT SERVICE	0.00	7,774.00
9001	130213	07/13/26	7254	CLARKSON COLLEGE	0136020110000	20330	RPS STUDENT SERVICE	0.00	175.00
9001	130213	07/13/26	7254	CLARKSON COLLEGE	0136020110000	20330	RPS STUDENT SERVICE	0.00	175.00
9001	130213	07/13/26	7254	CLARKSON COLLEGE	0136020110000	20330	RPS STUDENT SERVICE	0.00	140.00
9001	130213	07/13/26	7254	CLARKSON COLLEGE	0136020110000	20330	RPS STUDENT SERVICE	0.00	140.00
9001	130213	07/13/26	7254	CLARKSON COLLEGE	0136020110000	20330	RPS STUDENT SERVICE	0.00	35.00
9001	130213	07/13/26	7254	CLARKSON COLLEGE	0136020110000	20330	RPS STUDENT SERVICE	0.00	35.00
TOTAL CHECK								0.00	700.00
9001	130214	07/13/26	8031	CLEVER, INC.	0180020258000	20735	YEARLY RENEWAL FOR	0.00	6,255.00
9001	130215	07/13/26	8015	CODEHS, INC	0136020110001	20640	RPS CUR/RHS CU26006	0.00	9,921.00
9001	130216	07/13/26	4037	COX BUSINESS	0180020258000	20382	RPS JUNE 2, 2026	0.00	713.00
9001	130216	07/13/26	4037	COX BUSINESS	0180020258000	20382	RPS JULY 2026	0.00	8,189.80
9001	130216	07/13/26	4037	COX BUSINESS	0180020258000	20382	RPS JULY 2026	0.00	3,995.07
TOTAL CHECK								0.00	12,897.87
9001	130217	07/13/26	7137	DATAVIZION, LLC	0180020258000	20735	RPS TECHNOLOGY ADMI	0.00	5,625.00
9001	130218	07/13/26	34	DEMCO, INC.	0116920222000	20642	WILDEWOOD WW260021	0.00	496.42
9001	130219	07/13/26	8209	DEPARTMENT OF THE T	0180020251000	20610	RPS BUSINESS OFFICE	0.00	6.94
9001	130220	07/13/26	5978	DEY DISTRIBUTING	0126020262000	20610	RPS MAINTENANCE RMS	0.00	151.30
9001	130221	07/13/26	1729	DIETZE MUSIC	0136020110094	20610	RALSTON HIGH HS2603	0.00	700.00
9001	130221	07/13/26	1729	DIETZE MUSIC	0136020110094	20610	RALSTON HIGH HS2603	0.00	14.40
TOTAL CHECK								0.00	714.40
9001	130222	07/13/26	5323	DXP ENTERPRISES INC	0136020262000	20610	RPS MAINTENANCE RHS	0.00	13.14
9001	130223	07/13/26	6224	THE DAILY RECORD	0180020232000	20540	RPS ADMIN/BOE LEGAL	0.00	21.33
9001	130223	07/13/26	6224	THE DAILY RECORD	0180020232000	20540	RPS ADMIN BOE LEGAL	0.00	22.67
TOTAL CHECK								0.00	44.00
9001	130228	07/13/26	3112	EGAN SUPPLY COMPANY	0136020262000	20610	RPS MAINTENANCE RHS	0.00	545.35
9001	130229	07/13/26	5993	ESU #3/METRO REGION	0116320120000	20610	RPS STUDENT SERVICE	0.00	615.25
9001	130229	07/13/26	5993	ESU #3/METRO REGION	0116420120000	20610	RPS STUDENT SERVICE	0.00	615.25
9001	130229	07/13/26	5993	ESU #3/METRO REGION	0116620120000	20610	RPS STUDENT SERVICE	0.00	615.25
9001	130229	07/13/26	5993	ESU #3/METRO REGION	0116720120000	20610	RPS STUDENT SERVICE	0.00	615.25
9001	130229	07/13/26	5993	ESU #3/METRO REGION	0116820120000	20610	RPS STUDENT SERVICE	0.00	615.25

EFINANCE - POWERSCHOOL
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RALSTON PUBLIC SCHOOLS
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PAGE NUMBER: 3
ACCTPA21

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FUND - 01 - GENERAL FUND

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9001	130229	07/13/26	5993	ESU #3/METRO REGION	0136020120000	20610	RPS STUDENT SERVICE	0.00	615.25
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9001	130229	07/13/26	5993	ESU #3/METRO REGION	0126020353500	20610	RPS HAL REDEMSKE, C	0.00	263.18
9001	130229	07/13/26	5993	ESU #3/METRO REGION	0116820120000	20569	RPS STUDENT SERVICE	0.00	5,536.00
9001	130229	07/13/26	5993	ESU #3/METRO REGION	0126020120000	20569	RPS STUDENT SERVICE	0.00	13,856.00
9001	130229	07/13/26	5993	ESU #3/METRO REGION	0180020251000	20610	RPS BUSINESS OFFICE	0.00	440.00
9001	130229	07/13/26	5993	ESU #3/METRO REGION	0116620120000	20320	RPS STUDENT SERVICE	0.00	2,193.94
9001	130229	07/13/26	5993	ESU #3/METRO REGION	0116720120000	20320	RPS STUDENT SERVICE	0.00	2,193.95
9001	130229	07/13/26	5993	ESU #3/METRO REGION	0116320120000	20320	RPS STUDENT SERVICE	0.00	2,338.72
9001	130229	07/13/26	5993	ESU #3/METRO REGION	0136020120000	20569	RPS STUDENT SERVICE	0.00	3,464.00
9001	130229	07/13/26	5993	ESU #3/METRO REGION	0116920120000	20320	RPS STUDENT SERVICE	0.00	333.33
9001	130229	07/13/26	5993	ESU #3/METRO REGION	0116420120000	20320	RPS STUDENT SERVICE	0.00	333.34
9001	130229	07/13/26	5993	ESU #3/METRO REGION	0126020353500	20610	RPS HAL REDEMSKE, C	0.00	180.00
TOTAL CHECK									37,348.96
9001	130230	07/13/26	8190	EVERWAY, LLC	0126020120000	20330	RPS SS/RMS SS260050	0.00	74.25
9001	130230	07/13/26	8190	EVERWAY, LLC	0116320120000	20330	RPS SS/BLUM SS26005	0.00	148.50
9001	130230	07/13/26	8190	EVERWAY, LLC	0180020120000	20330	RPS SS/ADMIN SS2600	0.00	148.50
9001	130230	07/13/26	8190	EVERWAY, LLC	0136020120000	20330	RPS SS/RHS SS260050	0.00	222.75
9001	130230	07/13/26	8190	EVERWAY, LLC	0116320120000	20330	RPS SS/BLUM SS26005	0.00	49.50
9001	130230	07/13/26	8190	EVERWAY, LLC	0126020120000	20330	RPS SS/RMS SS260050	0.00	49.50
9001	130230	07/13/26	8190	EVERWAY, LLC	0136020120000	20330	RPS SS/RHS SS206005	0.00	49.50
9001	130230	07/13/26	8190	EVERWAY, LLC	0180020120000	20330	RPS SS/ADMIN SS2600	0.00	49.50
TOTAL CHECK									792.00
9001	130231	07/13/26	3829	FATHER FLANAGAN'S B	0116620120000	20569	RPS STUDENT SERVICE	0.00	4,200.00
9001	130231	07/13/26	3829	FATHER FLANAGAN'S B	0116720120000	20569	RPS STUDENT SERVICE	0.00	8,400.00
TOTAL CHECK									12,600.00
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20510	RPS TRANSPORTATION	0.00	49,419.67
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORTATION A	0.00	410.05
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORTATION A	0.00	318.57
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORTATION A	0.00	318.57
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORTATION A	0.00	319.30
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORTATION	0.00	327.11
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORTATION	0.00	329.31
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORTATION A	0.00	361.02
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORTATION A	0.00	371.99
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORTATION A	0.00	379.31
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORTATION A	0.00	388.82
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORTATION A	0.00	397.60
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORTATION A	0.00	440.05
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORTATION A	0.00	453.95
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORTATION A	0.00	458.34
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORTATION A	0.00	1,667.51
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORTATION A	0.00	1,873.62
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORTATION A	0.00	415.90
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORTATION A	0.00	428.34
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORTATION A	0.00	428.34

EFINANCE - POWERSCHOOL
DATE: 07/10/2026
TIME: 07:54:43

RALSTON PUBLIC SCHOOLS
CHECK REGISTER - BY FUND

PAGE NUMBER: 4
ACCTPA21

SELECTION CRITERIA: transact.ck_date='20260713'
ACCOUNTING PERIOD: 11/26

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	434.20
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	269.54
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	269.54
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	281.98
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	306.13
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	311.02
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	150.00
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	150.00
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	1,341.86
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	1,537.99
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	623.00
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	623.97
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	655.93
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	666.18
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	688.13
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	696.18
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	727.89
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	781.80
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	801.06
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	556.41
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	586.41
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	599.08
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	508.84
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	519.82
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	520.55
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	522.01
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	538.11
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	541.77
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	543.96
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	458.34
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	464.93
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	467.13
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	485.18
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	902.05
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	933.04
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	964.26
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	1,043.29
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	1,083.06
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	1,112.82
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	835.97
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	1,210.14
9001	130234	07/13/26	4272	FIRST STUDENT	0180020271000	20340	RPS TRANSPORATION A	0.00	1,276.74
TOTAL CHECK								0.00	87,497.68
9001	130235	07/13/26	272	FOLLETT SCHOOL SOLU	0116820222000	20640	SEYMOUR SE260030	0.00	101.81
9001	130235	07/13/26	272	FOLLETT SCHOOL SOLU	0116320222000	20640	BLUMFIELD BL260086	0.00	40.13
TOTAL CHECK								0.00	141.94
9001	130236	07/13/26	2812	FONTENELLE FOREST	0180020271000	20340	RPS/FT BLUMFIELD	0.00	315.00
9001	130236	07/13/26	2812	FONTENELLE FOREST	0180020271000	20340	RPS/FT MEADOWS	0.00	-27.02
9001	130236	07/13/26	2812	FONTENELLE FOREST	0180020271000	20340	RPS/FT MEADOWS	0.00	413.02

EFINANCE - POWERSCHOOL
DATE: 07/10/2026
TIME: 07:54:43

RALSTON PUBLIC SCHOOLS
CHECK REGISTER - BY FUND

PAGE NUMBER: 5
ACCTPA21

SELECTION CRITERIA: transact.chk_date='20260713'
ACCOUNTING PERIOD: 11/26

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	701.00
9001	130237	07/13/26	5421	GANDER PUBLISHING	0116420120000	20610	RPS SS/KW SS260052	0.00	70.62
9001	130237	07/13/26	5421	GANDER PUBLISHING	0116820120000	20610	RPS SS/SEY SS260052	0.00	95.18
9001	130237	07/13/26	5421	GANDER PUBLISHING	0116920120000	20610	RPS SS/WW SS260052	0.00	111.22
9001	130237	07/13/26	5421	GANDER PUBLISHING	0116620120000	20610	RPS SS/MEAD SS26005	0.00	116.67
9001	130237	07/13/26	5421	GANDER PUBLISHING	0116320120000	20610	RPS SS/BLUM SS26005	0.00	125.20
9001	130237	07/13/26	5421	GANDER PUBLISHING	0116720120000	20610	RPS SS/MOCK SS26005	0.00	149.77
9001	130237	07/13/26	5421	GANDER PUBLISHING	0126020120000	20610	RPS SS/RMS SS260052	0.00	172.28
9001	130237	07/13/26	5421	GANDER PUBLISHING	0136020120000	20610	RPS SS/RHS SS260052	0.00	346.95
TOTAL CHECK								0.00	1,187.89
9001	130238	07/13/26	344	GOODWIN TUCKER GROU	0116320262000	20610	RPS MAINTENANCE BLU	0.00	-75.44
9001	130238	07/13/26	344	GOODWIN TUCKER GROU	0136020262000	20610	RPS MAINTENANCE RHS	0.00	194.76
9001	130238	07/13/26	344	GOODWIN TUCKER GROU	0116320262000	20610	RPS MAINTENANCE BLU	0.00	93.27
9001	130238	07/13/26	344	GOODWIN TUCKER GROU	0116320262000	20610	RPS MAINTENANCE BLU	0.00	118.10
TOTAL CHECK								0.00	330.69
9001	130239	07/13/26	7552	GRAVES GRADUATION,	0136020110000	20610	RALSTON HIGH HS2604	0.00	2,487.50
9001	130240	07/13/26	6030	HAMPTON INN - KEARN	0180020231000	20580	RPS BOE KUMRU,ELIZA	0.00	199.00
9001	130240	07/13/26	6030	HAMPTON INN - KEARN	0180020231000	20580	RPS BOE ROARTY, MAR	0.00	199.00
TOTAL CHECK								0.00	398.00
9001	130241	07/13/26	4528	HEARTLAND ROOFING C	0180020262000	20430	RPS MAINTENANCE ADM	0.00	3,865.00
9001	130242	07/13/26	8200	HILLER ELECTRIC, CO	0116720262000	20430	RPS MAINTENANCE MOC	0.00	200.41
9001	130242	07/13/26	8200	HILLER ELECTRIC, CO	0126020262000	20430	RPS MAINTENANCE RMS	0.00	486.41
TOTAL CHECK								0.00	686.82
9001	130244	07/13/26	6960	HD SUPPLY	0136020261000	20610	RPS CUSTODIAL RHS	0.00	1,284.52
9001	130244	07/13/26	6960	HD SUPPLY	0136020261000	20610	RPS CUSTODIAL RHS	0.00	133.74
9001	130244	07/13/26	6960	HD SUPPLY	0116620261000	20610	RPS CUSTODIAL MEAD	0.00	40.32
9001	130244	07/13/26	6960	HD SUPPLY	0116620261000	20610	RPS CUSTODIAL MEAD	0.00	67.33
9001	130244	07/13/26	6960	HD SUPPLY	0116420261000	20610	RPS CUSTODIAL KW	0.00	67.33
9001	130244	07/13/26	6960	HD SUPPLY	0116620261000	20610	RPS CUSTODIAL MEAD	0.00	26.88
9001	130244	07/13/26	6960	HD SUPPLY	0116620261000	20610	RPS CUSTODIAL MEAD	0.00	26.88
9001	130244	07/13/26	6960	HD SUPPLY	0126020261000	20610	RPS CUSTODIAL RMS	0.00	26.88
9001	130244	07/13/26	6960	HD SUPPLY	0126020261000	20610	RPS CUSTODIAL RMS	0.00	29.72
9001	130244	07/13/26	6960	HD SUPPLY	0116620261000	20610	RPS CUSTODIAL MEAD	0.00	30.24
9001	130244	07/13/26	6960	HD SUPPLY	0116720261000	20610	RPS CUSTODIAL MOCK	0.00	37.04
9001	130244	07/13/26	6960	HD SUPPLY	0116420261000	20610	RPS CUSTODIAL KW	0.00	11.85
9001	130244	07/13/26	6960	HD SUPPLY	0116620261000	20610	RPS CUSTODIAL MEAD	0.00	13.38
9001	130244	07/13/26	6960	HD SUPPLY	0180020261000	20610	PART 111873	0.00	46.16
9001	130244	07/13/26	6960	HD SUPPLY	0116420261000	20610	PART 278826	0.00	52.82
9001	130244	07/13/26	6960	HD SUPPLY	0116420261000	20610	PART 354415	0.00	78.08
9001	130244	07/13/26	6960	HD SUPPLY	0116420261000	20610	PART 335921	0.00	229.92
9001	130244	07/13/26	6960	HD SUPPLY	0116420261000	20610	PART 335921	0.00	141.55
9001	130244	07/13/26	6960	HD SUPPLY	0116420261000	20610	PART 275197	0.00	33.43
9001	130244	07/13/26	6960	HD SUPPLY	0116720261000	20610	PART 275197	0.00	6.88
9001	130244	07/13/26	6960	HD SUPPLY	0116720261000	20610	PART 275197	0.00	36.90

EFINANCE - POWERSCHOOL
DATE: 07/10/2026
TIME: 07:54:43

RALSTON PUBLIC SCHOOLS
CHECK REGISTER - BY FUND

PAGE NUMBER: 6
ACCTPA21

SELECTION CRITERIA: transact.ck_date='20260713'
ACCOUNTING PERIOD: 11/26

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCT	-----DESCRIPTION-----	SALES TAX	AMOUNT
9001	130244	07/13/26	6960	HD SUPPLY	0116720261000	20610	PART 335838	0.00	27.00
9001	130244	07/13/26	6960	HD SUPPLY	0116720261000	20610	PART 335272	0.00	18.45
9001	130244	07/13/26	6960	HD SUPPLY	0116720261000	20610		0.00	74.94
9001	130244	07/13/26	6960	HD SUPPLY	0116720261000	20610	PART 354415	0.00	488.40
9001	130244	07/13/26	6960	HD SUPPLY	0116720261000	20610	PART 776753	0.00	62.79
9001	130244	07/13/26	6960	HD SUPPLY	0116720261000	20610	PART 776713	0.00	26.15
9001	130244	07/13/26	6960	HD SUPPLY	0116320261000	20610	PART 282725	0.00	50.40
9001	130244	07/13/26	6960	HD SUPPLY	0116320261000	20610	PART 342420	0.00	30.72
9001	130244	07/13/26	6960	HD SUPPLY	0116320261000	20610	PART 335011	0.00	36.12
9001	130244	07/13/26	6960	HD SUPPLY	0136020261000	20610	PART 336253	0.00	353.30
9001	130244	07/13/26	6960	HD SUPPLY	0126020261000	20610	PART 275197	0.00	11.21
9001	130244	07/13/26	6960	HD SUPPLY	0126020261000	20610	PART 335011	0.00	43.87
9001	130244	07/13/26	6960	HD SUPPLY	0126020261000	20610	PART 336248	0.00	71.42
9001	130244	07/13/26	6960	HD SUPPLY	0126020261000	20610		0.00	81.79
9001	130244	07/13/26	6960	HD SUPPLY	0136020261000	20610	PART 691621	0.00	2,997.00
9001	130244	07/13/26	6960	HD SUPPLY	0116620261000	20610	PART 373406	0.00	32.34
9001	130244	07/13/26	6960	HD SUPPLY	0116620261000	20610	PART 282725	0.00	40.42
9001	130244	07/13/26	6960	HD SUPPLY	0116620261000	20610	PART 354415	0.00	156.68
9001	130244	07/13/26	6960	HD SUPPLY	0116620261000	20610	PART 287367	0.00	21.56
9001	130244	07/13/26	6960	HD SUPPLY	0116620261000	20610	PART 405893	0.00	10.73
9001	130244	07/13/26	6960	HD SUPPLY	0116620261000	20610	PART 335011	0.00	28.97
9001	130244	07/13/26	6960	HD SUPPLY	0116620261000	20610		0.00	47.16
9001	130244	07/13/26	6960	HD SUPPLY	0116620261000	20610	PART 283334	0.00	69.87
9001	130244	07/13/26	6960	HD SUPPLY	0116620261000	20610	RENOWN FINISH MOP H	0.00	20.04
9001	130244	07/13/26	6960	HD SUPPLY	0116620261000	20610	PART 373406	0.00	25.55
9001	130244	07/13/26	6960	HD SUPPLY	0116620261000	20610	PART 278826	0.00	36.82
9001	130244	07/13/26	6960	HD SUPPLY	0116620261000	20610	PART 336248	0.00	37.27
9001	130244	07/13/26	6960	HD SUPPLY	0116620261000	20610	PART 287367	0.00	34.07
9001	130244	07/13/26	6960	HD SUPPLY	0116620261000	20610	PART 342607	0.00	19.17
TOTAL CHECK								0.00	7,376.06
9001	130245	07/13/26	7192	HOODMASTERS, INC.	0116420262000	20352	RPS MAINTENANCE KW	0.00	852.35
9001	130245	07/13/26	7192	HOODMASTERS, INC.	0116620262000	20352	RPS MAINTENANCE MEA	0.00	852.35
9001	130245	07/13/26	7192	HOODMASTERS, INC.	0116720262000	20352	RPS MAINTENANCE MOC	0.00	852.35
9001	130245	07/13/26	7192	HOODMASTERS, INC.	0126020262000	20352	RPS MAINTENANCE RMS	0.00	1,182.35
9001	130245	07/13/26	7192	HOODMASTERS, INC.	0136020262000	20352	RPS MAINTENANCE RHS	0.00	1,182.35
9001	130245	07/13/26	7192	HOODMASTERS, INC.	0116820262000	20352	RPS MAINTENANCE SEY	0.00	804.85
9001	130245	07/13/26	7192	HOODMASTERS, INC.	0116320262000	20352	RPS MAINTENANCE SLU	0.00	804.85
TOTAL CHECK								0.00	6,531.45
9001	130246	07/13/26	8199	HUSKER WINELECTRIC	0116420262000	20610	RPS MAINTENANCE KW	0.00	105.32
9001	130246	07/13/26	8199	HUSKER WINELECTRIC	0126020262000	20610	RPS MAINTENANCE RMS	0.00	398.50
TOTAL CHECK								0.00	503.82
9001	130247	07/13/26	2715	HY-VEE GAS	0136020120000	20610	RPS STUDENT SERVICE	0.00	190.67
9001	130247	07/13/26	2715	HY-VEE GAS	0180020265000	20610	RPS TRANSPORTATION	0.00	9.99
9001	130247	07/13/26	2715	HY-VEE GAS	0136020340000	20610	RPS HIGH SCHOOL	0.00	-107.97
9001	130247	07/13/26	2715	HY-VEE GAS	0180020262000	20626	RPS MAINTENANCE	0.00	2,469.03
9001	130247	07/13/26	2715	HY-VEE GAS	0180020271200	20626	RPS TRANSPORTATION	0.00	1,930.81
9001	130247	07/13/26	2715	HY-VEE GAS	0136020110000	20610	RPS HIGH SCHOOL	0.00	240.00
9001	130247	07/13/26	2715	HY-VEE GAS	0126020110060	20630	RPS MIDDLE SCHOOL	0.00	46.82

EFINANCE - POWERSCHOOL
DATE: 07/10/2026
TIME: 07:54:43

RALSTON PUBLIC SCHOOLS
CHECK REGISTER - BY FUND

PAGE NUMBER: 7
ACCTPA21

SELECTION CRITERIA: transact.ck_date='20260713'
ACCOUNTING PERIOD: 11/26

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT	
9001	130247	07/13/26	2715	HY-VEE GAS	0180020271000	20510	RPS TRANSPORTATION	0.00	646.95	
9001	130247	07/13/26	2715	HY-VEE GAS	0136020110060	20610	RPS HIGH SCHOOL	0.00	488.43	
9001	130247	07/13/26	2715	HY-VEE GAS	0180020271000	20626	RPS TRANSPORTATION	0.00	866.52	
TOTAL CHECK									0.00	6,781.25
9001	130249	07/13/26	7718	PATRICK FOSTER	0136020110060	20340	RALSTON HIGH HS2604	0.00	136.50	
9001	130250	07/13/26	8041	TYPING.COM, LLC	0116420110001	20640	RPS CUR/KW CU260063	0.00	632.62	
9001	130250	07/13/26	8041	TYPING.COM, LLC	0116820110001	20640	RPS CUR/SEY CU26006	0.00	852.66	
9001	130250	07/13/26	8041	TYPING.COM, LLC	0116920110001	20640	RPS CUR/WW CU260063	0.00	996.29	
9001	130250	07/13/26	8041	TYPING.COM, LLC	0116620110001	20640	RPS CUR/MEAD CU2600	0.00	1,045.19	
9001	130250	07/13/26	8041	TYPING.COM, LLC	0116320110001	20640	RPS CUR/BLUM CU2600	0.00	1,121.60	
9001	130250	07/13/26	8041	TYPING.COM, LLC	0116720110001	20640	RPS CUR/MOCK CU2600	0.00	1,341.64	
TOTAL CHECK									0.00	5,990.00
9001	130252	07/13/26	7105	LIMINEX, INC. (D	0136020110001	20640	RPS CUR/RHS CU26006	0.00	5,535.00	
9001	130253	07/13/26	2286	INFOSAFE SHREDDING	0180020232000	20320	RPS ADMIN/VMAC/CO	0.00	120.00	
9001	130254	07/13/26	7230	IOWA SCHOOL FOR THE	0136020120000	20569	RPS STUDENT SERVICE	0.00	34,747.35	
9001	130255	07/13/26	5073	J.F. AHERN CO	0116820262000	20352	RPS MAINTENANCE SEY	0.00	150.00	
9001	130255	07/13/26	5073	J.F. AHERN CO	0116320262000	20352	RPS MAINTENANCE BLU	0.00	162.00	
9001	130255	07/13/26	5073	J.F. AHERN CO	0116620262000	20352	RPS MAINTENANCE MEA	0.00	162.00	
9001	130255	07/13/26	5073	J.F. AHERN CO	0116720262000	20352	RPS MAINTENANCE MOC	0.00	162.00	
9001	130255	07/13/26	5073	J.F. AHERN CO	0116920262000	20352	RPS MAINTENANCE WW	0.00	162.00	
9001	130255	07/13/26	5073	J.F. AHERN CO	0126020262000	20352	RPS MAINTENANCE RMS	0.00	225.00	
9001	130255	07/13/26	5073	J.F. AHERN CO	0136020262000	20352	RPS MAINTENANCE RHS	0.00	225.00	
TOTAL CHECK									0.00	1,248.00
9001	130256	07/13/26	7131	JUST FOR KIDS, INC.	0116420120000	20320	RPS STUDENT SERVICE	0.00	18.50	
9001	130256	07/13/26	7131	JUST FOR KIDS, INC.	0126020120000	20320	RPS STUDENT SERVICE	0.00	18.50	
9001	130256	07/13/26	7131	JUST FOR KIDS, INC.	0116420129100	20320	RPS STUDENT SERVICE	0.00	92.50	
9001	130256	07/13/26	7131	JUST FOR KIDS, INC.	0116720129100	20320	RPS STUDENT SERVICE	0.00	92.50	
9001	130256	07/13/26	7131	JUST FOR KIDS, INC.	0136020120000	20320	RPS STUDENT SERVICE	0.00	92.50	
9001	130256	07/13/26	7131	JUST FOR KIDS, INC.	0116320129100	20320	RPS STUDENT SERVICE	0.00	388.50	
9001	130256	07/13/26	7131	JUST FOR KIDS, INC.	0116420129200	20320	RPS STUDENT SERVICE	0.00	492.00	
9001	130256	07/13/26	7131	JUST FOR KIDS, INC.	0116620129200	20320	RPS STUDENT SERVICE	0.00	546.00	
9001	130256	07/13/26	7131	JUST FOR KIDS, INC.	0116820129200	20320	RPS STUDENT SERVICE	0.00	777.00	
9001	130256	07/13/26	7131	JUST FOR KIDS, INC.	0116920129200	20320	RPS STUDENT SERVICE	0.00	948.00	
9001	130256	07/13/26	7131	JUST FOR KIDS, INC.	0116320129200	20320	RPS STUDENT SERVICE	0.00	1,181.50	
9001	130256	07/13/26	7131	JUST FOR KIDS, INC.	0116720129200	20320	RPS STUDENT SERVICE	0.00	1,312.00	
TOTAL CHECK									0.00	5,959.50
9001	130257	07/13/26	4452	KISSEL,KOHOUT,ES AS	0180020231000	20810	RPS LEGISLATIVE SER	0.00	4,065.30	
9001	130258	07/13/26	7448	KNOWBE4, INC.	0180020258000	20735	KNOWBE4 TRAINING RE	0.00	9,415.00	
9001	130259	07/13/26	6278	KOLEY JESSEN P.C.,	0180020231000	20810	RPS OPPD PILOT MATT	0.00	506.50	
9001	130259	07/13/26	6278	KOLEY JESSEN P.C.,	0180020231000	20810	RPS GENERAL MATTERS	0.00	297.00	
TOTAL CHECK									0.00	803.50

EFINANCE - POWERSCHOOL
DATE: 07/10/2026
TIME: 07:54:43

RALSTON PUBLIC SCHOOLS
CHECK REGISTER - BY FUND

PAGE NUMBER: 8
ACCTPA21

SELECTION CRITERIA: transact.ck_date='20260713'
ACCOUNTING PERIOD: 11/26

FUND - 01 - GENERAL FUND

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9001		130260	07/13/26	4343	KUDER, INC	0180020221200	20330	RPS CURRICUL CU2600	0.00	300.00
9001		130261	07/13/26	6993	LANGUAGE LINE SERVI	0126020115000	20320	RPS SS/ELL RMS	0.00	26.91
9001		130261	07/13/26	6993	LANGUAGE LINE SERVI	0136020115000	20320	RPS SS/ELL RHS	0.00	17.11
TOTAL CHECK									0.00	44.02
9001		130262	07/13/26	7541	LARSEN SUPPLY COMPA	0116720261000	20610	RPS CUSTODIAL MOCK	0.00	31.33
9001		130262	07/13/26	7541	LARSEN SUPPLY COMPA	0136020261000	20610	RPS CUSTODIAL RHS	0.00	31.33
9001		130262	07/13/26	7541	LARSEN SUPPLY COMPA	0180020261000	20610	TOWEL MULTIFOLD TAD	0.00	152.70
9001		130262	07/13/26	7541	LARSEN SUPPLY COMPA	0180020261000	20610	TISSUE 2 PLY 4.5X3.	0.00	212.88
9001		130262	07/13/26	7541	LARSEN SUPPLY COMPA	0180020261000	20610	TRIGGER SPRAYER	0.00	27.94
9001		130262	07/13/26	7541	LARSEN SUPPLY COMPA	0116720261000	20610	BOTTLE SPRAY 32 OZ	0.00	2.84
9001		130262	07/13/26	7541	LARSEN SUPPLY COMPA	0116720261000	20610	TRIGGER SPRAYER	0.00	2.85
9001		130262	07/13/26	7541	LARSEN SUPPLY COMPA	0116720261000	20610	DEGREASER ORANGE WO	0.00	81.31
9001		130262	07/13/26	7541	LARSEN SUPPLY COMPA	0116320261000	20610	PAD SCOURING MED DU	0.00	29.45
9001		130262	07/13/26	7541	LARSEN SUPPLY COMPA	0116320261000	20610	TOWEL ROLL BROWN 8"	0.00	253.77
9001		130262	07/13/26	7541	LARSEN SUPPLY COMPA	0126020261000	20610	CLEANER STAINLESS S	0.00	31.59
9001		130262	07/13/26	7541	LARSEN SUPPLY COMPA	0126020261000	20610	DEGREASER ORANGE WO	0.00	39.83
9001		130262	07/13/26	7541	LARSEN SUPPLY COMPA	0126020261000	20610	CLEANER GUM REMOVER	0.00	59.57
9001		130262	07/13/26	7541	LARSEN SUPPLY COMPA	0126020261000	20610	TOWEL ROLL BROWN 8"	0.00	84.24
9001		130262	07/13/26	7541	LARSEN SUPPLY COMPA	0126020261000	20610	TOWEL MULTIFOLD TAD	0.00	76.18
9001		130262	07/13/26	7541	LARSEN SUPPLY COMPA	0126020261000	20610	LINER 24X33 8 MIC C	0.00	149.63
9001		130262	07/13/26	7541	LARSEN SUPPLY COMPA	0126020261000	20610	LINER 43X48 16 MIC	0.00	166.68
9001		130262	07/13/26	7541	LARSEN SUPPLY COMPA	0126020261000	20610	SAFETY ZONE BLACK N	0.00	46.28
9001		130262	07/13/26	7541	LARSEN SUPPLY COMPA	0126020261000	20610	SAFETY ZONE BLACK N	0.00	46.28
TOTAL CHECK									0.00	1,526.68
9001		130263	07/13/26	8039	LATITUDE SIGNAGE +	0116920262000	20610	RPS MAINTENANCE WW	0.00	85.00
9001		130265	07/13/26	5314	MADISON NATIONAL LI	01	9409	RPS JULY 2026 PREM	0.00	11,906.96
9001		130266	07/13/26	4884	MATHESON TRI-GAS, I	0180020262000	20430	RPS MAINTENANCE ADM	0.00	-159.55
9001		130266	07/13/26	4884	MATHESON TRI-GAS, I	0136020262000	20610	RPS MAINTENANCE RHS	0.00	163.82
TOTAL CHECK									0.00	4.27
9001		130267	07/13/26	5078	MECHANICAL SALES, I	0116720262000	20430	RPS MAINTENANCE MOC	0.00	2,656.65
9001		130268	07/13/26	5926	MENARDS	0180020262000	20610	RPS MAINTENANCE ADM	0.00	202.98
9001		130268	07/13/26	5926	MENARDS	0136020262000	20610	RPS MAINTENANCE RHS	0.00	206.94
9001		130268	07/13/26	5926	MENARDS	0180020262000	20610	RPS MAINTENANCE ADM	0.00	17.99
9001		130268	07/13/26	5926	MENARDS	0180020262000	20610	RPS MAINTENANCE ADM	0.00	28.08
9001		130268	07/13/26	5926	MENARDS	0180020262000	20610	RPS MAINTENANCE ADM	0.00	30.94
9001		130268	07/13/26	5926	MENARDS	0180020262000	20610	RPS MAINTENANCE ADM	0.00	32.75
9001		130268	07/13/26	5926	MENARDS	0136020262000	20610	RPS MAINTENANCE RHS	0.00	39.96
9001		130268	07/13/26	5926	MENARDS	0136020262000	20610	RPS MAINTENANCE RHS	0.00	48.99
9001		130268	07/13/26	5926	MENARDS	0180020262000	20610	RPS MAINTENANCE ADM	0.00	49.78
9001		130268	07/13/26	5926	MENARDS	0180020262000	20610	RPS MAINTENANCE ADM	0.00	56.96
9001		130268	07/13/26	5926	MENARDS	0126020262000	20610	RPS MAINTENANCE RMS	0.00	61.15
9001		130268	07/13/26	5926	MENARDS	0136020262000	20610	RPS MAINTENANCE RHS	0.00	68.95
9001		130268	07/13/26	5926	MENARDS	0180020262000	20610	RPS MAINTENANCE ADM	0.00	84.83

EFINANCE - POWERSCHOOL
DATE: 07/10/2026
TIME: 07:54:43

RALSTON PUBLIC SCHOOLS
CHECK REGISTER - BY FUND

PAGE NUMBER: 9
ACCTPA21

SELECTION CRITERIA: transact.ck_date='20260713'
ACCOUNTING PERIOD: 11/26

FUND - 01 - GENERAL FUND

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9001	130268	07/13/26	5926	MENARDS	0180020261000	20610	RPS MAINTENANCE ADM	0.00	92.04
9001	130268	07/13/26	5926	MENARDS	0180020261000	20610	RPS MAINTENANCE ADM	0.00	110.39
TOTAL CHECK								0.00	1,132.73
9001	130269	07/13/26	827	METAL DOORS & HARDW	0116420262000	20610	RPS MAINTENANCE KW	0.00	681.66
9001	130269	07/13/26	827	METAL DOORS & HARDW	0116620262000	20610	RPS MAINTENANCE MEA	0.00	681.67
9001	130269	07/13/26	827	METAL DOORS & HARDW	0116820262000	20610	RPS MAINTENANCE MEA	0.00	681.67
TOTAL CHECK								0.00	2,045.00
9001	130270	07/13/26	6884	METAL LOGOS & MORE,	0180020261000	20340	RPS MAINTENANCE ADM	0.00	3,582.11
9001	130272	07/13/26	834	METRO UTILITIES DIS	0136020261000	20621	RPS 8901 PARK DRIVE	0.00	849.60
9001	130272	07/13/26	834	METRO UTILITIES DIS	0116320261000	20621	RPS 10310 MOCKINGBI	0.00	904.00
9001	130272	07/13/26	834	METRO UTILITIES DIS	0116620261000	20621	RPS 9205 BERRY STRE	0.00	681.44
9001	130272	07/13/26	834	METRO UTILITIES DIS	0126020261000	20621	RPS 8202 LAKEVIEW S	0.00	1,117.60
9001	130272	07/13/26	834	METRO UTILITIES DIS	0116720261000	20621	RPS 5100 SOUTH 93RD	0.00	1,223.72
9001	130272	07/13/26	834	METRO UTILITIES DIS	0136020261000	20621	RPS 8901 PARK DRIVE	0.00	1,399.20
9001	130272	07/13/26	834	METRO UTILITIES DIS	0180020261000	20621	RPS 8545 PARK DRIVE	0.00	190.40
9001	130272	07/13/26	834	METRO UTILITIES DIS	0116420261000	20621	RPS 6240 H STREET	0.00	198.40
9001	130272	07/13/26	834	METRO UTILITIES DIS	0126020261000	20629	RPS 8202 LAKEVIEW S	0.00	279.40
9001	130272	07/13/26	834	METRO UTILITIES DIS	0126020261000	20621	RPS 8202 LAKEVIEW S	0.00	338.40
9001	130272	07/13/26	834	METRO UTILITIES DIS	0136020261000	20629	RPS 8901 PARK DRIVE	0.00	349.80
9001	130272	07/13/26	834	METRO UTILITIES DIS	0116920261000	20621	RPS 8023 RALSTON AV	0.00	360.00
9001	130272	07/13/26	834	METRO UTILITIES DIS	0180020261000	20621	RPS 8545 PARK DRIVE	0.00	365.60
9001	130272	07/13/26	834	METRO UTILITIES DIS	0116720261000	20629	RPS 5100 SOUTH 93RD	0.00	305.93
9001	130272	07/13/26	834	METRO UTILITIES DIS	0116820261000	20621	RPS 7900 SEYMOUR ST	0.00	444.00
9001	130272	07/13/26	834	METRO UTILITIES DIS	0136020261000	20621	RPS 8969 PARK DRIVE	0.00	544.00
9001	130272	07/13/26	834	METRO UTILITIES DIS	0116420261000	20621	RPS 6240 H STREET	0.00	662.40
9001	130272	07/13/26	834	METRO UTILITIES DIS	0116320261000	20629	RPS 10310 MOCKINGBI	0.00	226.00
9001	130272	07/13/26	834	METRO UTILITIES DIS	0136020261000	20629	RPS 8901 PARK DRIVE	0.00	212.40
9001	130272	07/13/26	834	METRO UTILITIES DIS	0136020261000	20621	RPS 8801 PARK DRIVE	0.00	214.40
9001	130272	07/13/26	834	METRO UTILITIES DIS	0116820261000	20629	RPS 7900 SEYMOUR ST	0.00	111.00
9001	130272	07/13/26	834	METRO UTILITIES DIS	0136020261000	20629	RPS 8969 PARK DRIVE	0.00	136.00
9001	130272	07/13/26	834	METRO UTILITIES DIS	0116920261000	20629	RPS 8023 RALSTON AV	0.00	90.00
9001	130272	07/13/26	834	METRO UTILITIES DIS	0180020261000	20629	RPS 8545 PARK DRIVE	0.00	91.40
9001	130272	07/13/26	834	METRO UTILITIES DIS	0126020261000	20629	RPS 8202 LAKEVIEW S	0.00	84.60
9001	130272	07/13/26	834	METRO UTILITIES DIS	0180020261000	20629	RPS 8545 PARK DRIVE	0.00	47.60
9001	130272	07/13/26	834	METRO UTILITIES DIS	0136020261000	20629	RPS 8801 PARK DRIVE	0.00	53.60
9001	130272	07/13/26	834	METRO UTILITIES DIS	0116420261000	20629	RPS 6240 H STREET	0.00	49.60
9001	130272	07/13/26	834	METRO UTILITIES DIS	0136020261000	20629	RPS 8969 PARK DRGH	0.00	34.60
9001	130272	07/13/26	834	METRO UTILITIES DIS	0136020261000	20621	RPS 8521 PARK DRIVE	0.00	41.82
9001	130272	07/13/26	834	METRO UTILITIES DIS	0136020261000	20629	RPS 8969 PARK DRSB	0.00	25.80
9001	130272	07/13/26	834	METRO UTILITIES DIS	0136020261000	20629	RPS 8969 PARK DRIVE	0.00	2.40
9001	130272	07/13/26	834	METRO UTILITIES DIS	0136020261000	20621	RPS 8969 PARK DRIVE	0.00	9.60
9001	130272	07/13/26	834	METRO UTILITIES DIS	0136020261000	20629	RPS 8521 PARK DRIVE	0.00	10.45
9001	130272	07/13/26	834	METRO UTILITIES DIS	0116420261000	20629	RPS 6240 H STREET	0.00	165.60
9001	130272	07/13/26	834	METRO UTILITIES DIS	0136020261000	20621	RPS 8969 PARK DRSB	0.00	103.20
9001	130272	07/13/26	834	METRO UTILITIES DIS	0136020261000	20621	RPS 8969 PARK DRGH	0.00	138.40
9001	130272	07/13/26	834	METRO UTILITIES DIS	0116620261000	20629	RPS 9205 BERRY STRE	0.00	170.36
TOTAL CHECK								0.00	12,232.72

EFINANCE - POWERSCHOOL
DATE: 07/10/2026
TIME: 07:54:43

RALSTON PUBLIC SCHOOLS
CHECK REGISTER - BY FUND

PAGE NUMBER: 10
ACCTPA21

SELECTION CRITERIA: transact.ck_date='20260713'
ACCOUNTING PERIOD: 11/26

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
9001	130273	07/13/26	6407	MIDLAND UNIVERSITY	0136020115000	20330	RPS SS/ELL RHS	0.00	2,190.00
9001	130273	07/13/26	6407	MIDLAND UNIVERSITY	0116820115000	20330	RPS SS/ELL SEYMOUR	0.00	2,190.00
9001	130273	07/13/26	6407	MIDLAND UNIVERSITY	0116920115000	20330	RPS SS/ELL WILDEWOO	0.00	2,190.00
9001	130273	07/13/26	6407	MIDLAND UNIVERSITY	0116720115000	20330	RPS SS/ELL MOCKINGB	0.00	1,095.00
9001	130273	07/13/26	6407	MIDLAND UNIVERSITY	0126020115000	20330	RPS SS/ELL RMS	0.00	1,095.00
TOTAL CHECK								0.00	8,760.00
9001	130274	07/13/26	7168	MIDWEST ALARM SERVI	0116620262000	20430	RPS MAINTENANCE MEA	0.00	1,110.00
9001	130274	07/13/26	7168	MIDWEST ALARM SERVI	0116820262000	20352	RPS MAINTENANCE MEA	0.00	797.96
9001	130274	07/13/26	7168	MIDWEST ALARM SERVI	0136020262000	20430	RPS MAINTENANCE RHS	0.00	1,240.00
9001	130274	07/13/26	7168	MIDWEST ALARM SERVI	0116820262000	20352	RPS MAINTENANCE SEY	0.00	300.00
9001	130274	07/13/26	7168	MIDWEST ALARM SERVI	0116820262000	20430	RPS MAINTENANCE SEY	0.00	243.00
9001	130274	07/13/26	7168	MIDWEST ALARM SERVI	0136020262000	20430	RPS MAINTENANCE RHS	0.00	150.00
9001	130274	07/13/26	7168	MIDWEST ALARM SERVI	0116320262000	20352	RPS MAINTENANCE BLU	0.00	150.00
TOTAL CHECK								0.00	3,990.96
9001	130275	07/13/26	5531	NACIA	0180020221000	20810	RPS ZABROWSKI-G, SA	0.00	40.00
9001	130276	07/13/26	725	NAPA AUTO PARTS	0180020271200	20430	RPS TRANSPORTATION	0.00	15.99
9001	130276	07/13/26	725	NAPA AUTO PARTS	0136020262000	20610	RPS MAINTENANCE RHS	0.00	59.97
TOTAL CHECK								0.00	75.96
9001	130277	07/13/26	2634	NASB	0180020231000	20320	RPS BOE KUMRU, ELIZ	0.00	185.00
9001	130277	07/13/26	2634	NASB	0180020231000	20320	RPS BOE ROARTY, MAR	0.00	185.00
TOTAL CHECK								0.00	370.00
9001	130278	07/13/26	830	NEBRASKA AIR FILTER	0136020262000	20610	RPS MAINTENANCE RHS	0.00	75.60
9001	130279	07/13/26	7405	NEBRASKA SCIENTIFIC	0136020110050	20610	RALSTON HIGH HS2603	0.00	178.00
9001	130280	07/13/26	6412	OCCUPATIONAL HEALTH	0180020271000	20340	RPS TRANSP. VASHON,	0.00	116.00
9001	130281	07/13/26	921	ODP BUSINESS SOLUTI	0180020232000	20610	RPS ADMIN CO260025	0.00	136.84
9001	130281	07/13/26	921	ODP BUSINESS SOLUTI	0180020256000	20610	RPS COMMUNICATIONS	0.00	138.08
9001	130281	07/13/26	921	ODP BUSINESS SOLUTI	0116420110000	20610	KARENWESTERN KW2601	0.00	100.85
9001	130281	07/13/26	921	ODP BUSINESS SOLUTI	0136020110010	20610	RALSTON HIGH HS2603	0.00	82.47
9001	130281	07/13/26	921	ODP BUSINESS SOLUTI	0180020232000	20610	RPS ADMIN CO260026	0.00	61.14
9001	130281	07/13/26	921	ODP BUSINESS SOLUTI	0180020232000	20610	RPS ADMIN CO260024	0.00	50.11
9001	130281	07/13/26	921	ODP BUSINESS SOLUTI	0180020256000	20610	RPS COMMUNICATION J	0.00	53.09
9001	130281	07/13/26	921	ODP BUSINESS SOLUTI	0180020256000	20610	RPS COMMUNICATIONS	0.00	53.09
9001	130281	07/13/26	921	ODP BUSINESS SOLUTI	0180020232000	20610	RPS ADMIN CO260026	0.00	8.62
9001	130281	07/13/26	921	ODP BUSINESS SOLUTI	0126020110000	20610	RALSTONMIDDLEMS2602	0.00	9.00
9001	130281	07/13/26	921	ODP BUSINESS SOLUTI	0180020232000	20610	RPS ADMIN CO260027	0.00	32.08
9001	130281	07/13/26	921	ODP BUSINESS SOLUTI	0180020256000	20610	RPS COMMUNICATIONS	0.00	45.63
9001	130281	07/13/26	921	ODP BUSINESS SOLUTI	0180020256000	20610	RPS COMMUNICATIONS	0.00	45.63
9001	130281	07/13/26	921	ODP BUSINESS SOLUTI	0180020232000	20610	RPS ADMIN CO260027	0.00	45.88
9001	130281	07/13/26	921	ODP BUSINESS SOLUTI	0180020256000	20610	RPS COMMUNICATIONS	0.00	46.82
9001	130281	07/13/26	921	ODP BUSINESS SOLUTI	0180020265000	20610	RPS TRANSP. BO26002	0.00	427.88
9001	130281	07/13/26	921	ODP BUSINESS SOLUTI	0180020232000	20610	RPS ADMIN CO260023	0.00	239.36
TOTAL CHECK								0.00	1,576.57

EFINANCE - POWERSCHOOL
DATE: 07/10/2026
TIME: 07:54:43

RALSTON PUBLIC SCHOOLS
CHECK REGISTER - BY FUND

PAGE NUMBER: 11
ACCTPA21

SELECTION CRITERIA: transact.ck_date='20260713'
ACCOUNTING PERIOD: 11/26

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
9001	130282	07/13/26	7053	O'FLAHERTY SERVICES	0116820262000	20430	RPS MAINTENANCE SEY	0.00	666.08
9001	130282	07/13/26	7053	O'FLAHERTY SERVICES	0126020262000	20430	RPS MAINTENANCE RMS	0.00	632.50
9001	130282	07/13/26	7053	O'FLAHERTY SERVICES	0116420262000	20430	RPS MAINTENANCE KW	0.00	1,441.43
9001	130282	07/13/26	7053	O'FLAHERTY SERVICES	0116820262000	20430	RPS MAINTENANCE SEY	0.00	814.09
9001	130282	07/13/26	7053	O'FLAHERTY SERVICES	0116820262000	20430	RPS MAINTENANCE SEY	0.00	-24.80
9001	130282	07/13/26	7053	O'FLAHERTY SERVICES	0116820262000	20430	RPS MAINTENANCE SEY	0.00	-19.37
9001	130282	07/13/26	7053	O'FLAHERTY SERVICES	0126020262000	20430	RPS MAINTENANCE RMS	0.00	-17.50
9001	130282	07/13/26	7053	O'FLAHERTY SERVICES	0116420262000	20430	RPS MAINTENANCE KW	0.00	-52.10
TOTAL CHECK								0.00	3,440.33
9001	130283	07/13/26	936	OMAHA PUBLIC POWER	0136020261000	20622	RPS HIGH SCHOOL	0.00	70.99
9001	130283	07/13/26	936	OMAHA PUBLIC POWER	0116320261000	20622	RPS BLUMFIELD	0.00	4,117.27
9001	130283	07/13/26	936	OMAHA PUBLIC POWER	0116920261000	20622	RPS WILDEWOOD	0.00	4,784.52
9001	130283	07/13/26	936	OMAHA PUBLIC POWER	0116820261000	20622	RPS SEYMOUR	0.00	4,837.42
9001	130283	07/13/26	936	OMAHA PUBLIC POWER	0116620261000	20622	RPS MEADOWS	0.00	5,203.82
9001	130283	07/13/26	936	OMAHA PUBLIC POWER	0116420261000	20622	RPS KAREN WESTERN	0.00	5,373.93
9001	130283	07/13/26	936	OMAHA PUBLIC POWER	0180020261000	20622	RPS ADMIN/VMAC/CO	0.00	2,758.67
9001	130283	07/13/26	936	OMAHA PUBLIC POWER	0126020261000	20622	RPS MIDDLE SCHOOL	0.00	13,274.37
9001	130283	07/13/26	936	OMAHA PUBLIC POWER	0136020261000	20622	RPS HIGH SCHOOL	0.00	27,759.15
9001	130283	07/13/26	936	OMAHA PUBLIC POWER	0116720261000	20622	RPS MOCKINGBIRD	0.00	3,167.44
TOTAL CHECK								0.00	71,347.58
9001	130284	07/13/26	2808	ONE SOURCE	0180020257000	20340	RPS HUMAN RESOURCES	0.00	492.05
9001	130284	07/13/26	2808	ONE SOURCE	0180020257000	20340	RPS HUMAN RESOURCES	0.00	277.00
TOTAL CHECK								0.00	769.05
9001	130285	07/13/26	1915	O'REILLY AUTOMOTIVE	0180020271000	20430	RPS TRANSPORTATION	0.00	189.59
9001	130285	07/13/26	1915	O'REILLY AUTOMOTIVE	0180020271000	20430	RPS TRANSPORTATION	0.00	319.20
9001	130285	07/13/26	1915	O'REILLY AUTOMOTIVE	0180020262000	20610	RPS MAINTENANCE ADM	0.00	323.40
9001	130285	07/13/26	1915	O'REILLY AUTOMOTIVE	0180020271200	20430	RPS TRANSPORTATION	0.00	76.78
9001	130285	07/13/26	1915	O'REILLY AUTOMOTIVE	0180020271000	20430	RPS TRANSPORTATION	0.00	77.64
9001	130285	07/13/26	1915	O'REILLY AUTOMOTIVE	0180020271200	20430	RPS TRANSPORTATION	0.00	89.88
9001	130285	07/13/26	1915	O'REILLY AUTOMOTIVE	0180020271200	20430	RPS TRANSPORTATION	0.00	51.78
9001	130285	07/13/26	1915	O'REILLY AUTOMOTIVE	0180020271000	20430	RPS TRANSPORTATION	0.00	51.78
9001	130285	07/13/26	1915	O'REILLY AUTOMOTIVE	0180020271000	20430	RPS TRANSPORTATION	0.00	49.91
9001	130285	07/13/26	1915	O'REILLY AUTOMOTIVE	0180020271000	20430	RPS TRANSPORTATION	0.00	67.20
9001	130285	07/13/26	1915	O'REILLY AUTOMOTIVE	0180020262000	20610	RPS MAINTENANCE ADM	0.00	58.14
9001	130285	07/13/26	1915	O'REILLY AUTOMOTIVE	0180020271200	20430	RPS TRANSPORTATION	0.00	38.99
9001	130285	07/13/26	1915	O'REILLY AUTOMOTIVE	0180020271200	20430	RPS TRANSPORTATION	0.00	-38.99
9001	130285	07/13/26	1915	O'REILLY AUTOMOTIVE	0180020271000	20430	RPS TRANSPORTATION	0.00	168.46
TOTAL CHECK								0.00	1,523.76
9001	130286	07/13/26	3989	PRIME COMMUNICATION	0136020262000	20352	RPS MAINTENANCE RHS	0.00	150.00
9001	130286	07/13/26	3989	PRIME COMMUNICATION	0116720262000	20352	RPS MAINTENANCE MOC	0.00	75.00
TOTAL CHECK								0.00	225.00
9001	130287	07/13/26	5682	PRINTING INK	0180020232000	20610	RPS ADMIN/VMAC/CO	0.00	2,900.00
9001	130288	07/13/26	1070	PRO-ED, INC.	0116420120000	20610	RPS SS/KW SS260051	0.00	80.51
9001	130288	07/13/26	1070	PRO-ED, INC.	0116820120000	20610	RPS SS/SEY SS260051	0.00	108.51
9001	130288	07/13/26	1070	PRO-ED, INC.	0116920120000	20610	RPS SS/WW SS260051	0.00	126.79

EFINANCE - POWERSCHOOL
DATE: 07/10/2026
TIME: 07:54:43

RALSTON PUBLIC SCHOOLS
CHECK REGISTER - BY FUND

PAGE NUMBER: 12
ACCTPA21

SELECTION CRITERIA: transact.ck_date='20260713'
ACCOUNTING PERIOD: 11/26

FUND - 01 - GENERAL FUND

CASH	ACCT	CHECK	NO	ISSUE	DT	VENDOR	NAME	ORG.	KEY	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT	
9001	130288	07/13/26	1070	PRO-ED, INC.	0116620120000	20610	RPS SS/MEAD SS26005	0.00	133.01					
9001	130288	07/13/26	1070	PRO-ED, INC.	0116320120000	20610	RPS SS/BLUM SS26005	0.00	142.74					
9001	130288	07/13/26	1070	PRO-ED, INC.	0116720120000	20610	RPS SS/MOCK SS26005	0.00	170.74					
TOTAL CHECK													0.00	762.30
9001	130289	07/13/26	4916	RALSTON PUBLIC SCHO	0116420215100	20333	RPS STUDENT SERVICE	0.00	47.85					
9001	130289	07/13/26	4916	RALSTON PUBLIC SCHO	0116320215100	20320	RPS STUDENT SERVICE	0.00	214.56					
9001	130289	07/13/26	4916	RALSTON PUBLIC SCHO	0116320215100	20333	RPS STUDENT SERVICE	0.00	18.49					
9001	130289	07/13/26	4916	RALSTON PUBLIC SCHO	0126020120000	20320	RPS STUDENT SERVICE	0.00	21,985.00					
9001	130289	07/13/26	4916	RALSTON PUBLIC SCHO	0116420215200	20320	RPS STUDENT SERVICE	0.00	33,666.00					
9001	130289	07/13/26	4916	RALSTON PUBLIC SCHO	0136020120000	20320	RPS STUDENT SERVICE	0.00	65,955.00					
9001	130289	07/13/26	4916	RALSTON PUBLIC SCHO	0116420215100	20320	RPS STUDENT SERVICE	0.00	65,955.00					
9001	130289	07/13/26	4916	RALSTON PUBLIC SCHO	0116420215300	20320	RPS STUDENT SERVICE	0.00	1,027.08					
9001	130289	07/13/26	4916	RALSTON PUBLIC SCHO	0116420215100	20320	RPS STUDENT SERVICE	0.00	2,169.44					
TOTAL CHECK													0.00	191,038.42
9001	130290	07/13/26	5086	RAY MARTIN COMPANY	0116920262000	20430	RPS MAINTENANCE WW	0.00	1,072.00					
9001	130291	07/13/26	995	REALLY GOOD STUFF,	0116320110000	20610	BLUMFIELD BL260102	0.00	207.92					
9001	130292	07/13/26	4076	RENAISSANCE LEARNIN	0116420696900	20610	RPS CUR/KW CU260076	0.00	2,079.00					
9001	130292	07/13/26	4076	RENAISSANCE LEARNIN	0116820696900	20610	RPS CUR/SEY CU26007	0.00	2,740.50					
9001	130292	07/13/26	4076	RENAISSANCE LEARNIN	0116920696900	20610	RPS CUR/WW CU260076	0.00	2,835.00					
9001	130292	07/13/26	4076	RENAISSANCE LEARNIN	0116320696900	20610	RPS CUR/BLUM CU2600	0.00	2,976.75					
9001	130292	07/13/26	4076	RENAISSANCE LEARNIN	0116620696900	20610	RPS CUR/MEAD CU2600	0.00	3,071.25					
9001	130292	07/13/26	4076	RENAISSANCE LEARNIN	0116720696900	20610	RPS CUR/MOCK CU2600	0.00	4,158.00					
9001	130292	07/13/26	4076	RENAISSANCE LEARNIN	0126020696900	20610	RPS CUR/RMS CU26007	0.00	5,008.50					
9001	130292	07/13/26	4076	RENAISSANCE LEARNIN	0136020696900	20610	RPS CUR/RHS CU26007	0.00	5,575.50					
9001	130292	07/13/26	4076	RENAISSANCE LEARNIN	0136020110001	20330	RPS CUR/RHS CU26007	0.00	9,500.00					
TOTAL CHECK													0.00	37,944.50
9001	130293	07/13/26	3545	ROCHESTER MIDLAND C	0116420262000	20352	RPS MAINTENANCE KW	0.00	234.30					
9001	130293	07/13/26	3545	ROCHESTER MIDLAND C	0116820262000	20352	RPS MAINTENANCE SEY	0.00	234.30					
9001	130293	07/13/26	3545	ROCHESTER MIDLAND C	0126020262000	20352	RPS MAINTENANCE RMS	0.00	234.31					
9001	130293	07/13/26	3545	ROCHESTER MIDLAND C	0136020262000	20352	RPS MAINTENANCE RHS	0.00	234.31					
TOTAL CHECK													0.00	937.22
9001	130294	07/13/26	7358	SCHOOL SPECIALTY, L	0116320110000	20610	BLUMFIELD BL260113	0.00	396.36					
9001	130295	07/13/26	7725	SECURLY, INC.	0136020110000	20330	RALSTON HIGH HS2604	0.00	3,480.00					
9001	130296	07/13/26	7067	SHELL FLEET PLUS	0180020271000	20626	RPS TRANSPORTATION	0.00	119.92					
9001	130296	07/13/26	7067	SHELL FLEET PLUS	0180020271000	20626	RPS TRANSPORTATION	0.00	-0.65					
TOTAL CHECK													0.00	119.27
9001	130297	07/13/26	1187	THE SHERWIN-WILLIAM	0126020262000	20610	RPS MAINTENANCE RMS	0.00	83.28					
9001	130297	07/13/26	1187	THE SHERWIN-WILLIAM	0116920262000	20610	RPS MAINTENANCE WW	0.00	41.64					
TOTAL CHECK													0.00	124.92
9001	130299	07/13/26	5077	SODEXO, INC & AFFIL	0116320115000	20610	RPS SS/ELL BLUMFIEL	0.00	20.31					
9001	130299	07/13/26	5077	SODEXO, INC & AFFIL	0116420115000	20610	RPS SS/ELL KARENWES	0.00	20.31					

EFINANCE - POWERSCHOOL
DATE: 07/10/2026
TIME: 07:54:43

RALSTON PUBLIC SCHOOLS
CHECK REGISTER - BY FUND

PAGE NUMBER: 13
ACCTPA21

SELECTION CRITERIA: transact.ck_date='20260713'
ACCOUNTING PERIOD: 11/26

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
9001	130299	07/13/26	5077	SODEXO, INC & AFFIL	0116620115000	20610	RPS SS/ELL MEADOWS	0.00	20.31
9001	130299	07/13/26	5077	SODEXO, INC & AFFIL	0116720115000	20610	RPS SS/ELL MOCKINGB	0.00	20.31
9001	130299	07/13/26	5077	SODEXO, INC & AFFIL	0116820115000	20610	RPS SS/ELL SEYMOUR	0.00	20.31
9001	130299	07/13/26	5077	SODEXO, INC & AFFIL	0116920115000	20610	RPS SS/ELL WILDEWOOD	0.00	20.31
9001	130299	07/13/26	5077	SODEXO, INC & AFFIL	0126020115000	20610	RPS SS/ELL RMS	0.00	20.32
9001	130299	07/13/26	5077	SODEXO, INC & AFFIL	0136020115000	20610	RPS SS/ELL RHS	0.00	20.32
9001	130299	07/13/26	5077	SODEXO, INC & AFFIL	0116420129100	20610	RPS SS/PS APRIL/MAY	0.00	28.40
9001	130299	07/13/26	5077	SODEXO, INC & AFFIL	0116920129100	20610	RPS SS/PS APRIL/MAY	0.00	2.85
TOTAL CHECK									193.75
9001	130300	07/13/26	5589	SPECTRUM PAINT	0180020262000	20610	RPS MAINTENANCE ADM	0.00	408.70
9001	130301	07/13/26	6009	STERLING COMPUTERS	0180020258000	20735	CROWDSTRIKE RENEWAL	0.00	7,326.57
9001	130302	07/13/26	8083	SUMMIT FIRE PROTECT	0126020262000	20352	RPS MAINTENANCE RMS	0.00	585.00
9001	130302	07/13/26	8083	SUMMIT FIRE PROTECT	0136020262000	20352	RPS MAINTENANCE RHS	0.00	853.00
9001	130302	07/13/26	8083	SUMMIT FIRE PROTECT	0116320262000	20352	RPS MAINTENANCE BLU	0.00	294.50
9001	130302	07/13/26	8083	SUMMIT FIRE PROTECT	0116620262000	20352	RPS MAINTENANCE MEA	0.00	294.50
9001	130302	07/13/26	8083	SUMMIT FIRE PROTECT	0116820262000	20352	RPS MAINTENANCE SEY	0.00	300.00
9001	130302	07/13/26	8083	SUMMIT FIRE PROTECT	0116920262000	20352	RPS MAINTENANCE WW	0.00	324.00
9001	130302	07/13/26	8083	SUMMIT FIRE PROTECT	0116420262000	20352	RPS MAINTENANCE KW	0.00	336.00
9001	130302	07/13/26	8083	SUMMIT FIRE PROTECT	0116720262000	20352	RPS MAINTENANCE MOC	0.00	342.00
9001	130302	07/13/26	8083	SUMMIT FIRE PROTECT	0180020262000	20430	RPS MAINTENANCE ADM	0.00	-4.42
9001	130302	07/13/26	8083	SUMMIT FIRE PROTECT	0180020262000	20430	RPS MAINTENANCE ADM	0.00	226.82
TOTAL CHECK									3,551.40
9001	130303	07/13/26	8206	SUNBELT RENTALS, IN	0136020261000	20340	RPS MAINTENANCE RHS	0.00	3,978.80
9001	130304	07/13/26	4794	TEACHING STRATEGIES	0116320630100	20610	RPS CUR/BLUM CU2600	0.00	644.00
9001	130304	07/13/26	4794	TEACHING STRATEGIES	0116420630100	20610	RPS CUR/KW CU260068	0.00	644.00
9001	130304	07/13/26	4794	TEACHING STRATEGIES	0116620630100	20610	RPS CUR/MEAD CU2600	0.00	644.00
9001	130304	07/13/26	4794	TEACHING STRATEGIES	0116720630100	20610	RPS CUR/MOCK CU2600	0.00	644.00
9001	130304	07/13/26	4794	TEACHING STRATEGIES	0116920630100	20610	RPS CUR/WW CU260068	0.00	644.00
TOTAL CHECK									3,220.00
9001	130305	07/13/26	2051	TRANE	0180020262000	20610	RPS MAINTENANCE ADM	0.00	1,266.04
9001	130305	07/13/26	2051	TRANE	0136020262000	20610	RPS MAINTENANCE RHS	0.00	-229.31
9001	130305	07/13/26	2051	TRANE	0126020262000	20610	RPS MAINTENANCE RMS	0.00	403.34
TOTAL CHECK									1,440.07
9001	130306	07/13/26	6034	TRUCK CENTER COMPAN	0180020271000	20430	RPS TRANSPORTATION	0.00	421.19
9001	130306	07/13/26	6034	TRUCK CENTER COMPAN	0180020271000	20430	RPS TRANSPORTATION	0.00	930.12
9001	130306	07/13/26	6034	TRUCK CENTER COMPAN	0180020271000	20430	RPS TRANSPORTATION	0.00	946.77
9001	130306	07/13/26	6034	TRUCK CENTER COMPAN	0180020271200	20430	RPS TRANSPORTATION	0.00	1,023.64
9001	130306	07/13/26	6034	TRUCK CENTER COMPAN	0180020271000	20430	RPS TRANSPORTATION	0.00	2,681.82
9001	130306	07/13/26	6034	TRUCK CENTER COMPAN	0180020271000	20430	RPS TRANSPORTATION	0.00	4,713.38
9001	130306	07/13/26	6034	TRUCK CENTER COMPAN	0180020271000	20430	RPS TRANSPORTATION	0.00	643.90
TOTAL CHECK									11,360.82
9001	130308	07/13/26	4832	VERIZON WIRELESS	0180020251000	20610	RPS HOTSPOTS JOYCE	0.00	-537.91
9001	130308	07/13/26	4832	VERIZON WIRELESS	0180020251000	20610	RPS FOUNDATION 2	0.00	-72.24

EFINANCE - POWERSCHOOL
DATE: 07/10/2026
TIME: 07:54:43

RALSTON PUBLIC SCHOOLS
CHECK REGISTER - BY FUND

PAGE NUMBER: 14
ACCTPA21

SELECTION CRITERIA: transact.ck_date='20260713'
ACCOUNTING PERIOD: 11/26

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	130308	07/13/26	4832	VERIZON WIRELESS	0180020251000	20610	RPS HOTSPOTMANAGEME	0.00	25.33
9001	130308	07/13/26	4832	VERIZON WIRELESS	0180020257000	20610	RPS HUMAN RESOURCES	0.00	39.73
9001	130308	07/13/26	4832	VERIZON WIRELESS	0180020271200	20530	RPS TRANSPORTATION	0.00	66.99
9001	130308	07/13/26	4832	VERIZON WIRELESS	0136020115000	20610	RPS SS/ELL	0.00	79.46
9001	130308	07/13/26	4832	VERIZON WIRELESS	0180020251000	20610	RPS HOT SPOTS J. FI	0.00	480.12
TOTAL CHECK								0.00	81.48
9001	130309	07/13/26	3227	VIRCO, INC.	0136020110000	20733	RALSTON HIGH 802600	0.00	762.06
9001	130309	07/13/26	3227	VIRCO, INC.	0126020110000	20733	RALSTONMIDDLE802600	0.00	6,063.20
9001	130309	07/13/26	3227	VIRCO, INC.	0116620110000	20733	MEADOWS MW260111	0.00	11,105.90
TOTAL CHECK								0.00	17,931.16
9001	130310	07/13/26	6317	VISION SERVICE PLAN 01		9409	RPS JULY 2026 PREMI	0.00	3,834.84
9001	130311	07/13/26	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS HIGH SCHOOL	0.00	2,540.88
9001	130311	07/13/26	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS SEYMOUR	0.00	1,019.77
9001	130311	07/13/26	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS KAREN WESTERN	0.00	1,719.01
9001	130311	07/13/26	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS MEADOWS	0.00	495.39
9001	130311	07/13/26	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS MOCKINGBIRD	0.00	556.99
9001	130311	07/13/26	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS MIDDLE SCHOOL	0.00	604.95
9001	130311	07/13/26	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS ADMIN/VMAC/CO	0.00	95.92
9001	130311	07/13/26	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS WILDEWOOD	0.00	327.00
9001	130311	07/13/26	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS ADMIN/VMAC/CO	0.00	420.00
9001	130311	07/13/26	2406	WASTE MANAGEMENT OF	0180020261000	20629	RPS BLUMFIELD	0.00	469.79
TOTAL CHECK								0.00	8,249.70
9001	130312	07/13/26	7944	WATERLINK, INC.	0126020262000	20352	RPS MAINTENANCE RMS	0.00	330.75
9001	130312	07/13/26	7944	WATERLINK, INC.	0126020262000	20352	RPS MAINTENANCE RMS	0.00	330.75
TOTAL CHECK								0.00	661.50
9001	130313	07/13/26	5925	WELLS FARGO FINANCI	0180020253000	20442	RPS ADMIN/CO/VMAC	0.00	123.61
9001	130313	07/13/26	5925	WELLS FARGO FINANCI	0180020253000	20442	RPS MIDDLE SCHOOL	0.00	233.64
9001	130313	07/13/26	5925	WELLS FARGO FINANCI	0180020253000	20442	RPS ADMIN/VMAC/CO	0.00	552.98
9001	130313	07/13/26	5925	WELLS FARGO FINANCI	0180020253000	20442	RPS HIGH SCHOOL	0.00	729.45
9001	130313	07/13/26	5925	WELLS FARGO FINANCI	0180020253000	20442	RPS WILDEWOOD	0.00	59.78
9001	130313	07/13/26	5925	WELLS FARGO FINANCI	0180020253000	20442	RPS BLUMFIELD	0.00	59.83
9001	130313	07/13/26	5925	WELLS FARGO FINANCI	0180020253000	20442	RPS KAREN WESTERN	0.00	59.83
9001	130313	07/13/26	5925	WELLS FARGO FINANCI	0180020253000	20442	RPS MEADOWS	0.00	59.83
9001	130313	07/13/26	5925	WELLS FARGO FINANCI	0180020253000	20442	RPS MOCKINGBIRD	0.00	59.83
9001	130313	07/13/26	5925	WELLS FARGO FINANCI	0180020253000	20442	RPS SEYMOUR	0.00	59.83
TOTAL CHECK								0.00	1,998.61
9001	130314	07/13/26	1286	WEST MUSIC COMPANY,	0116320110093	20610	BLUMFIELD BL260133	0.00	72.89
9001	130315	07/13/26	3127	WESTSIDE COMMUNITY	0136020120000	20569	RPS STUDENT SERVICE	0.00	3,750.00
9001	130316	07/13/26	6491	WHAT'S BUGGIN' YA	0180020262000	20352	RPS MAINTENANCE ADM	0.00	80.00
9001	130316	07/13/26	6491	WHAT'S BUGGIN' YA	0126020262000	20352	RPS MAINTENANCE RMS	0.00	70.00
9001	130316	07/13/26	6491	WHAT'S BUGGIN' YA	0136020262000	20352	RPS MAINTENANCE RMS	0.00	70.00
9001	130316	07/13/26	6491	WHAT'S BUGGIN' YA	0116320262000	20352	RPS MAINTENANCE BLU	0.00	60.00
9001	130316	07/13/26	6491	WHAT'S BUGGIN' YA	0116420262000	20352	RPS MAINTENANCE KW	0.00	60.00

EFINANCE - POWERSCHOOL
 DATE: 07/10/2026
 TIME: 07:54:43

RALSTON PUBLIC SCHOOLS
 CHECK REGISTER - BY FUND

PAGE NUMBER: 15
 ACCTPA21

SELECTION CRITERIA: transact.ck_date='20260713'
 ACCOUNTING PERIOD: 11/26

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCT	-----DESCRIPTION-----	SALES TAX	AMOUNT
9001	130316	07/13/26	6491	WHAT'S BUGGIN' YA	0116620262000	20352	RPS MAINTENANCE MEA	0.00	60.00
9001	130316	07/13/26	6491	WHAT'S BUGGIN' YA	0116720262000	20352	RPS MAINTENANCE MOC	0.00	60.00
9001	130316	07/13/26	6491	WHAT'S BUGGIN' YA	0116820262000	20352	RPS MAINTENANCE SEY	0.00	60.00
9001	130316	07/13/26	6491	WHAT'S BUGGIN' YA	0116920262000	20352	RPS MAINTENANCE WW	0.00	60.00
TOTAL CHECK								0.00	580.00
9001	130317	07/13/26	8020	WINSUPPLY OF OMAHA	0116920262000	20610	RPS MAINTENANCE WW	0.00	54.40
9001	130317	07/13/26	8020	WINSUPPLY OF OMAHA	0116920262000	20610	RPS MAINTENANCE WW	0.00	736.04
9001	130317	07/13/26	8020	WINSUPPLY OF OMAHA	0126020262000	20610	RPS MAINTENANCE RMS	0.00	926.64
9001	130317	07/13/26	8020	WINSUPPLY OF OMAHA	0116820262000	20610	RPS MAINTENANCE SEY	0.00	1,077.34
TOTAL CHECK								0.00	2,794.42
9001	130318	07/13/26	7538	WOODRIVER ENERGY, L	0116820261000	20621	RPS SEYMOUR	0.00	1,375.06
9001	130318	07/13/26	7538	WOODRIVER ENERGY, L	0126020261000	20621	RPS MIDDLE SCHOOL	0.00	720.54
9001	130318	07/13/26	7538	WOODRIVER ENERGY, L	0116920261000	20621	RPS WILDEWOOD	0.00	641.48
9001	130318	07/13/26	7538	WOODRIVER ENERGY, L	0136020261000	20621	RPS HIGH SCHOOL	0.00	3,075.40
TOTAL CHECK								0.00	5,812.48
9001	130319	07/13/26	6866	ZTRIP (WHC NE, LLC)	0180020271200	20510	RPS SS/TRANSPORTATI	0.00	693.36
9001	130319	07/13/26	6866	ZTRIP (WHC NE, LLC)	0136020699100	20510	RPS SS/TRANSPORTATI	0.00	2,101.62
9001	130319	07/13/26	6866	ZTRIP (WHC NE, LLC)	0180020271200	20510	RPS SS/TRANSPORTATI	0.00	3,840.84
TOTAL CHECK								0.00	6,635.82
9001	130320	07/13/26	8084	BRITTNIE ABLER	0116420353500	20333	REIMBURSE1/22-2/12/	0.00	5.47
9001	130320	07/13/26	8084	BRITTNIE ABLER	0116620353500	20333	REIMBURSE1/22-2/12/	0.00	5.47
9001	130320	07/13/26	8084	BRITTNIE ABLER	0116920353500	20333	REIMBURSE1/22-2/12/	0.00	5.47
9001	130320	07/13/26	8084	BRITTNIE ABLER	0116320353500	20333	REIMBURSE1/22-2/12/	0.00	5.48
TOTAL CHECK								0.00	21.89
9001	130321	07/13/26	4948	ALICIA A JOHNSON	0180020258000	20333	REIMBUR8/11/25-6/1/	0.00	61.18
9001	130322	07/13/26	5880	CARRIE A. ZUROSKI	0116720110000	20251	REIMBURSED 3 HOURS	0.00	1,149.00
9001	130323	07/13/26	7165	JAMES FREDERICK	0180020256000	20333	REIMBU10/8/25-6/10/	0.00	378.62
9001	130324	07/13/26	2672	JASON M BUCKINGHAM	0180020232000	20333	REIMBURSED6/12/26GN	0.00	253.75
9001	130325	07/13/26	7572	TAMMY L KLUG	0126020213000	20333	REIMBUR8/11/25-5/1/	0.00	83.48
9001	130325	07/13/26	7572	TAMMY L KLUG	0136020213000	20333	REIMBUR8/11/25-5/1/	0.00	190.64
9001	130325	07/13/26	7572	TAMMY L KLUG	0116720213000	20333	REIMBUR8/11/25-5/1/	0.00	64.54
9001	130325	07/13/26	7572	TAMMY L KLUG	0116320213000	20333	REIMBUR8/11/25-5/1/	0.00	68.09
9001	130325	07/13/26	7572	TAMMY L KLUG	0116820213000	20333	REIMBUR8/11/25-5/1/	0.00	39.08
9001	130325	07/13/26	7572	TAMMY L KLUG	0116920213000	20333	REIMBUR8/11/25-5/1/	0.00	53.88
9001	130325	07/13/26	7572	TAMMY L KLUG	0116620213000	20333	REIMBUR8/11/25-5/1/	0.00	56.84
9001	130325	07/13/26	7572	TAMMY L KLUG	0116420213000	20333	REIMBUR8/11/25-5/1/	0.00	35.52
TOTAL CHECK								0.00	592.07
9001	130326	07/13/26	7968	APRIL L MINOR	0136020110000	20251	REIMBURSED 7 HOURS	0.00	2,681.00
9001	130327	07/13/26	2039	RYAN PIVONKA	0180020257000	20580	REIMBURSED6/11&12/2	0.00	69.60

EFINANCE - POWERSCHOOL
DATE: 07/10/2026
TIME: 07:54:43

RALSTON PUBLIC SCHOOLS
CHECK REGISTER - BY FUND

PAGE NUMBER: 16
ACCTPA21

SELECTION CRITERIA: transact.ck_date='20260713'
ACCOUNTING PERIOD: 11/26

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
9001	130328	07/13/26	7872	GARY WESTBROOK	0180020258000	20333	REIMBURSE5/26-6/25/	0.00	38.10
9001	130330	07/13/26	6691	SORENSEN'S TREE & S	0116320262000	20430	RPS MAINTENANCE BLU	0.00	122.22
9001	130330	07/13/26	6691	SORENSEN'S TREE & S	0116420262000	20430	RPS MAINTENANCE KW	0.00	122.22
9001	130330	07/13/26	6691	SORENSEN'S TREE & S	0116620262000	20430	RPS MAINTENANCE MEA	0.00	122.22
9001	130330	07/13/26	6691	SORENSEN'S TREE & S	0116720262000	20430	RPS MAINTENANCE MOC	0.00	122.22
9001	130330	07/13/26	6691	SORENSEN'S TREE & S	0116820262000	20430	RPS MAINTENANCE SEY	0.00	122.22
9001	130330	07/13/26	6691	SORENSEN'S TREE & S	0116920262000	20430	RPS MAINTENANCE WW	0.00	122.22
9001	130330	07/13/26	6691	SORENSEN'S TREE & S	0180020262000	20430	RPS MAINTENANCE ADM	0.00	122.22
9001	130330	07/13/26	6691	SORENSEN'S TREE & S	0126020262000	20430	RPS MAINTENANCE RMS	0.00	122.23
9001	130330	07/13/26	6691	SORENSEN'S TREE & S	0136020262000	20430	RPS MAINTENANCE RHS	0.00	122.23
TOTAL CHECK								0.00	1,100.00
9001	130331	07/13/26	1284	WENGER CORP	0136020110000	20733	RALSTON HIGH HS2604	0.00	1,038.40
TOTAL CASH ACCOUNT								0.00	806,116.17
TOTAL FUND								0.00	806,116.17

EFINANCE - POWERSCHOOL
DATE: 07/10/2026
TIME: 07:54:43

RALSTON PUBLIC SCHOOLS
CHECK REGISTER - BY FUND

PAGE NUMBER: 17
ACCTPA21

SELECTION CRITERIA: transact.ck_date='20260713'
ACCOUNTING PERIOD: 11/26

FUND - 06 - FOOD SERVICE

CASH	ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
9001		130248	07/13/26	8207	MERISSA GABIA	0616920310000	20610	REFUNDED BALANCE	0.00	21.32
9001		130264	07/13/26	8192	JUSTIN MILANI	0616920310000	20610	REFUNDED 2 BALANCES	0.00	240.00
9001		130282	07/13/26	7053	O'FLAHERTY SERVICES	0616720310000	20340	RPS FOOD SERVICESMO	0.00	225.00
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0636020310000	20340	RPS FOOD SERVICES	0.00	-326.88
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0616420310000	20340	RPS FOOD SERVICES	0.00	891.15
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0636020310000	20340	RPS FOOD SERVICES	0.00	42,559.75
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0636020310000	20340	RPS FOOD SERVICES	0.00	4,782.48
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0636020310000	20340	RPS FOOD SERVICES	0.00	5,552.84
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0616420310000	20340	RPS FOOD SERVICES	0.00	7,930.39
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0616820310000	20340	RPS FOOD SERVICES	0.00	8,723.43
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0616920310000	20340	RPS FOOD SERVICES	0.00	12,027.75
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0616620310000	20340	RPS FOOD SERVICES	0.00	12,688.62
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0616720310000	20340	RPS FOOD SERVICES	0.00	14,406.87
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0616320310000	20340	RPS FOOD SERVICES	0.00	15,199.91
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0626020310000	20340	RPS FOOD SERVICES	0.00	18,636.41
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0626020310000	20340	RPS FOOD SERVICES	0.00	2,431.52
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0616820310000	20340	RPS FOOD SERVICES	0.00	1,138.16
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0616420310000	20340	RPS FOOD SERVICES	0.00	1,034.69
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0616820310000	20340	RPS FOOD SERVICES	0.00	980.26
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0616920310000	20340	RPS FOOD SERVICES	0.00	1,351.57
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0616620310000	20340	RPS FOOD SERVICES	0.00	1,425.83
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0616920310000	20340	RPS FOOD SERVICES	0.00	1,569.28
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0616720310000	20340	RPS FOOD SERVICES	0.00	1,618.91
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0616620310000	20340	RPS FOOD SERVICES	0.00	1,655.51
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0616320310000	20340	RPS FOOD SERVICES	0.00	1,708.03
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0616720310000	20340	RPS FOOD SERVICES	0.00	1,879.69
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0616320310000	20340	RPS FOOD SERVICES	0.00	1,983.16
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0626020310000	20340	RPS FOOD SERVICES	0.00	2,094.19
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0626020310000	20340	RPS FOOD SERVICES	0.00	-143.14
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0616320310000	20340	RPS FOOD SERVICES	0.00	-116.74
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0616720310000	20340	RPS FOOD SERVICES	0.00	-110.65
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0616620310000	20340	RPS FOOD SERVICES	0.00	-97.45
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0616920310000	20340	RPS FOOD SERVICES	0.00	-92.38
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0616820310000	20340	RPS FOOD SERVICES	0.00	-67.00
9001		130299	07/13/26	5077	SODEXO, INC & AFFIL	0616420310000	20340	RPS FOOD SERVICES	0.00	-60.91
TOTAL CHECK									0.00	163,255.25
9001		130308	07/13/26	4832	VERIZON WIRELESS	0680020310000	20530	RPS FOOD SERVICES	0.00	65.88
TOTAL CASH ACCOUNT									0.00	163,807.45
TOTAL FUND									0.00	163,807.45

EFINANCE - POWERSCHOOL
DATE: 07/10/2026
TIME: 07:54:43

RALSTON PUBLIC SCHOOLS
CHECK REGISTER - BY FUND

PAGE NUMBER: 18
ACCTPA21

SELECTION CRITERIA: transact.ck_date='20260713'
ACCOUNTING PERIOD: 11/26

FUND - 08 - SPECIAL BUILDING

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	130197	07/13/26	8181	ARCADIA CONSTRUCTIO	0826020470000	20450	RPS MIDDLE SCHOOL	0.00	83,592.00
9001	130197	07/13/26	8181	ARCADIA CONSTRUCTIO	0816920470000	20450	RPS WILDEWOOD	0.00	120,029.40
9001	130197	07/13/26	8181	ARCADIA CONSTRUCTIO	0816620470000	20450	RPS MEADOWS	0.00	166,307.40
9001	130197	07/13/26	8181	ARCADIA CONSTRUCTIO	0816920470000	20450	RPS MEADOWS	0.00	240,058.80
TOTAL CHECK								0.00	609,987.60
9001	130226	07/13/26	8202	H2I GROUP, INC	0816720470000	20450	RPS MOCKINGBIRD	0.00	4,813.49
9001	130227	07/13/26	4001	HEARTLAND SCENIC ST	0836020470000	20810	RPS HIGH SCHOOL	0.00	33,911.60
9001	130251	07/13/26	7734	JAMCO ABATEMENT SER	0816820470000	20450	RPS SEYMOUR	0.00	19,250.00
9001	130307	07/13/26	7562	THE WEITZ COMPANY	0816620470000	20450	RPS MEADOWS	0.00	3,598.82
9001	130307	07/13/26	7562	THE WEITZ COMPANY	0816820470000	20450	RPS SEYMOUR	0.00	3,598.82
9001	130307	07/13/26	7562	THE WEITZ COMPANY	0816920470000	20450	RPS WILDEWOOD	0.00	3,598.83
9001	130307	07/13/26	7562	THE WEITZ COMPANY	0836020470000	20450	RPS HIGH SCHOOL	0.00	2,569.35
9001	130307	07/13/26	7562	THE WEITZ COMPANY	0816320470000	20450	RPS BLUMFIELD	0.00	3,598.82
9001	130307	07/13/26	7562	THE WEITZ COMPANY	0816420470000	20450	RPS KAREN WESTERN	0.00	3,598.82
9001	130307	07/13/26	7562	THE WEITZ COMPANY	0836020470000	20450	RPS HIGH SCHOOL	0.00	2,523.49
9001	130307	07/13/26	7562	THE WEITZ COMPANY	0836020470000	20450	RPS HIGH SCHOOL	0.00	12,127.50
9001	130307	07/13/26	7562	THE WEITZ COMPANY	0816720470000	20450	RPS MOCKINGBIRD	0.00	16,433.66
9001	130307	07/13/26	7562	THE WEITZ COMPANY	0880020470000	20450	RPS ADMIN/VMAC/CO	0.00	23,093.45
9001	130307	07/13/26	7562	THE WEITZ COMPANY	0836020470000	20450	RPS HIGH SCHOOL	0.00	50,000.00
9001	130307	07/13/26	7562	THE WEITZ COMPANY	0880020470000	20450	RPS ADMIN/VMAC/CO	0.00	300,784.00
9001	130307	07/13/26	7562	THE WEITZ COMPANY	0836020470000	20450	RPS HIGH SCHOOL	0.00	3,879.28
9001	130307	07/13/26	7562	THE WEITZ COMPANY	0836020470000	20450	RPS HIGH SCHOOL	0.00	4,701.42
TOTAL CHECK								0.00	434,106.26
9001	130329	07/13/26	8181	ARCADIA CONSTRUCTIO	0816620470000	20450	RPS MEADOWS	0.00	166,307.40
TOTAL CASH ACCOUNT								0.00	1,268,376.35
TOTAL FUND								0.00	1,268,376.35

EFINANCE - POWERSCHOOL
DATE: 07/10/2026
TIME: 07:54:43

RALSTON PUBLIC SCHOOLS
CHECK REGISTER - BY FUND

PAGE NUMBER: 19
ACCTPA21

SELECTION CRITERIA: transact.ck_date='20260713'
ACCOUNTING PERIOD: 11/26

FUND - 10 - COOPERATIVE FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
9001	130203	07/13/26	7842	AMY BECKER	1080020215100	20320	RPS SS/SUBURBAN	0.00	587.50
9001	130224	07/13/26	7957	VICTORIA DEUEL	1080020215100	20320	RPS SS/SUBURBAN	0.00	450.00
9001	130225	07/13/26	7980	WHITNEY BAKER	1080020215100	20320	RPS SS/RHS ADVISER	0.00	350.00
TOTAL CASH ACCOUNT								0.00	1,387.50
TOTAL FUND								0.00	1,387.50
TOTAL REPORT								0.00	2,239,687.47

**RALSTON PUBLIC SCHOOLS
FINANCIAL REPORT TO THE BOARD OF EDUCATION
POOLED CASH - BANK RECONCILIATION
6/30/2026**

	5/31/26 Thru 6/30/2026	5/31/25 Thru 6/30/25
Book Balance - Beginning of month	\$20,310,947.80	\$17,383,498.73
Total Receipts	\$3,361,399.44	\$3,211,409.19
Monthly Disbursements	<u>(5,101,786.83)</u>	<u>(3,992,939.87)</u>
Reconciled Book Balance - End of Month	\$18,570,560.41	\$16,601,968.05
Building fund loan	\$0.00	\$0.00
Depreciation fund loan	\$0.00	\$0.00
Transfer to Depreciation	\$0.00	\$0.00
Actual Book Balance - End of Month	\$18,570,560.41	\$16,601,968.05
Bank Balance -Beginning of month	\$20,425,443.42	\$18,073,759.84
Deposits	\$3,359,814.14	\$3,183,407.15
Interest	<u>4,409.97</u>	<u>4,339.16</u>
Total Receipts	3,364,224.11	3,187,746.31
Total Warrants	<u>(4,660,010.78)</u>	<u>(4,089,215.28)</u>
Bank Balance - End of month	19,129,656.75	17,172,290.87
Outstanding deposits	0.00	23,662.88
Bank clearing error	(48.01)	(48.04)
Less Outstanding Checks/Wires	<u>(559,048.33)</u>	<u>(593,937.66)</u>
Reconciled Bank Balance - End of month	\$18,570,560.41	\$16,601,968.05

June 2026

Percent of Year Completed

83.3%

RECEIPTS

ACCOUNT	ANTICIPATED	M-T-D RECEIVED 2025-26	Y-T-D RECEIVED 2025-26	Y-T-D RECEIVED 2024-25	Year To Date %Received	
					2025-26	2024-25
Local District Taxes	\$23,723,814	\$128,358.35	\$17,992,650.91	\$17,464,488.83	75.8%	79.0%
Pro-Rata Motor Vehicle Tax	\$45,000	\$0.00	\$35,279.24	\$32,285.93	78.4%	71.7%
Motor Vehicle Tax	\$3,500,000	\$560,575.39	\$3,490,353.27	\$3,512,633.88	99.7%	100.4%
Homestead Exemption Tax	\$450,000	\$240,965.28	\$602,413.20	\$460,932.64	133.9%	126.3%
Tuition from Individuals	\$0	\$0.00	\$0.00	\$0.00	0.0%	0.0%
Tuition (Other Dist)	\$0	\$0.00	\$0.00	\$0.00	0.0%	0.0%
Interest on Investments	\$20,000	\$4,409.97	\$24,500.33	\$21,202.63	122.5%	106.0%
Local License/Police Court	\$30,000	\$927.34	\$41,813.69	\$33,599.74	139.4%	112.0%
Other Local Revenue	\$1,000	\$0.00	\$0.00	\$0.00	0.0%	0.0%
County Fines & Licenses	\$70,000	\$12,852.82	\$84,633.22	\$75,135.50	120.9%	107.3%
State Aid	\$9,481,955	\$948,196.00	\$8,533,764.00	\$9,627,471.00	90.0%	90.0%
Spec Ed Programs	\$4,540,618	\$623,289.95	\$4,637,783.08	\$4,696,766.00	102.1%	112.1%
Special Ed Transportation	\$500,000	\$620,686.00	\$620,686.00	\$611,157.00	124.1%	254.6%
State Apportionment	\$885,000	\$0.00	\$876,841.73	\$1,224,103.29	99.1%	317.9%
Public Power Dist Sales Tax	\$3,950,000	\$0.00	\$4,705,813.54	\$4,251,396.23	119.1%	107.6%
Cash Reserve	\$263,555	\$0.00	\$0.00	\$0.00	0.0%	0.0%
TOTAL	\$47,460,942	\$3,140,261.10	\$41,646,532.21	\$42,011,172.67	87.7%	92.1%

DISBURSEMENTS

CATEGORY	BUDGET	M-T-D DISBURSED 2025-26	Y-T-D DISBURSED 2025-26	Y-T-D DISBURSED 2024-25	Year To Date % Disbursed	
					2025-26	2024-25
Instructional Services	\$24,475,614	\$1,832,584.61	\$18,009,211.38	\$18,267,117.86	73.6%	76.8%
Support Services						
Special Education	\$7,148,214	\$585,178.52	\$6,298,690.54	\$5,859,882.47	88.1%	88.6%
Pupil Services	\$1,607,927	\$159,019.18	\$1,359,954.56	\$1,385,523.89	84.6%	87.2%
Staff Services	\$2,776,715	\$212,464.32	\$2,008,772.77	\$2,016,476.56	72.3%	74.4%
General Administration	\$977,482	\$78,694.05	\$758,652.21	\$867,162.09	77.6%	82.5%
School Administration	\$2,688,076	\$222,886.36	\$2,148,599.00	\$2,132,083.53	79.9%	81.3%
Business	\$710,764	\$54,955.22	\$500,823.66	\$484,164.77	70.5%	57.4%
Operation of Plant	\$4,453,086	\$314,201.03	\$3,052,243.58	\$2,909,466.08	68.5%	78.3%
Maintenance of Plant	\$986,875	\$85,581.78	\$705,742.45	\$738,207.04	71.5%	63.4%
Pupil Transportation	\$1,636,189	\$84,432.06	\$1,292,876.90	\$1,249,877.12	79.0%	83.8%
TOTAL	\$47,460,942	\$3,629,997.13	\$36,135,567.05	\$35,909,961.41	76.1%	78.8%
REVENUE OVER EXPENSE	\$0	(\$489,736)	\$5,510,965	\$6,101,211	11.6%	13.4%

**Ralston Schools Building Fund
Jun-26**

FUND NAME	BALANCE May	RECEIPTS June	DISBURSEMENTS June	BALANCE June
BUILDING FUND	-\$10,658.27	\$2,504,859.97	(1,104,667.05)	\$1,389,534.65
NSDLAF	\$12,353,216.38	\$28,952.34	(2,500,000.00)	\$9,882,168.72
TOTAL	\$12,342,558.11	\$2,533,812.31	(3,604,667.05)	\$11,271,703.37

**RALSTON SCHOOLS BOND FUND
Jun-26**

FUND NAME	BALANCE May	RECEIPTS June	DISBURSEMENTS June	BALANCE June
BOND FUND	\$8,301,698.98	96,779.75	-	\$8,398,478.73
INVESTED -US Treas Bill	-	-	-	\$0.00
TOTAL	\$8,301,698.98	\$96,779.75	-	\$8,398,478.73

LUNCH PROGRAM INCOME STATEMENT

	Jun-26	2025-26 YTD
Revenues:		
Lunch program	\$4,547.97	\$729,798.21
Federal funding	\$4,395.82	\$1,469,549.16
Catering income	\$0.00	\$4,056.50
Interest	\$2,292.63	\$19,806.64
Grants/Donations	\$0.00	\$0.00
Total Revenues	\$11,236.42	\$2,223,210.51
Expenses:		
Salaries	\$108,519.78	\$971,216.26
Supplies	\$7,130.76	\$1,452,939.11
Repairs/Equip	\$0.00	\$1,719.99
Miscellaneous	\$489.23	\$4,150.93
Total Expenses	\$116,139.77	\$2,430,026.29
Net Income (Loss)	(\$104,903.35)	(\$206,815.78)

**Ralston Schools Quality Capital Purpose Undertaking Fund
Jun-26**

FUND NAME	BALANCE May	RECEIPTS June	DISBURSEMENTS June	BALANCE June
QCPU FUND	\$ -	\$ -	\$ -	\$ -
QCPUF BOND FUND	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

**Ralston Schools Depreciation Fund
Jun-26**

FUND NAME	BALANCE May	RECEIPTS June	DISBURSEMENTS June	BALANCE June
Depreciation Fund	\$ 2,856,811.24	\$ 626.15	\$ -	\$ 2,857,437.39
TOTAL	\$2,856,811.24	\$626.15	\$0.00	\$2,857,437.39

RALSTON SCHOOLS ELEMENTARY ACTIVITY FUNDS**30-Jun-26**

FUND NAMES	BALANCE May	RECEIPTS June	DISBURSEMENTS June	BALANCE June
ACTIVITY FUND/BLUMFIELD	3,053.50	0.00	837.76	\$2,215.74
ACTIVITY FUND/KAREN WESTERN	444.97	0.00	73.52	\$371.45
ACTIVITY FUND/MEADOWS	9,996.74	3,000.00	1,928.80	\$11,067.94
ACTIVITY FUND/MOCKINGBIRD	3,163.02	0.00	1,838.67	\$1,324.35
ACTIVITY FUND/SEYMOUR	11,745.93	3,000.00	705.10	\$14,040.83
ACTIVITY FUND/WILDEWOOD	2,099.48	0.00	55.17	\$2,044.31
ACTIVITY FUND/OFFICE	17,071.07	(246.42)	0.00	\$16,824.65
ACTIVITY FUND/DEPRECIATION	8,017.37	0.00	0.00	\$8,017.37
INSTRUMENT RENTAL	20.70	0.00	0.00	\$20.70
ACTIVITY FUND/HILLCREST	326.85	0.00	0.00	\$326.85
ACTIVITY FUND/Middle School	38,155.06	5,001.79	1,460.34	\$41,696.51
ACTIVITY FUND/PARKING LOT	6,660.00	0.00	0.00	\$6,660.00
HIGH SCHOOL STUDENT FEES	(10,430.16)	5,000.00	5,000.00	(\$10,430.16)
MS STUDENT FEES	50.00	0.00	0.00	\$50.00
TOTAL	\$90,374.53	\$15,755.37	\$11,899.36	\$94,230.54
 BANK BALANCE	 \$97,042.00			
PLUS OUTSTANDING DEPOSITS	\$0.00			
LESS OUTSTANDING CHECKS	(\$2,811.46)			
TOTAL	\$94,230.54			

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RALSTON HIGH SCHOOL ACTIVITY FUND
30-Jun-26

FUND NAME'S	BALANCE May	RECEIPTS June	DISBURSEMENTS June	BALANCE June
HIGH SCHOOL	254,511.25	24,595.27	(78,043.79)	201,062.73
TOTAL	<u><u>\$254,511.25</u></u>	<u><u>24,595.27</u></u>	<u><u>(78,043.79)</u></u>	<u><u>\$201,062.73</u></u>

Dayspring Bank Balance	\$	226,607.80
Outstanding Checks	\$	(25,545.07)
Outstanding deposits	\$	-
TOTAL	<u><u>\$</u></u>	<u><u>201,062.73</u></u>

Ralston High School Activity Fund Balance Sheet Standard

07/01/26

As of June 30, 2026

	<u>Jun 30, '26</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 - Athletic Admin	2,237.83
1001 - Athletics	22,567.95
1050 - Baseball	4,432.36
1140 - Wrestling	12,431.14
1500 - Cheer	-12,620.28
1520 - Homecoming	1,275.16
1530 - F.C. Athletes	158.34
1535 - Bratfest	0.00
1540 - Dance Team	-6,483.52
1560 - Activity Tickets	7,812.19
1571 - Boys Basketball	-7,086.30
1572 - Cross Country	1,477.44
1575 - Football	1,637.12
1576 - Girls Basketball	2,377.87
1577 - Golf	1,923.99
1578 - Volleyball	1,070.50
1579 - Girls Softball	2,139.32
1580 - Swim	6,802.68
1582 - Boys Soccer	4,914.79
1583 - Girls Soccer	3,094.46
1584 - Circle of Friends	160.00
1586 - Boys Track	1,981.12
1587 - Girls Track	1,842.72
1588 - Tennis	6,285.20
2005 - Computer Lab	74.16
2010 - Debate	2,267.76
2015 - Drama	1,503.27
2016 - Drama Travel Club	0.00
2018 - Class of 2018	0.00
2020 - All School Musical	1,753.01
2027 - Guidance	12,234.97
2028 - Ralston Readers	486.70
2029 - Educators Rising	3,285.39
2030 - Humanities	0.00
2031 - FFA	1,831.58
2035 - Latino Leaders	181.63
2040 - Instr Music	0.00
2040 - Instrumental Music	-605.69
2042 - Color Guard	205.63
2060 - Swim School	408.90
2065 - Social Studies Trip	0.00
2075 - Vocal Music	12,204.13
2076 - Dist. Music	0.00
2080 - Work Experience	0.00
2085 - Yearbook	6,349.76
2090 - Material Replacement	0.00
210 - Class of 2010	0.00
211 - Class of 2011	0.00
212 - Class of 2012	0.00
213 - Class of 2013	0.00
214 - Class of 2014	0.00
215	0.00
215 Spirit Squad	174.08
223 - Class of 2023	0.00
226 Class of 2026	349.59
225 - Class of 2025	0.00
220 - Class of 2020	0.00
228 - Class of 2028	0.00
2500 - HOSEA	1,145.00
2509 - Ram Apparel	29.00
2510 - Ram Supply - DO NOT ...	0.00
2511 - Concessions	50,572.85
2515 - FCCLA	413.16
2520 - Industrial Tech	832.41
2521 - Skills USA	2,668.95
2525 - Automotive	8,771.69
2530 - Food Pantry	967.01
3000 - Scholarships	0.00
3200 - Summer School	0.00
3300 - Boston Trip	0.00
3580 - Vending	0.00

Ralston High School Activity Fund Balance Sheet Standard

As of June 30, 2026

	<u>Jun 30, '26</u>
4015 - Green Club	0.00
4059 - Parking Lot	0.00
4085 - HS Office	9,070.16
4086 - Homeroom	0.00
4087 - PBIS	0.00
5000 - Baseball Field	0.00
5010 - Football Stadium	0.00
5020 - Soccer Stadium	0.00
5030 - Gym	0.00
5040 - Fitness Center	0.00
505 - Art Club	672.28
5050 - Cafeteria	0.00
5060 - Classroom	0.00
5070 - Swim Pool	0.00
5080 - Facility Usage	11,280.32
5089	0.00
510 - Bowling Team	0.00
510-Unified Sports	-72.90
525 - Autism Grant	0.00
530 - DECA	447.57
540 - Quiz Bowl	261.36
550 - French Club	50.53
560 - GSA	134.86
565 - History Day	-1,206.78
570 - NHS	251.50
580 - Prom	9,134.46
585 - Science Club	0.00
595 - Spanish Club	284.12
600 - Student Council	902.47
605 - Poetry Festival	0.00
610 - Esports Gaming Club	527.30
224-Class of 2024	0.00
1589 - BSU	67.50
Class 2021	0.00
222-Class of 2022	0.00
221-Class of 2021	0.00
227-Class of 2027	720.96
Total Checking/Savings	<u>201,062.73</u>
Accounts Receivable	
Accounts Receivable	0.00
Total Accounts Receivable	<u>0.00</u>
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	<u>0.00</u>
Total Current Assets	201,062.73
Fixed Assets	0.00
Other Assets	0.00
TOTAL ASSETS	<u>201,062.73</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	<u>0.00</u>
Credit Cards	0.00
Other Current Liabilities	
Sales Tax Payable	0.00
Total Other Current Liabilities	<u>0.00</u>
Total Current Liabilities	0.00
Long Term Liabilities	0.00
Total Liabilities	<u>0.00</u>
Equity	
Opening Bal Equity	-0.73
Retained Earnings	211,986.24
Net Income	<u>-10,922.78</u>

**Ralston High School Activity Fund
Balance Sheet Standard**

07/01/26

As of June 30, 2026

	<u>Jun 30, '26</u>
Total Equity	<u>201,062.73</u>
TOTAL LIABILITIES & EQUITY	201,062.73

2026 Legislative Session*

January

Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8	
18	19	20	21	22	23	24
	HOLIDAY	DAY 9	DAY 10	DAY 11	DAY 12	
25	26	27	28	29	30	31
	DAY 13	DAY 14	DAY 15	DAY 16	DAY 17	

February

Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
	DAY 18	DAY 19	DAY 20	DAY 21	DAY 22	
8	9	10	11	12	13	14
	DAY 23	DAY 24	DAY 25	DAY 26	RECESS	
15	16	17	18	19	20	21
	HOLIDAY	DAY 27	DAY 28	DAY 29	DAY 30	
22	23	24	25	26	27	28
	DAY 31	DAY 32	DAY 33	DAY 34	DAY 35	

March

Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
	RECESS	DAY 36	DAY 37	DAY 38	DAY 39	
8	9	10	11	12	13	14
	DAY 40	DAY 41	DAY 42	DAY 43	RECESS	
15	16	17	18	19	20	21
	RECESS	DAY 44	DAY 45	DAY 46	DAY 47	
22	23	24	25	26	27	28
	DAY 48	DAY 49	DAY 50	DAY 51	RECESS	
29	30	31				
	DAY 52	DAY 53				

April

Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
			DAY 54	DAY 55	RECESS	
5	6	7	8	9	10	11
	RECESS	DAY 56	DAY 57	DAY 58	DAY 59	
12	13	14	15	16	17	18
	RECESS	RECESS	RECESS	RECESS	DAY 60	
19	20	21	22	23	24	25
26	27	28	29	30		

Federal & State Holidays

January 19 – Martin Luther King Jr. Day
February 16 – Presidents' Day

Legislative Recess Days

February 13
March 2, 13, 16, 27
April 3, 6, 13, 14, 15, 16

*The Speaker reserves the right to revise the session calendar.



Board of Education Legislative Goals 2025/2026

Ralston Public Schools Non-negotiables

- RPS will continue to cultivate a systems thinking approach to all school programs, business, and operations.
- RPS will continue to provide the needed resources that support the defined Board of Education strategic priorities.
- With a focus on equity, RPS will continue to refine and grow our academic and social emotional programs to meet the needs of all of our students.
- RPS will continue to deliver a wide array of outstanding activity programs to allow our students a well-rounded school experience.
- RPS will continue to evaluate the effectiveness and efficiency of all programs and services and make adjustments as necessary.
- RPS will refine and grow our outreach programs and service expectations to include a focus on Social Emotional Learning, Equity and Staff Self Care.
- With a focus on equity, RPS will research and identify further opportunities and initiatives to help all of our students to be college or career ready.

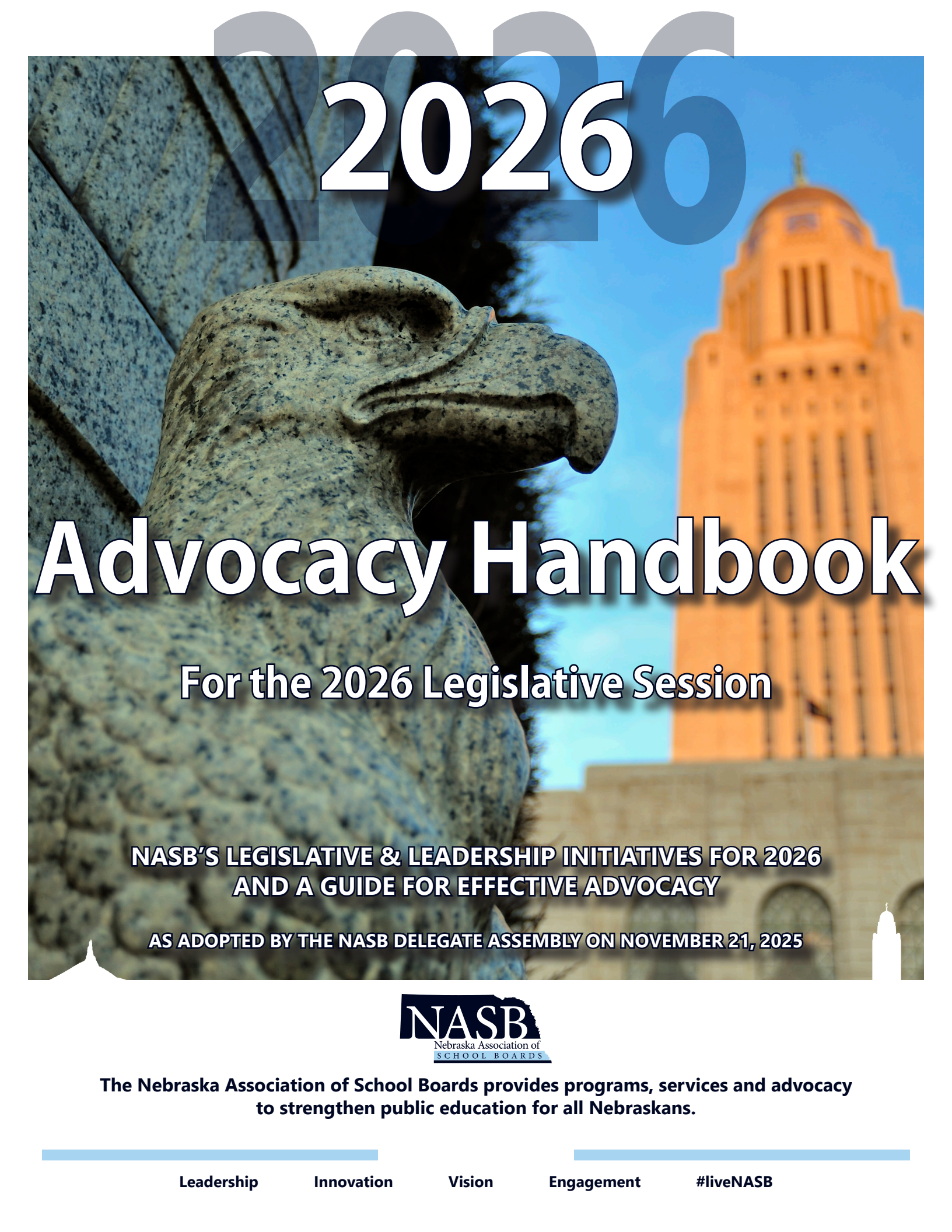
Board of Education Legislative Goals

- Continued emphasis that our students and education are a priority in Nebraska as well as advocate for local control and decision making.
- Support legislation that fairly and equitably funds each public school district based on need.
- Support legislation at the state and federal levels that protects the educational opportunities for all students, including our most vulnerable populations.
- Continue to support legislation protecting our sources of funding at the state and federal levels.
- Oppose legislation that infringes upon or restricts local control.
- Review, monitor, and potentially support legislation that identifies and increases different revenue mechanisms for public schools across Nebraska, including but not limited to the repeal of sales tax exemptions.
- Oppose any efforts to create a partisan State Board of Education or Commissioner of Education.
- Oppose tax cuts that endanger any part of the State's revenue stream.
- Monitor any legislation that adjusts property valuation.
- Continue to support and enhance Learning Community Programs that serve students living in poverty and/or diverse student populations in Ralston and within the Metro Area.
- Support legislation to increase funding for early childhood programs.
- Encourage further adjustments to the needs formula within TEEOSA specifically for students who are of Limited English Proficiency and/or students living in poverty.
- Support systems, initiatives, and funding options to cultivate additional opportunities to enhance college and career readiness specifically in vocational or certification focused areas and paid student internships.
- Advocate for targeted programs and funding that support the "Whole Child" as it relates to students' social, emotional, and physical well being. (SEL)
- Oppose any legislation that advances charter schools, reduces the tax base for



the purpose of funding private schools, or voucher systems that reduce funding and opportunities for public schools.

- **Support school choice through the protection of net option funding.**
- **Continue to be a vocal advocate in the legislature for our students, staff and the Greater Ralston Community**
- **Support legislative efforts that promote or fund recruitment and/or retention programs for staff in public schools**
- **Support legislative efforts to promote and maintain the safety and security of our students and staff.**



2026

Advocacy Handbook

For the 2026 Legislative Session

**NASB'S LEGISLATIVE & LEADERSHIP INITIATIVES FOR 2026
AND A GUIDE FOR EFFECTIVE ADVOCACY**

AS ADOPTED BY THE NASB DELEGATE ASSEMBLY ON NOVEMBER 21, 2025



**The Nebraska Association of School Boards provides programs, services and advocacy
to strengthen public education for all Nebraskans.**

Leadership

Innovation

Vision

Engagement

#liveNASB

TABLE OF CONTENTS

Welcome - Your Role, Advocacy & Engagement	Pages 2-3
NASB Positions Quick Glance	Page 4
Your NASB Standing Positions	Pages 5-10
Your 2026 NASB Legislation Committee	Page 11
Your 2025-26 State Senators	Pages 12

WHAT NASB CAN DO FOR YOU?

We can assist you in preparing testimony, talking points, emails, or Op-Eds; facilitate Senator introductions and meetings in your district or the Capitol; feature your district visits with Senators; brief your board at a meeting in your community; and more ... Just ASK! Interested in becoming more engaged in the legislative process? Whether it is from home, or in Lincoln, scan here to let us help you share your story, and advocate for public education in Nebraska as bills, topics, and issues arise.



YOUR NASB LEGISLATIVE TEAM



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CALENDAR & RESOURCES

January 7 - Legislative Session Begins (60-Day)
January 20 - Public Hearings begin
January 25-26 - Legislative Issues Conference ... JOIN US!
March 3 - Full day floor debate begins
April 17 - Final Day of the Session
April 26-29 - Federal Advocacy Fly-In - Washington, DC
May 12 - Statewide Primary Election
July 1 - Legislative Proposals for the 2027 Session Due
November 3 - Statewide General Election
November 20 - Delegate Assembly - Omaha

Bookmark the NASB Government Relations and Bills pages
<https://members.nasbonline.org/government-relations>
<https://nasb.envisiams.com/legislative-bills>

NASB X/Twitter: www.x.com/NASBonline
NASB Facebook: www.facebook.com/NASBonline
NASB Videos: "NASB Home - News & Resources - Videos"

Nebraska Legislature:
www.nebraskalegislature.gov

Senators Web Pages:
www.nebraskalegislature.gov/senators

2026 YOUR ROLE IN ADVOCACY & ENGAGEMENT

Leadership

Innovation

Vision

Engagement

#liveNASB

109TH LEGISLATURE, 2ND SESSION

WHAT IS YOUR ROLE?

Engaging in advocacy happens all year long.

When the legislature inserts itself into the boardroom or the classroom, lawmakers need to hear from YOU.

Advocating for LOCAL CONTROL is critical.

Here's what you can do:

STAY INFORMED - KNOW THE PROCESS - ENGAGE

STAY INFORMED

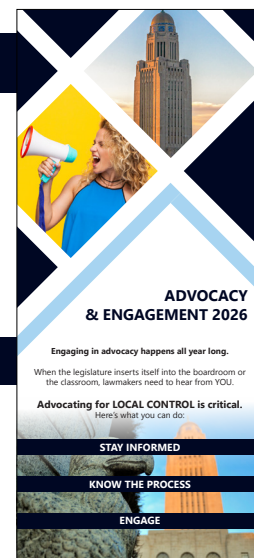
- Track the legislation that impacts your district ... Have the data that tells your story
 - Spending - Student Demographics - School Needs - Community Feedback
- Attend the Legislative Issues Conference & State Education Conference
- Get updates from NASB's Advocacy Team

KNOW THE PROCESS

- The 60-Day Session starts Wednesday, January 7. Bill introduction is the first 10 days of the Session. Committee Hearings take place the first 30 days. Priority Bills are identified mid-February. 60-Day Session ends around mid-April.
- Legislative Issues Conference: January 25-26 - Lincoln

ENGAGE

- Facilitate regular meetings with your representative. Engage in the process; go on record!
 - Come testify - Write a letter - Send an email
- Come to Lincoln for a Day at the Capitol
- Consider becoming one of NASB's "expert, go-to members" in an area where you can engage!



NASB CAN ASSIST YOU ... JUST ASK!

DID YOU KNOW: We LIVE Here!

79% of Nebraska's 1,700 locally elected school board members serve at or within 100 miles of where they graduated ... with 51% serving IN the district they graduated from. As a school board member and community leader, you are in an excellent position to educate and influence the legislative process and are seen as a key resource on education policy for your district.



The narrative you read inside the pages of this book represents a set of belief statements which direct NASB's government relations efforts. These words guide our lobbying efforts at the State Capitol and the State Board of Education, as well as with our representatives in Washington, D.C.

While this work characterizes an effort to describe an issue or condition to be addressed, rarely is a bill written in such plain language. Legislative bills are a blend of several ideas, or perhaps a promising idea and a substantial price tag. NASB formulates its stance on legislation in collaboration with the Legislation Committee, whose guidance reflects both the technical and political complexities of the amendment process.

2,000,000 Nebraskans

329,000 Students

1,700 Locally Elected School Board Members

260 Member Districts/ESUs

ONE NEBRASKA

109TH LEGISLATURE, 2ND SESSION

The Nebraska Association of School Boards is the only state organization created by school board members to represent the interests of school board members.

Your Association's legislative agenda is initiated each year with the submission of local board proposals.

The NASB Legislation Committee reviews all proposals, and then submits its recommendations to the NASB Board of Directors.

The Board can then review and amend the submissions before presenting them to the NASB Delegate Assembly.

The Delegate Assembly gives each member school district a voice in shaping the agenda of NASB.

Standing Positions remain in effect until they are repealed by the Assembly.

BELIEF STATEMENTS FOR AN EFFECTIVE BOARD

- S-1 Board Development
- S-2 Board Recognition
- S-3 Business and Education Partnerships
- S-4 Collaborative Services to Youth
- S-5 Leadership Team
- S-6 Parent Involvement
- S-7 Policy
- S-8 Use of Accountability Data for School Improvement

CONDITIONS OF CHILDREN

- S-9 Abuse of Alcohol, Tobacco, & Other Drugs
- S-10 At-Risk Students and the Achievement Gap
- S-11 Cooperation with HHS
- S-12 Early Childhood Education
- S-13 Option Enrollment; Homebound Students
- S-14 Option Enrollment Limitation
- S-15 Liability for Medication Administration
- S-16 Mental & Behavioral Health
- S-17 Nutrition Education/Student Wellness
- S-18 Safe School Environment
- S-19 Statewide Poverty/Trauma Funding
- S-20 Student Discipline

CURRICULUM & INSTRUCTION

- S-21 Access to Equal Education Opportunities
- S-22 Achievement Test Score Use
- S-23 Assessment of Student Learning
- S-24 Cultural Diversity
- S-25 Curriculum Adoption
- S-26 Library/Media Content
- S-27 Responding to Special Education Costs
- S-28 Student Expression
- S-29 Support of Early Childhood in the Community
- S-30 Technology

FUNDING & FINANCE

- S-31 Accounting of Funds
- S-32 Budget Lid: Growth Factor
- S-33 Compensation for Statewide Assessments
- S-34 Elimination of Budget Reserve Limits
- S-35 Elimination of Expenditure Limitation
- S-36 ESU Core Services Funding
- S-37 Expand use of QCPUF
- S-38 Financing Capital Improvements
- S-39 Fiscal Policy
- S-40 For-Profit Entities Operating in Tax-Exempt Zones
- S-41 Funding of Mandated Programs
- S-42 Funding: Infrastructure, Site Purchases & Operating
- S-43 General Fund Reserve Limit Exception
- S-44 Gifts, Donations, or Foundation \$\$\$ as Receivables
- S-45 K-12 School Trust Land and Permanent Fund
- S-46 Legislation Implementation
- S-47 Legislative Review of Statutory Deadlines
- S-48 Lower Local Effort Rate
- S-49 Option Enrollment
- S-50 Property Tax Reform/Relief

- S-51 Reset the Revenue Lid
- S-52 Revenue Reductions from Valuation Losses
- S-53 Districts Dealing with Unanticipated Revenues
- S-54 Funding Must Be Predictable and Sustainable
- S-55 Special Building Fund Tax Levy Exclusion
- S-56 State Funding System
- S-57 Uniform Valuation Calculation for State Aid
- S-58 Vouchers and Tax Credits

GOVERNANCE & STRUCTURE

- S-59 Accountability
- S-60 Amend Open Meetings Act for Evaluations
- S-61 Authority of School Boards
- S-62 Charter Schools
- S-63 Duties of Schools
- S-64 E-meetings
- S-65 Educational Service Unit Governance
- S-66 Educational Service Unit Reorganization
- S-67 Possession of Firearms on School Grounds
- S-68 School Consolidation
- S-69 Personal Liability
- S-70 Publication of Minutes, Receipts, & Expenditures
- S-71 Restriction of Resources & Board Responsibilities
- S-72 School Activities
- S-73 School Calendars
- S-74 Updating notice requirements

PROFESSIONAL STANDARDS & EMPLOYEE RELATIONS

- S-75 Activity Assignments
- S-76 Compensation
- S-77 Criminal Background Checks
- S-78 Employee Bonuses and Incentives
- S-79 Employee Support
- S-80 Medical Insurance
- S-81 Recognition
- S-82 Retirement
- S-83 Scope of Bargaining
- S-84 Staff Development and Evaluation

STATE POLICY

- S-85 Advisory Groups
- S-86 Choice and Affiliation
- S-87 Constitutional Rights & Responsibilities
- S-88 Corporate Sponsorships in Schools
- S-89 Educational Service Units
- S-90 Guiding the P-16 Effort: 21st Century Skills
- S-91 Independent School Districts
- S-92 Local Control for Public PK-12 Schools
- S-93 Local District Advocacy
- S-94 NDE Authority
- S-95 Nonpublic Schools Standards
- S-96 Policy Leadership & Vision on the Future of PK-12
- S-97 Voting Higher Than a Simple Majority

... AS APPROVED BY THE LEGISLATION COMMITTEE ON AUGUST 8, 2025

... AND APPROVED BY THE BOARD OF DIRECTORS ON AUGUST 9, 2025

... AND APPROVED BY THE DELEGATE ASSEMBLY ON NOVEMBER 21, 2025

Standing positions are statements of purpose and direction which are developed and maintained over time. They are considered annually by the Delegate Assembly and remain in effect until they are actively removed.

BELIEF STATEMENTS FOR AN EFFECTIVE BOARD

CONDITIONS OF CHILDREN

CURRICULUM & INSTRUCTION

FUNDING & FINANCE

GOVERNANCE & STRUCTURE

PROFESSIONAL STANDARDS & EMPLOYEE RELATIONS

STATE POLICY

BELIEF STATEMENTS FOR AN EFFECTIVE BOARD

S-1 — Board Development - NASB encourages boards of education to take part in board in-service and development programs and to budget funds for such programs. (1995)

S-2 — Board Recognition - NASB believes the service of school boardsmanship is fundamental to participatory democracy and deserves recognition collectively and individually from state and local communities. (prior to 1995)

S-3 — Business and Education Partnerships - NASB encourages boards of education to develop mutually beneficial partnerships with business to ensure mutual understanding and cooperation. (1995)

S-4 — Collaborative Services to Youth - NASB urges collaborative linkages between schools and other public and private agencies that serve children. (prior to 1995)

S-5 — Leadership Team - NASB believes that each board of education should create an administrative leadership team, which should include all supervisory and managerial employees including the superintendent and board members. (prior to 1995, amended 2007)

S-6 — Parent Involvement - NASB urges boards of education to support partnerships between parents and schools that encourage parent involvement in the education process. (1997)

S-7 — Policy - NASB considers it imperative that boards of education adopt clearly defined, flexible policies after input from the administration, parents, employees, and other interested parties. Policies, based on a clear understanding of the education process, should be thoroughly reviewed annually. The execution of policy is the responsibility of professional administrators and staff. (prior to 1995)

S-8 — Use of Accountability Data for School Improvement - NASB supports using school accountability data to determine potential strategies/resources for helping schools improve. We support the concept of growth or learning mindset which suggests that school effectiveness is assessed as an improvement process. Our perspective is that all schools in Nebraska are important and have opportunities to become more effective as quality educational systems. (2020)

CONDITIONS OF CHILDREN

S-9 — Abuse of Alcohol, Tobacco, & Other Drugs - NASB supports efforts by boards of education and state and national officials to strictly enforce policies regarding the sale, use or possession of illegal drugs including methamphetamine, marijuana, THC products and synthetic equivalents of THC and marijuana, alcohol, tobacco, nicotine products, vapor products (including e-cigarettes), and any products intended by appearance or effect to replicate tobacco products on school property. The designation of "drug free zones" near schools is also urged. (prior to 1995, amended 2015)

S-10 — At-Risk Students and the Achievement Gap - NASB recognizes that there are many children and youth who are experiencing special difficulties in achieving high education standards. NASB supports increased funding to help close the gap in educational opportunity and educational achievement, and urges boards of education to work with, and obtain increased funding from the state Legislature, as well as state and federal education agencies to assist at-risk children and youth in making adequate educational progress. (prior to 1995, amended 2009)

S-11 — Cooperation with HHS - NASB supports legislation which mandates cooperation and consultation with school districts as it relates to the placement of children under the custody of DHHS. Comprehensive information about a child's educational needs should be shared with a school district prior to the placement of a student in a new school district. (2020)

109TH LEGISLATURE, 2ND SESSION

S-12 — Early Childhood Education - NASB supports quality early childhood education programs accessible to all children and advocates programs that provide age-appropriate activities to prepare children for school. (prior to 1995)

S-13 — Option Enrollment; Homebound Students - NASB supports legislation stating that when an option student becomes homebound, the school district in which the student resides assumes full responsibility for educating the student. (1998, amended 2016, 2025)

S-14 — Option Enrollment Limitation - NASB supports legislation returning option students to the resident school district if the option district must contract with another school district or agency for the educational services needed by the student. (1996, amended 2016, 2025)

S-15 — Liability for Medication Administration - NASB supports legislation that would limit the liability of a school district and school district representatives for the administering of prescription medication to students. (1999, amended 2013, 2016)

S-16 — Mental & Behavioral Health - NASB will support legislative efforts to provide services related to mental and behavioral health to school-age children across Nebraska. (2018)

S-17 — Nutrition Education/Student Wellness - NASB believes that wellness programs for schools should emphasize healthy lifestyles and eating habits, mindful of all eating disorders, as well as obesity. (2004)

S-18 — Safe School Environment - NASB supports efforts to provide a school environment that is free from weapons, harassment, bullying, violence, drugs (including alcohol and tobacco), and other factors which threaten the safety of students and staff. (1997, amended 2012)

S-19 — Statewide Poverty/Trauma Funding - NASB recognizes the growing number of public school students across the state that are living in impoverished conditions and/or with traumatic experiences. NASB supports the use of research-based science to strengthen policy, program design and funding that targets those impacted by persistent poverty and/or trauma. (2017)

S-20 — Student Discipline - NASB opposes legislative mandates related to student discipline. NASB supports student discipline as an essential, mutual responsibility of parents, teachers, and administrators, with final responsibility resting with school boards. (1999, amended 2019)

CURRICULUM & INSTRUCTION

S-21 — Access to Equal Education Opportunities - NASB supports equal educational opportunities for all students, regardless of their race, wealth or family circumstance, and urges the Legislature, the State Department of Education, and boards of education to remove all barriers that may prevent any child from having full access to such education opportunities. (1995, amended 2009)

S-22 — Achievement Test Score Use - NASB opposes the use of test scores for the comparison of school districts or for the ranking of schools. (1998)

S-23 — Assessment of Student Learning - NASB supports multiple approaches to assess student learning, with decisions on assessment made at the local district level, and opposes a single "high-stakes" testing procedure. (2001)

S-24 — Cultural Diversity - NASB urges all boards of education to support and implement curriculum which recognizes cultural diversity and enhances the knowledge of students about various ethnic and cultural backgrounds. (prior to 1995)

S-25 — Curriculum Adoption - NASB opposes legislative mandates addressing curriculum and testing. NASB supports the adoption of curriculum by local school boards and the State Board of Education. (2019)

S-26 — Library/Media Content - NASB supports that school district library/media content is a local decision. (2022)

S-27 — Responding to Special Education Costs - NASB supports legislative efforts to give school districts that incur unforeseeable additional special education expenses assistance to alleviate cash flow problems. (2005)

S-28 — Student Expression - NASB supports the authority of the local boards of education and school administration to regulate the content of school-sponsored publications and curriculum. (1997, amended 2009)

S-29 — Support of Early Childhood Programs in the Community - NASB will support early childhood education programs at the community level, which may include redefining economic development programs to include early childhood infrastructure development for communities and will support early childhood programs as an element in community comprehensive plans. (2018)

S-30 — Technology - NASB supports equal access to current technology for all school districts so they may engage all students in the curriculum, to equip them for an increasingly technological society and job market, and to provide them greater access to education services. (prior to 1995)

FUNDING & FINANCE

S-31 — Accounting of Funds - NASB supports transparent accounting and full disclosure of all funds received and expended for public education consistent with federal regulations. (2005)

S-32 — Budget Lid: Growth Factor - NASB supports legislation which would establish an education expenditures "growth factor" which reflects the actual cost of providing a public education for school districts, learning communities, and ESUs. (2001, amended 2008)

109TH LEGISLATURE, 2ND SESSION

S-33 — Compensation for Statewide Standards & Assessments - NASB supports adequate funding to compensate school districts/ESUs for the cost of implementing and managing the statewide learning standards and assessments. (2008, amended 2009, 2013)

S-34 — Elimination of Budget Reserve Limits - NASB supports legislation that eliminates reserve limitation in the Tax Equity and Educational Opportunities Support Act and in debt service funds. (2000, amended 2001)

S-35 — Elimination of Expenditure Limitation - NASB supports legislation eliminating the limitation on general fund expenditures. (2000, amended 2011)

S-36 — ESU Core Services Funding - NASB supports legislation to adequately fund Educational Service Units in a manner that allows successful implementation of statewide educational initiatives that are developed by law in conjunction with the Nebraska Department of Education. (2009, amended 2015)

S-37 — Expand use of Qualified Capital Purpose Undertaking Fund - NASB supports the expansion of the Qualified Capital Purpose Undertaking Fund to include modifications for student and staff security including cyber security. (2015)

S-38 — Financing Capital Improvements - NASB supports adequate funding for school districts and ESUs for maintenance or replacement of our rapidly deteriorating facilities. (1997, amended 2015)

S-39 — Fiscal Policy - NASB believes the Governor and Legislature must work together to create fiscal policy that will adequately fund public education statewide based upon the needs of students and not driven by a pre-set allocation of funds for education regardless of need. Nebraska demographics and student needs are dynamic, as are the changing education standards required to be competitive nationally and internationally. To meet this challenge, fiscal policy would be built upon a broad base with the lowest possible rates to provide stability in the tax base and revenue stream, provide local government with the tools to generate adequate financial resources, yet equalize financial support among taxpayers, and assure the principle of uniform assessment. (prior to 1995, amended 2009)

S-40 — For-Profit Entities Operating in Tax-Exempt Zones - NASB supports legislation to ensure equitable tax payments by for-profit business ventures operating on publicly owned or otherwise exempt property. (2003)

S-41 — Funding of Mandated Programs - NASB urges full funding by the state and federal governments at statutory levels of all programs, standards, activities, and services mandated to public schools and ESUs by the Legislature and Congress, and further urges that any unfunded mandates allow authority for supplementary appropriations or outside levy lid funding. (1997, amended 2012, 2017, 2019)

S-42 — Funding: School District Infrastructure, Site Purchases and Building Operating Expenses - NASB supports legislation that would provide an alternative to property taxes for financing facility development, maintenance, and operation. (2003)

S-43 — General Fund Reserve Limit Exception - NASB supports legislation that would not allow school districts to be penalized or state aid to be adjusted, to a school disadvantage, when any type of error or correction is made in calculating the state aid formula. (1999, amended 2016)

S-44 — Including Gifts, Donations, or Foundation Funds as Receivables - NASB opposes the inclusion of gifts, endorsements, donations, or foundation expenditures that are not regular operating expenses in the calculation of receivables in the state aid formula. (2000)

S-45 — K-12 School Trust Land and Permanent School Fund - NASB opposes any action that would reduce the assets, or the value thereof, of the school land trust or diversion of the Permanent School Fund. (prior to 1995, amended 2010, 2024)

S-46 — Legislation Implementation - NASB supports the concept that any legislative bill that limits financial resources, or requires additional financial resources, is done within a timeframe that will not negatively affect the school's ability to prepare their budget. (1997, amended 2015, 2017, 2019)

S-47 — Legislative Review of Statutory Deadlines - NASB urges legislative review of the conflicting mandatory deadlines that affect school revenues and expenditures. (2011)

S-48 — Lower Local Effort Rate - NASB supports lowering the Local Effort Rate and valuations in TEEOSA which would increase equalization aid. (2024)

S-49 — Option Enrollment - NASB supports the ability of districts to manage their student population as it relates to option enrollment taking into consideration the capacity and workforce of the district (2025)

S-50 — Property Tax Reform/Relief - Any legislative discussion on property tax and distribution of state aid should include participation from school board and ESU board members. (2015)

S-51 — Reset the Revenue Lid - NASB supports legislation requiring the Nebraska Department of Education to recalculate the revenue lid to add the amount of the special education reimbursement, or alternatively, to not include the special education reimbursement in the revenue restricted by the lid. (2024)

S-52 — Revenue Reductions for School Districts Affected by Property Valuation Losses - NASB supports legislation that would create a hold harmless effect for districts which experience a decrease in valuation. (2004)

109TH LEGISLATURE, 2ND SESSION

S-53 — School District Options in Dealing with Large, Unanticipated Revenues - NASB supports legislation giving school boards options in dealing with large, unanticipated revenue increases in order to minimize fluctuations in state aid. (2000)

S-54 — School and ESU Funding Must Be Predictable and Sustainable - Notwithstanding any current standing position or resolution, the NASB would consider the support of a school/ESU funding proposal only if it could be demonstrated to be predictable, sustainable, and it does not encroach on local control as defined by the locally elected school board or ESU members. (2024)

S-55 — Special Building Fund Tax Levy Exclusion - NASB supports amending the Nebraska Statutes that address budgeting and spending lid restrictions to allow school districts the ability to utilize up to fourteen cents of the Special Building Fund tax levy outside of the budgeting and spending lid restriction so that districts can plan for and fund capital improvement projects, building repairs and upgrades, and school district infrastructure needs. (2007, amended 2020)

S-56 — State Funding System - NASB supports a stable, predictable, equitable, and adequate statewide education funding system that honors the Legislature's commitment to provide for free instruction in the common schools of this state, as guaranteed by the Nebraska Constitution, by prioritizing education funding in the state budget, and that:

- Invests in the education of all Nebraska public school children;
- Establishes a state fund or funding mechanism that assists Nebraska public schools with the costs of maintaining and constructing facilities;
- Reduces our dependence on local property taxes by drawing revenue from multiple funding sources;
- Promotes the responsibility of locally elected school boards to make sound, transparent school budget decisions;
- Provides funding in a timely and predictable manner;
- Includes the principle of equalization;
- Funds the total excess allowable costs for special education and support services; and
- Recognizes that a long-term solution to education funding will require an ongoing, collaborative effort to execute a vision and strategic plan to grow and diversify our economy. (1997, amended 2009, 2018)

S-57 — Use of a Uniform Valuation Calculation to Determine Local Resources and State Aid - NASB supports a property tax assessment system that utilizes uniform accounting practices to determine the property valuation number from which local and state officials can calculate both the local resources available to fund schools from property taxes, and the resulting calculation of state aid payments to school districts. (2003)

S-58 — Vouchers and Tax Credits - NASB opposes any attempt to amend or circumvent the Nebraska and United States Constitutions to permit the use of public funds for the support, either direct or indirect,

of schools not controlled by the public at large. NASB opposes any state or federal legislation allowing either tax credits, vouchers, or funding for children, or the parents or guardians of children attending nonpublic schools, or donors to scholarship funds for non-public education. (prior to 1995, amended 2020, 2025)

GOVERNANCE & STRUCTURE

S-59 — Accountability - NASB believes that boards of education are accountable to students, parents, taxpayers, and employees for providing education programs, striving for education excellence, identifying education needs, adopting clearly defined written policies, measuring the success of instruction programs, and interpreting and disseminating information to the public through a public relations plan. (prior to 1995)

S-60 — Amend Open Meetings Act for Evaluations - NASB supports legislation to allow boards to go into executive session to discuss superintendent evaluations and/or for the narrowing down of superintendent candidates. (2017)

S-61 — Authority of School Boards - NASB supports the authority of boards of education to effectively govern and execute their statutory responsibilities. (1997, amended 2015)

S-62 — Charter Schools - NASB believes that any charter schools, or the like, involved with any aspect of K-12 education be authorized by a public school district, be located within the boundaries of such public school district and be accountable to the authorizing district for their student achievement, finances and operations. (1998, amended 2015)

S-63 — Duties of Schools - NASB believes that the primary function of Nebraska schools should be the education of students and that the Legislature should be discouraged from placing duties on school districts which are not directly related to education. (prior to 1995)

S-64 — E-meetings - Fully-Implemented or Partial Allowable Attendance - NASB supports legislation which allows for school board members to participate in school board meetings via electronic means while still maintaining a quorum when necessitated for the health and safety of the board and public. Virtual meetings cannot impede the public's ability to participate. (2020)

S-65 — Educational Service Unit Governance - NASB supports governance of ESUs by elected boards and supports local determination of specific mechanisms of that governance. (2005)

S-66 — Educational Service Unit Reorganization - NASB supports the continuation of ESUs as an effective means of delivering educational services to school districts and their students. Any reforms would provide for a statutory hold harmless provision in the distribution formula for Core Service funding when an Equity Unit reorganizes with any other ESU, and must be mindful of ESUs' essential role of delivering direct services and being responsible to the local school districts they serve. (2004, amended 2005)

109TH LEGISLATURE, 2ND SESSION

S-67 — Local Control and the Possession of Firearms on School Grounds - NASB supports the rights of local school boards to determine the appropriateness, guidelines, and ability for the possession of firearms by non-law enforcement personnel on school grounds or at school related activities. (2023)

S-68 — School Consolidation - NASB opposes legislation that would mandate consolidation of districts or administration. NASB favors cooperation between school districts as well as ESUs to remove all barriers and penalties to promote orderly and voluntary reorganization into more efficient governing and administrative units to best serve the educational needs of Nebraska's children. (prior to 1995, amended 2008, 2015, 2017, amended 2019, 2025)

S-69 — Personal Liability - NASB opposes unnecessary laws which make individual members of a governing board of a political subdivision personally liable for damage judgements which result from lawsuits filed against the political subdivision. (prior to 1995, amended 2015)

S-70 — Publication of Minutes, Receipts, & Expenditures - NASB supports removing the requirement to publishing hearing notices and meeting minutes in public newspapers and supports the use of alternative means to communicate board activity. (2020)

S-71 — Restriction of Resources and Board Responsibilities - NASB supports legislation allowing local boards to function as elected officials and to continue to establish policies, including finance policies, as representatives of the constituents who elected them. (1997)

S-72 — School Activities - NASB supports direct involvement by boards of education in the governance and activities of the Nebraska School Activities Association. (prior to 1995)

S-73 — School Calendars - NASB opposes state mandated uniform opening and closing dates for local school districts. (prior to 1995)

S-74 — Updating notice requirements - NASB supports updating notice requirements for all school board meetings that recognizes available technology. (2022)

S-77 — Criminal Background Checks - NASB supports legislation which would aid public schools and ESUs in obtaining criminal background history information on prospective and current employees, and personnel provided through any contract service provider or anyone working on school property. (1999, amended 2006)

S-78 — Employee Bonuses and Incentives - NASB supports legislation creating a comprehensive plan to recruit, retain and reward highly qualified individuals for teaching professions throughout the state, including offering incentives to encourage employees to sign a contract of employment. (2001, amended 2015)

S-79 — Employee Support - NASB recognizes the need to support district employees with their health and supports initiatives that provide for the physical and mental wellness of all school employees. (2020)

S-80 — Medical Insurance - NASB supports the concept of exploring alternatives to the costs of health insurance for the purpose of assuring the greatest allocation of our financial resources to education programs and services for children. (prior to 1995, amended 2003)

S-81 — Recognition - NASB urges local school boards to develop and implement programs which recognize individuals for significant accomplishments and community service, experience, and competency. (prior to 1995, amended 2014)

S-82 — Retirement - NASB supports legislation to assure a retirement system that is sound, adequate, and sustainable for school districts and ESUs. (prior to 1995, amended 2012)

S-83 — Scope of Bargaining - NASB believes negotiations with employees should be limited to matters of employee salaries and fringe benefits, and opposes any attempt to broaden the scope of negotiations to include matters of policy and management rights. (prior to 1995)

S-84 — Staff Development and Evaluation - NASB supports in-service training, enrichment programs, and continuing education for professional staff. Regular evaluations of performance, competency in the subject areas, and demonstrated ability to instruct or manage, in part as shown through student performance, should be conducted to promote professional growth. (1995)

PROFESSIONAL STANDARDS & EMPLOYEE RELATIONS

S-75 — Activity Assignments - NASB opposes legislation that would require a separate written employment contract for coaching or any other activity assignment that would require that a person be notified by a specified date of the termination of an assignment for the following year. (1999)

S-76 — Compensation - NASB will support a concept of compensation for teachers which is not based solely upon the experience and education attainment of teachers as found on standard salary schedules. (1995)

STATE POLICY

S-85 — Advisory Groups - NASB requests that there be board of education representatives on all government commissions, councils, and committees which could have an impact on local school district policy or finance. (1995)

S-86 — Choice and Affiliation - NASB supports the concepts of choice and affiliation among public schools as a means to maximize education opportunity. NASB believes any such program should result in the least amount of disruption and uncertainty for the affected school districts. (1995)

109TH LEGISLATURE, 2ND SESSION

S-87 — Constitutional Rights & Responsibilities - NASB, and school board members, fully supports the U.S. Constitution and the rights and responsibilities embodied within it. NASB therefore supports education and behavior that teaches and models expression of these rights and responsibilities. (2009, amended 2015)

S-88 — Corporate Sponsorships in Schools - NASB opposes restrictions on school districts' ability to exercise their best judgment in entering into corporate sponsorship agreements. (2004)

S-89 — Educational Service Units - NASB supports Educational Service Units as an effective and efficient means to provide educational services to local school districts. ESUs should be responsible to the local school boards they serve. (1997)

S-90 — Guiding the P-16 Effort: 21st Century Skills - NASB urges state and local policymakers to forge a new working relationship in redesigning Nebraska's public education system for the 21st century, with a focus on improving student achievement and holding each level of the system accountable, from preschool through post-secondary education or training, in a manner that:

- Promotes multi-level communication and interaction between all P-16 partners to enhance student academic success;
- Offers all students a rigorous developmentally-appropriate curriculum designed to opportunities and choice, regardless of the post-secondary path they choose;
- Engages the assets of the full community;
- Utilizes data and technology to individualize education for students and to incorporate new learning into the design;
- Closes the achievement gap by focusing on quality teaching and learning opportunities;
- Implements standards-based education fully in a seamless curriculum, so one level of the system builds on the next and the end result is known and understood from the beginning;
- Provides sufficient resources that are adequate and sustainable at every level of the system to meet the challenge, resisting unfunded or underfunded mandates; and
- Preserves the ability of local school boards and their communities to address local needs and challenges in a flexible manner using a variety of options. (2009, amended 2016)

S-91 — Independent School Districts - NASB supports the independence of established PK-12 school districts and also supports the cooperation and equalization of opportunity among school districts within learning communities. NASB believes that any legislation introduced impacting school districts or learning communities should seek to give districts and learning communities equalized resources. Any legislation should also allow these independent districts to maintain their right to governance, district curriculum, and the allocation of resources. (2006, amended 2013)

S-92 — Local Control for Public PK-12 Schools - NASB believes public PK-12 systems should be organized to serve communities throughout Nebraska without arbitrary size limits or a single model, which would not fit our state's varied communities. NASB opposes legislating arbitrary size limits and will work to remedy such limits currently in statute. (2006, amended 2013)

S-93 — Local District Advocacy - NASB supports the right and obligation of local school districts to advocate for legislative action that impacts their individual interests. (1996)

S-94 — NDE Authority - NASB opposes attempts by the legislature to preempt the statutory authority of the Nebraska State Board of Education to be the policy-forming, planning and evaluative body for Nebraska schools. (2017)

S-95 — Nonpublic Schools Standards - NASB believes that nonpublic schools should have the same state standards as the public schools, including school approval, accreditation, teacher certification and endorsement, and safety standards. (prior to 1995)

S-96 — Policy Leadership & Vision on the Future of Nebraska's PK-12 Schools - NASB supports efforts to bring policy makers of the executive and legislative branches, educators, school boards, learning community coordinating councils, and ESU boards, and citizens together to determine the best course for the future delivery of PK-12 education to the students of the state. NASB boards emphasize increasing student achievement through governance structures that are clear, efficient, and controlled by the local district. (2003, amended 2008, 2010, 2013)

S-97 — Voting Higher Than a Simple Majority - The NASB firmly opposes any legislation that mandates a voting threshold higher than a simple majority for passing any issue presented to voters by a school district or ESU. We believe that requiring anything more than a majority vote undermines the democratic process and places undue barriers on the ability of school districts or ESUs to address critical needs and make decisions that reflect the will of the community. (2024)

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Leadership

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109TH LEGISLATURE, 2ND SESSION



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Member 16
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Lisa Albers
Grand Island



Appointed Member
Skip Altig
North Platte



Appointed Member
Pam Holcomb
Broken Bow



Appointed Member
Mike Palmer
Sidney



Appointed Member
Jason Richters
Centennial



Appointed Member
Dan Scheer
St. Paul



Appointed Member
Jeremy Shuey
Plattsmouth



Appointed Member
Brad Wilkins
Ainsworth

Term Ends 2026 for Appointed Members

Term Ends 2026 For Odd # Members

Term Ends 2028 For Even # Members

2,000,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

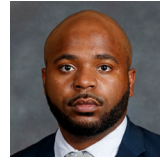
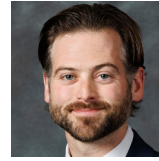
Leadership

Innovation

Vision

Engagement

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District 17 - PenderSen. Christy Armendariz
District 18 - OmahaSen. Robert Dover
District 19 - NorfolkSen. John Fredrickson
District 20 - OmahaBeau Ballard
District 21 - LincolnSen. Mike Moser
District 22 - ColumbusSen. Jared Storm
District 23 - David CitySen. Jana Hughes
District 24 - SewardSen. Carolyn Bosn
District 25 - LincolnSen. George Dungan
District 26 - LincolnSen. Jason Prokop
District 27 - LincolnSen. Jane Raybould
District 28 - LincolnSen. Eliot Bostar
District 29 - LincolnSen. Myron Dorn
District 30 - AdamsSen. Kathleen Kauth
District 31 - OmahaSen. Tom Brandt
District 32 - PlymouthSen. Dan Lonowski
District 33 - HastingsSen. Loren Lippincott
District 34 - Central CitySen. Dan Quick
District 35 - Grand IslandSen. Rick Holdcroft
District 36 - BellevueSen. Stan Clouse
District 37 - KearneySen. Dave Murman
District 38 - GlenvilSen. Tony Sorrentino
District 39 - ElkhornSen. Barry DeKay
District 40 - NiobraraSen. Dan McKeon
District 41 - AmherstSen. Mike Jacobson
District 42 - North PlatteSen. Tanya Storer
District 43 - WhitmanSen. Teresa Ibach
District 44 - SumnerSen. Rita Sanders
District 45 - BellevueSen. Danielle Conrad
District 46 - LincolnSen. Paul Strommen
District 47 - SidneySen. Brian Hardin
District 48 - GeringSen. Bob Andersen
District 49 - Omaha

2,000,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

2026 LEGISLATIVE COMMITTEES

Committee on Committees Report Standing Committees

Updated 01/13/2026

Agriculture (8)

Rm. 1023 – Tuesday

DeKay (C), Ibach (VC), Hansen, Holdcroft, Kauth, Raybould, Storm, Vacant

Appropriations (9)

Rm. 1003 – Monday, Tuesday & Rm. 1003 – Wednesday, Thursday, & Friday

Clements (C), Armendariz, (VC), Cavanaugh, M., Dorn, Dover, Lippincott, Prokop, Spivey, Strommen

Banking, Commerce and Insurance (8)

Rm. 1507 – Monday & Tuesday

Jacobson (C), Hallstrom (VC), Bostar, Dungan, Hardin, Riepe, von Gillern, Wordekemper

Business and Labor (7)

Rm. 1200 – Monday

Kauth (C), Sorrentino (VC), Hansen, Ibach, McKinney, Raybould, Vacant

Education (8)

Rm. 1525 – Monday & Tuesday

Murman (C), Hughes (VC), Conrad, Hunt, Juarez, Lonowski, Meyer, Sanders

General Affairs (8)

Rm. 1023 – Monday

Holdcroft (C), Cavanaugh, J. (VC), Andersen, Clouse, DeKay, Quick, Rountree, Storm

Government, Military and Veterans Affairs (8)

Rm. 1507 – Wednesday, Thursday, & Friday

Sanders (C), Andersen (VC), Cavanaugh, J., Guereca, Hunt, Lonowski, Vacant, Wordekemper

Health and Human Services (7)

Rm. 1510 – Wednesday, Thursday, & Friday

Hardin (C), Fredrickson (VC), Ballard, Hansen, Meyer, Quick, Riepe

Judiciary (8)

Rm. 1525 – Wednesday, Thursday, & Friday

Bosn (C), DeBoer (VC), Hallstrom, Holdcroft, McKinney, Rountree, Storer, Storm

Natural Resources (8)

Rm. 1023 – Wednesday, Thursday, & Friday

Brandt (C), DeKay (VC), Clouse, Conrad, Hughes, Juarez, Moser, Raybould

Nebraska Retirement Systems (6)

Rm 1525 – At call of Chair

Ballard (C), Sorrentino (VC), Clements, Conrad, Hardin, Juarez

Revenue (8)

Rm. 1524 – Wednesday, Thursday, & Friday

von Gillern (C), Jacobson (VC), Bostar, Dungan, Ibach, Kauth, Murman, Sorrentino

Transportation and Telecommunications (8)

Rm. 1510 – Monday & Tuesday

Moser (C), Ballard (VC), Bosn, Brandt, DeBoer, Fredrickson, Guereca, Storer

Urban Affairs (7)

Rm. 1200 – Tuesday

McKinney (C), Clouse (VC), Andersen, Cavanaugh, J., Quick, Rountree, Sorrentino

Select Committees

Committee on Committees (13)

Armendariz (C)

District 1:

Bosn

Bostar

Moser

Sanders

District 2:

Cavanaugh, J.

Fredrickson

Hunt

Spivey

District 3:

Brandt

Ibach

Jacobson

Murman

Enrollment and Review (1)

Guereca (C)

Reference (9)

Hansen (C), Ibach (VC), Arch, Ballard, Bostar, Dorn, Fredrickson, Jacobson, McKinney, Clements (nonvoting ex officio)

Rules (6)

Lippincott (C), DeBoer (VC), Bostar, Hansen, Ibach, Arch (ex officio)

Special Committees

Building Maintenance (6)

Hughes (C), Wordekemper (VC), Brandt, Clements, Dorn, Vacant

Education Commission of the States (3)

Hughes, Juarez, Lonowski

Executive Board of the Legislative Council (9)

Hansen (C), Ibach (VC), Arch, Ballard, Bostar, Dorn, Fredrickson, Jacobson, McKinney, Clements (nonvoting ex officio)

Justice Reinvestment Oversight (5)

Bosn (C), Cavanaugh, J., Holdcroft, Prokop, Rountree

Legislative Performance Audit (7)

Dorn (C), Jacobson (VC), Arch, Cavanaugh, M., Clements, Hansen, Riepe

Legislature's Planning Committee (9)

DeBoer (C), Strommen (VC), Arch, Bostar, Clements, Hansen, Holdcroft, Quick, Riepe,

Midwestern Higher Education Commission (2)

Cavanaugh, J., Hughes

State-Tribal Relations Committee (7)

Raybould (C), DeKay (VC), Guereca, Hunt, Meyer, Rountree, Spivey

Statewide Tourism and Recreation Water Access and Resource Sustainability (STAR WARS) (11)

Arch, Ballard, Bostar, Brandt, DeKay, Dover, Hansen, Holdcroft, Jacobson, Raybould, Strommen, von Gillern

Ralston Enrollment Report as of 07/13/2026

BLUMFIELD ELEMENTARY		Nbr Sec	Current Enrollment	Option-In Enrollment	External Students	Total Students	Nbr Apps Pending
	PS	2.00	12	0	2	14	21
	KG	2.00	36	0	7	43	10
	01	2.00	36	5	0	41	0
	02	2.00	34	7	0	41	0
	03	2.00	39	8	0	47	0
	04	2.00	38	7	0	45	0
	05	2.00	27	16	0	43	1
	06	2.00	38	12	0	50	2
Building Total:			260	55	9	324	34
KAREN WESTERN ELEMENTARY		Nbr Sec	Current Enrollment	Option-In Enrollment	External Students	Total Students	Nbr Apps Pending
	PS	1.00	9	0	0	9	3
	KG	1.00	2	0	4	6	12
	01	2.00	24	6	0	30	1
	02	2.00	23	3	0	26	0
	03	2.00	22	8	0	30	1
	04	1.00	27	11	0	38	0
	05	2.00	16	10	0	26	0
	06	1.00	25	12	0	37	2
Building Total:			148	50	4	202	19
MEADOWS ELEMENTARY		Nbr Sec	Current Enrollment	Option-In Enrollment	External Students	Total Students	Nbr Apps Pending
	PS	2.00	24	1	4	29	15
	KG	2.00	20	0	3	23	13
	01	2.00	42	5	1	48	0
	02	2.00	34	8	0	42	0
	03	2.00	37	9	0	46	1
	04	2.00	32	16	1	49	0
	05	2.00	31	12	0	43	1
	06	2.00	28	9	0	37	1
Building Total:			248	60	9	317	31
MOCKINGBIRD ELEMENTARY		Nbr Sec	Current Enrollment	Option-In Enrollment	External Students	Total Students	Nbr Apps Pending
	PS	1.00	23	0	6	29	15
	KG	1.00	18	0	6	24	30
	01	3.00	54	2	0	56	0
	02	3.00	38	11	1	50	2
	03	3.00	63	12	0	75	0
	04	3.00	53	13	0	66	0
	05	3.00	58	15	0	73	3
	06	2.00	49	9	0	58	4
Building Total:			356	62	13	431	54

Ralston Enrollment Report as of 07/13/2026

SEYMOUR ELEMENTARY		Nbr Sec	Current Enrollment	Option-In Enrollment	External Students	Total Students	Nbr Apps Pending
	PS	0	0	0	3	3	12
	KG	0	11	0	3	14	13
	01	2.00	22	11	1	34	0
	02	2.00	27	10	1	38	1
	03	2.00	30	3	1	34	3
	04	2.00	28	10	1	39	3
	05	2.00	31	13	0	44	1
	06	2.00	34	7	2	43	0
Building Total:			183	54	12	249	33
WILDEWOOD ELEMENTARY		Nbr Sec	Current Enrollment	Option-In Enrollment	External Students	Total Students	Nbr Apps Pending
	PS	2.00	17	0	3	20	17
	KG	2.00	26	1	3	30	1
	01	2.00	28	7	0	35	2
	02	2.00	28	12	0	40	1
	03	2.00	25	15	0	40	2
	04	2.00	29	16	0	45	0
	05	2.00	30	14	0	44	2
	06	2.00	23	13	0	36	2
Building Total:			206	78	6	290	27
RALSTON MIDDLE SCHOOL		Nbr Sec	Current Enrollment	Option-In Enrollment	External Students	Total Students	Nbr Apps Pending
	07		156	66	0	222	4
	08		182	79	5	266	5
Building Total:			338	145	5	488	9
RALSTON HIGH SCHOOL		Nbr Sec	Current Enrollment	Option-In Enrollment	External Students	Total Students	Nbr Apps Pending
	09		169	68	0	237	6
	10		183	80	0	263	2
	11		159	96	0	255	6

Ralston Enrollment Report as of 07/13/2026

RALSTON HIGH SCHOOL	Nbr Sec	Current Enrollment	Option-In Enrollment	External Students	Total Students	Nbr Apps Pending
	12	182	89	1	272	0
Building Total:		693	333	1	1027	14
District Total:		2432	837	59	3328	221
KG:		113	1	26	140	79
01:		206	36	2	244	3
02:		184	51	2	237	4
03:		216	55	1	272	7
04:		207	73	2	282	3
05:		193	80	0	273	8
06:		197	62	2	261	11
07:		156	66	0	222	4
08:		182	79	5	266	5
09:		169	68	0	237	6
10:		183	80	0	263	2
11:		159	96	0	255	6
12:		182	89	1	272	0
Total PS:		85	1	18	104	83

Bond Planning/Update Agenda

July 6, 2026

Roofing Projects

- WW 75% complete
- Meadows 65% complete
- RHS starting this week
- RMS weight room nearly complete

RHS branding installed in the Commons

MB playground work complete

VMAC retaining wall

Work continues on excavation

RHS Stadium progress

Framing complete, rough in's complete, concrete starts this week

Lights are installed and have been tested

Windows to be installed this week

Concrete repairs

WW waiting for roof replacement to end

MB complete

RHS staff lot to start next two weeks

Gym Floor Progress

KW complete

SY field installed, shuffleboard remaining

BL field installed, shuffleboard remaining

ME field installed, shuffleboard remaining

WW field installation is taking place

RMS track repair and resurfacing starts 7/7

Window security film installation is ongoing

ME complete

RHS is being installed

June 16, 2026

Roofing Projects

- WW 25% complete
- Meadows 33% complete
- RHS just starting A-Wing
- RMS Mobilizing and starting at the end of this week

RHS Branding

MB Playground work

VMAC retaining wall

Meeting on Thursday to work through our options

RHS Stadium progress

Framing nearly complete, roof goes on soon

Lights are installed

New location for the donor wall

Concrete repairs

WW

MB

RHS

Gym Floor Progress

KW complete

SY awaiting test results

BL in progress

ME nearly complete

WW starts next week.

June 4, 2026

Phase II timeline

Block work will finish on the RR/Concession/Pressbox building next week

- Bleacher work is done, railing to be completed
- Timeline for elementary gym floors
 - Abatement BL 5/26 (done) SY 6/8 (in progress) WW 6/22
 - Demo KW 5/22 (done) ME 5/27(done)
 - Install KW 5/27 85% nearly finished, ME 6/8 nearly finished, BL 6/18 in progress, SY 6/30, WW 7/10
- MB gym floor work complete, finish to be applied
- RHS Theater sound work 2-3rd week of June
- KW front desk (complete)
- Meadows Roofing project has started WW supplies on site
- Playground fencing MB, KW, ME, and SY
- Playground equipment install to start 6/10

May 18, 2026

Phase II timeline

- Block work is progressing on the RR/Concession/Pressbox building
- Bleacher work is ongoing and is progressing
- Timeline for elementary gym floors
 - Abatement BL 5/26 SY 6/8 WW 6/22

- Demo KW 5/22 ME 5/27
 - Install KW 5/27, ME 6/8, BL 6/18, SY 6/30, WW 7/10
- MB gym floor work scheduled after Memorial Day
- RHS Theater work scheduled for June
- KW front desk and dishwasher
- Roofing projects are scheduled to begin after Memorial Day
- Expenditure tracker
- Playground fencing

April 21, 2026

Phase II timeline

- Concrete under the new grandstand has been poured, decorative block has been delivered
- Footings are surveyed and will be dug for the new concession/RR/pressbox building 4/21
- Timeline for elementary gym floors
 - Abatement BL 5/26 SY 6/8 WW 6/22
 - Demo KW 5/22 ME 5/27
 - Install KW 5/27, ME 6/8, BL 6/18, SY 6/30, WW 7/10
 - Little Rams to move 6/22 from WW to MB
- Pool Mixing Valve/boiler
- MB gym floor work scheduled after Memorial Day
- CO punch list items
- Window safety film bids
- RHS Theater work

April 9, 2026

Phase II timeline

- CO bathrooms are complete and operational
- Upper and Lower bleacher wall has been poured and inspected
- Grading for below bleacher pad
- Working on donor wall final drawing
- Unit heaters for RHS pool vestibules
- Programming light switches CO 4/15
- Footings for concession stand starts on 4/16
- Pricing received on shower replacement RHS locker rooms
- Carpet to be installed in RHS Theater 4/13.

March 20, 2026

- Phase II timeline
 - CO main bathrooms are under demolition, tile has arrived
 - Footings are dug for the stadium bleachers and pressbox/restroom/concessions building
 - First games were played in the stadium this spring
 - Concrete repair work has been completed to the visitor's side
 - Pool Pack is in place, startup to take place next week after inspection and the installation of controls
 - Washing machine is scheduled for the week of April 6
 - Stadium lights to be delivered 3/21
 - Carpet is being demoed in the theater
 - Playground equipment for MB end of May
 - RMS track resurfacing scheduled for June
 -

March 4, 2026

- Phase II timeline
 - CO Office remodel is nearly finished with the exception of some cabling and switch programming. This should be complete within the next few weeks.
 - Waiting on tile to finish the main restrooms
 - Network cabling is taking place throughout the building
 - Security system is installed and cameras are operable
 - Ordering tile for the elementary gym floors.
 - Pool Pack has been delivered, the concrete platform is in place and the wall next to the pool pack has been replaced. Brick work to be completed.
 - Excavation, compaction and temporary electrical work is taking place at the stadium. Lights are functional, concrete work to take place on the visitor's entrance.
 - New display monitor has been installed in the BOE room.

February 3, 2026

- Phase II timeline
 - Majority of office space has been renovated with lighting, carpet, paint and ceiling tile replacement completed
 - Bathroom remodel has begun. New tile and toilets in the bathrooms
 - Network cabling work has begun
 - Security system is installed and is operable
 - Fire system work is scheduled to begin

- Next week's work will include the Board Room, requiring a change in venue to RHS for next week's BOE meeting
- Stadium concrete and footings have been demolished, soil samples compaction is the next stage, along with grading.
- Meeting scheduled for work on the RMS track resurfacing project this week
- Roofing bids have been awarded for our 5 projects this summer. 4 different contractors were awarded bids.
- Padding work has been completed in the remaining four elementary buildings
-

January 2, 2026

- Phase II timeline
 - Beginning work on CO project after the return from Winter Break
 - Electrical, flooring, paint, tile work all scheduled
 - Stadium work to begin 2nd week of January

November 17, 2025

- Phase II timeline
 - 11/21 2pm Pre-Bid meeting
 - 12/4 Bids Due
 - 12/8 Bids presented to the BOE for approval
 - Work can begin immediately at Central Office and Speck Nelson Stadium
- RHS
 - All chillers have been changed out, chillers 1 and 2 are operational, chiller 3 startup this week
 - Chiller fine tuning to take place in April
 - Lighting programming to take place during Holiday Break
 - Pool Pack due to ship 12/30
 - Startup on auto shop exhaust system
- BL
 - Finishing up drywall damaged by underground leak
- RMS
 - Repainting handrails in stairwells
 - Reprogramming lights

October 20, 2025

- Phase II timeline
 - 11/12 Drawings ready
 - 11/18 2pm Pre-Bid meeting
 - 12/4 Bids Due
 - 12/8 Bids presented to the BOE for approval

- Work can begin immediately at Central Office and Speck Nelson Stadium
- RHS
 - Punchlist list has started, target completion date December 2025
 - Chiller demolition and installation has started with A/B Wing chiller replacement, AC is down until start up 10/27-10/29
 - Lighting to be replaced, manufacturer's defect in lineal lights.
 - Pool Pak to be delivered end of January
 - Tile work in restrooms is continuing
- RMS
 - Punch list work ongoing, new gym pads and backboards installed in the Upper Gym
- BL
 - Water leakage under the slab in one of the north exits. Plumber is investigating
 - Balancing of HVAC system is ongoing
- MB
 - Gym floor has been temporarily fixed, awaiting a permanent solution

September 18, 2025

- RHS
 - Painting in the pool is finished,
 - New chillers are onsite, set for partial install 10/10-10/15
 - Dust collectors and auto exhaust fans set for startup week of 9/22
 - Lighting programmer is due out next week to RHS
 - Aux. Gym ready for waxing
 - Mother's Room and Family Restroom are complete
 - Gym sound system set for 1st week of October
 - Shower work to start this week
- RMS
 - Malfunctioning lights have been replaced
 - Gym floor repair set for 10/13
 -

September 4, 2025

- RHS
 - Painting in the pool to be finished this weekend, filling and heating of the pool to begin Monday.
 - New chillers set for delivery 9/8
 - Intruder alarms and card readers installations are nearly complete.

- New intercom system is functioning
- Punch list is beginning to be assembled
- RMS
 - Replacing 3 non-functional light fixtures
 - Very few, minor punch list items remain
- BL
 - Small drywall repair is scheduled for September
 - Punch list is complete,
 - Monitoring current HVAC performance

August 5, 2025

- RHS
 - Gym ceiling and lighting is complete, sound system nearly finished
 - Basketball hoops are being installed
 - RTU's in place, start up of units for HVAC is complete
 - Gym lockers are installed
 - Old Daycare rooms are complete, inspections are passed
 - Weight room is near complete, inspection 8/5
 - Parking lot is complete, landscaping and striping is ongoing
 - Hallway tile and stair tread is being installed
 - All three Shops are painted and are being put back together
- RMS
 - Punch list items
- SY
 - Finishing roof work, plaster and paint for sawtooth section to finish in August
- WW
 - Concrete replacement and painting is finished,
- BL and MB
 - Wall pads installed for recovery rooms
- KW
 - Exterior painting is nearly complete

July 3, 2025

- RHS
 - Gym ceiling is $\frac{1}{3}$ complete
 - Lifting RTU's on top of the wt. room this week
 - Basketball hoops by the end of July

- 7/24, gym lockers
- 7/16 for pool
- Chillers on 8/27, install in October
- Drywalling old daycare areas
- Locker rooms are being painted
- Lights in gym, install to start Monday
- Parking lot needs a break in the weather, multiple pours are scheduled, doubled the size of the concrete crew.
- Light poles for parking lot next week
- RMS
 - Testing for low voltage systems to be finished by 7/14
 - Concrete is finished, upper lot is tarred and striped
 - Sound systems being installed in the gym
- WW
 - Concrete tear out and replace scheduled for 7/7 and 7/8

June 26, 2025

- RHS
 - Ceiling drywall work is complete in the gym, insulation and painting is to begin the week of June 30th and last two weeks.
 - Iron workers have completed the steel work for the basketball hoops and for the new RTU's installed above the gym and weight room.
 - Framing work in old daycare is almost complete, drywalling to begin as soon as inspections are complete
 - Select exterior doors are being replaced.
 - Parking lot project has shifted. Two crews and foremen are working onsite, looking to either prep or pour 6 days a week moving forward
 - Parking lot lights to begin installation week of July 7
- MB
 - Driveway work is being done
 - Painting of exterior to start Monday, two week estimate on time
- WW
 - Concrete replacement to take place week of July 10
- RMS
 - Finishing up painting in the upper gym
 - Hanging sound system next week
 - Parking lot striping is scheduled for the new upper lot
 - Testing low voltage system, camera installation to begin within the next two weeks.

June 9, 2025

- RHS
 - Ceiling demolition in main gym and weight room is complete
 - Demolition is finished in the Media Center
 - Student parking lot work in ongoing
 - Tennis court work/grant
 - Insulation and painting of the gym ceiling has started
 - Science rooms are now complete
 - Art rooms are being renovated
 - HVAC work is taking place in the F and G wings
 - Blinds to be installed building-wide starting June 19
- RMS
 - Upper parking lot is ongoing, possible completion by July 4.
 - Sound system is being installed in the upper gym
 - New intercom, cameras, alarm systems and network wireless access points are being installed
- WW, KW, SY, BL
 - Work is ongoing on the painting of the exterior of the buildings
 - KW to have blinds and new window sills installed in the majority of the building by July 4.

May 12, 2025

- RHS
 - Work has been completed on the band and choir rooms
 - G 120 and PE Coach's offices are next
 - Most HVAC equipment is either onsite or in route, exception are the chillers, which are set to be delivered in August
 - Countertops and sinks are installed for Tiny Rams
 - Flooring is installed in daycare
 - Glazier due this week
 - Bathroom partitions are installed in the daycare restrooms
 - Work in the CTE rooms has begun. Health sciences and two other CTE rooms are now being remodeled. Next is G120, then the PE offices for next week.
- RMS
 - Lights installed upper gym
 - Concrete demo to start 5/23
 - Courtyard painting is done
 - Courtyard to be seeded and matted
 - Low voltage work to commence 5/23

April 24, 2025

- **RHS**
 - Stoop poured for new Tiny Rams Entry
 - Most HVAC equipment is either onsite or in route, exception are the chillers, which are set to be delivered in August
 - Countertops are set for Tiny Rams next Tuesday and Wednesday
 - Flooring is mostly installed in daycare
 - Glazier due 1.5 weeks
 - Bathroom partitions are being installed
 - Choir room is nearing completion, Band room is next, then CTE area
- **RMS**
 - Lights installed upper gym
 - Concrete demo to start 5/23
 - Courtyard painting is done
 - Courtyard to be seeded and matted
- **MB**
 - New dampers ordered for storm shelter area

April 10, 2025

- **RHS**
 - North part of the parking lot is complete. Some issues with finishing work, which may require replacement at the cost of the subcontractor.
 - Demolition has moved to Lecture Room C, Office area
 - Flooring has been installed in all areas of A and B wing, hallways have been painted. D wing is nearly finished. Nearly 6 weeks ahead of planned schedule.
 - Back driveway to baseball field was removed and replaced
 - Start office area on Good Friday
 - Auxiliary Gym is up for paint and electrical next week.
 - Daycare is mostly taped and mudded. Overhead inspections are complete. Ready for paint and drop ceiling next week. Casework is two weeks out.
 - 2nd week of May is now the target date for inspections to occupy
 - Backfilling parking lot next week
 - Soliciting bids for tuck point repair inside of courtyard
- **RMS**
 - Upper gym ceiling has been insulated
 - Lower gym has been painted both ceiling and walls
 -

March 24, 2025

- RHS
 - North part of parking lot is demoed and forming work is beginning for new parking lot
 - Work has progressed in the classrooms, all B-wing classrooms are painted, have new lights, technology and flooring. Hallway lights are nearly complete
 - All upper A-wing classrooms and ¼ of lower A-wing classrooms are painted, have new lights, technology and flooring. Hallway lights are nearly complete
 - Drywall work has begun on the new daycare facility. Ceiling work to happen after HVAC work has been completed.
 - Coordinating plan for back driveway replacement, possibly over spring break.
- RMS
 - Work on fireproofing the corridors is ongoing
 - Scheduling this summer's concrete and low voltage work is beginning to ramp up.
- KW, SY, WW, BL
 - Contract has been secured and pre-construction meeting has been held. Work may begin on the outside of the buildings as early as mid-April, mostly paint preparation at each of the 4 sites. SY will be a priority as roofing will take place this summer.

February 13, 2025

- BL
 - Access hatch to be installed, touch up paint
- RHS
 - Parking lot (north 1/3 spring break 2025, mobilize March 10)
 - Basketball hoops \$85,000 bid
 - Current bond fund status \$32,142,602 as of 12/31/24
 - 12 classrooms have had paint and flooring work completed, technology is installed in six of the classrooms, whiteboards and bulletin boards to be completed this week in all 12 rooms
 - Lighting to be installed when it arrives onsite
 - Daycare has been demoed, underground plumbing in installed and backfilled, Faculty Lounge has been renovated. Framing is complete, VAV boxes are being installed for the different daycare rooms, temporary exterior door has been installed.
- KW, BL, WW and SY Phase II project awarded, dates TBD

- Exterior Paint at KW, patching of cracked facade
- Replacement of window seats/window shades KW
- Painting roof and window boxes BL
- Install wall padding in recovery rooms BL
- Painting of window boxes WW
- Painting and patching of sawtooth roof SY
- SY roofing project bids have been returned, renovation of roof summer 2025
- RMS Summer 2025
 - Low voltage work to include cameras, voice amplification, new alarms
 - Replacement of upper parking lot and sidewalks
 - Exterior paint courtyard
 - Lights and ceiling work upper gym (spring break 2025)

November 11, 2024

- BL, SY, WW, ME punch list items have been completed on non-school days, currently all buildings are functional, though some minor alterations are still being addressed.
- KW
 - Developing final project list for summer work, projects to include:
 - Blinds, some window seat replacement, exterior painting
- RMS
 - Work on finishing exterior painting is continuing, timeline to finish is by Thanksgiving
 - Cooling Tower lift is scheduled for the week of Thanksgiving, preparing for lighting change in the lower gym over the Holiday break
- RHS
 - GMP presented for project list #2
 - Coordinating with Admin. Staff at RHS for the sequencing of the remodel work at RHS
 - Some affected staff have been notified, staff wide presentation to be given once sequence has been confirmed.
 - Finalizing design work on the parking lot at RHS

September 19, 2024

- BL, WW, ME,
 - Oct 14-15 punch list items to be completed
 - Media window panes to be replaced Oct. 14
- KW
 - New heat exchanger tentatively to be installed Oct. 14-15

- RMS
 - Remainder of stair treads and paint touch ups to be completed
 - Exterior paint to finish mid-October
- SY
 - Moving 9/26-9/28, Pods to start first
 - Railings for front steps are nearly here, temporary railings in place by 10/1
 - Retaining wall for 79th St. landscaping and new switchback sidewalk
 - Testing fire and security alarms
 - Paint for the gym over holiday break
 - Window shades installed
 - Seeding and matting by Saturday
 - Waxing floors 9/23-24
- MB
 - Kitchen equipment has been full of issues
 - Display cases to be finished this week
 - Paint issues on the exterior
 - Punch list items Oct. 14-15

August 22, 2024

- BL
 - Sept 3, begin punch list items
 - Software update on RTU's to remedy alarm system
 - Signage and dedication plaque are enroute
- SY
 - Electrical work is mostly complete
 - Plumbing work is down to 5 sinks remaining
 - Painting is on pace to finish, with only touchups remaining by Sept. 10
 - Flooring to be installed in the hallways by 2nd week of Sept.
 - Most rooms are scheduled to be padded out once the fire sprinklers are installed
 - Exterior concrete work is being formed
- WW
 - Punch list items
 - Working on VAV boxes and controls in SW portion of the building
- RHS
 - Page turn meeting scheduled for 8/30
- RMS
 - Dirt removal
 - Electrician are installing fire alarm wiring
 - EFIS work is continuing

- MB
 - Range hood is back up and running, kitchen inspection has been passed
 - Screen walls are painted
 - Fence work is continuing
 - Gym pads and flooring issues to be addressed 8/27-9/5

July 17, 2024

- BL
 - Plumbing and electrical final inspections are passed
 - Panic buttons and card readers are finishing this week
 - July 24, install playground fencing for Pre-K, finish site work
- RHS
 - Parking lot is poured, sidewalk work to finish this week
- SY
 - Fire supply line is installed in the building
 - Overhead electrical and plumbing have their inspections this week
 - Drywall work is continuing throughout the building, mudding and taping work to continue
 - Some painting has started
- RMS
 - Driveway to parking lot is finished
 - FCS casework is up for installation is coomplete,
 - Most classrooms have flooring in place, hallway work is progressing
 - Waxing VCT 7/17-7/19
 - Paint is ongoing, Boxlights are most;ly installed,
 - EFIS work is continuing on the west side of the building
 - Cafeteria flooring is installed
- MB
 - Dirt work is progressing, 65% of the driveway has been poured,
 - Focus is currently on the driveway and sidewalk paths
 - Playground equipment is onsite and has been installed
 - Flooring is nearly finished, painting touch ups continue
 - Generator is installed and will allow for final startup of the fire suppression and elevators
 - Attempting pre-inspection on 7/31
 - Safety fencing is installed

July 5, 2024

- BL
 - Switch gear test 7/11, Certificate of Occupancy to follow
 - Panic buttons and card readers are finishing next week

- July 24, install playground fencing for Pre-K, finish site work
- RHS
 - Sidewalk pour 7/5, 2nd big pour 7/8
 - Hot water heaters are installed, looking to be operational this week
- SY
 - Drywall work is started on the south side of the building
 - Plumbing rough-in's and underground inspections are next week
 - EFIS done on north side, finish framing widows on east side next week
 - Several of the sections of sawtooth roof have been demoed and reinstalled, project nearly $\frac{1}{3}$ complete
- RMS
 - Monday/Tuesday, pouring middle parking lot, ramp to be torn out and poured 3rd week of July
 - Drywall work is continuing
 - Most classrooms have new ceiling tile, lights and flooring
 - Waxing of VCT taking place in science rooms and some hallways upstairs
- MB
 - Working on soil removal and compaction
 - Concrete footings are nearly removed
 - Generator to be installed, then inspections on elevator and fire sprinkler systems can take place
- KW
 - Flooring is installed in each upstairs classroom,
 - Demolition is 50% done on the main floor with tile and carpet installation taking place this week
 - Roofing has been installed, flashing work to be completed this week

May 30, 2024

- BL
 - Parking lot and sidewalk demo is complete
 - Countertops are being installed
 - Gym is nearly painted
 - Plumbing fixture installation is near complete
- MB
 - Exterior prep and paint is ongoing
 - Abatement to wrap up early next week
 - Utilities are shut off to the old building
 - Paving at new playground next week
 - Flooring company to return next week

- ME
 - 11 month walkthrough
- SY
 - Demo is progressing throughout the building
 - South side exterior windows are removed and framing is going up
- RMS
 - Demo of ceiling and carpet is taking place in the main office and corridors
 - Carpet is being removed in the upper hallways and some classrooms
 - Parking lot to start once installation of

May 9, 2024

- BL
 - All RTU's are functioning
 - Classroom flooring installed
 - Classroom casework nearly complete
 - Classroom technology is installed, majority of intercom speakers are in place
 - Lighting is finished
 - Fixtures and partitions are being installed throughout the building
 - Most areas have ceiling pads
 - Hallway and cafeteria work on flooring is progressing
 - Driveway work to begin after the last day of school
- MB
 - Work continues on completing electrical and plumbing
 - All rooms now have flooring and casework
 - Demolition meeting was held May 1, work to begin as soon as the building is empty
 - Main entry exterior is nearly complete
 - Hallway protection work is ongoing
 - Technology work is beginning in each room
- SY and RMS
 - Meetings held in each school to prepare the staff for the move and boxing up of materials
- RHS
 - Initial bid is being worked for the staff parking lot

April 18, 2024

- BL
 - Diffusers and Registers are being installed
 - Low voltage work is continuing, call switches
 - Lights are being installed in the gym

- Water heaters are in place
- Drywall work is nearly complete
- Corridor grid work has started, most classroom are done with grid
- Plumbing fixtures are being installed
- Dryfall paint in cafeteria media center
- Casework installation is nearly complete, starting custom desks
- Window sills are coming soon
- RMS/SY
 - May 13, trailer moves onsite to RMS
 - May 7th pull plans for both schools
- MB
 - Metal panel are being installed on the main entrance
 - Grading is nearly complete on the playground area
 - Flooring installed in most classrooms on the 2nd floor.
 - Reinstallation of vinyl hall protection is occurring
 - Gym floor has been stained and is being painted
 - Solid surfaces to begin installation next week
 - Boilers are currently online and providing some heat
 - Gym entrance doors are being installed.

April 4, 2024

- BL
 - Start up on RTU's 4 out of 7 are operational
 - Most rough in's are done for electrical
 - Area 1 nearly complete, flooring installed, area 2 is painted, area 3 is primed, area 4 and 5 are mudded, taped and are being sanded
 - Casework, dry erase and bulletin boards are installed in phases 1 and 2
- MB
 - Start up next week for HVAC units
 - Sidewalk to be poured around the building next week
 - Above ceiling inspections are near complete
 - Light fixtures and ceiling grid installation is ongoing
 - Elevator work is ongoing
 - Construction trailer moves out on Monday
 - Kitchen equipment is delivered
 - Wood floor is installed in the gym
 - Playground equipment delivered 4/29
 - Exterior asbestos panel removal is mostly complete

March 28, 2024

- BL
 - Doors and casework are onsite
 - Roof top units are connected to electrical, gas lines being installed
 - Start up of RTU's next week
 - Light fixtures in phase 2, lights in west half of the building
 - Phases 4 and 5 being taped and mudded
 - Ceiling grids are going in phases 2 and 3
 - Painting in phase 3
- MB
 - Permanent Power is up and running
 - HVAC start up next week
 - Gym floor installation has started
 - Flooring to start on 1st floor, 2 rooms a day
 - Elevators are onsite
 - Lighting is continuing to be installed
 - N. retaining wall complete, work started on E. retaining wall
 - Kitchen equipment in next week
 - Plumbing fixtures are beginning to be installed
- SY
 - Tree removal on NW corner of the building to make room for handicap access

March 14, 2024

- BL
 - Electrical rough ins ongoing for RTU's curbs are mostly installed with a couple remaining until after final removal of old RTU's. Start ups on two new units next Monday. Crane back on site to demo remaining original RTU's
 - Low voltage installation taking place phase 1
 - Phases 4 and 5 drywall is progressing, 80% of drywall is installed with various stages of finishing and taping to be completed
 - Ceiling grids to start phase 1 on Tuesday
 - Water heater installation to begin next week
 - Tile installation is ongoing in each of the restrooms
 - Casework to begin arriving next week
- MB
 - Retaining wall work beginning for the East and North sides of the building
 - Hard lids are nearly finished in hallways and restrooms
 - Cloud framing is done in the media center, music room and cafeteria are next
 - Sound panel are painted and are being installed in the gym
 - Fitter are working on HVAC system

- Permanent electrical is installed, waiting on OPPD to make it active
- RR upstairs to be tiled and gridded by next Wednesday
- Sprinkler line is near completion

March 7, 2024

- MB
 - Hard lid inspections done, some bathrooms can begin adding partitions
 - Finish electrical work is taking place on the main floor, lights installed in the gym.
 - End of next week will mark the majority of completion for drywall installation
 - Water heaters and softeners are tied in
 - Tile work is nearly complete in restroom areas
 - Exterior asbestos removal to start March 29
- BL
 - Permanent power is back on, switch gear is installed
 - Roughing in electrical and gas for RTU's
 - Drywall work completed phase 2, phase 3 is ongoing, phase 5 is next
 - Priming and painting taking place Phase 1 and Phase 2
 - Ceiling going up next week phase 1
 - Tile work taking place in restrooms
 - More concrete work to take place next week on east side of building.
- SY
 - Asbestos inspection #2 Friday and Monday.

February 29, 2024

- MB
 - Finishing restroom ceilings on the Academic wing
 - Electrical rough in continuing upper academic wing
 - Casework installation to start Monday
 - Permanent water is on to the building
 - Ceiling grid work is ongoing, clouds to be installed in Cafeteria/Media/Music
 - Network cabling and data rack installationh is ongoing
 - Quarry tile in the kitchen area
- BL
 - Electrical rough ins phases 4 and 5 ongoing
 - Trenching in the sprinkler line this week
 - Exterior lighting is taking place
 - Drywall in phase 3 is being installed, phases 1 and 2 are being finished
 - Tile work starting next week in primary bathrooms
 - Fire sprinkler work to be complete next week

- Phase 1 ready for paint
- SY/RMS
 - More pre-construction work is taking place, site logistics and scheduling

February 22, 2024

- MB
 - Most installed plumbing and electrical has passed rough in inspection, once inspections are passed, drywall is installed
 - Continuing to work on the retention pond, civil engineer is redesigning the grading and the slope
 - Most casework is delivered
 - Upper academic wing is being sheetrocked
 - Lighting and grid work is taking place on the first floor
 - Permanent power is installed
 - Partial store front is being installed on the main entrance.
- BL
 - As plumbing and electrical rough ins are completed and passed inspection, drywall work is following behind them. Phase 1 is complete, phases 2 and 3 are in the process of drywall install,
 - Concrete work is taking place along the perimeter of the building
 - Roof curb installs and RTU's change outs to take place this week\
 - Sprinkler work is nearly finished phases 3 and 4.
- RMS/SY
 - Continuing to plan for summer work, phasing plan is being finalized for fall RMS work
- KW
 - Pre Construction meeting was held for flooring installation, work to take place in June and July of 2024

February 8, 2024

- MB
 - Lower Academic wing passed plumbing and electrical inspections, drywall work to follow
 - Power pole is set and in place to feed permanent power to the school
 - Fire alarm and sprinkler system work is continuing
 - Ceiling grid to follow in painted rooms next week
 - RR tile work is ongoing, kitchen tile work to begin next week
 - Main entry storefront install starts next week

- BL
 - Concrete work outside of the building is beginning
 - Demo of exterior doors next week, new doors and glazier is onsite
 - Wednesday, drywall work begins
 - Roof curbs are here, plan to install RTU's depending on weather and crane availability
- SY/RMS
 - Staging/mobilization work is ongoing.
 - RMS GMP presented to BOE 2/12
- WW
 - Fire Marshal to do final inspection 2/12

February 2, 2024

- MB
 - Stairwells are closing up, elevator install to begin after inspection
 - Permanent Power to be installed within the next two weeks, then permanent HVAC can be commissioned
 - Drywall is progressing in the academic wing
 - Painting is taking place in the office and main hall, ceiling grid to follow
 - Tile work taking place in restrooms
 - New utility pole to be set next week
- BL
 - Glazier on site next week for exterior doors, interior glass
 - Framing complete in phases 1 and 2, phases 3 and 4 nearly complete
 - Underground work is complete
 - Drywall delivery, installation to begin in old Primary wing
 - Structural steel mostly installed, a couple more areas to add for roof top units
 - Fire Sprinkler mains are installed
- WW & ME
 - Finished on repair of Media Center desk (ME)
 - Last of backordered exterior lights to be installed next week, programming to follow (WW)
 - Sliding doors on order for office (WW)
- SY
 - Site plan and phasing for construction beginning to take shape
- RMS
 - GMP provided
 - Phasing plan discussed, shared with RMS Admin.

January 15, 2024

- MB
 - Framing inspection for 2nd floor next week, drywalling to follow
 - Temporary heat is installed and building is at a workable temperature
 - Duct work, plumbing, electrical work all progressing on schedule
 - Gym is painted, ceiling and walls
 - Tile work is starting in some sections
- BL
 - All major demo has been completed, some minor areas remain
 - Curbs for RTU's on 2/05, installation to follow
 - Underground plumbing is complete
 - Framing phases 2 and 3 progressing
- ME
 - Media Center desk repair
- WW
 - Exterior lights to be completed in 2 weeks, followed by programming
- SY
 - Sub Contracts are nearly filled
 - GMP on tonight's agenda
- KW
 - Prebid walkthrough on flooring 1/15
- RMS
 - Walkthrough 1/15

December 28, 2023

- MB
 - MUD working on bringing gas line from the street to the new building
 - Gym ceiling is primed
 - VAVs mostly installed
 - Wall insulation is being installed
 - Framing nearly complete academic wing upper and lower
 - Asbestos removal on old building to begin over spring break
- BL
 - Demolition ongoing, complete in phases 1-3
 - Duct work is being installed in several areas
 - Front sidewalk has been replaced along MB drive
 - Floor grinding is ongoing
- WW
 - Parking lot tarring to continue
 - Tile work ongoing around drinking fountains
 - Punch list items ongoing

- SY
 - Subcontractors are being notified and mobilization to begin
 - Westside has agreed to extend our lease at WCC

November 27, 2023

- MB
 - Insulation work continuing
 - Framing on main office and 1st floor of the academic wing nearing completion
 - Electrical inspections in the academic section
 - Boiler installation to begin
 - Storm sewer is connected and operational
 - HVAC main trunks are being run
 - Exterior windows are mostly installed
 - Roof top units may be up for initial startup within the month
 - Retention pond and stormwater runoff is near completion
 - Utility stub-ins have been extended to the building
- WW
 - Move in complete
 - Punch list work is ongoing
 - Flooring is nearing completion with waxing and some closets to be completed
- BL
 - Move is in progress
 - Job trailer is onsite
 - Asbestos work has started
- SY
 - Bid work is ongoing,
 - Mapping out timeline for project work this summer
- RHS
 - BA/SB field turf install is complete,
 - Punchlist work, including railing and electrical is ongoing

November 9, 2023

- MB
 - Insulation work continuing
 - Framing on main office and 1st floor of the academic wing taking place
 - Most exterior windows are installed
 - Retention pond and stormwater runoff is near completion

- WW
 - Sidewalk pours are complete as of 11/8
 - Final inspection for ceiling work is complete, padding is ongoing
 - RTU's start up has been completed
 - Sink and toilet installs are started
 - Lights are in almost all areas
 - COX has strung fiber and is working on having network capabilities to our building shortly
 - Access points are being installed,
 - Prime is on site working on cameras, door controls and security alarms
- BL
 - Shop drawings being finalized
- SY
 - Subcontractor walkthrough 11/3, strong interest, plan to be out for bid by Christmas

November 3, 2023

- MB
 - Insulation work continuing
 - Framing is taking place on main office area
 - Most exterior windows are installed
 - Retention pond and stormwater runoff is near completion
- WW
 - Sidewalk pours are ongoing, main entrance is complete
 - Ceiling padding to start next week
 - RTU's start up next week
 - Sink and toilet installs this week
 - Lights are in most hallways, a few classrooms and cafeteria to pick up yet
- BL
 - Shop drawings being finalized
- SY
 - Subcontractor walkthrough 11/3, strong interest, plan to be out for bid by Christmas

October 16, 2023

- MB

- Main Entry – Exterior: <https://api2.enscape3d.com/v3/view/4213c738-6de7-4d40-adf6-7734896feca0>
- Main Office: <https://api2.enscape3d.com/v3/view/7cfc1821-771e-40f7-91f7-439704db035d>
- Main Entry – Interior: <https://api2.enscape3d.com/v3/view/3ef4589b-24f5-4d25-ac9c-a76ad3cf0b59>
- Cafeteria: <https://api2.enscape3d.com/v3/view/cba1063a-bc96-425b-a051-ed5d974049c4>
- Gymnasium: <https://api2.enscape3d.com/v3/view/ab0b5eaa-88c0-4c66-a46f-3dee4362864a>
- Media Center: <https://api2.enscape3d.com/v3/view/6e90d288-fc6c-46e3-b71d-ff3c74ef7838>
- Classroom: <https://api2.enscape3d.com/v3/view/15b21acc-6a13-41f9-807b-1dd02454f4a5>
- Music Room: <https://api2.enscape3d.com/v3/view/81df8eb7-064c-45c1-8e2e-c3f3d4facc3f>
- Setting window frames, glass to follow
- Exterior paint is progressing and will be done prior to Nov. 10
- Framing is starting for the main floor
- Building the retention pond for roof drainage next week
- Air will be craned in next week
- BL
 - Precon ongoing,
 - Filling dumpsters
 - Construction trailer to move soon
- WW
 - Driveway is complete, sidewalks to be formed next week
 - Crane to set RTU's on Friday
 - Drywall is mostly hung, all classrooms complete,
 - Classroom technology is starting to be installed
 - Fire alarms and emergency lighting is being installed
 - Ceiling grid is complete in 75% of classrooms, hallways
 - Interior glass and door frames to be completed this week
 - 75% of casework is onsite, 2nd delivery in 2-3 weeks

October 9, 2023

- BL
 - Site logistics continuing, electrician onsite for switch gear placement

- Asbestos report returned, along with abatement bid, favorable bid number
- WW
 - Pavement work is continuing, forming up a pour Wednesday
 - Ceiling grid and lighting install continues on
 - Roof top units are being installed, startups 10/20
 - Office area near completed for framing and drywall work
 - LVT being installed in the 4th-6th grade areas
- MB
 - Several more subcontractors on site, electrical, roofing, plumbing, iron workers, concrete workers and masons are all working. Glaziers are to follow once painting is complete
 - 2nd floor is poured
 - Receiving area walls are complete
 - Roofing of academic wing is continuing
 - Topping out ceremony 10/11
- SY
 - Design phase is nearing completion working on alternatives to opaque glass around the perimeter
 - Initial building permit has been approved
- RMS
 - Design phase ongoing
 - Heat Pump replacement is ongoing

September 21, 2023

- ME
 - Punch list items nearly complete, building is nearly complete, waiting on a countertop and a couple of built in teacher desks
- BL
 - Working on site logistics and impending move, dates reserved for move over Thanksgiving, Nov. 21, 22 and 25
 - Building Permit approved
 - Asbestos report and bids due next week
- WW
 - Pavement tearout is continuing on the East half of the drive
 - Ceiling grid and lights and some flooring installed in old primary wing

- Remaining roof top units are on track for end of September
- New RR are being tiled both floor and walls
- Framing is nearing completion in several areas
- MB
 - Several more subcontractors on site, electrical, roofing, plumbing, iron workers, concrete workers and masons are all working. Glaziers are to follow once painting is complete
 - Topping out ceremony? Interest from the BOE
 - Asbestos bids are due next week

September 11, 2023

- ME
 - Punch list items nearly complete, building is nearly complete, waiting on a countertop and a couple of built in teacher desks
- BL
 - Working on site logistics and impending move, dates reserved for move over Thanksgiving, Nov. 21, 22 and 25
 - Building Permit approved
- WW
 - Patching in parking lot and main stair commencing
 - Curbs for the rooftop units are being set this week
 - Ceiling grid install is progressing, painting is complete in the former primary wing
 - Rough in's complete in almost all RR
 - Preparing to shift from old Electrical gear to new wiring next week
 - Window replacement is starting
- MB
 - Tie in's for the walls and decking is complete for $\frac{2}{3}$ of the building, work to finish above the tornado shelter.
 - Gym and music room roof is complete,
 - Beginning to form up the 2nd floor for pouring
 - Asbestos contractors on site last week, preparing a plan for safe demo of the building this summer.
 - Paint has been applied on a test panel.
- RHS
 - Softball field and main building is up and operational.
 - Lighting programming is nearing completion,
 - Work to pick upon the baseball side over the next month and a half.

August 31, 2023

- ME
 - Punch list items are being completed
- MB
 - Continued work on trusses, decking and roofing taking place, gym is nearly complete
 - Sample panels are painted to show color schemes
 - Asbestos testing of the old building is ongoing
 - Temp. Electrical is being installed in the lower section, along with some conduit in the gym
 - Retaining wall on West side of the building will start next two weeks
- WW
 - Driveway demo phase II to begin next week
 - Inspections for plumbing, electrical, insulation and framing are all ongoing and have been passed to date.
 - Lighting installs and panel work ongoing
 - Framing is nearly up to the gym/cafeteria area
 - Ceiling grid install is starting in the old primary area
 - Painting and some tile work is happening in the primary area
- BL
 - Beginning the plan for mobilization and site planning (trailer location)

August 17, 2023

- ME
 - Move in is complete, security, fire and alarm system are all functioning
- KW
 - Fire, intruder and camera systems are all functioning
 - A few heat pumps are left to replace
 - Parking lot work is complete
- MB
 - 2nd story work is taking place
 - Roof work commencing on parts of the building
 - Nearly all poured walls are complete
 - Roof decking work is progressing
 - Asbestos inspection is continuing
- WW
 - Inspections have all cleared so far for electrical, plumbing and framing
 - Two new roof top units have arrived for HVAC

- Electrical work is progressing,
- Drywall work is taking place in the East half of the building
- Potential completion as early as 10/31
- BL
 - Contracts mostly returned, off hour inspections of the building are taking place
- RHS
 - Turf is installed on the softball side,
 - Building is complete
 - Lights, scoreboard are both operable
 - Opening ceremony Sept 5
- SY and RMS
 - Work continuing on design and Preconstruction work.
 - Some demo may take place on off hours prior to summer of 2024.

August 3, 2023

- ME
 - Move complete, buttoning up punch list
 - Gym to be painted,
 - Network uplink ongoing
 - Parking lot complete
 - Exterior lights finished
- KW
 - On to punch list items
 - Some minor network cabling to complete, network is being linked, AP's on Monday
 - Gym lights are complete
- MB
 - More walls are poured and erected, should be finished with walls in the next month.
 - Hollow core for tornado shelter to be delivered, floor poured in the next two weeks
 - Decking has been installed on a good part of the N. end of the building, roofers to begin two weeks
- WW
 - Pouring driveway on 8/3. Should be ready by 8/10
 - Duct work is nearly complete
 - Electrical and flooring demo nearly complete
 - Underground plumbing is almost done.
- BL

- Contracts are ready for submission from subcontractors.
- RHS
 - Building work is near complete
 - Lighting should be ready to go very soon
 - Turf to be delivered once it stops raining
 - Ongoing sidewalk and grading work
- SY and RMS
 - Precon meeting on 8/10 to establish scope of projects
 - HVAC at RMS is concluding for the summer, work remaining will be completed at off times during the school year. Wrap up by Christmas

July 22, 2023

- Meadows
 - Work continuing on interior finishes
 - Hallway tile
 - Boxlights
 - Lighting
 - Ceiling pads
 - Painting
 - Driveway pour is complete, parking lot work continuing
 - Move in set for July 24-26
 - Onsite tour for Meadows staff on 7/21
- WW
 - Demolition near complete
 - West half of driveway to be demoed and repoured before August 10
- MB
 - More walls have been erected,
 - Utility work complete, 93rd N. bound is reopened. Two pours left on S. bound 93rd
- KW
 - HVAC units are mostly up and running,
 - Custodians have been onsite this week working on cleaning classrooms
 - Fire sprinkler system nearly complete
 - Work continuing on repouring front drive and exit from the parking lot
- RMS
 - HVAC units are in varying degrees of installation and completion. Much work needs to be done to get the building up to 100% climate controlled by 8/10,

several crews including plumbers, electricians and tanners are on site working on installation,

- Building is currently comfortable, and gets somewhat more cool with each new unit installed.
- RHS
 - Softball field turf is due to be installed in August.
 - Back driveway has been mostly poured, more work to come on the approach and the parking stalls
 - Field should be accessible for play, but the surrounding areas around the RR/Concession stand/Pressbox may not be ready for opening, this
 - may require the season starting at Crown/Wager until the site is safe enough for players and fans.
- Misc
 - CM@R selection process should be completed by 7/24, finalists are Weitz and Boyd Jones
 - 2nd Tranche of bonds are sold, we came out pretty good as there was a bidding war on some of our bonds. Interest rates are higher, but are much lower than we estimated at the outset of the project.

July 10, 2023

- Meadows
 - Work continuing on interior finishes
 - Hallway tile
 - Boxlights
 - Lighting
 - Ceiling pads
 - Painting
 - Driveway to be poured this week
 - Move dates set for July 24-26
 - Bay Meadows project is complete
- WW
 - Demolition is moving along well, some framing is to start this week
 - A good portion of new duct work is already in place.
 -
- MB
 - New walls have been poured and erected, next set of walls are being framed and should be ready for lifting in 2 weeks
- KW
 - Multiple meetings with contractors, more electricians on site,

- HVAC to begin turning on units on July 14.
- Fire line nearly complete
- Painting to be completed by next week
- Custodians to begin the process of cleaning the building starting July 19
- RMS
 - 20 new heat pumps are installed, another 23 console units are up and running.
 - Trying to have a total of 93 units installed at RMS prior to school opening.
 - Upstairs at RMS may run on the old units to start school.

June 19, 2023

- Meadows
 - Driveway work is progressing, demo and grading near complete
 - Most drywall work is complete, most priming of walls is ongoing, some rooms have received first coat of paint
 - Ceiling grids are in various stages of completion, some flooring has taken been installed
 - After July 4, some Boxlights will begin to be installed
 - Lighting complete in some rooms
 - Additional concrete tear out and replace to be added to the scope of work
 - Preliminary date for movers has been established for July 24-26.
- WW
 - Gas and water shut off, electrical has been made safe
 - VAV's are installed in the primary wing
 - Saw cuts for new sewer lines are scheduled for next week
 - West half of driveway to be replaced by 8/10
 - Meeting w/ First Student on WW transportation plan
 -
- MB
 - Utility work is continuing underground, some locations will be repoured soon
 - East side walls to be poured over the next two weeks, bricks are being installed
 - Floor is completely poured on the academic wing,
 - South gym walls are also to be poured.
 - Beginning to work on logistics of old building demolition
- KW
 - Timeline is tracking for drywall and ceiling completion,
 - HVAC is a concern at this time, meeting held 6/20
 - Front driveway loop is being replaced
 - Roofing project to conclude in the next week
 - Additional concrete replacement to be added to scope of work

- RHS
 - Building is in the punch list phase,
 - Grading and rock continues to be installed
 - Dugouts are poured for both fields
 - Scoreboards have been installed
- BL
 - GMP has been approved, subcontractors are being scheduled for the project
- RMS
 - HVAC work continuing, meeting w/ contractor 6/20
- Bay Meadows
 - Work began Friday 6/16, to be completed 6/23

May 22, 2023

- Met w/ Scott Keene, updated 2nd bond resolution
- Met w/ KW roof contractor McKinnis roofing, project to start 2nd week of June
- BB/SB project update, concession stand is near completion, driveway tearout is beginning
- Finalizing BL plan for bid submission
- Met w/ CM@R candidate(s) regarding scope of phase 2
- Technology demo meeting at KW
- WW to move 5/23-5/25

May 5, 2023

- Bid walkthrough at Blumfield, over 40 subcontractors attended
- Preconstruction meeting held for KW w/ contractor and HVAC
- CM@R documents prepared for BOE meeting
- Bond Draw #2 discussion scheduled w/ Piper
- Cooling tower is online and running at RMS!

April 24, 2023

- Meadows Elementary is settled in at WCC, two weeks under their belt at this point. More than 25% of their time at WCC is complete.
- Mover for WW has been identified, school to end a few days early to facilitate WW packing and preparation for the move.
- Finalizing Blumfield plan, structural HVAC engineering work is ongoing
- BB/SB on site inspection, tour of new building has been conducted, floor is poured, connection to storm sewer for field run off has been made.

- Architect/attorney meeting by phone, preparing for potential CM@R contract for last rounds of construction, (BOE discussion upcoming)
- Staff meeting with contractor and staff at KW regarding the upcoming renovation project
- Cooling tower at RMS has been installed, work is ongoing and should have A/C restored prior to May 1.

April 3, 2023

- Meadows is substantially moved, needed items in place at WCC, rest of materials are either in the gym or in storage. Remainder to be moved in the next two weeks
- Asbestos removal and demolition are underway, initial plumbing and electrical work have commenced.
- Meeting with KW contractor and subs regarding electrical and fire suppression
- BA/SB concession stand framing is near complete, building will be weathered in by mid-April
- Dirt work to take place at the fields starting next week
- Pouring of walls continues at MB, crane is scheduled for wall erection in the next two weeks
- Blumfield page turn

March 20, 2023

- Met at Meadows w/ contractor and moving company to solidify moving plan for April 1
- Meeting on Meadows transportation plan 3/21
- BB/SB field meeting, timelines are beginning to take shape for field completion, underground utility work has started.
- OAC meeting for MB/ME/WW/BL plans
- KW preconstruction meeting held with general contractor, electrician and painting subcontractors.
- Met w/ Seymour staff to outline construction timeline for summer 2024

March 6, 2023

- Bid awarded to Midwest DCM
- Blumfield plan presented to teaching staff
- Construction plan presented to RMS teaching staff
- Meadows Library book move plan
- BB/SB field construction meeting, masonry work is nearly complete on the concession stand

- Bay Meadows project shared with Mrs. Telecky, she is reviewing our Hold Harmless agreement

February 20, 2023

- Bid opening for KW completed 2/17
- Architects currently working on Blumfield plans
- Tour for BOE members at WCC
- First BB/SB building OAC meeting, progressing on building block walls
- Camera bid for KW and WW in progress

February 6, 2023

- Continued work at MB to dry out/thaw out ground for lower level pour, lower level to be complete by Wednesday
- Light bases and light pole installation occurring at RHS
- KW pre-bid walkthrough on Tuesday
- BL initial plans are available
- Meadows, continuing to prepare for move in April. Boxes are on site, staff is slowly packing, additional dumpster to be on site
- Met on HVAC control system for WW
- WW GMP completed
- Meeting held on RHS HVAC project
- Bid opening for cameras completed, Prime is lowest bidder
- KW page turn completed
- Presentation to KW staff on building project
- Met on Bay Meadows Park project with engineer and contractor
- Shared Blumfield initial plan with Principal
- Met on dugout change order for RHS
- Meeting w/ Scott Keene on bonds
- Flythrough for WW will be ready this week
-

January 17, 2023

- Continued work at MB to dry out/thaw out ground for lower level pour
- HVAC work continues at KW and RMS, control systems
- Cooling tower demolition completed RMS, work continues in boiler room
- Lower gym unit now repaired and online.
- Pre-bid meeting at WW, very well attended, bids have been submitted and are being tabulated, GMP review 1/23 and 1/26
- Meadows security camera bid opening 1/23

- KW page turn meeting 1/23

January 9, 2022

- Footings poured at BA/SB field complex
- Boxes delivered for packing at Meadows
- Camera installation Invitation to Bid is open
- KCAV toured KW for classroom tech. Bid
- HVAC Controls walkthrough at RMS and KW
- HVAC Controls installation began 12/28
- RHS Controls walkthrough
- WW pre-bid walkthrough
- Asbestos removal bids received Meadows
- KCAV to present to cabinet

December 12, 2022

- Building pad has been compacted and passed engineering standards for BA/SB fields
- Page turn meeting for WW
- Concrete poured at MB, 1/2 of slab for academic wing has been completed
- Flooring slab for lower level to be poured week of 12/19
- WW walkthrough complete for doors and hardware
- Meadows staff toured WCC
- Contacted moving company for Meadows move
- KW walkthrough w/ electrical engineer
- Bid recommendation for Meadows classroom tech.

November 21, 2022

- Continued dirt work at RHS,
- Office staff tour of WCC
- Bids collected on classroom technology
- Work scheduled to begin Nov 30th on KW cooling tower refurbishment
- Contract for BA/SB field work completed

November 14, 2022

- BA/SB field work is progressing, trailer and staging areas identified
- Security camera/door access meeting

- Field trip for 1st graders
- HVAC controls RMS/KW, phase 1 to be completed Nov. 21
- KW foundation repair project completed
- Meadows GMP
- Moving company identified Two Men and a Truck
- Beginning KW design process

October 31, 2022

- Demolition and excavation work continuing at RHS, work trailer areas and staging areas have been identified
- Project coordination meeting between Nemaha Cons. and Construct Inc.
- Met w/ security camera and door access vendor to solicit budgeting numbers
- Conducted field trip for 1st grade MB students of the Weitz construction trailer
- Received bid numbers for Meadows Elementary
- HVAC tech meeting for RMS/KW projects
- KW foundation project near completion

October 17, 2022

- Demolition and excavation work started on Baseball/Softball field project,
- Pre-construction meeting held on BA/SB fields, subcontractors for field work, electrical, utilities and earth work have all been identified.
- Food service staff toured WCC, Douglas County Health inspector also attended
- Continued addendums to BA/SB contract, attorneys for both sides are in review
- Initial Meadows bids are nearly complete and should be available by the BOE meeting on November 14.
- Demonstration of HVAC control units set
- Meeting w/ WW Principal and Architect to review input from WW presentation

October 3, 2022

- BCDM presented draft plan for WW, input gathered from staff
- Construction meeting held, GMP timeline for Meadows set, Nov. 14
- Logistics regarding Meadows/WW move
- Switch gear and HVAC bids to be separated out for supply chain issues
- MB timeline update, 2 weeks behind schedule
- KW foundation contractor secured, scheduled for 10/26
- Toured WCC w/ kitchen staff and Health inspector

- Set a meeting for HVAC controls demo through Alvine Engineering

September 26, 2022

- Met w/ First Student to outline transportation plan for Meadows transition
- Building and Grounds subcommittee meeting, outlined finishes for Meadows
- Presented finishes to Meadows staff, solicited input

September 19, 2022

- Swing Site visit
- Continued progress on portions of RMS HVAC Project, delays still on some components to make the system fully functional
- Received 2nd bid on KW foundation project
- Met w/ Facility Advocates to consider fall work in RMS boiler room
- Rebar on site at MB, foundation footings to be excavated and poured.

September 5, 2022

- Conducted initial presentation of Meadows GMP w/ Weitz and BCDM
- Page Turn for Meadows completed
- Met w/ Civil Engineer and Nemaha Construction to Value Engineer existing BA/SB bid
- HVAC controls meeting w/ Alvine Engineering and Facility Advocates
- Rebar plans to be approved and delivered to MB this week,
- 2nd contractor contacted for KW foundation project.

August 29, 2022

- Interior design for Meadows presented
- Bid opening BA/SB field
- Rebar design package finalized
- Visited WCC
- Secured insurance certificate and reviewed contract for WCC
- Discussed timeline on HVAC at RMS
- Setting control system meeting w/ mechanical engineer

August 22, 2022

- Presented initial building plans to BL staff

August 15, 2022

- Geopier installation finished
- Pre-bid walkthrough for BA/SB fields

- Toured alternate placement site at Westside Community Center
- Presented initial building plan to WW staff
- BA/SB field bid opening moved to 8/30
- Drawings for Meadows to be complete by 9/19
- Footing work at MB to begin 9/12
- Rebar plans 9/5 due for MB

August 8, 2022

- Geopier installation to begin this week
- Bidding is open for BA/SB fields
- Temp. fix at RMS is complete and running
- Meeting on Meadows Park drainage issue
- Bid received for KW foundation repair work, soliciting 2nd bid
- Finalized contract for phase 2 GMP at MB
- Finalized contract for HVAC at RMS/KW phase 2

August 1, 2022

- Geopier installation to begin next week
- Page turn on BB/SB fields
- KW foundation work, subcontractor contacted, engineer contacted
- Bids for RMS/KW HVAC to BOE for approval
- Met w/ subcontractor on MB cameras and door access
- Contacted contractor on temp. fix to RMS HVAC issues.
- Bidding period to open on BA/SB fields 8/4

July 18, 2022

- Excavation work near completion MB
- Met w/ Weitz/BCDM on subcontractor bids for MB construction, near finalization and GMP
- MB virtual walkthrough uploaded
- Construction meeting, advancing Meadows design
- HVAC bids collected 7/21 for KW and RMS

July 5, 2022

- Excavation work on MB in progress, footings work to begin soon
- Security fencing installed
- Bids due July 21st for RMS/KW

- Weitz gathering subcontractor bids for MB GMP
- Proposal for electrical engineering work on BB/SB fields received
- Proposal for 3rd party testing from Thiele on MB project
- Continued refinement of the BB/SB field project and Meadows Elementary

June 27, 2022

- Excavation work on MB in progress
- More tree removal at MB
- Civil engineer work submitted on Bay Meadows drainage issue
- Bidding is open on Phase 2 RMS/KW HVAC project, close July 21st

June 20, 2022

- Work begins MB site
- Virtual tour of MB conducted at BCDM
- Pre-bid meeting #2 for RMS/KW HVAC Phase 2
- Grease interceptor bids received

June 13, 2022

- Received initial quote KCAV
- Builder's Risk Insurance for MB site procured
- Set up temporary office space for Weitz job
- Pre-bid walkthrough meeting RMS/KW HVAC Phase 2

June 6, 2022

- Technology presentation, Promethean Boards
- Secured quotes for Builder's Risk Insurance for MB project
- Technology design follow up for MB 6/3 BCDM
- Received approval for storm water permit from City of Omaha

May 23, 2022

- BOE action item phase 1 MB plan
- Final run through MB design plans BCDM 5/27

May 16, 2022

- Construction meeting, finalized bids for dirt work
- Met w/ KSB regarding finalizing Phase 1 MB contract
- Plans for review w/ BCDM and Weitz

May 9, 2022

- Met w/ BCDM on door hardware and security for MB
- Contacted Prime for initial placement/estimate for camera system at MB
- Tech meeting w/ KCAV and RPS
- Reviewed final designs for RMS/KW HVAC systems

May 2, 2022

- Meadows initial Budget meeting 5/4
- Shared pictures of tilt up construction from Shadow Lake

April 25, 2022

- Construction meeting held 4/28
- BB/SB meeting 4/28
- Toured Wysong Elementary in Lincoln for use of sound/alarms/intercom systems

April 18, 2022

- Finalized Tilt up construction model and keeping daycare at RHS
- HVAC engineers did a final walk through at RMS and KW, plans to follow.
- Contract signed for Phase 1 RMS HVAC

April 11, 2022

- Meeting w/ Weitz/BCDM/OPPD regarding energy supply to new MB
- Construction meeting, continued to adjust MB plan to fit budget.

April 4, 2022

- Contract approved for Phase 1 RMS HVAC

- Met w/ OPPD and Weitz regarding MB power supply
- 2nd round cuts to MB plan
- Met w/ engineer on KW cooling tower refurbishment
- Met w/ AES controls on control systems for HVAC all buildings

March 28, 2022

- Bid opening for Phase 1 RMS HVAC
- Construction meeting BCDM/ Weitz
- 1st round of cuts to MB plan
- Planning trip to Lincoln to check Audio Enhancements - April 20th

March 21, 2022

- Trees removed from MB
- Bids collected for phase 1 RMS HVAC 3/23
- BB/SB field meeting 3/23

March 14, 2022

- Sub contractor to begin tree removal at MB 3/15
- Site visit for interested parties for phase 1 RMS HVAC project, bids due 3/23/22
- Presented contract w/ Weitz at BOE meeting 3/14
- Passed County Zoning Board waiver for height of MB and signage
- Presented Meadows building plan to staff for feedback
- Construction meeting to further MB plans and plans for grading/earth removal. End of April to break ground

March 7, 2022

- Ball Field meeting
- MB site visit w/ Weitz
- Planning for tree removal, construction trailers and construction parking
- Offer of 3.75% accepted by Weitz Construction, contract to be presented to the BOE

February 28, 2022

- Met w/ BCDM and Weitz construction, discussed finalizing the plan for MB and GMP
- Counteroffer sent to Weitz at 3.75%, contract language is almost in full agreement
- Zoning Board meeting scheduled for March 10
- [LINK](#) to Tech recommendations

- Next Softball/Baseball Complex Design Meeting set for March 4th

February 21, 2022

- Met w/ BCDM and Judy Kyle on kitchen design and layout
- Met w/ BCDM and Weitz regarding lighting, networking and technology at new MB
- Met w/ Student Services to determine which rooms may require special lighting
- Sent final version of contract to Weitz via KSB Law
- [Link](#) to Boxlight Evaluations

February 14, 2022

- Met w/ BCDM and Weitz, reviewed updated plans for MB, ME, BL and WW
- Finalized plans for QCPUF refund w/ Gilmore Bell, to be proposed for action at BOE meeting 2/14
- Met w/ Rick and a rep. from SysCool regarding cooling tower options at RMS and KW
- Meeting w/ our attorney regarding ongoing negotiations w/ Weitz
- Shared input from Meadows regarding design changes
- Met with Lamp/Rynearson on initial planning for the Softball and Baseball fields

February 7, 2022

- Met w/ BCDM and Weitz, reviewed updated plans for MB, ME, BL and WW
- Electronic plans were shared for ME, BL and WW, plans currently under review
- ME plans shared w/ building principal
- Reviewed soil report regarding MB building site
- Reviewed changes to contract language suggested by Weitz
- Shared cost estimates for all four projects w/ Weitz
- Met w/ RDH regarding RMS/KW plans for HVAC projects

January 27, 2022

- CM@R firms ranked Weitz #1, Boyd Jones #2
- Process of adjusting CM@R contract to meet RPS requirements
- Jan. 25th met w/ Coady Pruett, attorney and Pat Carson, architect to finish initial contract offering to Weitz
- Jan. 14, met w/ Judy Kyle and Pat Carson to review design of kitchen at MB and Meadows

January 10, 2022

- Jan. 10, top 2 CM@R's to present to the BOE for review and rank, then negotiations on fee begin w/ CM@R, attorney and district admin.
- Jan. 6th meeting with City of Omaha Planning Board to discuss MB project and need for applications for special permissions
- Jan. 5, met w/ City of Ralston on ballfield plan
- In-person presentations/interviews were conducted Jan. 4th with top 2 CM@R's identified for BOE presentation
- CM@R Selection Committee met and discussed candidates Dec. 30, top 4 were identified for in-person interview
- Dec. 30th bond were closed, funds transferred to NLAF, \$500,000 transferred to special building fund
- Met w/ KCAV Dec. 30th on classroom tech.
- Dec. 28 met w/ Bond Counsel and Bond Advisor to finalize sale of bond and receipt of proceeds
- Final two elementary buildings are evaluating the boxlight. All evaluations will be complete by 1/18.

December 20th

- Collection of bid proposals from interested CM@R contract Dec 22
- Instructions for selection committee Dec. 22
- Ranking committee to meet and discuss Dec. 30
- Boards moved to ME/WW - demoed through 1/18 - boards will stay at ME/WW thru 2/4

December 13th

- Meeting w/ MB staff on building design December 17th
- Meeting w/ district Media Specialists regarding design at MB Dec. 17th
- Boards are being demoed through the 12/21 at RHS, RMS, MB, & KW

December 6th

- Met w/ Architect, further development of MB plan,
- Meeting w/Lamp Rynearson regarding BB/SB fields December 9th
- Boards are being demoed through the 12/8 at RHS, RMS, BL, & SY
- Bonds go to market this week
- Conducted tours with interested bidders of BL, ME, and WW Dec. 10
- Finished scoring rubric for CM@R rating process

November 29th

- Ran advertisements T,R& F w/ newspaper

- Finalized plan for initial bond offering w/ Piper
- Approved contract for RDH KW/RMS mechanical design
- Boxlights delivered, will distribute this week with training happening next week (12/1 & 12/2)
-

November 22nd

- Met w/ BCDM on Mockingbird design
- Prepared advertisement for CM@R
- Still waiting on delivery of Box Lights (3) to get cycled through our buildings.
- Bond rating meeting w/ Standard & Poor's
- Met w/ salesperson from Audio Enhancement
-

November 15th

- Met w/ Public Trust advisors liquid asset fund
- Met on Ball fields w/Lamp/Rynearson/BCDM
- Met w/ Alvines on HVAC control systems
- Met w/ School Specialty on camera systems
- Met w/MCL Construction
- Met w/ Boyd Jones CM@R

November 8th

- Bond advisor attending BOE meeting 11/8, will recommend refinance and first tranch.
- Met w/ mechanical engineer, walkthrough at KW and RMS
- Met w/ architect and Tiny/Little Rams staff on MB plan
- Met w/architect on needs at new MB kitchen
- Survey work is ongoing at MB
- Technology
 - Training last week for RHS/Admin training on Tuesday(11/9)
 - Additional boards (3) and carts should be in by 11/13
 - Set up meeting with Audio Enhancement for 11/17/2021 at 5:30 PM
-

October 28, 2021

Since the Bond Passed...

- Bond advisor first set of bonds going to market soon.

- Master calendar and seasons to take the projects on
- Development for HVAC plans at RMS & KW
- Met w/ architects and mechanical engineers on MB facility design
- Met with electrical engineers on lighting options
- Began discussions of what we want intercoms, alarms, and camera systems to look like
- Multiple tours of different buildings in different districts re: facilities, layouts, technology
- CM@R for MB, BL, ME, WW, finalizing RFP, advertisements are coming soon.
- Decided to merge the 4 schools above together because they are contingent on one another
- Board passed a resolution, will need to identify 1 more member to complete the team for hiring
- Working with KSB to create the RFP to go out
- Survey work started on MB
- Technology
 - Board in district that are training on w/ 6 staff members
 - Connecting with others who have passed the bond re: technology components
 - Met with KCAV to talk security, boards, audio (the Boxlight company and microphone/intercom system)
 - Met with the engineers that are working on the project
 - Communicated with principals which staff we are looking to have help us try out the machines, waiting for devices to arrive, then planning to communicate with staff requesting pilot

Special Building Fund Expenditure Tracker
6/4/2026

Building	FY 26	FY 25	FY 24	FY 23	FY 22	Total to Date	Budgeted	Variance to date	Anticipated final variance
163 BL	77420	539654	\$ 7,638,219	\$ 473,126	\$ 253,411	\$ 8,981,830	\$ 9,582,464	\$ 600,634	\$ 600,634
164 KW	53541	83740	\$ 846,065	\$ 1,556,682		\$ 2,540,028	\$ 2,836,267	\$ 296,239	\$ 300,000
166 ME	182557	0	\$ 750,526	\$ 5,738,202	\$ 89,636	\$ 6,760,921	\$ 6,899,195	\$ 138,274	\$ 320,000
167 MB	40052	2076837	\$ 12,122,937	\$ 10,397,409	\$ 1,078,804	\$ 25,716,039	\$ 24,916,803	\$ (799,236)	\$ (783,978)
168 SY	247740	1282910	\$ 3,064,655	\$ 43,443		\$ 4,638,748	\$ 3,569,961	\$ (1,068,787)	\$ (1,054,779)
169 WW	214247	23132	\$ 3,939,636	\$ 2,637,355	\$ 44,431	\$ 6,858,801	\$ 6,559,752	\$ (299,049)	\$ (113,998)
260 RMS	631603	1624660	\$ 3,865,964	\$ 73,217		\$ 6,195,444	\$ 6,706,296	\$ 510,852	\$ 750,000
360 RHS	4009138	15029976	\$ 3,253,844	\$ 3,391,996	\$ 12,029	\$ 25,696,983	\$ 24,783,063	\$ (913,920)	\$ -
800 DW	2511171	283266	\$ 357,725	\$ 3,801,433	\$ 797,939	\$ 7,751,534	\$ 7,956,940	\$ 205,407	\$ -
						\$ -		\$ -	
Totals	\$ 7,967,469	\$ 20,944,175	\$ 35,839,571	\$ 28,112,863	\$ 2,276,250	\$ 95,140,328	\$ 93,810,741	\$ (1,329,587)	\$ 17,879

Remaining	Billed to date	Remaining	Total
360	\$ 17,125,236	\$ 100,000	\$ 100,000
Phase II	\$ 2,300,508	\$ 793,492	\$ 793,492
Total			\$ 893,492

SBF Balance \$ 11,271,703
6/30/2026

Arbitrage Est. \$1,500,000

	Actual	Billed	Remaining to pay
Roofing	\$ 1,744,823	571788	\$ 1,173,035
Internal	759700		759700

Remainder SBF \$ 6,945,476

Meadows Elementary

July 13, 2026



School Improvement Goals:

Reading scores will meet/exceed state averages

Increased average daily attendance



Reading Goal:

*Our goal is to annually improve our reading proficiency levels in order to exceed state averages in reading as measured by NSCAS in May 2025.

Data points beginning of year:

aReading- spring, 2025

Percentage proficient -

74.6% (150/201)

2nd - 74.4% (35/47)

3rd - 74.4% (35/47)

4th - 77.7% (28/36)

5th - 77.1% (27/35)

6th - 69.4% (25/36)

NSCAS ELA- spring, 2025

Percentage proficient-

68%

3rd- 64%

4th- 62%

5th- 71%

6th- 78%

3rd- 2491 median/**2465 state/2491 region**

4th- 2501 median/**2499 state**

5th- 2520 median/**2512 state**

6th- 2533 median/**2528 state**



Data points beginning of year: MAP ELA

Students proficient:

3rd- 59% 4th- 77% 5th- 65% 6th- 74%

Students above grade level mean:

3rd- 25/47	4th- 30/43	5th- 24/37	6th- 27/39
53%	70%	65%	69%



Action Steps:

- **Reading-**
 - ICEL focus (Instruction, Curriculum, Environment, Learner)
 - Professional development on Archer engagement strategies- explicitly teaching vocabulary, alternatives for popcorn reading (choral, echo, partner, whisper)
 - IXL diagnostic completed by all K-6 students once a week, and goal of 10 points diagnostic growth per month



BECI- early intervention and family engagement

2025-26 GREATEST ACCOMPLISHMENTS

MEADOWS

Successfully launched a new School as Hub site at Meadows, expanding early learning opportunities through birth through age 3 Stay – and-Play, socializations, and home visits. In the first year, the home visitor supported 13 families and 24 children—building strong relationships and increasing early family engagement.

Birth through age 5 literacy was embedded into family events, strengthening family engagement and supporting children's early literacy development.

Family engagement events during conferences shifted to hands-on, literacy-focused make-and-take activities, interactive literacy games, and STEAM experiences for all ages.



Data points at semester:

Fall FB	Early Reading	Winter FB	Early Reading
K	45%	K	53% (+8)
1	38%	1	40% (+2)

Fall FB	aReading	Winter FB	aReading
2	57%	2	67% (+10)
3	60%	3	48%
4	74%	4	65%
5	64%	5	55%
6	72%	6	67%



Data points at semester: MAP ELA

Students proficient:

3rd- 58% (-1) **4th-** 79% (+2) **5th-** 55% (-10) **6th-** 72% (-2)

Students above grade level mean:

3rd- 26/48 **4th-** 29/43 **5th-** 17/38 **6th-** 26/40
54% (+1) 67% (-1) 45% (-20) 65% (-4)

Percentage met projected growth:

3rd- 47% **4th-** 62% **5th-** 53% **6th-** 45%



Updated Action Steps:

- Intentional practice of ‘the code’.
- Levels of Engagement, self-reflection visuals and conversations which help us in encouraging kids to engage and drive their learning
- Goal setting for NSCAS with choice boards of incentives for motivation.
- Communication to families regarding goals and preparing their student for testing
- All PK-3 teachers, special education, BECI and speech completed UNO Early Literacy class.



How engaged am I?

Active <----- Passive -----> Active

DISRUPTING

Distracting others

Disrupting the teaching and learning



AVOIDING

Looking for ways to avoid work

Off-task behavior



WITHDRAWING

Being distracted

Separating from group work



PARTICIPATING

Doing work

Paying attention

Responding to questions



INVESTING

Asking questions

Sharing ideas

Feels like what you are learning is important



DRIVING

Setting goals

Seeking feedback

Collaborating with others



Disengagement

Engagement



Data points at the end of the year:

**2025-26 NSCAS scores are unofficial.

*denotes unofficial

NSCAS Proficiency Percentages

	ELA	Math	Science
2025-2026*	65.00%*	68.00%*	92.10%*
2024-2025	67.00%	80.25%	88.89%
2023-2024	64.63%	76.19%	77.14%
2022-2023	57.43%	70.27%	79.49%
2021-2022	55.35%	53.46%	84.44%

ELA- unofficial

3rd- 42% proficient

4th- 84% proficient- 2534 median/ 2500 state / 2524 region

5th- 61% proficient- 2522 median/ 2514 state

6th- 78% proficient- 2538 median/ 2525 state



Fall FB	Early Reading		Spring FB	Early Reading
K	45%		K	46% (+1)
1	38%		1	43% (+5)

Fall FB	aReading		Spring FB	aReading
2	57%		2	75% (+18)
3	60%		3	51% (-9)
4	74%		4	75% (+1)
5	64%		5	66% (+2)
6	72%		6	62% (-10)



What we have learned moving forward into next year....

- **Systems**
 - Revisit PBiS- common language and expectations
 - PLCs
 - IXL
 - Student data literacy and agency
- **Tier 1+**
- **Archerisms** walkthroughs with data driving our professional development
- **Little Mustangs and Begindergarten**- early intervention and family engagement
- **Student and family engagement**- get input, ambassadors
- **Fidelity**- Are we doing what we say we are going to do?



Attendance

Goal:

- 95% or higher daily attendance.
- Chronic absenteeism below **10%**



Data Points BOY:

Average Daily Attendance:

- 2021-22: 92.84%
- 2022-23: 94.13%
- 2023-24: 95.28%
- 2024-25: 95%

Chronic Absenteeism:

2021-22: 68 students

2022-23: 50 students

2023-24: 32 students

2024-25: 34 students

Students missing 10 days or more:

- 2022-23: 97
- 2023-24: 82
- 2024-25: 74
- 2025-26: 69



Action Steps:

- Themed attendance competitions- featured on Facebook and in our Mustang Minute
- Random incentives for being at school on time. GO Team greets kids outside of their classrooms with a treat/incentive.
- Sharing of data on Facebook and in our Mustang Minute newsletter
- Attendance boards- classroom teachers record their daily attendance percentage on their boards outside of their classrooms. Random morning incentives for those classes at 100% attendance (all here and on time).
- Number one priority is having a welcoming climate for all.



Data Points at Semester:

Average Daily Attendance:

- 2021-22: 92.92%
- 2022-23: 94.02%
- 2023-24: 95.68%
- 2024-25: 95.46%
- 2025-26: 96.03%

Updated action steps:

- Visuals with data shared with families of chronic students at Student Led Conferences.
- Added more incentives and recognition for all students.
- MOEC attendance conference- put together an attendance plan that focused on kindergarten attendance and targeted siblings. Check in/check out as a strategy with reinforcements chosen by the student.
- Ride shares- Meadows families picked up those who needed rides to and from school



End of Year Data Points:

Average Daily Attendance:

95.95.39% ADA 10.13% chronic attendance (32 students)

K- 5 1st- 5 2nd- 3 3rd- 5 4th- 5 5th- 5 6th- 4

133 no call (range of 2-13)

113 medically excused (range of 1-17)

219 ill (range of 2-18)

84.5 personal reasons (range of 1-16)

Tardies- high of 57- late $\frac{1}{3}$ of the time

Plan for 26/27 school year:

Belonging- Not about making everyone speak but it making sure they know they can.

- Family engagement- starting with birth to five ‘Little Mustangs’
- Deeper implementation of Character Strong
- Binder built or behavior built? **PBiS** and understanding behavior is a skill deficit. Balance of empathy and accountability
- Check in/check out for bubble and chronic students- relationships.
- Connection is not memorizing facts about students and families.....it's about being curious about their stories.





Attendance data- 10 or more absences (2025-26 school year) 69 total

*****This data includes medically excused absences.*****

Preschool- 1: (32.0) - 1 chronic

Kindergarten- 12: (19.9, 11.9, 10.1, 16.4, 25.3, 10.5, 13.8, 13.0, 16.3, 13.4, 14.8, 11.5) - 5 chronic

First- 11: (10.3, 14.1, 10.1, 11.8, 15.0, 11.4, 21.5, 11.5, 17.3, 11.0, 20.0) - 5 chronic

Second- 7: (11.5, 22.4, 18.5, 12.3, 11.1, 10.6, 11.0) - 3 chronic

Third- 15: (17.0, 22.6, 15.1, 16.0, 11.8, 12.4, 10.9, 11.8, 13.1, 13.0, 27.3, 11.6, 13.4, 11.1, 10.1) - 5 chronic

Fourth- 9: (21.8, 21.0, 18.6, 10.0, 11.6, 12.4, 10.0, 10.6, 14.1) - 5 chronic

Fifth- 9: (21.0, 12.8, 15.1, 10.1, 12.4, 12.3, 14.0, 12.5, 10.4) - 5 chronic

Sixth- 5: (10.1, 28.1, 16.9, 17.0, 21.3) - 4 chronic

Boys- 34 Girls- 35

Hispanic- 31 Black- 12 EL-19 Special Education- 13 Option-14 Single parent home- 27

Excessive absences report of more than **84 periods** of absences and tardies
AND included both excused and unexcused absences:

Preschool- 8 students

Average days absent- 14.69

Total days absent- 117.5

Kindergarten- 18 students

Average days absent- 16.86

Total days absent- **303.5**

First grade- 14 students

Average days absent- 15.17

Total days absent- 218

Second grade- 12 students

Average days absent- 14.33

Total days absent- 172

Third grade- 19 students

Average days absent- 16.03

Total days absent- **304.5**

Fourth grade- 9 students

Average days absent- 19.33

Total days absent- 174

Fifth grade- 8 students

Average days absent- 16.94

Total days absent- 135.5

Sixth grade- 7 students

Average days absent- 17.14

Total days absent- 120





Plan for 26/27 school year:

Belonging- Not about making everyone speak but it's making sure they know they can.

- Family engagement- starting with birth to five.... Little Mustangs and Begindergarten
- Connection is not memorizing facts about students and families.....it's about being curious about their stories.
- Consistent implementation of Character Strong and PBiS
- Binder built or behavior built? **PBiS** and understanding behavior is a skill deficit. Balance of empathy and accountability
- Check in/check out for bubble and chronic students-**relationships.**



What we have learned moving forward into next year....

- **Belonging and connectedness-** insuring **all** feel a connection to our school community.



Questions?

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Budget Factors for the 2026-2027 School Year

State Aid and Limitations

	Budget Authority	Property Tax Authority	Property Tax Authority with Board Approved additional 5%	State Aid
25-26	\$40,823,820	\$26,256,162	\$28,642,107	\$9,481,955
26-27	\$45,153,194	\$27,377,584	\$29,782,929	\$11,060,089
Difference	\$ 4,329,374	\$970,681	\$990,081	\$1,537,493
Percentage Δ	10.61%	4.27%	3.98%	3.78%

Preliminary Valuation

	Real Estate Valuation	Personal Property	State Assessed	Total
2025	\$2,406,723,360	\$184,724,040	\$17,557,235	\$2,609,004,635
2026	\$2,436,154,811	\$184,724,040	\$17,557,235	\$2,638,436,086
Difference	\$29,431,451	0	0	\$2,943,1451
Percentage Δ	1.2%	0%	0%	1.1%

Certified Staff Salary Increase - \$725 on the base

Insurance Premium Increase - 7.25%

New Positions
KW - 5th grade teacher
MB - 6th grade teacher
Elementary SPED Position
District Wide Behavior Coach
Reduced Positions
District Wide Technology Coach

	Section A									Section B					Section C	Section D							Section E	Section F	Section G
District Name	General Fund Tax Asking (2025/26 LC-2)	Special Bldg Tax Asking (2025/26 LC-2)	2025/26 TOTAL Property Tax Request	General Fund Non-Property Tax Revenue (2023/24 AFR)	Special Bldg Non-Property Tax Revenue (2023/24 AFR)	2023/24 TOTAL Non-Property Tax Revenue	2023/24 TOTAL SPED Reimbursement (2023/24 AFR)	2025/26 TEEOSA	TOTAL REVENUE (Total Tax Request + NonProperty \$ + SPED + TEEOSA)	Base Growth 3%	Basic Growth % for Membership	Basic Growth % for LEP	Basic Growth % for Poverty	TOTAL BASE GROWTH RATE %	REVENUE CAP (Total Revenue X Total Base Growth %)	General Fund Non-Property Tax Revenue (2023/24 AFR)	Special Bldg Non-Property Tax Revenue (2023/24 AFR)	2023/24 TOTAL Non-Property Tax Revenue	2025/26 SPED Estimated (SPEDFRS Nov 2024)	2025/26 TEEOSA (as of 1.30.25)	Prior Years Unused Property Tax Authority (2025/26 LC-2)	2025/26 PROPERTY TAX AUTHORITY (Section C - Total NonProperty \$ - SPED Est - TEEOSA + PY Unused PTAuthority)	2025/26 Property Tax Request Authority including Board Approved Amount	Amount of Additional Property Tax Authority if Approved	2025/26 Property Tax Request Authority including Board Approved Amount
25/26 (Current)	\$22,570,429	\$1,010,101	\$23,580,530	\$8,836,322	\$152,015	\$8,988,337	\$4,452,841	\$10,697,192	\$47,718,900	3.0000%	0.9375%	0.6469%	0.0000%	4.5844%	\$49,906,525	\$8,771,541	\$190,662	\$8,962,203	\$5,207,380	\$9,481,955	\$1,175	\$26,256,162	5%	\$2,385,945	\$28,642,107
26/27(Estimated)	\$24,202,842	\$252,525	\$24,455,367	\$8,771,541	\$190,662	\$8,962,203	\$5,207,380	\$9,481,955	\$48,106,905	3.0000%	0.0611%	0.0000%	0.0000%	3.0611%	\$49,579,490	\$10,012,723	\$193,936	\$10,206,659	\$5,272,639	\$11,060,089	\$4,186,740	\$27,226,843	5%	\$2,405,345	\$29,632,188
Difference	\$1,632,413	-\$757,576	\$874,837	-\$64,781	\$38,647	-\$26,134	\$754,539	-\$1,215,237	\$388,005	0.00%	-0.88%	-0.65%	0.00%	-1.52%	-\$327,035	\$1,241,182	\$3,274	\$1,244,456	\$65,259	\$1,578,134	\$4,185,565	\$970,681	0%	\$19,400	\$990,081
Percentage	7.23%	-75.00%	3.71%	-0.73%	25%	-0.29%	16.95%	-11.36%	0.81%	0.00%	-93.48%	-100.00%	#DIV/0!	-33.23%	-0.66%	14.15%	1.72%	13.89%	1.25%	16.64%	356218.30%	3.70%	0.00%	0.81%	3.46%

INCOME TOTALS	2020-2021	20-21 Act.	2021-2022	21-22 Act.	2022-2023	23-22 Act.	2023-2024	23-24 Act.	2024-2025	24-25 Actual	2025-2026	Difference	2026-2027	Difference
Local District Taxes	\$ 19,481,802	\$ 18,661,361	\$ 20,497,849	\$ 20,959,131	\$ 21,044,479	\$ 20,606,102	\$ 20,978,518	\$ 20,363,046	\$ 22,103,725	\$ 22,596,916	\$ 23,723,814	7.33%	\$ 24,465,730	3.13%
Common Levy Proceed														
Pro-Rata Motor Vehicle Tax	\$ 30,000	\$ 43,209	\$ 30,000	\$ 47,297	\$ 32,000	\$ 45,603	\$ 45,000	\$ 147,303	\$ 45,000	\$ 41,493	\$ 45,000	0.00%	\$ 45,000	0.00%
Motor Vehicle Tax	\$ 2,365,735	\$ 3,420,357	\$ 3,400,000	\$ 3,593,381	\$ 3,300,000	\$ 4,023,236	\$ 3,796,100	\$ 3,886,084	\$ 3,500,000	\$ 4,245,879	\$ 3,500,000	0.00%	\$ 3,500,000	0.00%
Homestead Exemption Tax	\$ 250,000	\$ 500,037	\$ 410,000	\$ 562,586	\$ 420,000	\$ 565,114	\$ 550,000	\$ 521,960	\$ 365,000	\$ 691,375	\$ 450,000	23.29%	\$ 450,000	0.00%
Tuition From Individuals														
Tuition From Other Districts														
Interest On Investments	\$ 6,000	\$ 11,063	\$ 6,000	\$ 7,258	\$ 15,000	\$ 24,198	\$ 30,000	\$ 23,191	\$ 20,000	\$ 27,836	\$ 20,000	0.00%	\$ 20,000	0.00%
Local Fees & Fines	\$ 36,000	\$ 32,932	\$ 35,000	\$ 33,861	\$ 30,000	\$ 29,420	\$ 30,000	\$ 41,273	\$ 30,000	\$ 43,483	\$ 30,000	0.00%	\$ 30,000	0.00%
Other Local Revenue	\$ 8,000	\$ 1,600	\$ 8,000	\$ 103,909	\$ 1,500	\$ 10,000	\$ 1,500	\$ 15,890	\$ 1,000	\$ 3,000	\$ 1,000	0.00%	\$ 1,000	0.00%
County Fines & Licenses	\$ 70,550	\$ 73,653	\$ 81,000	\$ 73,783	\$ 70,000	\$ 70,424	\$ 70,000	\$ 76,524	\$ 70,000	\$ 89,661	\$ 70,000	0.00%	\$ 70,000	0.00%
State Aid	\$ 11,164,498	\$ 11,060,850	\$ 9,787,636	\$ 9,787,636	\$ 10,659,909	\$ 10,659,909	\$ 9,687,575	\$ 9,687,575	\$ 10,697,192	\$ 10,697,192	\$ 9,481,955	-11.36%	\$ 11,060,089	16.64%
Special Education Program	\$ 2,100,000	\$ 1,933,960	\$ 2,100,000	\$ 2,198,749	\$ 2,100,000	\$ 2,164,135	\$ 4,188,093	\$ 4,091,175	\$ 4,188,028	\$ 4,727,214	\$ 4,540,618	8.42%	\$ 4,473,134	-1.49%
Special Education Transportation	\$ 165,000	\$ 56,134	\$ 165,000	\$ 213,927	\$ 165,000	\$ 240,558	\$ 240,000	\$ 494,274	\$ 240,000	\$ 611,157	\$ 500,000	108.33%	\$ 613,166	22.63%
Federal Grant Reimbursement														
State Apportionment	\$ 400,000	\$ 380,456	\$ 400,000	\$ 372,602	\$ 372,196	\$ 554,881	\$ 435,000	\$ 569,715	\$ 385,000	\$ 1,224,103	\$ 885,000	129.87%	\$ 885,000	0.00%
Public Power Sales Tax	\$ 425,000	\$ 460,533	\$ 425,000	\$ 3,977,766	\$ 3,670,691	\$ 3,949,879	\$ 3,950,000	\$ 3,974,007	\$ 3,950,000	\$ 4,251,748	\$ 3,950,000	0.00%	\$ 3,950,000	0.00%
EduJobs Funding														
Income from Cash Balance	\$ 1,049,445	\$ -	\$ 1,437,247	\$ -	\$ -	\$ -	\$ -		\$ -		\$ 263,555			
Tax Anticipation Notes														
Total	\$ 37,552,029	\$ 36,636,148	\$ 38,782,732	\$ 41,931,889	\$ 41,880,775	\$ 42,943,459	\$ 44,001,786	\$ 43,892,018	\$ 45,594,945	\$ 49,251,057	\$ 47,460,942	4.09%	\$ 49,563,120	4.43%

DISBURSEMENTS	2020-2021	20-21 Act.	2021-2022	20-21 Act.	2022-2023	22-23 Act.	2023-2024	23-24 Act.	2024-2025	24-25 Actual	2025-2026	Difference	2025-2026	Difference
Instruction	\$ 19,104,896	\$ 18,857,227	\$ 20,402,083	\$ 19,155,798	\$ 21,686,819	\$ 19,793,320	\$ 22,885,330	\$ 21,236,049	\$ 23,784,986	\$ 22,674,438	\$ 24,475,614	2.90%	\$ 24,475,614	0.00%
Special Education	\$ 5,655,708	\$ 5,402,499	\$ 5,503,587	\$ 5,450,924	\$ 6,295,478	\$ 5,578,375	\$ 6,576,529	\$ 6,387,698	\$ 6,616,885	\$ 6,698,103	\$ 7,148,214	8.03%	\$ 7,148,214	0.00%
Pupil Support Services	\$ 1,288,014	\$ 1,221,533	\$ 1,242,940	\$ 1,345,147	\$ 1,405,644	\$ 1,400,264	\$ 1,442,856	\$ 1,411,164	\$ 1,589,405	\$ 1,659,899	\$ 1,607,927	1.17%	\$ 1,607,927	0.00%
Staff Support Services	\$ 2,170,096	\$ 1,949,596	\$ 2,226,858	\$ 2,004,298	\$ 2,363,250	\$ 2,082,362	\$ 2,625,844	\$ 2,436,983	\$ 2,709,955	\$ 2,370,994	\$ 2,776,715	2.46%	\$ 2,776,715	0.00%
General Administration	\$ 779,242	\$ 708,035	\$ 813,755	\$ 986,613	\$ 835,704	\$ 903,873	\$ 786,919	\$ 936,108	\$ 813,459	\$ 797,392	\$ 844,982	3.88%	\$ 844,982	0.00%
Building Administration	\$ 2,308,941	\$ 2,271,189	\$ 2,360,718	\$ 2,379,004	\$ 2,447,574	\$ 2,513,220	\$ 2,533,986	\$ 2,278,760	\$ 2,623,534	\$ 2,463,123	\$ 2,688,076	2.46%	\$ 2,688,076	0.00%
Business	\$ 763,375	\$ 682,582	\$ 772,746	\$ 671,797	\$ 822,403	\$ 1,240,925	\$ 831,301	\$ 911,724	\$ 843,768	\$ 678,087	\$ 710,764	-15.76%	\$ 710,764	0.00%
Operation Of Plant	\$ 3,048,939	\$ 2,710,351	\$ 3,059,010	\$ 2,960,119	\$ 3,343,637	\$ 3,084,236	\$ 3,493,176	\$ 3,146,946	\$ 3,717,962	\$ 3,529,831	\$ 4,453,086	19.77%	\$ 4,453,086	0.00%
Maintenance Of Plant	\$ 937,107	\$ 1,013,269	\$ 933,170	\$ 939,013	\$ 1,075,423	\$ 958,933	\$ 1,118,590	\$ 964,283	\$ 1,165,066	\$ 1,336,778	\$ 986,875	-15.29%	\$ 986,875	0.00%
Transportation	\$ 1,258,085	\$ 1,026,512	\$ 1,230,239	\$ 1,161,757	\$ 1,367,217	\$ 1,363,665	\$ 1,469,629	\$ 1,656,335	\$ 1,492,299	\$ 1,522,381	\$ 1,636,189	9.64%	\$ 1,636,189	0.00%
Board of Education	\$ 237,626	\$ 196,189	\$ 237,626	\$ 185,465	\$ 237,626	\$ 139,823	\$ 237,626	\$ 200,517	\$ 237,626	\$ 241,525	\$ 132,500	-44.24%	\$ 132,500	0.00%
Total	\$ 37,552,029	\$ 36,038,982	\$ 38,782,732	\$ 37,239,935	\$ 41,880,775	\$ 39,058,995	\$ 44,001,786	\$ 41,566,566.8	\$ 45,594,945	\$ 43,972,555	\$ 47,460,942	4.09%	\$ 47,460,942	0.00%

Valuation	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
	\$ 1,792,723,470	\$ 1,912,399,115	\$ 1,971,895,050	\$ 2,102,130,455	\$ 2,340,248,555	\$2,450,204,865	\$2,609,004,635	\$2,638,436,086

General Fund	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
General Fund Budget	\$36,298,326	\$37,520,589	\$38,729,266	\$41,880,775	\$43,741,764	\$45,594,945	\$47,460,942	\$49,524,059
(Budget +/-)	\$1,224,713	\$1,222,263	\$1,208,677	\$3,151,509	\$1,860,989	\$1,853,181	\$1,865,997	\$2,063,117
Tax Requirement	\$18,100,535	\$19,481,801	\$20,499,898	\$21,044,479	\$20,978,518	\$22,103,725	\$23,723,814	\$24,139,035
1% Treasurer's Fee	\$181,005	\$194,818	\$204,999	\$212,570	\$211,904	\$223,270	\$239,634	\$243,828
								\$415,221
Total	\$18,281,540	\$19,676,619	\$20,704,897	\$21,257,049	\$21,190,422	\$22,326,995	\$23,963,448	\$24,382,863
Estimated Levy	\$1.0198	\$1.0500	\$1.0500	\$1.0112	\$0.9055	\$0.9112	\$0.918490	\$0.924141

Special Building Fund	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Taxable base	\$17,747,962	\$18,932,751	\$19,521,761	\$21,021,305	\$23,402,486	\$24,502,049	\$26,090,046	\$26,384,361
Total Tax Funds	\$ 536,698	\$ -	\$ -	\$ 807,167	\$ 1,000,000	\$ 1,000,000	\$ 250,000	\$ 250,000
1% Treasurer's Fee	\$5,367	\$0	\$0	\$8,153	\$10,101	\$10,101	\$2,525	\$2,525
								\$ -
Total	\$ 542,065	\$ -	\$ -	\$ 815,320	\$ 1,010,101	\$ 1,010,101	\$ 252,525	\$ 252,525
Estimated Levy	\$0.0302	\$0.0000	\$0.0000	\$0.0388	\$0.0432	\$0.0412	\$0.0097	\$0.009571

Budget Total (Under The Lid)	\$1.05	\$1.05	\$1.05	\$1.05	\$0.95	\$0.95	\$0.93	\$0.9337

Voluntary Separation	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Amount of Fund	\$49,649	\$105,000	\$129,961	\$140,000	\$245,000	\$241,000	\$237,000	\$0
Auto Tax Estimate								
Total Tax Funds	\$49,649	\$105,000	\$129,961	\$140,000	\$245,000	\$241,000	\$237,000	\$0
1% Treasurer's Fee	\$496.49	\$1,050.00	\$1,300	\$1,414	\$2,475	\$2,434	\$2,394	\$0
								-\$237,000
Total	\$50,145.49	\$106,050.00	\$131,261	\$141,414	\$247,475	\$243,434	\$239,394	\$0
								(\$239,394)
Estimated Levy	\$0.00277	\$0.00549	\$0.00659	\$0.00673	\$0.01057	\$0.00994	\$0.009176	\$0.000000
	\$1.0528	\$1.0555	\$1.0566	\$1.0567	\$0.9592	\$0.9624	\$0.9373	\$0.9337
Lease/Purchase	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
ond Issue Make Up Lease/Purchas	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

State Of Nebraska Energy Loan	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Auto Tax Estimate (Income)								
Amount Of Property Tax	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1% Treasurer's Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated Levy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

General Obligation Bond Fund	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Tax Requirement	3,243,025	3,700,000	1,636,940	4,125,000	4,700,000	\$5,600,000	\$5,600,000	\$5,600,000
Auto Tax Estimate (Income)								
Amount Of Property Tax	\$3,243,025	3,700,000	1,636,940	4,125,000	3,893,128	\$5,600,000	\$5,600,000	\$5,600,000
1% Treasurer's Fee	32430.25	37000	16369	41667	39324	\$56,566	\$56,566	\$56,566
Total	\$3,275,455	\$3,737,000	\$1,653,309	\$4,166,667	\$3,932,452	\$5,656,566	\$5,656,566	\$5,656,566
Estimated Levy	\$0.1827	\$0.19541	\$0.08384	\$0.19821	\$0.16804	\$0.23086	\$0.2168	\$0.214391

Limited Bond Fund (QCPUF, BABS, QSCB)	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Tax Requirement	\$351,744	\$72,356	\$591,204	\$0	\$0	\$0	\$0	\$0
Auto Tax Estimate (Income)								
Amount Of Property Tax	\$351,744	\$72,356	\$591,204	\$0	\$0	\$0	\$0	\$0
1% Treasurer's Fee	\$3,517.44	\$723.56	\$5,912	\$0	\$0	\$0	\$0	\$0
Total	\$355,261.12	\$73,079.56	\$597,116.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Estimated Levy	\$0.0198	\$0.0038	\$0.03028	\$0.00000	\$0.00000	\$0.00000	\$0.00000	\$0.00000

Cooperative Fund	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Amount of Fund	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000

Total Tax Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated Levy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Outside the lid total	\$0.2053	\$0.2047	\$0.1207	\$0.2049	\$0.1786	\$0.2408	\$0.2260	\$0.2144
Total All Funds	\$39,979,188	\$41,436,719	\$41,110,952	\$46,188,856	\$47,921,691	\$51,494,945	\$53,356,902	\$55,180,625
Inc./Dec.) All Funds	\$1,464,491	\$1,457,531	(\$325,766)	\$5,077,904	\$1,732,835	\$3,573,254	\$1,861,957	\$1,823,723
Total Tax Dollars (All Funds)	\$22,504,468	\$23,592,749	\$23,086,583	\$26,380,450	\$26,380,450	\$29,237,095	\$30,111,933	\$30,291,954
Inc./Dec. Budget Dollars	\$1,648,781	\$1,088,281	(\$506,165)	\$3,293,867	(\$0)	\$2,856,645	\$874,838	\$180,021
Est. School Tax Levy	\$1.2553	\$1.2547	\$1.1707	\$1.2549	\$1.1272	\$1.1933	\$1.154154	\$1.148103
Inc/Dec	(\$0.0022)	(\$0.0006)	(\$0.0840)	\$0.0842	(\$0.1277)	\$0.0660	(\$0.0391)	(\$0.0061)

Ralston Public Schools Budget Development Calendar 2026/2027

November 2025 to June 2026	Detailed administrative review of all budget categories and proposed budget reductions/additions
February/March	Business Officials forecast funding outlook and preliminary valuation projections
February	NDE may certify 2026/2027 state aid to schools, no guarantees as they now have until June 1 for certification if they choose
April to June	Cabinet level administration planning meetings for 2026/2027 strategic planning for budget development
May/June	Formulate and finalize department and building budgets and compile all pertinent information into a working document for BOE inspection.
June 8 th	Preliminary budget projections for the 2026/2027 budget development presented to BOE
July	Cabinet level administrative budget development and refinement.
July 13 th	Present preliminary budget and projections to the Board of Education as a discussion item during regular BOE Meeting.
August 20 th	Real property valuation is certified by the County Assessor's Office of Douglas County
August 24 th	Present amended budget proposal for Board consideration
September 1 st	Special building fund levy and budget allocation is certified to each member school by the Learning Community Coordinating Council.
September 14 th	Conduct Official Budget Hearing at 5:30 PM prior to the Regular Board of Education Meeting at 6:00 PM.
September 14 th	Conduct Tax Request Hearing at 5:45 PM prior to the regular Board of Education meeting at 6:00 PM
September 14 th	Officially adopt the 2026/2027 Ralston Public Schools Budget during the regular BOE Meeting.
September 28 th	Officially approve the 2026/2027 Tax Request Resolution for the Ralston Public Schools.

2026/27 BUDGET AUTHORITY AND ALLOWABLE RESERVE PERCENTAGE CERTIFICATION

COUNTY: DOUGLAS
COUNTY-DISTRICT NUMBER: 28-0054-000
DISTRICT NAME: RALSTON PUBLIC SCHOOLS

Certified Budget Authority	\$45,153,194	Formula Needs
Allowable Reserve Percentage	25 %	
Access to Prior Year's Unused Budget Authority	\$831,864	

Certified Budget Authority:

Certified Budget Authority is calculated three ways. The greater of the Budget Based Calculation, the Student Growth Adjustment Calculation, or the Formula Needs Calculation becomes a district's Certified Budget Authority.

Budget Based Calculation: $((GFBE - SGF - SPED - GFLE) \times 1.025)$

Student Growth Adjustment Calculation: $((GFBE - SGF - SPED - GFLE) + (SGA +/- SGACORR))$

Formula Needs Calculation: $((FN \times 1.10) - (SPED \times 1.025))$

		Data Source
GFBE	2025/26 General Fund Budget	2025/26 LC-2 Line B-100
SGF	2025/26 Special Grant Funds	2025/26 LC-2 Line B-110
SPED	2025/26 Special Education Budget	2025/26 LC-2 Line B-120
GFLE	2025/26 General Fund Lid Exclusions (Schedule A)	2025/26 LC-2 Line B-130
SGA	2026/27 Student Growth Adjustment	2026/27 State Aid
SGACORR	2026/27 Student Growth Correction	2026/27 State Aid
FN	2026/27 Formula Needs	2026/27 State Aid

2026/27 Basic Allowable Growth Rate (BAGR) is 2.5%.

Access to Prior Year's Unused Budget Authority:

This amount is equal to the lesser of 2% of 2025/26 adjusted expenditures (2% of LC-2 Line B-140) or 2025/26 Total Unused Budget Authority (LC-2 Line B-175) *if the district has Unused Budget Authority available.*

Please Note: *To access this additional budget growth, the amount must be manually entered on Line A-355 of the 2026/27 LC-2.*

For further information on how this data was calculated, see the "Budget Text" document available here www.education.ne.gov/fos/budgeting-school-district. For questions, contact School Finance at (402) 540-0649 or (402) 450-1418.

NEBRASKA DEPARTMENT OF EDUCATION
SCHOOL FINANCE & ORGANIZATION SERVICES
2026/27 STATE AID CERTIFICATION

RALSTON PUBLIC SCHOOLS (28-0054-000)

FORMULA STUDENTS CALCULATION

(Fall Membership	ADM/FM Ratio	)	+	Contracted Out	=	Formula Students
(3,280	0.9921907303	)	+	1	=	3,255.39
KDG Adjustment	(0 students x .5)			times ADM Factor	=	0.00
Early Childhood (002)	(11 students x 974.0 hours / 1,032 hours x .6)				=	6.23
Early Childhood (004)	(19 students x 974.0 hours / 1,032 hours x .6)				=	10.76
Early Childhood (007)	(26 students x 974.0 hours / 1,032 hours x .6)				=	14.72
Early Childhood (008)	(33 students x 974.0 hours / 1,032 hours x .6)				=	18.69
Early Childhood (009)	(29 students x 974.0 hours / 1,032 hours x .6)				=	16.42
<i>Total Formula Students</i>						<i>3,322.21</i>

FORMULA NEEDS CALCULATION

Basic Funding	37,278,002
Poverty Allowance	4,016,468
Limited English Proficiency Allowance	1,383,524
Focus School & Program Allowance	0
Summer School Allowance	0
Special Receipts Allowance	5,264,568
Transportation Allowance	645,830
Elementary Site Allowance	0
Distance Education & Telecommunications Allowance	177,703
Averaging Adjustment	0
New School Adjustment	0
Student Growth Adjustment	0
Community Achievement Plan Adjustment	263,635
Limited English Proficiency Allowance Correction	0
Student Growth Adjustment Correction	0
Poverty Allowance Correction	0
Non Qualified LEP Adjustment	0
Total Calculated Formula Needs	49,029,730
Formula Needs Stabilization	0
Total Formula Needs	49,029,730

FORMULA RESOURCES CALCULATION

Yield From Local Effort Rate	2,657,517,153 / 100 x 1.0000000000	26,575,172
Net Option Funding		5,374,574
Allocated Income Tax Funds		323,081
Other Actual Receipts		15,243,407
Community Achievement Plan Aid		263,635
Foundation Aid Included in Resources		2,989,986
Total Formula Resources		50,769,855

Some numbers may be rounded for presentation. For further information, see the "Tax Equity and Educational Opportunities Support Act" document available on the FOS/State Aid website. For questions, contact (402) 450-0867 or (402) 471-4320.

Due to delayed federal poverty low-income data, prior-year data was used.

NEBRASKA DEPARTMENT OF EDUCATION
SCHOOL FINANCE & ORGANIZATION SERVICES
2026/27 STATE AID CERTIFICATION

RALSTON PUBLIC SCHOOLS (28-0054-000)

STATE AID CALCULATION

Equalization Aid	0
Net Option Funding	5,374,574
Allocated Income Tax Funds	323,081
Community Achievement Plan Aid	263,635
Foundation Aid Included in Resources	2,989,986
Foundation Aid Outside of Resources	1,993,324
Total State Aid Calculated	10,944,600
Prior Year (2025/26) State Aid Correction	115,489
Total State Aid	11,060,089
Carryover Adjustment from years prior to 2026/27	0

Some numbers may be rounded for presentation. For further information, see the "Tax Equity and Educational Opportunities Support Act" document available on the FOS/State Aid website. For questions, contact (402) 450-0867 or (402) 471-4320.

Due to delayed federal poverty low-income data, prior-year data was used.

Ralston Middle School Fee List

Fees Assessed:

Extracurricular Activity Fee: \$25.00

Breakfast Prices: \$2.05 Reduced: \$0.30

Lunch Prices: \$3.25 Reduced Lunch: \$0.40

Milk 8 oz: \$0.50

Orange/Apple Juice 4 oz: \$0.50

Lost/Damaged library and/or classroom textbook: Replacement Cost

Lost/Damaged clothing/equipment: Replacement Cost

Required Clothing for PE

~~Gym Shorts and cotton T-shirt~~

~~*Ralston Middle School offers RMS shorts \$15 and RMS shirts \$15 which are available in the office but not required~~

~~Rubber soled athletic shoes~~

~~Undergarments and socks appropriate for the activity.~~

Extracurricular Activities

Cheer and Dance Team: \$100

Show Choir: \$185

Optional Fees - Not Required

Ralston High/Middle School Activity Ticket - \$50.00

Extracurricular activities travel fee – Not to exceed \$500 per event,

Extracurricular activities admission – Maximum \$5.00 per event

Physicals for 8th Grade Sports: \$50.00

Ralston Middle School Yearbook: \$25.00

8th Grade Class Picture: \$20.00

Student Picture Packages: \$15 - \$25

Printed Clothing

Paperback books for personal ownership

Insurance policy for technology: \$15 - \$30

Donations / Fundraising

Family Consumer Science for food and take home materials used in class: \$15.00

Industrial Technology for materials used in class that can be taken home: \$15.00

Art Supplies: \$15

As approved by the Superintendent or designee

Ralston High School Fee List

Fees Assessed:

Extracurricular Activity Fee: \$50.00

Transcripts: Price for Graduates set by Parchment online order system \$4.00

* Current students are free of charge through Naviance

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

Breakfast Prices: \$2.50 Reduced: \$0.30

Lunch Prices: \$3.40 Reduced Lunch: \$0.40

Milk 8 oz: \$0.50

Orange/Apple Juice 4 oz: \$0.50

Replacement School ID: \$5.00

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 (PE)

Undergarments

Swimsuit (Swimming)

Towel (PE and swimming)

Rubber soled athletic shoes

Socks

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

Medical Science Academy 1 & 2: Lab Coat and Scrubs

Automotive Academy: blue jeans, close - toed shoes, academy shirt

Education Academy: business casual professional attire

SCUBA oxygen tank fee: not to exceed \$40

Specialized Equipment/Clothing Specific to Extracurricular Activities

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 racquet

Protective gear (ex. soccer shin guards)

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

Optional Fees - Not Required

Ralston High/Middle School Activity Ticket - \$50.00 Physicals for Sports: \$50.00

Ralston High School Yearbook: \$75.00 Parking: \$30.00

Student Picture Packages: \$15 - \$25

Printed Clothing

Books &/or consumable materials for personal ownership (ex. clay, wood, etc.)

Extracurricular activities admission – Maximum \$25 per event

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

Prom: \$40

Insurance policy for technology: \$15 - \$30

Certification (Optional to student)

Red Cross Lifeguard certification: \$85.00

OSHA: \$25

SCUBA certification - paid directly to certification provider

Donations / Fundraising

Cheer and Dance Uniforms: \$1200

As approved by Superintendent or designee

Elementary Fee List

Fees Assessed

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

Lost/Damaged clothing/equipment: replacement cost

Breakfast Prices: \$1.80 Reduced: \$0.30

Lunch Prices: \$2.90 Reduced Lunch: \$0.40

Breakfast Prices: \$1.65 Reduced: \$0.30

Milk 8 oz: \$0.50

Orange/Apple Juice 4 oz: \$0.50

Recommended Items Not Required

Backpack

Water bottle

Towel/Mat for rest time (Pre-school)

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

Yearbook: \$10.00 - \$20.00

Student Picture Packages: \$6.50 - \$25

Printed clothing

Paperback books for personal ownership

Insurance policy for technology: \$15 - \$30

Donations and Fundraising:

As approved by Superintendent or designee

Meal Price History

Breakfast

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Elementary	\$ 1.55	\$ 1.55	\$ 1.55	\$ 1.55	\$ 1.55	\$ 1.55	\$ 1.55	\$ 1.65	\$ 1.70	\$ 1.75
Middle	\$ 1.95	\$ 1.95	\$ 1.95	\$ 1.95	\$ 1.95	\$ 1.95	\$ 1.95	\$ 1.95	\$ 1.95	\$ 2.00
High	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50

Current for comparison 2025-2026

	Elementary	Middle	High
Bellevue	\$ 2.00	\$ 2.00	\$ 2.00
Bennington	\$ 2.05	\$ 2.10	\$ 2.20
Millard	\$ 1.60	\$ 1.80	\$ 2.05
PLCS	\$ 1.65	\$ 2.05	\$ 2.05
Westside	\$ 1.90	\$ 2.10	\$ 2.25
Average	\$ 1.84	\$ 2.01	\$ 2.11

Ralston for 25-26 \$ 1.75 \$ 2.00 \$ 2.50

Proposed 26-27 \$ 1.80 \$ 2.05 \$ 2.50

Lunch

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Elementary	\$ 2.30	\$ 2.45	\$ 2.45	\$ 2.50	\$ 2.60	\$ 2.60	\$ 2.65	\$ 2.70	\$ 2.75	\$ 2.85
Middle	\$ 2.65	\$ 2.80	\$ 2.80	\$ 2.95	\$ 3.05	\$ 3.05	\$ 3.05	\$ 3.05	\$ 3.10	\$ 3.20
High	\$ 2.80	\$ 2.80	\$ 2.80	\$ 3.00	\$ 3.10	\$ 3.10	\$ 3.15	\$ 3.20	\$ 3.25	\$ 3.35

Current for comparison 2025-2026

	Elementary	Middle	High
Bellevue	\$ 2.75	\$ 3.00	\$ 3.25
Bennington	\$ 2.95	\$ 3.25	\$ 3.30
Millard	\$ 3.15	\$ 3.35	\$ 3.85
PLCS	\$ 2.50	\$ 2.75	\$ 2.85
Westside	\$ 2.90	\$ 3.25	\$ 3.95
Average	\$ 2.85	\$ 3.12	\$ 3.44

Ralston for 25-26 \$ 2.85 \$ 3.20 \$ 3.35

Proposed 26-27 \$ 2.90 \$ 3.25 \$ 3.40

Ralston High School



2026-2027 Student & Family Information Handbook

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

rhs.ralstonschools.org

School Handbooks are based on Board of Education Policies



*District #54
Ralston, Nebraska*

BOARD OF EDUCATION

Carrie Hough
Katie Krause
Elizabeth Kumru
Robin Richards
Mary Roarty
Samantha Willey

DISTRICT ADMINISTRATORS

Mr. Jason Buckingham, Superintendent
Dr. Aaron Bredenkamp, Assistant Superintendent for Business
Dr. Sara Zabrowski-Gates, Assistant Superintendent for Teaching & Learning
Dr. Ryan Pivonka, Director of Human Resources
Mrs. Megan Harding, Director of Teaching & Learning
Mrs. Jennifer Pollock, Director of Student Services

RALSTON HIGH SCHOOL ADMINISTRATION

Mr. Ruben Cano, Principal
Mr. Joseph Kilzer, Assistant Principal
Mrs. Mary Sasek, Assistant Principal
Mr. Clint Williams, Assistant Principal / Athletic & Activities Director
Mrs. Jordan Brown, Dean of Students
Mrs. Sarah McCauley, Dean of Students

RALSTON HIGH SCHOOL COUNSELORS

Mr. Trevor O'Reilly, Last Name A-F
Mrs. Leslie Wilkinson, Dept Chair, Last Name N-Z
Mrs. Tara Vaughn, Last Name G-M

Counselors are divided alphabetically by last name. You must see your assigned counselor for schedule-related questions, concerns, or to request a schedule change. Any of the three counselors are available to assist with personal/social issues or college/career related questions.

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:
<https://gobound.com/ne/schools/ralston>

Attendance Office 402-763-4100 (voicemail available 24 hours)

RALSTON HIGH SCHOOL
STUDENT-FAMILY HANDBOOK

TABLE OF CONTENTS	PAGE
Absence and Activity Participation	64
Absence, Reporting	17
Academic Achievement and Graduation	13
Academics and Activities	60
Academic Honors and Letters	14
Academic Progress	12
Accident Insurance	74
Activities, Conflict in Scheduling	64
Activities & Athletics	57
Activity Tickets	58
AHERA Notification	82
AI Usage by students	46
Alcohol / Drug Products, Student Use or Possession	66
Animals on School Grounds	18
Announcements	18
Athletic and Activity Offerings	58
Athletic & Activity Awards	71
Athletic Participation	58
Attendance, Athletics/Activities	62
Attendance Classifications	15
Attendance Expectations and Procedures	15
Automated Phone Messages	18
Backpacks / Drawstring Bags	19
Behavior in School, Athletics/Activities	64
Bell Schedule	19
Building Hours / Door Access	19
Bullying	40
Chromebook Usage Handbook	92
Class Rank	13
Closed Campus	20
Code of Conduct	61
College & Career Center	21

Commencement	21
Communication Protocol, Athletic / Activities	70
Complaint Procedure	36
Compulsory / Required Attendance / Excessive Absenteeism	15
Concussion Awareness	72
Dances	30
Detention, Skipped	18
Discipline, Off-Campus Behavior	30
Discipline, Student	21
Dress Code	31
Dress Code - Events	64
Due Process - Extracurricular Activities	68
Electronic Devices	33
Emergency Exclusion	22 & 28
Equipment and Uniforms	69
Extracurricular Events Behavior	64
Expedited Appeals and Procedures	74
Facility Usage / Athletic Lockers	69
Fee Schedule	77
FERPA Notification	83
Fighting	34
Fire and Disaster Drills	35
Fireworks, Smoke Bombs, etc.	35
Food and Beverage	35
Fundraising / Candy Sales	35
General Expectations and Procedures	18
Grading System and Reports	12
Grade Point Average/Mark Point Average	13
Graduation Requirements	11
Hall Regulations	35
Harassment	40
Health Services and Regulations	41
Homeless Children and Youth	82
History of Ralston High School	8
Homeroom	45
Honors, Academic	14
Identification Cards	45

Inclement Weather	69
Internet and Computer Access	45
Interrogations and Searches	75
Insurance - Athletics/Activities	70
Leaving School During the Day	16
Lockers	49
Locker Room Supervision	49
Lunch	50
Make-up Work Due to Absence	17
Make-up Work Due to Suspension	22
Media Center / Library	51
Medication Policy	42
Misc. Rights and Responsibilities	74
National Honor Society	52
NCAA Clearinghouse	72
Nondiscrimination, Notice of	9
Parent / Guardian Involvement in Educational Practices	75
Parking	52
Personal Property, Students	52
Physical Education, Medical Excuses	52
Plagiarism	53
Posters, Signs, and Publications	54
Pregnant and Parenting Students	15
Protection of Student Rights	83
R-KIDS	54
Restroom Expectations	54
Risk of Injury Warning	60
Release Privileges	20
Schedule Change/Withdrawal from Class	54
Security and Safety	55
Senior Honors and Recognition	14
Skateboards	54
Social Media	65
Spectators Expectations	70
Staff Qualifications	83
Student Eligibility, Athletics and Activities	57
Student Fees, Fines, Charges	77

Student Records, Parent access	76
Student Surveys	76
Tardy Procedures	18
Team Pictures	64
Team Selection	69
Telephones	55
Testing Policy	55
Theft	56
Title IX Policy	84
Tobacco / Vaping	65
Tobacco, Student Possession or Use	53
Transfer or Withdrawal from School	56
Transportation - Athletics/Activities	70
Vending Machines	56
Visitors to School	77
Weapons and Firearms	23 & 56
WIN Time	57

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

Ruben Cano, MS., Principal
Joseph Kilzer, MA, Assistant Principal
Mary Sasek MS, Assistant Principal
Clint Williams, MS, Assistant Principal/AD

Jordan Brown, MS, Dean of Students
Sarah McCauley, MS Dean of Students

Dear Ralston High School Students and Families,

It is with great enthusiasm and a deep sense of responsibility that I introduce myself as the new principal of Ralston High School. I am truly honored to join this vibrant community and look forward to partnering with each of you in support of our students' academic and personal growth.

High school is a critical time in every young person's life—a time of discovery, development, and opportunity. My goal is to ensure that every student at RHS feels supported, challenged, and inspired every day. Together with our dedicated teachers, staff, and leadership team, I am committed to fostering a safe, inclusive, and engaging learning environment where all students can thrive.

As we begin this new school year, I invite families to be active participants in the life of our school. Whether it's attending events, volunteering, or simply staying in touch, your involvement plays a vital role in our collective success. Open communication will be a top priority for me, and I welcome your ideas, questions, and feedback at any time.

To our students: I am excited to meet you, hear your stories, and cheer you on as you pursue your passions and goals. Know that you have a principal who believes in your potential and is here to support you every step of the way.

Let's make this year one of growth, connection, and achievement. I can't wait to see all that we will accomplish together.

Sincerely,

Mr. Cano

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, seven 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 location 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. Construction is completed on the new baseball and softball complex, as well as building renovations! The new grandstand will be finished this fall completing the bond project work.

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

The school district does not discriminate on the basis of race, color, national origin, religion, marital status, sex, pregnancy, gender identity, gender expression, sexual orientation, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Melissa Stolley at 402-898-3451, mstolley@ralstonschools.org or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Dr. Ryan Pivonka at 402-898-3483, ryan_pivonka@ralstonschools.org, 8545 Park Drive, Ralston NE 68127 or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: <https://resources.finalsite.net/images/v1722882941/ralstonschoolsorg/etrc5kgwfuknhzzloprw/3053-Nondiscrimination.pdf>.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Dr. Ryan Pivonka at 402-898-3483, ryan_pivonka@ralstonschools.org, 8545 Park Drive, Ralston NE 68127 or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the building principal at 402-898-3501, ruben.cano@ralstonschools.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Ralston Public Schools Purpose Statement

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.

Ralston Public Schools Believes...

- 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

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

Ralston High School

Achieving Excellence as a Community of Learners

Vision

An inclusive community focused on: empowering students to reach their highest academic potential, developing their social and emotional awareness, and providing students unique opportunities to explore and plan for their future.

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 track for graduation, students need to 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 course that is failed will not be replaced, but it must be completed successfully in order to earn credits.

The responsibility for determining when students are eligible to graduate 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 the mid-term of their senior year if they make a formal application to their counselor prior to the end of the first semester of their senior year. Any request by a student to graduate earlier than the midterm of their 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:

Class of 2027-2028:

1. **English:** 40 credit hours (Must pass English 1 and English 2),
2. **Social Studies:** 30 credit hours - (Must pass World Civilization, Government, and US History)
3. **Mathematics:** 30 credit hours (10 credit hours must be earned in an Algebra course)
4. **Science:** 30 credit hours (10 credit hours of Biology and 10 credit hours of Physical Science)
5. **Physical Education:** 20 credit hours (Must pass Health and Swim) If students test out of Swim Foundations, they need 5 credits of additional PE.
6. **Fine Arts:** 10 credit hours - Art, Music, Drama
7. **Career and Technical Education:** 25 credit hours
 - Business Education, Human Sciences, Industrial Technology, Health Sciences, Career Training Programs (must be a Career Pathway Completer or pass College and Career Readiness)-15 credits
 - Personal Finance: 5 credit hours
 - Intro to Computer Science-5 credits
8. **Elective Courses:** 55 credit hours -
Any additional credits beyond required coursework.
9. **Community Service:** 10 hours for each year of attendance at Ralston High School/RISE
10. Completion of the FAFSA (or completed NDE opt out form)

MINIMUM CREDIT HOURS TO GRADUATE:

240

Class of 2029 and beyond:

1. **English:** 40 credits (Must pass English 1, English 2, English 3 or AP English)
2. **Social Studies:** 30 credit hours (Must pass World Civilization, U.S. History and American Government)
3. **Mathematics:** 30 credits (minimum of 10 at or above Algebra 1)
4. **Science:** 30 credits. (Must pass Biology, Chemistry, and Physics)
5. **Physical Education:** 20 credits (Must pass Health & Wellness and Fitness & Swim Foundations)
6. **Fine Arts:** 10 credits
7. **Career and Technical Education:** 25 credit hours
 - Business Education, Human Sciences, Industrial Technology, Health Sciences, Career Training Programs (must be a Career Pathway Completer or pass College and Career Readiness)-15 credits
 - Personal Finance: 5 credit hours
 - Intro to Computer Science-5 credits
8. **Elective Courses:** 55 credits
9. **Community Service:** 10 hours for each year of attendance at Ralston High School/RISE
10. Completion of the FAFSA (or completed NDE opt out form)

MINIMUM CREDIT HOURS TO GRADUATE:

240

All students must successfully complete 240 credits in grades 9-12 and attend a minimum of 7 semesters. All students must function within the guidelines of an Individual Learning Plan.

GRADING SYSTEM AND REPORTS

Ralston High School will operate an extended learning time schedule that consists of semesters.

A semester consists of one 18-week term. A class that meets every other day is worth 10 credits and will last for a full year. There will be 5 credits awarded for a passing grade at the end of each semester.

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

A - Superior	90 - 100%	D - Below Average	60 - 69%
B - Above Average	80 - 89%	F - Failure	59% and Below
C - Average	70 - 79%	Inc. - Work to be made up	

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

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/rhigschool**; therefore, mailings of these documents will no longer be automatically made. Parents/Guardians may call to request a printed report card at the end of a given semester. Parents/Guardians are urged to contact teachers whenever necessary. Mid-semester progress reports will be available at the door

during Parent-Teacher Conferences. Grades on end-of- semester 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. Requests take time to process, so please make your requests well ahead of any deadlines. Requests for transcripts are fulfilled using the digital credential service Parchment which can be accessed at www.parchment.com.

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	equals15
Psych/Soc	C+	5	times 2	equals10
Geometry	C	5	times 2	equals10
Biology	B	5	times 3	equals15
Honors Eng 2 AR	A-	5	times 5	equals25
Edgenuity	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 for Class of 2027

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. Mark Point Average (MPA) 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/semester). 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.

Class RANK for Class of 2028 & beyond

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. Mark Point Average (MPA) is a high-to-low listing of a student's weighted GPA multiplied by total mark points attempted.

ACADEMIC HONORS AND LETTERS

Physical awards that recognize academic achievement will be based on a student's current school year GPA for semesters 1 & 2. For students to be eligible for such recognition, they must have earned 60 credits in the current school year.

• Merit Roll Certificate	Semester 1 & 2 GPA 3.00 - 3.49
• Honor Roll Letter/Pin	Semester 1 & 2 GPA 3.50 - 3.99
• Roll of Distinction Letter/Pin	Semester 1 & 2 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 7 semesters of academic work.

Honors and recognition are reserved for students in their 4th year of high school or early graduates, as approved by the principal.

Valedictorian for Class of 2027

The student(s) ranked first in the District Class Rank System and the student(s) ranked first in the Mark Point Average 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. The class may also select a spokesperson to speak at commencement.

Valedictorian for Class of 2028 and beyond

The student(s) ranked first in the District Class Rank System and the student(s) ranked first in the Mark Point Average Rank System will be recognized as valedictorians and invited to speak at commencement.

Senior Achievement Awards

Seniors will be awarded honor cords based on the Cumulative Grade Point Average after 7 semesters of academic work:

- 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.

Character Achievement Board

Students earning two hundred or more hours of Community Service, Eagle Scout award, Girls or Boys State, Mayor's Advisory Council, NHS Board Members, American Legion Scholar, Believers and Achievers award, Toyo Teens or Runza Student of the Week will be honored on the character achievement board.

Academic Achievement Board

Students earning an ACT of 30 or higher, National Merit Finalist award, Valedictorian or Omaha World Herald Academic Recognition will be honored on the academic achievement board.

CTE Program of Study Completer

Three or more prescribed courses in a career pathway as set by The Nebraska Department of Education.

ATTENDANCE EXPECTATIONS AND PROCEDURES**COMPULSORY / REQUIRED ATTENDANCE AND 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. (Board Policy 5001)

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 attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

PREGNANT AND PARENTING STUDENTS

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming in collaboration with the Title IX Coordinator.

EXCESSIVE ABSENTEEISM

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance. When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may/must file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer shall file a report with the appropriate county attorney.

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/guardians.

Those students who are hospitalized or who suffer from debilitating illness and are under a doctor's care and ordered not to attend school are required 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 not be counted absent 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 the Activity and Athletics sections starting on page 49).

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 for the absence to be excused the student must provide medical documentation or other information to document the appointment. 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, meet one of the two qualifications, and meet with the superintendent or the superintendent's designee, may be disenrolled from the district. The qualifying events are illness or financial hardship. 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/?attachment_id=51524) ([Board Policy 5001](#))

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 may be searched and other appropriate consequences assigned. Students who leave the school must enter back through the main office door unless they are supervised by a staff member.

Lunch Skips

A "lunch skip" is when a student who is not a senior with off-campus lunch privileges leaves the building without a parent or guardian physically coming into the attendance office and signing them out. Students who skip lunch may have consequences/interventions assigned such as car/bag searches, loss of privileges, detention(s), 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 and enter in through the main office.

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 will 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.

Students will use their 1:1 device to email teachers about their absence and request make-up work.

PASSES

Passes are issued to students by staff at their discretion. In order to obtain a pass from a teacher, students must request a pass through the E-Hall pass system (either on their chromebook or a classroom-designated device). Passes are only for the intended destination (i.e. bathroom, nurse, counselor, office). Passes may be restricted based on misuse or repeated rule violations. Students found in the hallway without a valid pass from a staff member or in an unauthorized or unapproved area will be subject to disciplinary action as determined by the administration.

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. Attendance will be coded as a "Family Reason". 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, will be marked as unexcused (class skip) and subject to consequences/interventions such as car/bag searches, loss of privileges, WIN 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. **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 will be counted absent, unexcused, to a class period will be required to check in with the attendance office to receive an office pass to class.
3. Parents/Guardians will receive frequent communication as students accumulate tardies to classes.
4. Tardies to classes will be handled in the following way:
 - Any student in the hallway after the bell rings must report to a tardy station and get a pass before they report to class.
 - Parent/Guardian listed as the primary contact will receive an email alert informing them of the tardy.
 - Consequences for excessive tardies and/or absences may include loss of privileges, detention(s), suspension, being dropped from the class with a WF, and/or mandatory reassignment from Ralston High School will be assigned to students who accumulate multiple tardies to classes within a term semester.

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.

ANIMALS ON SCHOOL GROUNDS (Policy 3046)

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. ([Board Policy 3046](#))

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 and web page. 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 log into your RKids account to update 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 ways. Ralston Public Schools uses email, text messaging, mail, the District App,

and social media, as other forms of communication. It is imperative that families maintain their RKids information with current email addresses, phone numbers and mailing address so that they can stay informed.

BACKPACKS / DRAWSTRING BAGS

Students may carry a drawstring bag, backpack, tote bag, or purse at any time during the school day. Student bags are subject to search.

BUILDING HOURS / DOOR ACCESS

Ralston High School is open to students from 7:30 a.m. to 3:20 PM. Students must exit the building by 3:20 p.m. unless they are under the direct supervision of a staff member.

For safety and security reasons, students must 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 3:15*. 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.

Full Day Schedule

Mon (HR instead of WIN), Tue, Wed, Thur

Block 1: 8:00-9:30 (90 minutes)

Block 2: 9:35-11:05 (90 minutes)

Block 3: 11:10-1:05 (115 minutes)

Lunch 1: 11:05-11:30 **Class:** 11:35-1:05 (90 min)

Lunch 2: 11:35-12:00 **Class:** 11:10-11:35 **and** 12:05-1:05 (85 min)

Lunch 3: 12:05-12:30 **Class:** 11:10-12:10 **and** 12:35-1:05 (85 min)

Lunch 4: 12:40-1:05 **Class:** 11:10-12:40 (90 min)

Block 4: 1:10--1:40 (30 min) **(Monday - HOMEROOM, Tues/Wed/Thurs - WIN)**

Block 5: 1:45-3:15 (90 min)

Early Release Schedule

Friday

Block 1: 8:00-9:20 (80 minutes)

Block 2: 9:25-10:45 (80 minutes)

Block 3: 10:50-12:35 (105 total minutes)

Lunch 1: 10:45-11:10 **Class:** 11:15-12:35 (80 min)

Lunch 2: 11:15-11:40 **Class:** 10:50-11:15 **and** 11:45-12:35 (75 min)

Lunch 3: 11:45-12:10 **Class:** 10:50-11:45 **and** 12:15-12:35 (75 min)

Lunch 4: 12:10-12:35 **Class:** 10:50-12:10 (80 min)

Block 4/WIN: 12:40-1:15 (35 minutes)

Block 5: 1:20-2:40 (80 minutes)

****Important notes concerning Friday early dismissal PLC Schedule:** Teachers are unavailable for assistance after dismissal. Students need to leave the building unless they are with a coach or other supervising adult. Students will not be permitted to loiter in the halls or commons during PLT 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-Off Campus Courses (MCC, internships, etc)
- Release Period*

Those students who have permission to leave campus but choose to remain in the building during their release periods are expected to report to the library by the tardy bell and remain there the entirety of the period.

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 the administration's discretion.

Requirements for ALL Release Privileges*

- For safety/security reasons, students must exit/return through the main doors **only**.
- For safety/security reasons, students must be prepared to show their student ID when asked when they are leaving and returning every day. Students without their ID will NOT be allowed to leave – no exceptions.
- Students may lose any privilege outlined for academic and/or disciplinary purposes at the 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.
- Students with release periods are expected to leave the building each day unless they are meeting with a staff member or working in the media center or College and Career center. Open campus is a privilege. Students who do not adhere to these guidelines and become problematic (roaming the building, found in unauthorized areas, etc) will be assigned an Edgenuity course or a study hall.

SENIOR SCHEDULES

Seniors must be enrolled in 3 of 4 class periods per day (6 of 8 per semester/30 credits per semester). Seniors on track for graduation may have one open period per day with the approval of the counselor.

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. Seniors who take underclassmen with them off campus can lose their open campus privileges.

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 the established deadline (communicated at the start of the year; typically 2-3 weeks prior to graduation) may be denied this privilege. At the Principal's discretion, this privilege may also be denied for disciplinary reasons. Any student attending in excess of 5 years will need Principal approval to participate in the graduation ceremony.

COMMENCEMENT ATTIRE

Graduation apparel is limited to appropriate caps, gowns and honorary decorations designated by the school. All other apparel is not permissible unless cleared through the Superintendent's Office prior to graduation.

DISCIPLINE, STUDENT (Board Policy 5035)

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.

Any disciplinary action taken by staff must be consistent with the requirements of other applicable laws, including but not limited to the IDEA, Section 504, and Title IX.

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 their 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.

Makeup Work for Suspended Students

Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations (“makeup work”). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a parent or guardian at the time of suspension. Suspended students may not be required to attend the school’s alternative program for expelled students in order to complete classwork or homework.

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. After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the parent or guardian will be given oral and written notice of the charges against the student. The student will be advised of what the student is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain/ present evidence of the student’s version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal will send a written statement to the student, and the student’s parent or guardian, describing:
 - a. The student’s conduct, misconduct or violation of the rule or standard and ;
 - b. The reasons for the action taken;
 - c. The actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension;
 - d. Resources the school is able to provide or recommend to assist the student; and
 - e. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.
4. 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 and shall document such effort in writing. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference. If no conference has been held, a Parent may submit a written request to the suspending principal before the student returns to school.
5. Students who are short-term suspended must be given the opportunity to complete classwork and homework missed during the period of suspension, including but not limited to examinations or other forms of student work showing academic progress.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law. (NE Statute); (Board Policy 6031); (Board Policy 5035)

Weapons and/or Firearms

Weapons. No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, 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 student 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 and Weapons. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

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 and Weapons. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm or weapon possessed in violation of this policy. 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 to school.

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 a 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.
5. **Conclusion of Expulsion.** At the conclusion of an expulsion, the school district will reinstate the student and accept non duplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

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; The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
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, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or 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, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;

- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically); including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
- 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 email 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. Violations of the district's acceptable computer use policy.
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon;
- m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation;
- n. Violation of the school's audio and video recording policy; and
- o. Any other violation of any board policy, handbook provision, or 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. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. 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. Resources the school is able to provide or recommend to assist the student;
 - d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;
 - e. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
 - f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - g. A statement that the principal, legal counsel for the school, the student, the student's parent or guardian, 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
 - h. 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 to the address provided on the form.
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 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, the student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such a request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.

7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, and representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. 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 examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. 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).

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

Emergency Exclusion (Board 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:

- (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. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to 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 made 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. The notice shall include notice of a recommended hearing examiner and an alternate hearing examiner for consideration by the parent(s) or guardian(s) if a hearing is requested.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit a request for a hearing on the proposed extension of the exclusion within one school day of receiving the notice of the proposed extension.

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. The parent(s) or guardian(s) shall notify the superintendent within one school day of receiving notice of the recommended extension and proposed hearing examiner and alternate hearing examiner if the alternate hearing examiner is preferred.

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 ten school days after the initial date of exclusion; 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. The school district shall make available to testify at the hearing any employee who is a witness to the matter upon request from the parent(s) or guardian(s).

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension. 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 themselves 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 students at Ralston High School are encouraged to attend dances held by our school. Students in good academic and behavior standing must complete the Dance Eligibility Form. In order to maintain a safe environment for all attendees, students and their guests may be subject to drug/alcohol screening checks and/or security wands 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, and may be excluded from all dances held that year. Additionally, at the administrator's discretion, students who have repeated disciplinary/attendance/tardy infractions may be ineligible to attend. Students who 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.

6. Dates must be a current high school student, or a recent graduate under the age of 21.

Dress Code:

1. 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. If dancing is inappropriate, the student(s) involved will be asked to leave without additional warning or refund
2. 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 the 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 can be on the court for any or all dances until they have been named King or Queen.
4. Have the Dance Eligibility Form filled in and signed. Individuals must be in good standing with attendance, academics and behavior.

DRESS CODE (Policy 5031)

General Regulations. The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Altering a student's appearance or removing or altering a student's attire without consent from their parent/guardian/caregiver is not allowed. Additionally, students' hair should not be permanently or temporarily altered by school personnel.

Cultural and Religious Attire. Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students are permitted to wear natural and protective hairstyles, including but are not limited to braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

Any person who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any public or private location where the person is otherwise authorized to be on school grounds or at any school function.

Health and Safety Considerations. Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students

to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

Health and Safety Accommodation Process. If a health and safety standard accommodation is necessary, the District will:

1. Engage in a good-faith effort to reasonably accommodate the student and
2. Notify the student's parent or guardian of such an attempt to accommodate the student's appearance or any attire, tribal regalia, hairstyles, adornment, or other characteristic associated with race, national origin, or religion
3. Attempt to obtain consent from a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire, tribal regalia, hairstyle, adornment, or other characteristic associated with race, national origin, or religion.

Recordkeeping. The District will record efforts made to accommodate a student's appearance, attire, hairstyle, adornment, or other characteristics associated with race, religion, sex, disability, or national origin. Each record must include: the student's name; federally identified demographic characteristics; date of the occurrence; the health and safety standard relating to the accommodation; the nature of the accommodation requested; staff involved; communication with parents/guardians/caregivers, and; the outcome of the effort.

Enforcement. Violations of this policy shall be addressed in a manner consistent with the board's policies regarding student discipline.

DRESS CODE RHS SPECIFIC

School is a place for serious work and study and a student's dress should contribute to that environment. The responsibility for adherence to the dress and grooming of a student rests primarily with the student and their parents or guardians.

Allowable Dress & Grooming

Violation of any of the following expectations may result in disciplinary action.

- Students must wear clothing including both a shirt with pants or skirt, and shoes.
- Clothing must cover undergarments and waistbands.
- Fabric covering all private parts (breasts, genitals, and buttocks) must not be see through.
- Upper body articles should cover the body from both shoulders to the waist. Shirt straps must be approximately one inch or wider.
- Blankets, bathrobes, and slippers are not to be worn during school.
- Clothing that has the potential to create a safety or health risk: chains, dog collars, or sharp objects are not to be worn to school or during activities.
- Headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoods are not allowed. Any headwear must allow the student's face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, woodshop, and other activities where unique hazards exist.
- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing cannot be gang-affiliated.

Cell Phone and Other Electronic Devices (Policy 6025)

Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy or as deemed appropriate by a student's education team.

Students at Ralston High may use cell phones or other electronic devices; responsibly and respectfully and comply with all other school rules while using the device on school sidewalks and in the common areas of the school before and after school, during passing periods, and during lunch so long as they do not create a distraction or a disruption and comply with all other policies and handbook provisions.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like 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.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their cell phones and pagers. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students may use cell phones or other technology in classrooms only with the express permission of the classroom teacher.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

Students who violate this policy or other school rules may have their cell phones or electronic devices confiscated. The administration will return confiscated devices to the offending student, after discussing the rule violation with the student. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension.

ELECTRONIC DEVICES, RHS SPECIFIC

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/guardians 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 permission. Students are not allowed to have headphones in their ears during class time, as it distracts from learning and teaching (except when used for**

testing or when directed by a teacher). Students will be required to keep all non-school issued electronic devices turned off and in backpacks, or turned into the phone lockbox in the classroom upon arriving. Students may not keep phones on their desks, in their pockets, or on their laps. Phones can be used inappropriately as tools for cheating, and this ensures all students have a fair and equitable experience. 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. 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 and may result in disciplinary action.
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 office staff will be returned to the student at the end of the school day.
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, emailing, 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.

Student 1:1 Chromebook. Please refer to the Ralston Public Schools Chromebook Usage Handbook. The complete Ralston Public Schools Chromebook usage handbook can be found on page 87. Personal laptops or tablets are not permitted during the school day as all students have been provided with a school-issued device. Damage as a result of gross negligence or purposeful damage will not be covered under the RPS Chromebook Coverage Program.

EXPECTATIONS OF COMPLIANCE

It is the expectation that all students follow the explicit directives of the school staff. Any student who willfully disregards directives is subject to disciplinary action.

It is also the expectation that students will engage respectfully and answer direct questions from staff members. Students who fail to properly identify themselves to staff members when asked are demonstrating noncompliance.

Students who ignore directives or are non-compliant will be subject to consequences up to and including mandatory reassignment from Ralston High School.

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.

Any student who records and/or distributes videos of fights shall be subjected to additional discipline, up to and including suspension.

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.

At RHS we will practice evacuation drills, sheltering in place drills, and lockdown/lockout drills over the course of 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.

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/guardians through the use of our mass call/email/text program to provide updates along with instructions on 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 - Liberty First Credit Union Arena at 7300 Q Street.

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 unless you are a senior with off campus privileges. Pre-packaged food and bottled water may be allowed in non-carpeted classrooms at the teacher's discretion.

To maintain the cleanliness and longevity of our carpeted classrooms, and to prevent potential pest issues and allergic reactions, no food or drinks are permitted in these areas. Water in closed, spill-proof containers is the only exception.

Students are responsible for disposal and clean-up associated with food/drink.

Deliveries of food from local establishments to students during the school day are not allowed.

FUNDRAISING ACTIVITIES/CANDY SALES

No fundraising activities will be sponsored without the Athletic/Activity Director's consent.

HALL REGULATIONS

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

COMPLAINT PROCEDURE

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant reasonably believes speaking directly to the person would subject the complainant or the complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b. Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c. Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d. Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to 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.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to

follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

- a. Determine whether the complainant has discussed the matter with the respondent.
 - i. If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - ii. If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b. Strongly encourage the complainant to reduce his or her concerns to writing.
 - c. Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - i. All relevant details of the complaint;
 - ii. All witnesses and documents which the complainant believes support the complaint;
 - iii. The action or solution which the complainant seeks.
 - d. Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply:
- a. The appeal must be in writing.
 - b. This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c. For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
 - d. The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
 - a. When the complaint is about a board policy, not implementation of the policy
 - b. When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
 - c. When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

- d. This appeal must be in writing.
 - e. This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
 - f. This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
 - g. The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
 - h. There is no appeal from any decision of the board unless authorized by law.
6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
 - a. Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the

superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

- b. Determine whether the complainant has discussed the matter with the superintendent.
 - i. If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - ii. If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
- c. Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
- d. Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e. Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided to a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints...

- a. without a good faith intention to attempt to resolve the issues raised;
- b. for the purpose of adding administrative burden;
- c. at a volume unreasonable to expect satisfactory resolution; or
- d. for purposes inconsistent with the efficient operations of the district

may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

HARASSMENT

The school will have a zero-tolerance level for any harassment toward 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 (Policy 5054)

Definition of Bullying. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The District's administrators are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior.

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or their designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in bullying behavior, may be subject to discipline to the extent permitted by law.

Sexual Discrimination and Sexual Harassment of Students (Title IX)

I. Sex Discrimination

- A. The district prohibits discrimination on the basis of sex in any educational program or activity except when it is necessary to accomplish a specific purpose that does not impinge upon essential equality or fairness in the treatment of students or employees. Employees are required to comply with this policy as well as with Title IX of the Education Amendments of 1972 and the regulations of the U.S. Department of Education as applicable to this district.
 - B. Any individual who believes they are being discriminated against on the basis of race, color, national origin, sex (including pregnancy), gender identity, gender expression, sexual orientation, religion, marital status, disability, age or any other classification protected by applicable local, state, or federal laws may seek relief by filing a complaint pursuant to the board's complaint policy or contacting the district's Title IX coordinator.
- II. Sexual Harassment
- A. 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 of its students, even when the affected student does not complain to the faculty or the administration.
 - B. 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:
 - C. 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.
 - D. A student who feels they have been sexually harassed 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 with whom they feel comfortable.
 - E. Retaliation against students who make good faith reports of sexual harassment is prohibited.
- III. Disciplinary Decisions
- A. 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.
 - B. All complaints against staff members will follow the investigation, decision, and appeal process established in the district's complaint policy.
 - C. Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct, as established in the district's student discipline policy.

HEALTH SERVICES AND REGULATIONS

MEDICAL

A school nurse or health aide is available at all times during the school day. If a student is not feeling well during school hours they should:

- Tell the teacher and obtain a pass to the Health Office.

- **When it becomes inadvisable for the student to remain in school due to illness or injury, a parent/guardian will be contacted by telephone and requested to come to school to pick up their student.** If a parent/guardian can not be reached, the emergency number that has been furnished to the school will be used. The person picking up the student must do so **within one hour of being contacted.**
- If parent/guardian/emergency contact can not be reached and it is the opinion of the school officials that further medical aid is needed immediately, a rescue squad will be called, at the parents'/guardians' expense, and the student will be transported to the nearest hospital.
- Under no circumstances will an ill or injured student be allowed to leave school on their own 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/guardians.

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 and must be completed annually.

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 (chickenpox).

Kindergarten, seventh grade and all 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 (chickenpox). 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 (402-444-7213). 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.

MEDICATION

Administering Medication to Students

Whenever possible, parents/guardians 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 sign an Authorization for Medication form provided by the school. An updated form must be completed if any changes are made to medication in name, dose, or frequency.
- c. The medication must be brought to school by a responsible adult in the original prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

2. Nonprescription/over-the-counter (OTC) medication.

- a. Parents/guardians must sign an Authorization for Medication form provided by the school.
- b. The medication must be brought to the school by a responsible adult in the manufacturer's container, and will be kept in the Health Office.
- 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 consult with the student's physician regarding any medication prescribed by such physician.

At the end of the school year, if there is any medication leftover, a responsible adult must pick this up from the Health Office. Any medication left after the school year has completed, will be properly disposed of.

The district will not purchase, prescribe, or provide any form of medication to any student.

The district will stock and use naloxone, when necessary, in accordance with policy 3051.

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, and must be on file prior to the first day of school. **This is a state law.**

If there is an objection to a physical examination, a refusal form must be signed and dated at the school by the parent/guardian.

CHRONIC CONDITIONS

It is the parent/guardian's responsibility to notify the school health office of any chronic conditions that students may have including, but not limited to, asthma, allergies, diabetes, heart conditions, lung conditions, or seizures. The school may require a physician's order for treatment or a signed emergency action plan to assist staff in managing these chronic conditions at school. Please provide updated information to the School Nurse if there are any changes to a student's health status.

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.

SUMMARY OF COMMUNICABLE DISEASES AND CONTAGIOUS CONDITIONS

Fever

Children will be sent home if they have a fever of 100 degrees or higher. Students must stay home the entire next day before returning. For example, if a student is sent home with a fever on Monday, they must stay home all of Tuesday and are able to return Wednesday if they have been fever-free for 24 hours without the use of fever-reducing medication.

Vomiting

Children will be sent home if they vomit due to illness. Students must stay home the entire next day before returning. For example, if a student is sent home on Monday, they must stay home all of Tuesday and are able to return Wednesday.

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 the 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 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/guardians 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 a written statement from the physician or phone call from the doctor's

office indicating that the condition is under treatment and no longer considered contagious.

Pediculosis - (Head lice)

To be excluded when live vermin are present. To be readmitted the morning after treatment is started. Treatment consists of lice shampoo and nit comb. 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 a written doctor's statement or phone call from the doctor's office after prescribed treatment or when the eye is normal in appearance.

Fifth Disease

To be excluded upon recognition. May return with a written doctor's statement or phone call from the 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.

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 once a week for activities that include, but are not limited to: character development and career planning curriculum, team-building activities, announcements and voting (class officers, dance royalty, etc.). 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.

IDENTIFICATION CARDS

All Ralston High School students will be issued a digital ID Card (students who do not have a cell phone can be issued a physical 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. 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 may be asked to show their ID at the security camera when requesting access to secured doors during the school day. Students may be asked to show their ID for entrance to games and activities.

Lost physical ID cards should be reported to the main office and a replacement will be issued for a charge of \$5.00.

INTERNET AND COMPUTER ACCESS (Policy 5037)

I. 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 e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
 4. Students shall not use school computers to participate in online auctions, online gaming or mp3/mp4 sharing systems.
 5. Students shall not disclose personal information, such as their name, school, address, or telephone numbers outside the school network.
 6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
 7. 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.
 8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
 9. 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.
 10. 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.
 11. 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.
 12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
 13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
 14. Students shall not forge electronic mail messages or web pages.

Student Use of AI Tools (Policy 6038)

As used in this policy, artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially available resources like ChatGPT, Gemini, Claude and similar programs.

Student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Students may not use AI tools on any assignment, test, or project unless the staff member has given permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Individual staff members

will decide for each individual assignment the extent to which students may use AI Tools for such assignments.

2. If a student uses any AI Tools in connection with a school assignment, the student must comply with the following:
 - a. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
 - b. Never copy and paste the output from the AI Tool into the student's work as if the student wrote such section himself or herself.
3. Students may never use AI Tools to:
 - a. Cheat on any assignment, test, or quiz;
 - b. Help answer questions on a test or quiz without staff member permission;
 - c. Make or share deepfakes or fake images, audio, or video of any real person;
 - d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
 - e. Bully, harass, threaten, intimidate or impersonate any person;
 - f. Place another student or staff member name, photo, voice, or personal information into an AI Tool;
 - g. Use AI Tools to bypass accommodations, content filters, or school security.
 - h. Participate in any activities that are illegal or are in violation of Policy 5037 Student Internet and Computer Access
4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.
5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.
6. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

II. 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. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. 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 disciplines 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.

III. 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.

POLICY 3059: AUDIO & VIDEO RECORDING

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used by students for personal academic purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

Secret Recordings. No person is permitted to make surreptitious recordings on school grounds unless authorized by the superintendent.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings when such recordings are deemed necessary or appropriate by an authorized representative of the district. The district will not maintain recordings unless the recording is purposefully copied and saved. Any recording not copied and maintained separately may only be accessible by the authorized representative for a limited time. Recordings made by the district may be destroyed by an authorized representative at any time unless retention is required by law.

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may record meetings with administrators or staff,

including meetings related to a student's IEP or 504 plan, if prior notice is given to school administration. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Staff. Staff members may make recordings of classroom instruction, student behavior or performance, and school activities without prior administrative approval only for legitimate educational purposes. Staff members may not make secret recordings while on duty, even if those recordings do not violate state or federal criminal or privacy laws. Staff members who violate this provision may be subject to consequences up to termination for classified staff and cancellation of contract for certificated staff.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g., AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

LOCKERS

At the beginning of the school year, students may request a locker from the main office. Students may **NOT** switch lockers with another student without permission from the office. Sharing of lockers is not allowed. All lockers are the 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.

Locker Room Supervision (Policy 4062)

Staff members, coaches, sponsors, and students must comply with the requirements of this policy while using locker rooms at the school district or at other locations.

Staff members, coaches, and sponsors must appropriately supervise students in locker rooms and other locations where students dress, change, or engage in similar activities. This supervision must occur at all times during curricular and extracurricular activities and includes, but is not limited to, the following:

- Entering and walking through the entire locker room at regular and irregular intervals to provide direct supervision and to assess student behavior.
- Maintaining an orderly locker room free from "horseplay" and other prohibited conduct.
- Maintaining a visual presence.
- Adequately addressing any misbehaviors.
- Escorting students to and from the locker room and the activity or instructional area.

- Unlocking the locker room so that students may enter, and locking the locker room after all students have exited the locker room.
- Searching the locker room to determine that all students have exited the locker room before locking it.
- The locker room must be locked at all times when unsupervised.

Only students whose team or activity is currently playing or are in-season or who are involved in a school-sponsored activity that requires or allows presence in the locker room are allowed access to the locker room before or after the regular school day.

Students are not allowed to enter or reenter the locker room without appropriate supervision.

If the staff member, coach, or sponsor is the opposite sex of the students, he or she may designate another adult of the same sex as the students to provide the required locker room supervision. This delegation does not remove ultimate responsibility from the staff member, coach, or sponsor who is subject to the obligations under this policy to ensure that such obligations are met. By allowing their students to participate in an activity with a cross-gender coach, parents/guardians consent to the entry of the staff member or his or her designee into the locker room at any time as necessary to maintain student safety and order.

Staff members, coaches, and sponsors must remain with students until they are picked up by the parent, guardian, or other authorized person or the student leaves in his or her own transportation. Students must never be left unattended after a game, practice, or other school-sponsored activity.

Cell phones and other devices with visual or auditory recording capability may not be used in the locker room at any time or for any reason.

Under no circumstance may a staff member, coach, or sponsor delegate any responsibility under this policy to a student or other minor.

School administrators or their designees may make random checks to assess policy compliance.

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 food from outside 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 each 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, bottled water, etc.

USDA NON DISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race,

color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. Email: Program.Intake@usda.gov

MAKE-UP WORK DUE TO SUSPENSION

Refer to section DISCIPLINE, STUDENT on page 22.

MEDIA CENTER / LIBRARY

General Information and Expectations

1. The library is open from 7:40 a.m. until 3:40 p.m. when school is in session.
2. Books and magazines may be checked out for a three-week period.
3. A total of 5 items can be checked out at one time, not including textbooks.
4. Students are responsible for any lost or damaged materials checked out in their name.
5. Students should not check out books for another student.
6. Students must have a pass to be in the library during school hours, unless they are with their class or have Open Campus.
7. Students may not eat lunch in the library.

Right to Access School Library Materials (Policy 6046)

Definitions. As used in this policy,

- “Parent” means the parent, guardian, or educational decisionmaker of any student currently attending the school district; and
- “Educational decisionmaker” means a person designated or ordered by a court to make educational decisions on behalf of a child.

Catalog of Library Books. The superintendent or designee shall create and maintain a catalog of all books in the school district's library, categorized by school building, that shall be accessible by a Parent.

Opportunity for Notification. A Parent shall have the opportunity to be notified when the Parent's student checks out a book from the school library, which notification shall include the title of the book, the author(s) of the book, and the date the book is due to be returned to the school library. The administration may elect to allow a Parent to exercise the opportunity to receive such notifications by means of a website, application notification, or by opting into email notifications.

Nothing in this policy shall be construed to create any rights of access or rights to notification in favor of any person that does not meet the definition of Parent stated above.

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 the application deadline; Seniors, 30 hours.
4. Student must receive a majority approval rating (outstanding leadership, character, and integrity) from the faculty council.

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 \$30.00. 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. A student may be given the opportunity to complete alternative assignments, if they are medically excused from physical activity.

PLAGIARISM & ACADEMIC DISHONESTY

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.

Examples of plagiarism & Academic Dishonesty

- Copying and pasting a passage of text unchanged from an internet or online resource without citing the source.
- Copying slides from another student's Presentation 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.
- Submitting work that was created through artificial intelligence.
- Allowing a student to copy your work or submit your work as their own.
- Cheating on a test, quiz or assignment.
- Additional instances as determined by the teacher or administrator.

POSSESSION OR USE OF TOBACCO PRODUCTS

The use or possession of any tobacco products, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time (Policy 3016).

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 ([Policy 5035](#))

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. Parents/Guardians, at their own expense, may choose to enroll their student in a District approved drug/alcohol education program. Legal authorities will be contacted. (79-293 Reissue 1996)
 - b. **Second Offense**. Mandatory reassignment/expulsion. Legal authorities shall be contacted. (79-267(6), 293 Reissue 1996).

POSTERS & SIGNS

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

R-KIDS

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

RESTROOM EXPECTATIONS

Stalls are for single use only and may not be occupied by more than one person at a time. Multiple students found in a single stall is grounds for search and disciplinary action. In order to ensure safety and proper use of the restrooms, there is a maximum of 6 people in a restroom, with the understanding that others need to use the facility, which should not be used for eating, drinking, or socializing. Food and drink are NOT permitted in the bathroom. Cell phone usage is not permitted in the restroom.

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. These changes *should* be made in advance of the start of the semester, but must otherwise be made within the first TWO DAYS of the semester .

Students' schedules will not be changed to secure a late start/early release or to leave early for work; to request a specific teacher; drop a semester/year long course prior to completion; 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 online 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 semester, a parent may wish to withdraw their student from a class against the educational recommendations of the high school counseling staff and administration. These students will be dropped with a "WF" (withdrawal fail) for the semester that counts against the student's grade point average.

SEARCHES

School representatives may search students, lockers, personal belongings, and vehicles that students drive to school when there is reasonable cause. This includes but is not limited to, clothes, book bags, purses, books, and gym bags. A metal-detecting wand may also be implemented.

SECURITY AND SAFETY

The Ralston High School administration and staff take building security very seriously. To ensure that our building is as safe as possible, the following behaviors and actions will not be tolerated:

- Propping open external doors
- Letting people into the building by opening a door - all students who arrive after the start of the school day, as well as all visitors to the building, are expected to enter through the front security entrance. Any student who lets another person (whether it be a student or visitor) into the building by bypassing this system is in direct violation and will face disciplinary action
- Using non-approved exits from the building for open campus privileges
- Concealing or restricting one's appearance with hoods, non-medical face coverings, etc
- Students who are in unsupervised areas that are not intended to be occupied
- Other behaviors or actions that could potentially compromise the integrity of the building's safety

Violations could result in consequences up to and including mandatory reassignment from Ralston High School.

SKATEBOARDS, BICYCLES AND "HEELYS"

Skateboards are not permitted in the building. Students who bring skateboards to school will be required to check them into the office or store them in their locker immediately upon arrival. Skateboards are not allowed to be ridden outside on the sidewalk or in the parking lot.

Bicycles are to be left outside and locked up. It is the student's responsibility to provide a lock and to lock the bike up.

Heelys or other wheeled shoes are not permitted.

TELEPHONES

There is a dedicated phone for student use in the counseling office.

TESTING POLICY OF RALSTON PUBLIC SCHOOLS (Policy 6004)

Ralston Public School 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.

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.

1. Parents/guardians may obtain individual test results of their child by contacting the teacher or building principal.

2. Building principals will excuse a student from specific tests through a written request by the student's parents/guardians when they object on political, moral, or religious grounds.

Parents may opt their student(s) 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, they 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. There are no refunds given on machine malfunctions. Vending machines are available before 7:50 and after 3:15 each day.

WEAPONS AND FIREARMS

Weapons

No person 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;
2. The possession of firearms by peace officers or other duly authorized law enforcement officers

The carrying of firearms by qualified law enforcement officers or qualified retired law enforcement officers carrying pursuant to 18 U.S.C. 926B or 926C, respectively, as such sections existed on January 1, 2023

3. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
4. 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;
5. Firearms contained within a private vehicle operated by a nonstudent adult that are not loaded and are enclosed in a case or are in a locked firearm rack that is on a motor vehicle; or
6. A handgun carried as a concealed handgun by a nonstudent other than a minor or prohibited person 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.

Consequences. In the event a person violates this policy, the school may:

- Make a report to law enforcement;
- Ban any violator from school grounds, school vehicles, or school events for any time period it deems appropriate; and/or
- Take any other action allowed by law.

ACADEMIC WIN TIME

This time is designated for intervention and extension for student learning. Students who are identified by their teachers/staff needing academic or social emotional intervention will be assigned to those sections. Students who are not assigned for intervention will be able to select sessions, extensions or study halls. Students must attend WIN time.

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*, Boys and Girls Wrestling*, Boys and Girls Swim and Dive.*
- **Spring Sports:** Baseball*, Boys and Girls Soccer*, Girls Tennis*, Boys Golf*, Boys and Girls Track, Unified Track*
- **Clubs and Activities:** Art Club, Cheerleading, Dance, Class Officers, Color Guard, , DECA, Drama, FCA, FCCLA, FFA, HOSA, Instrumental Music*, NHS, Student Council/Rambassadors, Thespians, Vocal Music*, Yearbook, Educators Rising, Skills USA, E-Sports, RAMclucity.

Note: Sports and activities with a * are NSAA sanctioned activities and are subject to the by-laws of the NSAA. The NSAA bylaws can be found at nsaahome.org. Club offerings can change depending on participation numbers and other factors.

ACTIVITY TICKETS

Any Ralston Student can purchase an activity ticket that will allow admission into all home athletic events with the exception of conference and/or district tournaments. 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 \$50.00 per year. The \$50 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 for each school year.

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 (completed during student/parent verification).
3. Student Activity Ticket purchased
4. Completed Student Handbook Signature Form (completed during student and parent verification).
5. Ralston athletes must participate in the concussion baseline program.
6. Complete paperwork from the Athletic Trainer's office.

An athlete will check out a lock from the coaching staff for use in the school locker rooms.

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

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 the 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, they shall be ineligible after eight semesters of school membership beginning with their enrollment in grade nine.

2.3 Student is ineligible if nineteen years of age before August 1 of the current school year. (Students in grades 7 or 8 may participate on a high school team if they were 15 years of age prior to August 1 of the 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 they wish 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 their 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 their 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, they have established their eligibility at the high school where they participated. If the student elects to attend another high school upon entering ninth or tenth grade, they 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 they are 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 they have been attending and retain eligibility.

2.6.9.3 If a student elects to remain at the high school where they initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, they are eligible at that school, or are 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.

2.7.7.1 - The NSAA member school into which the student transfers MUST notify the NSAA of the transfer by entering the student's name in the NSAA online database no later than May 1. Once the NSAA has been notified, the student could complete that year of eligibility in the school the student was leaving. The student would, however, become ineligible for ninety (90) school days the next fall if the student were to change his/her mind and decided not to transfer.

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 their school. Any other competition

will render the student ineligible for a portion of, or all of, the season in the 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 exceptions 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 their amateur status.

Further explanation of NSAA eligibility rules can be found at nsaahome.org. Ralston High School may enforce further eligibility requirements, but cannot remove any NSAA requirements. 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/EpiPen needs to be accessible, it will be the student's responsibility to provide a separate Inhaler/EpiPen which will be kept with the coach's first aid supplies or training staff until the end of that sports season.

Academics and Activities

Students who are involved in NSAA sports and/or activities are subject to academic participation rules. In addition to requirements by the NSAA, Ralston High School has established the following academic and behavior requirements for students involved in NSAA sports and activities (Other clubs and activities may also adopt these rules for participation).

Grade reports are received weekly by the AD office. Students who are currently in an NSAA sport or activity will be notified that they are failing one class.

Students who are failing any two classes will be notified that they are on academic probation.

Students who are failing any two classes for two consecutive weeks will be notified that they are ineligible to participate in any contests or events until the student is passing at least one of those classes. Once the student is not failing more than one class the student is immediately eligible. The failing classes do not have to be the same classes. For example, if a student is failing math and science one week, and then government and science the next week, they still fall under the rule for failing two classes for two consecutive weeks.

Students who are failing three or more classes at the time of any grade report will be notified that they are ineligible the following week unless they are passing those classes, or on a teacher and AD approved plan.

Coaches will be aware of student attendance. Students who skip (absent unexcused) a class or classes cannot practice or participate in any event that same day. Students who have excessive unexcused absences or tardies are subject to team discipline by the coach/sponsor and may also be subject to discipline from the AD office that includes but is not limited to attending the

activities study hall, being held out of practice(s), and/or not being allowed to participate in games or events.

All students who participate in activities and or sports are subject to the student handbook. Any office referrals or other disciplinary action during the school day can also affect a student's status with the team or activity that the student participates in.

Students who are declared ineligible for academic or attendance reasons will be notified as will their parent or guardian.

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, vocal music, band, speech, drama, FCCLA, FFA, Spanish Club, Art Club, Student Council, National Honor Society, DECA, HOSA, Green Club, Math Club, French Club, ACADEC, class officers, FCA, Color Guard, Thespians, ESports 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 a DECA 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 or 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. Students who are under an expulsion that continues into the next school year will not be allowed to participate in summer workouts and/or other activities connected to the school during the summer months.

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 is 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 periods 3, 4, and 5 unless excused in advance for that school day by a parent and/or approved by an administrator. 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 THAT HAVE CONFLICT

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 conference, 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 from the coach or sponsor per their expectations. 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 is 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.

DRESS FOR EVENTS

Student participants in extracurricular activities are expected to dress appropriately when traveling 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 include but are 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 is 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, VAPING (Policy 3016)

Per school board policy, Ralston High School is a smoke free campus. The use or possession of tobacco or vaping products by any student on campus or at any school event home or away is prohibited. The offending participant will visit with an administrator for school consequences. The student will not be able to participate in any practices or contests during any suspension, and cannot practice, attend, or participate in any event the day of the possession or use. Any student who receives consequences for vaping, tobacco use or having materials associated with vaping and/or tobacco at school or at a school event will not be allowed to practice or participate in any activities during the time period of school consequences and will be suspended for one contest and/or event in each activity the student is currently participating in. Any event missed during the school consequences will count toward the 1 event suspension. If a student is not currently in any activity the consequence will take place during the students next activity. Once the suspension is announced, the student cannot join an activity in order to fulfill the requirements of the suspension. If there are not enough competitions or events left for a student to fulfill the suspension requirement then the suspension carries over to the next season and/or activity. If a student is vaping and it is found that the vaping included the use of drugs the student is subject to the school and activity drug and alcohol procedures.

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.

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 sponsored functions, whether they take place during the school day or outside the school day, on or off campus is subject to the following consequences:

Suspension from attending and participating in any RHS activity sanctioned by the NSAA, or school district for a period that equates to 30% of each activities season that the student is currently participating in. If the activity includes competitions against other schools the student is suspended from 30% of the 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;

- During the length of the suspension, the student is not allowed to attend any extracurricular activity as a spectator or participant;
- If the student is out of season the consequences carries over to the next extracurricular activity in which the student participates;
- If there is not enough season left to complete the suspension, the consequence carries over to the next extracurricular activity in which the student participates.
- The student must complete all activities affected to the satisfaction of the sponsor or coach and activities director or the suspension starts over upon the next extracurricular activity in which the student participates;
- The student may not join an activity once the suspension is announced in order to fulfill the requirements of the student's suspension.
- Any student who is in an activity or activities that are not an NSAA sanctioned activity will be suspended from that activity for a period of 14 days; these 14 days must include at least 2 events or competitions.
- If there are not two events within the 14 day suspension the student will still be required to fulfill that part of the suspension even if the initial 14 days suspension has expired. Events do not include regular meetings.
- Events that qualify will be determined by the AD in conjunction with the sponsor. Students who are in an NSAA sanctioned activity and other activities will serve both suspensions.

Some activities may have additional consequences that are not listed in this handbook. Students who participate in such activities will be informed of those consequences by the activity sponsor.

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 at any time of the year is subject to the following consequences:

Suspension from attending and participating in any RHS activity sanctioned by the NSAA for a period that equates to 30% of each activities season that the student is currently participating in. If the activity includes competitions against other schools the student is suspended from 30% of the 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;

During the length of the suspension, the student is not allowed to attend any extracurricular activity as a spectator or participant;

If the student is out of season the consequences carries over to the next extracurricular activity in which the student participates;

If there is not enough season left to complete the suspension, the consequence carries over to the next extracurricular activity in which the student participates.

The student must complete all activities affected to the satisfaction of the sponsor or coach and activities director or the suspension starts over upon the next extracurricular activity in which the student participates;

The student may not join an activity once the suspension is announced in order to fulfill the requirements of the student's suspension.

Any student who is in an activity or activities that are not an NSAA sanctioned activity will be suspended from that activity for a period of 14 days; these 14 days must include at least 2 events or competitions. If there are not two events within the 14 day suspension the student will still be required to fulfill that part of the suspension after the 14 days are over. Events do not include regular meetings. Events that qualify will be determined by the AD in conjunction with the sponsor. Students who are in an NSAA sanctioned activity and other activities will serve both suspensions.

Some activities may have additional consequences that are not listed in this handbook. Students who participate in such activities will be informed of those consequences by the activity sponsor.

Once a student has satisfied the terms of the activity suspension from NSAA sanctioned activities, from non NSAA sanctioned activities or both, the student can resume participation. If a student is not in any activity at the time of the suspension it carries over to the next activity or activities the student participates in. A student cannot join any activity once the suspension is given as a means to satisfy the suspension.

*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 a 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 they 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.
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 or by zoom. 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. 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 practical. The student is responsible for cooperating in the scheduling of the meeting.
3. **Notice Letter:** Within five school days 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.
4. The student and parent or guardian may follow the due process procedures.

In regard to activities that include practices for competitions, the student will be allowed to practice but must meet all attendance requirements expected of every participant. Students may not attend practice during any suspension from school.

SUBSEQUENT OFFENSES

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 parents/guardian will be contacted with an explanation. Students held out of activities for academic reasons 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 high school Principal. The Principal will inform the student and parent or guardian of the decision within 3 school days of the appeal.
2. An appeal is made to the district Superintendent. The Superintendent informs the student and parent or guardian of the decision within 3 school days of the appeal.

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. 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 participate (freshman, reserve, junior varsity and varsity). If a coach or sponsor determines that a cut will be made, they 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 try out for another sport that season if so desired.

PLAYING TIME

The amount of playing time and/or participation in 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 their 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/guardians 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/Guardians 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

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 has 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 their 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. 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 their 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 AND ACTIVITY AWARDS

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

Activities Students of the Year

An award given to two students who participated in several activities over the course of their high school career. Students are nominated and selected for the award by activity sponsors. The student must not have been suspended from the school during the year of selection and must have finished each activity in good standing.

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, and 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 their 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.

Lifter of the Year

Given to one male and one female athlete at the end of each school year who have demonstrated quality leadership and dedication while training in the Ralston High School weight room. Students are nominated by the weight room supervisor and/or coach, and voted on by head coaches. Nominees can be freshman, sophomore, junior or senior.

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.
- Be selected as activities student of the year.

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. 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 the NCAA initial eligibility requirements. The three steps for being certified are clearly explained online at www.ncaaclearinghouse.net.

Students who have questions should see the counseling 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 coach 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/**guardians**, 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 raises 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/guardians, students, teachers, and area residents will be able to directly participate in local decisions that impact programs offered under this act.

INTERROGATIONS AND SEARCHES (Policies 5022 & 3045)

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 attempts 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 (Policy 5018)

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.

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.

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 a 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 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 (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.

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)

Routine Directory Information (Policy 5017)

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Name of parent and/or guardian
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Social media usernames or handles
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, use ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information does not include a student's social security number.

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student's

parents have notified the district that they do not want this information disclosed without their prior written consent.

The district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act (FERPA). Parents will be given the opportunity to prevent the release of this directory information by filing a written objection with the district.

Any student who is 18 years of age or older should communicate to the district office if they do not want this information disclosed without their prior written consent.

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 fees for student participation in classes offered to students taking classes through the district's night school/adult education program. Any and all fees collected pursuant to this subsection shall be deposited into, and expended from, the Student Fee Fund.

N. 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.

O. 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.

P. Materials required for course projects: The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

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 PUBLIC SCHOOLS FEE LIST UPDATED FOLLOWING THE 2nd BOARD MEETING
EACH JULY. THE FOLLOWING FEES ARE SUBJECT TO CHANGE.**

Ralston High School Fee List

Fees Assessed:

Extracurricular Activity Fee: \$50.00 includes activity ticket
Transcripts: Price for Graduates set by Parchment online order system \$4.00;
Current students are free of charge through Naviance
Summer School: \$175 resident, \$225 non-resident. Night School: \$300 maximum / class.
Breakfast Prices: \$2.50 Reduced: \$0.30
Lunch Prices: \$3.40, Reduced Lunch: \$0.40
Milk 8 oz: \$0.50 Orange/Apple Juice 4 oz: \$0.50
Replacement School ID : \$5.00
Lost/Damaged library and/or classroom textbook: replacement cost
Lost/Damaged clothing/equipment: replacement cost
Technology Insurance: \$30/\$15

Required clothing for classes and extracurricular activities

Gym Shorts and Cotton T-shirt (PE) Undergarments
Swimsuit (Swimming) Towel (PE and swimming)
Rubber-soled athletic shoes Socks
FCS (Year 2 & 3): white shirt, black pants, black shoes, and socks
Medical Science Academy 1 & 2: Lab Coat and Scrubs
Automotive Academy: blue jeans, close-toed shoes, academy shirt
Education Academy: business casual professional attire
SCUBA oxygen tank fee- not to exceed \$40

Specialized Equipment or Clothing Specific to Extracurricular Activity Participation

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 racquet Protective gear (ex. soccer shin guards)
Choir: Up to \$350 for competition shirt, pants, ties, dress, shoes, and stockings

Optional Fees -Not Required

Ralston High School Activity Ticket-\$50.00 Physicals for Sports-\$50.00
Ralston High School Yearbook-\$75.00 Parking-\$30.00
Student Picture Packages-\$15-\$25
Printed Clothing
Books &/or consumable materials for personal ownership (ex. clay, wood, etc.)
Extracurricular activities admission – Maximum \$25.00 per event
Extracurricular activities travel fee – Not to exceed \$4800 per event
Prom-\$35

Certification (Optional to student)

Red Cross Lifeguard certification \$85.00
OSHA: \$25
SCUBA certification-paid directly to certification provider

Donations / Fundraising

Cheer and Dance: \$1200
As approved by the Superintendent or designee

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 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.

It is the intention of the 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 the 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 Margie Hernandez who may be contacted at 402-331-4700.

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

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 they reach the age of 18 or attend 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 their view about the contested information.
- 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.

TITLE IX

Policy 3057

As required by Title IX of the Education Amendments of 1972, it is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report may be made by any means to the district's Title IX Coordinator, who can be contacted at Ralston Public Schools District Office at 8545 Park Drive, Ralston, NE 68127, or by phone at 402-331-4700. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Definitions. As used in this policy, the following terms are defined as follows:

- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the district investigate the allegation of sexual harassment. At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity.

- **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.
- **Sexual harassment** means conduct on the basis of sex where (1) An employee of the district conditions the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct; (2) An individual experiences unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies the person equal access to the district's education program or activity; (3) An individual experiences a sexual assault, dating violence, domestic violence, or stalking as further defined below. Any report of conduct not meeting these definitions will not require the grievance procedure described in this policy.
- **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

Sex Offenses, Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

- **Rape**—(Except Statutory Rape) Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, or by a sex-related object. This definition includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.
- **Criminal Sexual Contact**—The intentional touching of the clothed or unclothed body parts without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. The forced touching by the victim of the actor's clothed or unclothed body parts, without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This offense includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation.

Unlawful Sexual Intercourse

- Incest—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
 - Statutory Rape—Nonforcible sexual intercourse with a person who is under the statutory age of consent
-
- **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—
 - o who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - o where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship.
 - The type of relationship.
 - The frequency of interaction between the persons involved in the relationship.
 - **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - o fear for his or her safety or the safety of others; or
 - o suffer substantial emotional distress.
 - **Supportive measures** are non-disciplinary, non-punitive individualized services offered without fee that do not unreasonably burden the parties. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Reporting Sexual Harassment. Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the district's Title IX Coordinator. district personnel will not retaliate against any individual based on any report of suspected sexual harassment. Any district employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

Response to Sexual Harassment

General Obligations. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s ability to impose discipline for off-campus misconduct does not necessarily constitute “substantial control” over the respondent and the context. The district’s response to an allegation of sex harassment will treat complainants and respondents equitably.

Limitations on Discipline. No respondent will have disciplinary sanctions imposed upon him/her until the conclusion of the formal grievance process described below.

Emergency Removal. Disciplinary sanctions do not include removal on an emergency basis where the respondent is an immediate threat to the health or safety of another as a result of allegations of sexual harassment. The district also may place any employee on administrative leave during the pendency of the grievance process below.

Grievance Process for Formal Complaints of Sexual Harassment

General Obligations. All Title IX team members and individuals carrying out district obligations will comply with the regulatory requirements of objective evaluations, avoiding conflict of interest or bias, training, and protection of legally privileged information.

Presumption. It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Grievance Procedure

Time Frames. The district will resolve grievances in a time frame that is reasonably prompt. Good cause for delay may include considerations such as the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

Range of Possible Sanctions and Remedies. At the conclusion of the grievance process, the district may impose disciplinary sanctions and remedies in conformance with this and the district’s student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion and/or immediate discharge from employment.

Separation of Roles. The decision-maker cannot be the same person as the Title IX Coordinator or the investigator(s).

Notice of Allegations. Upon receipt of a formal complaint, the district will provide notice of this policy and the allegations to all parties. The notice will include sufficient details known by the district at that time to provide sufficient time to prepare a response before any initial interview. Sufficient details, if known by the district, include the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident. The district will provide notice of additional allegations revealed during an investigation to the parties.

Dismissal of Formal Complaint. The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint, would not constitute sexual harassment even if proven; did not occur in the district's education program or activity; or if the conduct alleged did not occur against a person in the United States.

The district **may** dismiss the formal complaint if, at any time during the investigation or hearing, the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled in or employed by the district; or specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint. The district may consolidate formal complaints where the allegations of sexual harassment arise out of the same facts or circumstances.

The district will bear the burden of gathering evidence sufficient to reach a determination regarding responsibility. All parties will have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The district may not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

All parties will have the same opportunity to be accompanied by the advisor of their choice in any meeting or grievance proceeding. This policy does not relieve the advisor of choice of any other applicable legal obligations or limitations. The district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

The district will provide written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate.

All parties will have an equal opportunity to inspect and review evidence obtained as part of the investigation if that evidence is directly related to the allegations raised in a formal complaint. The parties will have no less than 10 calendar days to review the evidence and submit a response. The investigative report will fairly summarize the relevant evidence and the investigator will send the finalized report to all parties and their advisors.

Determination Regarding Responsibility. Before the district reaches a determination regarding responsibility, each party may submit written, relevant questions of any party or witness. The decision-maker will provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition are never relevant. Questions about the complainant's prior sexual behavior are only relevant if those questions and evidence are offered (1) to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) are offered to prove consent and concern specific incidents of the complainant's prior sexual behavior with respect to the respondent. If the decision-maker decides to exclude a question because it is not relevant, he/she will explain the basis for that decision.

The decision-maker will issue a written determination regarding responsibility no sooner than ten days after the parties receive the final investigative report. The decision-maker will apply the preponderance of the evidence standard. The written determination will include:

- Identification of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the district's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and
- The district's procedures and permissible bases for the complainant and respondent to appeal.

The district will provide the written determination to the parties simultaneously. If neither party timely appeals, the determination becomes final. If a party appeals, the determination will become final on the date that the district provides the parties with the written determination of the result of the appeal.

Appeals. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools no later than 5:00 pm on the fifth calendar day after the written determination is issued. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal.

Grounds for Appeal. Appeals are limited to the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination or dismissal was made that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The district will notify other parties in writing when an appeal is filed; implement appeal procedures equally for all parties; and ensure that the decision-maker for the appeal is not the same person as the decision-maker, the investigator(s), or the Title IX Coordinator.

The district will give both parties a reasonable, equal opportunity to submit a written statement that supports or challenges the outcome; issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties.

Informal Resolution. The district may informally resolve allegations without completing the grievance procedure with the written consent of all parties. The process may not be used when allegations involve an employee harassing a student. As part of this process, the district will provide to the parties in writing a notice stating:

- the allegations;
- the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
- that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
- any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Recordkeeping. The district will maintain the following records for a period of seven years:

- Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed, and any remedies provided;
- Any appeal and its result;
- Any informal resolution and its result; and
- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website, then the district will make these materials available upon request for inspection by members of the public.

The district will also create records documenting any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken. The district will maintain these records for a period of seven years.

Retaliation Prohibited. Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including

any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided that a determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

Notification of Policy. The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

Publication of Policy. The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

Application Outside the United States. The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

Scope of Policy. Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

RALSTON PUBLIC SCHOOLS

Chromebook Usage Handbook



The policies, procedures, and information within this document apply to all computing devices used at Ralston Public Schools by students including any other device considered by the

Administration to fall under these policies.

TABLE OF CONTENTS

CHROMEBOOK ESSENTIALS

- [Receiving Your Chromebook](#) (p. 3)
- [Returning Your Chromebook](#) (p. 3)
- [RPS Chromebook Coverage Program](#) (p. 3)
- [Training](#) (p. 3)

TAKING CARE OF YOUR CHROMEBOOK

- [Device Protection](#) (p. 4)
- [Carrying Chromebooks](#) (p. 4)
- [Screen Care](#) (p. 4)

USING YOUR CHROMEBOOK

- [Not Bringing Chromebook to School](#) (p. 5)
- [Charging Chromebooks](#) (p. 5)
- [Personalizing the Chromebook](#) (p. 5)
- [Sound](#) (p. 5)
- [Printing](#) (p. 5)
- [Logging into a Chromebook](#) (p. 5)
- [Using Your Chromebook Outside of School](#) (p. 5)

OPERATING SYSTEM AND SECURITY

- [No Expectation of Privacy](#) (p. 6)
- [Monitoring Software](#) (p. 6)
- [Updates](#) (p. 6)
- [Virus Protection](#) (p. 6)
- [Content Filter](#) (p. 6)
- [Inspection](#) (p. 6)

SOFTWARE ON CHROMEBOOKS

- [Originally-Installed Software](#) (p. 6)
- [Google Apps for Education](#) (p. 6)
- [Additional Apps and Extensions](#) (p. 6)

REPAIRING OR REPLACING YOUR CHROMEBOOK

- [Technical Support](#) (p. 7)
- [Accidental Damage or Loss Protection](#) (p. 7)
- [Chromebook Technical Support](#) (p. 7)
- [Chromebooks Being Repaired](#) (p. 7)
- [RPS Student Computing Device Coverage Program](#) (p.8)

POLICIES AND APPROPRIATE USE

- [Appropriate Uses and Digital Citizenship](#) (p. 9)
- [Ralston Public Schools Internet Safety and Acceptable Use Policy](#) (p. 9)
- [Compliance with the Law and Use of Computers/Internet](#) (p. 9)
- [Access to the Internet by Minors \(students under the age of 18\) or Adults \(over the age of 18\)](#) (p. 9)
- [Agreement Violations](#) (p. 10)
- [Acceptable Use](#) (p. 10)
- [Privacy and Safety](#) (p. 10)
- [Legal Propriety](#) (p. 10)
- [Email](#) (p. 11)

[Discipline Consequences](#) (p. 11)

[Summer Chromebook Use](#) (p. 11)

[Chromebook Usage Handbook Receipt of Notification and Understanding](#) (p. 12)

[RPS Acceptable Use Agreement \(AUA\)](#) (p. 13)

Chromebook Essentials

Receiving Your Chromebook

1. Parent/Guardian Orientation

All parents/guardians are expected to attend registration and sign the *Ralston Public Schools Student Chromebook Agreement* before a device will be issued to their student.

2. Distribution

Students will receive their Chromebook and related peripherals within the first two weeks of school. Students and parents/guardians will need to sign the *Ralston Public Schools Student Chromebook Agreement* Receipt before receiving their Chromebook.

3. Transfer/New Student Distribution

All transfers/new students will be able to pick up their Chromebook from the school media center/technology office. **Students and parents/guardians will need to sign the *Ralston Public Schools Student Chromebook Agreement* Receipt before receiving their Chromebook. This will be done within student verification.**

Returning Your Chromebook

1. End of Year (grades 9-12)

Students returning to the district the next school year, will retain their Chromebook and all issued peripherals over the summer unless parents elect to return their student's device for the summer.

2. Transferring/Withdrawing Students

Students who transfer out of or withdraw from the Ralston Public Schools must turn in their Chromebook and related peripherals to the media center/technology office on or before their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving the Ralston Public Schools must be paid prior to disenrollment from the district. The district may also file a report of stolen property with the Police Department.

RPS Chromebook Coverage Program

Ralston Public Schools offers the opportunity to participate in the optional RPS Chromebook Coverage Program designed to protect students and families from full financial responsibility for device repairs and/or replacement. The cost is \$30.00/\$15.00* (*reduced for students who qualify for Free/Reduced Lunch Program) **annually** for each Chromebook and it covers the summer months if parents/students elect to keep the Chromebook over the summer.

Payment must be submitted by September 1st in order to participate in this program. After this date, a student's device will not be eligible for the RPS Chromebook Coverage Program. Students enrolling at RPS throughout the school year will have three weeks to submit payment in order to participate in the RPS Chromebook Coverage Program. If a student withdraws from Ralston Public Schools and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated. **Premiums are non-refundable.**

The program covers devices assigned to the student against accidental damage and/or loss. Damaged, lost, or stolen devices should be reported immediately according to the process described during orientation. Ralston Public Schools will require that a police report be

submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

Total value of repairs or device replacement will be determined by RPS. The program will pay the amount of damage or replacement per the schedule of repairs listed below. Damage as a result of gross negligence or purposeful damage will not be covered under the RPS Chromebook Coverage Program. Parents/Guardians are responsible for 100% of damages due to gross negligence. The district reserves the right to discontinue participation for students with unusually high numbers of claims. Such discontinuation will be effective 30 days after notification to the student and parent/guardian.

Training

Students will receive training to address care and usage of the Chromebook as well as usage of their Google (@ralstonschools.org) account. Digital Citizenship training will also be provided to address respectful, responsible, and ethical use of the internet and digital tools.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the school media center/technology office. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions

- No food or drink should be next to your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, or labels.
- Chromebooks, not being used for an extended period of time, should be shut down in order to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Heavy objects should never be placed on top of Chromebooks.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.

Device Protection

- Students and parents may decide to add additional protection for their Chromebooks by purchasing a hard protective case and/or sleeve from an outside source.

Carrying Chromebooks

- Always transport Chromebooks with care.
- Never lift Chromebooks by their screen.
- Never carry Chromebooks with the screen open.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment,

some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, **dry** microfiber cloth or anti-static cloth. Do not clean screens with products containing ammonia or alcohol.

Using Your Chromebook

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebook to all classes unless specifically advised not to do so by their teacher.

If a Student Does not Bring His/Her Chromebook to School

- Loaner devices may be available for students failing to bring their device to school.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the issued device.
- School personnel will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to administration for students who have excessive occurrences during the school year.
- Staff will treat such occurrences as insubordination offenses, which may result in disciplinary action.
- If a loaner is not turned in at the end of the day, an administrator will be contacted and will work on retrieving the loaner.

Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.

Personalizing the Chromebook

- Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Ralston Public Schools. Spot checks for compliance will be done by administration, teachers, and technology support staff at any time.
- Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Ralston Public Schools Internet Safety and Acceptable Use Policy.

Sound

- Sound should be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

Logging into a Chromebook

- Students will log into their Chromebook using their school-issued Google (@ralstonschools.org) account.
- Students should never share their account passwords with others. In the event of a

compromised account the Ralston Public Schools Technology Department reserves the right to disable your account.

- The student assigned to the Chromebook should be the only individual logging in to and using the device.

Using Your Chromebook Outside of School

- Students are encouraged to use their Chromebook at home and other locations outside of school.
- A WiFi Internet connection will be necessary for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Ralston Public Schools Acceptable Use Policy, Administrative Procedures, acceptable use agreement, and all other guidelines in this document wherever they use their Chromebook. Please note that some internet providers DO NOT work with Chromebook.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the District.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, deny access to, view, monitor, and record use of the Chromebook at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

Teachers, school administrators, and the Technology Department staff may use monitoring software that allows them to view the screens and activity on the Chromebooks.

Updates

The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebook.

Virus Protection

Chromebook uses the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Content Filter

The District utilizes an Internet Content Filter that is in compliance with the federally-mandated Children’s Internet Protection Act (CIPA). All Chromebooks are filtered for inappropriate content and pass through the District’s filtering appliance when connected to the Internet regardless of the physical location (e.g., school, home, public WiFi). If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact school personnel, who in turn, will submit a helpdesk ticket to request the site be unblocked. Ralston Public Schools makes every effort to filter web content through its comprehensive web filter; however, it is essential students and parents understand that students will be held accountable for using technology according to District policies.

Inspection

Students may be asked to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Software on Chromebooks

Originally-Installed Software

Chromebook software is delivered via the Chrome Web Store and/or Google Play. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and be easily accessible at all times.

All Chromebooks are supplied with the latest stable build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS may install updates when the computer is idle or restarted.

Google Apps for Education Accounts

Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Sheets (spreadsheets), Slides (presentations), Drawings, Forms, Sites, and Gmail within Ralston Public Schools.

Additional Apps and Extensions

Students are unable to install additional apps and extensions on the Chromebook other than what has been approved by the Ralston Public Schools.

Repairing or Replacing Your Chromebook

Tech Support

All Chromebook in need of repair must be brought to the school media center/technology office as soon as possible.

Accidental Damage or Loss Protection

As part of the 1 to 1 initiative at Ralston Public Schools, the school district is recommending participation in the RPS Chromebook Coverage Program. **Payment must be submitted by September 1st in order to participate in this program. After this date, a student's device will not be eligible for the RPS Chromebook Coverage Program.** Students enrolling at RPS throughout the school year will have three weeks to submit payment in order to participate in the RPS Chromebook Coverage Program.

This program is designed to protect students and families from full financial responsibility for accidental damage or loss. Damaged, lost, or stolen devices should be reported immediately according to the process described during registration. Ralston Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

Parents/Students will be charged full replacement costs for any damages due to gross negligence or purposeful damage.

Chromebook Technical Support

The School Media Center/Technology Office will be the first point of contact for repair of the Chromebook. Services provided include:

- Password identification
- User account support
- Distribution of replacement Chromebook
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

Chromebook Being Repaired

- Loaner Chromebook may be issued to students when they leave their school-issued Chromebook for repair.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- Chromebook on loan to students having their devices repaired may be taken home.
- The media center/technology staff will contact students when their devices are repaired and available to be picked up.
- In order to pick up their school-issued device, students must return the previously loaned device and pay any fees associated with the repairs.

RPS STUDENT COMPUTING DEVICE COVERAGE PROGRAM

As part of the Student Computing Device initiative at Ralston Public Schools, the School District is recommending the purchase of an Equipment Repair and Replacement Program prior to the deployment of the Student Computing Device to your student. Under this agreement, the Student Computing Devices are protected against accidental damage if participating in the RPS Student Computing Device Coverage Program. The Ralston Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

This additional cost does not cover for loss of the Student Computing Device and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Ralston Public Schools will assess the Student Computing Device loss/damage and repair or replace the device if the loss/damage is determined to be accidental and within the protection guidelines. **Parents/Students will be charged for full replacement cost of a device that has been lost or damaged due to intentional misuse or abuse.**

Schedule of Repair Costs

<i>Description</i>	<i>Without Device Coverage Cost</i>	<i>RPS Device Coverage Program Participant Co</i>
<i>Device Replacement</i>	<i>\$330</i>	<i>\$165</i>
<i>Motherboard(device replacement)</i>	<i>\$330</i>	<i>\$165</i>
<i>Keyboard</i>	<i>\$80</i>	<i>\$40</i>
<i>Battery</i>	<i>\$50</i>	<i>\$25</i>
<i>LCD Panel</i>	<i>\$90</i>	<i>\$45</i>
<i>AC Power Adapter w/ Cord</i>	<i>\$45</i>	<i>\$23</i>
<i>Top Cover</i>	<i>\$50</i>	<i>\$25</i>
<i>Bottom Base</i>	<i>\$60</i>	<i>\$30</i>

<i>Bezel</i>	<i>\$40</i>	<i>\$20</i>
<i>Camera</i>	<i>\$30</i>	<i>\$15</i>
<i>LCD Back Cover</i>	<i>\$40</i>	<i>\$20</i>
<i>Asset Tag</i>	<i>\$5</i>	<i>\$5</i>

Policies and Appropriate Use

Appropriate Uses and Digital Citizenship

School-issued devices should be used for educational purposes and students are to adhere to the Acceptable Use of Technology and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Ralston Public Schools Internet Safety and Acceptable Use Policy

Ralston Public Schools Internet Access is to be used only for classroom-related activities. This policy applies when using either school equipment or personal equipment on the district network. The administration reserves the right to refuse access to the Internet by Ralston Public Schools to anyone when it deems it necessary in the public interest.

Compliance with the Law and Use of Computers/Internet

Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy.

Students at Ralston Public Schools shall receive instruction in Internet Safety. This curriculum will include material related to appropriate "Access to Internet by Minors", appropriate use of social networking sites, cyber-bullying, and other topics as are relevant in encouraging digital citizenship.

Access to the Internet by Minors (students under the age of 18) or Adults (over the age of 18)

Minors or adults shall:

1. Not access material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for education.
2. Not use Ralston Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Not engage in any illegal activities on the Internet.
4. Only use electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a Ralston Public Schools-related assignment or activity.
5. Not attempt to override or bypass any protection measure that has been put in place by Ralston Public Schools to block and/or filter access to Internet Sites that are not in accordance with policies of Ralston Public Schools.
6. Minors shall not disclose personal identification information on the Internet.

Agreement Violations

Any violation of this agreement may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Ralston Public Schools, including applicable State and Federal laws.

Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed Student Handbook form.

Acceptable Use

- We believe that access to the Internet is an important educational resource for our students.
- We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.
- We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.
 - As a safety precaution, full names or addresses are not to be revealed online.
 - Computer and network resources have been provided for educational purposes; game-playing and commercial uses are prohibited.
 - Sharing of individual accounts is prohibited.
 - Electronic mail (email) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by district personnel.
 - Chain letters and inter-relay chat are misuses of the system.
 - Vandalism or "hacking" of any kind is prohibited.
 - The security of the system and the rights of other users are to be respected at all times.
- Students who knowingly violate the terms of the agreement will be dealt with according to

the discipline policies of the individual school building and Ralston Public Schools and/or civil authorities.

- Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.
- Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold Ralston Public Schools harmless from any claims or damages arising from such use. Ralston Public Schools makes no warranties for the information or the services provided.

Privacy and Safety

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- Ralston Public Schools makes every effort to filter web content through its comprehensive web filter; however, it is essential students and parents understand that students will be held accountable for using technology according to District policies.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety

- All students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
- Plagiarism is a violation of the Ralston Public Schools code of conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Email

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the Ralston Public Schools. This email system is monitored by the Ralston Public Schools Technology Department and all messages sent or received through this system are archived and subject to filtering of inappropriate content.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Email is subject to inspection at any time by school administration.

Discipline Consequences

- The student to whom a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Handbook or the Ralston Public Schools' Student Internet and Computer Access Policy (#5037), will result in disciplinary action as outlined by the student code of conduct and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the Ralston Public Schools Technology Department to ensure appropriate use. The Ralston Public Schools cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.

Summer Chromebook Use

Ralston Public School students returning to the district the next school year will retain their Chromebook and all issued peripherals during the summer unless parents elect to return their student's device for the summer. By keeping Chromebook during the summer months, parents and students understand that the use of the Chromebook falls under the Ralston Public Schools Student Internet and Computer Access Policy (#5037). Additionally, parents and students who have enrolled in the RPS Chromebook Coverage Program will be covered during the summer months. Parents and students further understand that if a student transfers out of the Ralston Public Schools, they are responsible for returning their Chromebook to Ralston Public Schools immediately. Failure to return the Chromebook will result in criminal charges being filed for stolen property.

CHROMEBOOK USAGE HANDBOOK

RECEIPT OF NOTIFICATION AND UNDERSTANDING

(Note: Students and parents can now fill out this form online.)

The Ralston Public Schools Student Acceptable Use Agreement (AUA) is on the next page of this document for your review. Your signature on this document states that you have read, understand, and agree to abide by the compliance requirements of Ralston Public Schools regarding the use of computers and the Internet in the Ralston Public Schools.

Additionally, as part of the 1 to 1 initiative at Ralston Public Schools, the school district is recommending the purchase of an Equipment Repair and Replacement Program prior to the deployment of the Chromebook to your student. Under this agreement, the Chromebooks are protected against accidental damage if participating in the RPS Chromebook Coverage Program. The Ralston Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

This additional cost does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Ralston Public Schools will assess the Chromebook loss/damage and repair or replace the device if the loss/damage is determined to be accidental and within the protection guidelines. **Parents/Students will be charged for full replacement cost of a device that has been lost or damaged due to intentional misuse or abuse.**

Please check one of the following options:

SELECTION	DESCRIPTION OF OPTION
☐	Option 1: I accept and will abide by the Ralston Public Schools Chromebook Usage Handbook. Additionally, I would like to participate in the optional RPS Chromebook Coverage Program for the amount of \$30, \$15 if student is free/reduced lunch status.
☐	Option 2: I accept and will abide by the Ralston Public Schools Chromebook Usage Handbook. I DO NOT wish to participate in the optional RPS Chromebook Coverage Program and understand that I am responsible for 100% of all damages.
☐	Option 3: I accept and will abide by the Ralston Public Schools Chromebook Usage Handbook. I DO NOT wish to have my student issued a Chromebook to take home. <i>(PLEASE NOTE: If you choose this option, students will be assigned a Chromebook for daily use at school and may be held responsible for 100% of damages as a result of gross negligence or purposeful damage).</i>
If Option 3 above is chosen, parents/guardians may still elect to enroll in the RPS Chromebook Coverage Program. ☐ While I do not wish to have my student issued a Chromebook to take home, I would like to participate in the optional RPS Chromebook Coverage Program for the amount of \$30.	

Print Full Student Name

Grade

Student Signature (REQUIRED)

Date

Parent/Guardian Signature (REQUIRED)

Date**RPS Acceptable Use Agreement (AUA)**

Ralston Public Schools Internet Access is to be used only for classroom related activities. This agreement applies when using either school equipment or personal equipment on the district network.

This Acceptable Use Agreement (AUA) outlines the appropriate use of RPS's technology resources and services during and after school hours. By signing this form, students are indicating that they understand and agree to abide by the guidelines written below.

RPS network, technology resources and Internet access are school resources and use of them is considered a privilege. Therefore, violation of this AUA will result in the loss of this privilege and/or other appropriate discipline actions according to division-level policies. These actions may include written warnings, withdrawal of access privileges, and in extreme cases, suspension, expulsion or termination of privileges.

Compliance with Law and Use of Computers/Internet

Users of Ralston Public Schools technology will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy.

Safety and Security:

- I will not attempt to access material that is obscene, pornographic, harmful to others, or otherwise inappropriate for education.
- I understand that passwords are private and should not be shared with others. I will not allow others to use my account name or password, or try to use that of others.
- I will not attempt to engage in hacking or attempts to bypass security settings or interfere with the operation of the RPS network in any way.
- I will use RPS network and technology resources productively and responsibly for school-related purposes.
- I will maintain the setup of RPS devices as they were when I received them.
- I will record or share image or audio files only when I have obtained permission from my teacher, media specialist or administrator. I will not use cameras in restrooms, locker rooms, or dressing rooms, regardless of intent.
- I will not use RPS network and technology resources to access, display, create or communicate material that is illegal, obscene, destructive, harassing, threatening, hateful or otherwise offensive. I am responsible for not pursuing or sending material that could be considered objectionable or harmful to myself or others.
- I will be responsible for all of my digital files, including backing up files not already stored in the cloud.

Digital Citizenship

- I will use technology in such a way that does not disrupt the educational environment. This includes setting all of my devices on "mute" or "vibrate" unless permission is obtained from the teacher, media specialist or administrator.
- I will be thoughtful and polite and use appropriate language in my digital communication, as determined by school administrators.
- I will follow appropriate guidelines when publishing work online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
- I will respect the intellectual property rights of others. I will obey copyright guidelines and avoid plagiarizing others' work or ideas.
- I understand that I am an ambassador for the school/District in all of my online activities, which should not reflect negatively on my school/District. I will not post personal or embarrassing information about other students, employees, members of the RPS community or myself.

Expectations of Privacy

The computer system, including email and Internet, is the property of the Ralston Public School District. RPS relies on a combination of self-hosted, externally hosted, and cloud-based services. These services are primarily intended for educational and business use and are subject to monitoring at any time. Although RPS does not routinely check communications or files, it has the right to review, audit, and disclose all matters sent over or stored on the system. As a result, members of the RPS community should recognize that there is no reasonable expectation of privacy when using the computer system.

Respecting and Protecting Intellectual Properties

The increasing use of technology and multimedia at RPS presents a wonderful opportunity for students and teachers to share what they do with others at RPS. The presentations, photos, video and audio of classes, field trips and school events are often shared electronically through web-based resources. Sometimes, students and parents buy or receive copies of school events on media, such as CDs or DVDs. The instinct to share achievements is understandable, but these files are for private use only. Any sharing of these materials within the RPS Google domain is prohibited.

Agreement Violations

Any violation of the agreement may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Ralston Public Schools, including applicable State and Federal laws.

Users of Ralston Public Schools technology shall be granted permission to access the Internet upon receipt of the signed Acceptable Use Agreement Signature Form available from your building administrator or media specialist.

Details and definitions of the full Ralston Public Schools Student Internet and Computer Access Policy (5037) can be reviewed on the Ralston Public Schools webpage.



RALSTON MIDDLE SCHOOL 2026-2027 STUDENT / FAMILY HANDBOOK

BOARD OF EDUCATION

Mrs. Carrie Hough, President
Ms. Mary Roarty, Vice President
Mrs. Elizabeth Kumru, Secretary
Mrs. Robin Richards, Treasurer
Mrs. Samantha Willey, Member
Mrs. Katie Krause, Member

DISTRICT ADMINISTRATORS

Mr. Jason Buckingham - Superintendent
Dr. Sara Zabrowski-Gates - Assistant Superintendent for Teaching and Learning
Dr. Aaron Bredenkamp - Assistant Superintendent for Business
Dr. Ryan Pivonka - Director of Human Resources
Mrs. Megan Harding - Director of Teaching and Learning
Mrs. Jennifer Pollock - Director of Student Services
Mr. Jim Frederick - Director of External Relations and Engagement
Ms. Ashley Nodgaard - Director of Foundation and Communication

ADMINISTRATIVE OFFICES

8545 Park Drive
Ralston, Nebraska 68127
402-331-4700
<http://ralstonschools.org>

RALSTON MIDDLE SCHOOL

8202 Lakeview Street
Ralston, Nebraska 68127-2777
402-331-4701
<http://rms.ralstonschools.org>

MIDDLE SCHOOL ADMINISTRATION

Andy Parizek, Principal
Jon Taylor, Assistant Principal/ Activities Director

Table of Contents

General Information	Page Number
Principal Letter	3
Notice of Non-Discrimination	4
District Purpose/Direction/Beliefs and Building Vision Statement	4-5
Mass Communication with Families	5
RMS Bell Schedule	6
Homeroom/Advisement	7
RMS WIN Time	7
Guidance Counselor	7
Grading Policy and RKIDs	7
Academic Integrity Policy	8
Lockers	9
Building and Grounds	9
Emergency Procedures	9
Food Items and Lunch	10
Student Appearance and Dress Code	10
Cell Phone/ Electronic Items	11
Media Center, Physical Education, and Bikes	11
 Activities and Code of Conduct	 Page Number
Student Activities	12
Sports by Season	13
Extracurricular Code of Conduct	15
Relationship between Parents and Coaches/ Sponsors	16
Concussion Awareness	19
 District Policies and Procedures	 Page Number
Routine Directory Information	20
Parent Involvement in Education Practices	21
Field Trip	22
Parental/Guardian Access to Student Records	23
Parent/Guardian Notification of Student Surveys	24
Investigations, Arrests, and Other Student Contact by	
Law Enforcement and HHS	26
Audio and Video Recording	28
USDA Notice of Non-Discrimination	29
Title IX	29
Compulsory Attendance and Excessive Absenteeism	37
Pregnant and Parenting Students	38
Complaint Procedure	40
Student Bullying	43
Student Discipline	44
Emergency Exclusion	52
District Drug Policy	54
Use of Sniffer Dogs	55
Firearms and Weapons	56
Visitors at School	57
Health Services at School	57
Lunch Program	61
Ralston Middle School Fee List	61
 District Policies and Procedures	 Page Number
Ralston Public Schools Technology	63

June, 2026

Welcome to Ralston Middle School!

The entire staff at RMS 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 as a family. The purpose of this handbook is to provide families with information on policies and procedures 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 **being safe, being respectful and being 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's the limit and your middle school years will be a time of great growth and success for you.

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
Andrew_parizek@ralstonschools.org

Jon Taylor
Assistant Principal/ Activities Director
Jon_taylor@ralstonschools.org

“Using the power of positive relationships, the community of Ralston Middle School will work to foster life-long responsibility and resiliency in all students.”

School Handbooks are based on Board of Education Policies
<https://www.ralstonschools.org/ourdistrict/boardofeducation> / Board Of Education

NOTICE OF NON-DISCRIMINATION

The school district does not discriminate on the basis of race, color, national origin, religion, marital status, sex, pregnancy, gender identity, gender expression, sexual orientation, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Jennifer Pollock at 402-898-3451, jennifer_pollock@ralstonschools.org or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Dr. Ryan Pivonka at 402-898-3483, ryan_pivonka@ralstonschools.org, 8545 Park Drive, Ralston NE 68127 or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: https://www.ralstonschools.org/site/handlers/filedownload.ashx?moduleinstanceid=1169&dataid=9780&FileName=3053_-_Nondiscrimination.pdf.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Dr. Ryan Pivonka at 402-898-3483, ryan_pivonka@ralstonschools.org, 8545 Park Drive, Ralston NE 68127 or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the building principal at 402-898-3501 (phone number), ryan_pivonka@ralstonschools.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

Purpose Statement of Ralston Public Schools

A community dedicated to achieving excellence through purposeful instruction and nurturing a climate of hope and inclusion.

Direction Statement

Cultivating resilient citizens prepared for the diverse demands of the future.

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

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

Ralston Middle School Vision

Using the power of positive relationships, the community of Ralston Middle School will work to foster life-long responsibility and resiliency in all students.

Ralston Middle School Guiding Mantra

Responsibility. Relationships. Resiliency.

Ralston Middle School Collective Commitments

Approach each day with a **positive** attitude.

Show **flexibility**.

Communicate clearly, honestly, and openly.

Be **committed** to making yourself and others better.

Practice **patience** and **empathy**.

Be **engaged** in your learning.

Collaborate as a team.

Respond to adversity with **resilience**.

Mass Communication with Families

To ensure effective and timely communication between our school district, staff, and school patrons, Ralston Public Schools uses a mass messaging system. This program allows our middle school to reach students and families about important events by phone, email, text, and through the RPS Mobile App. 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, a text, a push alert, or an email.

Bell Schedule

<i>Bell Schedule (Non-WIN Time)</i> (Monday - Thursday - 44 minute class periods) <u>7th grade</u> - Period 1 - 8 to 8:46 am (2 extra minutes for Pledge/ Morning Announcements) - Period 2 - 8:48 to 9:32 am - Period 3 - 9:34 to 10:18 am - Period 4 - 10:20 to 11:04 am - Period 5 (Lunch and Homeroom) - 11:06 am to 12:06 pm 7A lunch - 11:06 to 11:36 am 7B lunch - 11:21 am to 11:51 am - Period 6 - 12:08 to 12:52 pm - Period 7 - 12:54 to 1:38 pm - Period 8 - 1:40 to 2:24 pm - Period 9 - 2:26 to 3:11 pm (1 extra minute for Afternoon Announcements) <u>8th grade</u> - Period 1 - 8 to 8:46 am (2 extra minutes for Pledge/ Morning Announcements) - Period 2 - 8:48 to 9:32 am - Period 3 - 9:34 to 10:18 am - Period 4 - 10:20 to 11:04 am - Period 5 - 11:06 to 11:50 am - Period 6 (Lunch and Homeroom) - 11:52 am to 12:52 pm 8A lunch - 11:56 am to 12:26 pm 8B lunch - 12:11 to 12:41 pm - Period 7 - 12:54 to 1:38 pm - Period 8 - 1:40 to 2:24 pm - Period 9 - 2:26 to 3:11 pm (1 extra minute for Afternoon Announcements)	<i>Bell Schedule (WIN Time)</i> (Monday - Thursday - 40 minute class periods) <u>7th grade</u> - Period 1 - 8 to 8:42 am (2 extra minutes for Pledge/ Morning Announcements) - Period 2 - 8:44 to 9:24 am - WIN Time - 9:26 to 9:56 am - Period 3 - 9:58 to 10:38 am - Period 4 - 10:40 am to 11:20 am - Period 5 (Lunch and Homeroom) - 11:22 am to 12:22 pm 7A lunch - 11:22 to 11:52 am 7B lunch - 11:37 am to 12:07 pm - Period 6 - 12:24 to 1:04 pm - Period 7 - 1:06 to 1:46 pm - Period 8 - 1:48 to 2:28 pm - Period 9 - 2:30 to 3:11 pm (1 extra minute for Afternoon Announcements) <u>8th grade</u> - Period 1 - 8 to 8:42 am (2 extra minutes for Pledge/ Morning Announcements) - Period 2 - 8:44 to 9:24 am - WIN Time - 9:26 to 9:56 am - Period 3 - 9:58 to 10:38 am - Period 4 - 10:40 am to 11:20 am - Period 5 - 11:22 am to 12:02 pm - Period 6 (Lunch and Homeroom) - 12:04 to 1:04 pm 8A lunch - 12:14 to 12:44 pm 8B lunch - 12:29 to 12:59 pm - Period 7 - 1:06 to 1:46 pm - Period 8 - 1:48 to 2:28 pm - Period 9 - 2:30 to 3:11 pm (1 extra minute for Afternoon Announcements)
<i>Bell Schedule (Early Release)</i> (Friday - 39 minute class periods) <u>7th grade</u> - Arrival - 7:35 to 7:55 am (<i>Grab-n-Go Breakfast available from 7:35 to 7:45 am</i>) - Period 1 - 8 to 8:41 am (2 extra minutes for Pledge/ Morning Announcements) - Period 2 - 8:43 to 9:22 am - Period 3 - 9:24 to 10:03 am - Period 4 - 10:05 to 10:44 am - Period 5 (Lunch and Homeroom) - 10:46 to 11:46 am 7A lunch - 10:46 to 11:16 am 7B lunch - 11:01 to 11:31 am - Period 6 - 11:48 am to 12:27 pm - Period 7 - 12:29 to 1:08 pm - Period 8 - 1:10 to 1:49 pm - Period 9 - 1:51 to 2:31 pm (1 extra minute for Afternoon Announcements)	<i>Bell Schedule (Early Release)</i> (Friday - 39 minute class periods) <u>8th grade</u> - Arrival - 7:35 to 7:55 am (<i>Grab-n-Go Breakfast available from 7:35 to 7:45 am</i>) - Period 1 - 8 to 8:41 am (2 extra minutes for Pledge/ Morning Announcements) - Period 2 - 8:43 to 9:22 am - Period 3 - 9:24 to 10:03 am - Period 4 - 10:05 to 10:44 am - Period 5 - 10:46 to 11:25 am - Period 6 - (Lunch and Homeroom) - 11:27 am to 12:27 pm 8A lunch - 11:37 am to 12:07 pm 8B lunch - 11:52 am to 12:22 pm - Period 7 - 12:29 to 1:08 pm - Period 8 - 1:10 to 1:49 pm - Period 9 - 1:51 to 2:31 pm (1 extra minute for Afternoon Announcements)

Homeroom/ Advisement

Building-wide Homeroom/ Advisement and Lunch Schedule (Monday, Tuesday, Wednesday, Thursday, Friday - 30 minutes for Homeroom/ Advisement and 30 minutes for Lunch)

Advisement is a program that builds meaningful relationships between students and teachers. 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 -

- Help students make friends, develop positive peer group relationships and a sense of belonging
- Provide an orientation to Ralston Middle School and the student handbook
- Teach, reinforce, and build character as a middle school student working together with our classroom community
- Help students develop a sense of academic purpose and personal commitment to educational goals
- Help students achieve academic success by developing organizational skills, time management skills, effective study habits and academic support
- Develop the skills, attitudes and behaviors that will help students function productively
- Reinforce the values of respect, responsibility, personal safety and accountability through character education

WIN (What I Need Time)

Our goal is for all students to learn at high levels. We know students do not always learn at the same rate. WIN Time provides time in the middle school schedule for re-teaching, homework assistance, and enrichment. In the past, students have had to retake assessments or get help from a teacher before school, during lunch time, or after school. WIN Time allows teachers to give students what they need based on identified priority standards in the content areas during the school day.

Guidance Counselor

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

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 R-KIDS - <https://www.ralstonschools.org/> and look for the R-KIDS button under “For Families” <https://ralfamily.nebsis.org/>.
- Visit with your teachers about their availability to work with you
- Remember learning takes effort both in and outside the classroom

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 people'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 re-submit

the work. If retaking or re-submitting the work, the student must complete this on their 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 the administration.

Student Use of AI Tools (Policy 6038)

As used in this policy, artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially available resources like ChatGPT, Gemini, Claude and similar programs.

Student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Students may not use AI tools on any assignment, test, or project unless the staff member has given permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Individual staff members will decide for each individual assignment the extent to which students may use AI Tools for such assignments.
2. If a student uses any AI Tools in connection with a school assignment, the student must comply with the following:
 - a. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
 - b. Never copy and paste the output from the AI Tool into the student's work as if the student wrote such section himself or herself.
3. Students may never use AI Tools to:
 - a. Cheat on any assignment, test, or quiz;
 - b. Help answer questions on a test or quiz without staff member permission;
 - c. Make or share deepfakes or fake images, audio, or video of any real person;
 - d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
 - e. Bully, harass, threaten, intimidate or impersonate any person;
 - f. Place another student or staff member name, photo, voice, or personal information into an AI Tool;
 - g. Use AI Tools to bypass accommodations, content filters, or school security.
 - h. Participate in any activities that are illegal or are in violation of Policy 5037 Student Internet and Computer Access
4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.

5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.
6. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

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 before school and after school. 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 a 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 a search may be grounds for discipline.

Each student is assigned their 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 inspection 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.

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.

Locker Room Supervision (Policy 4062)

Staff members, coaches, sponsors, and students must comply with the requirements of this policy while using locker rooms at the school district or at other locations.

Staff members, coaches, and sponsors must appropriately supervise students in locker rooms and other locations where students dress, change, or engage in similar activities. This supervision must occur at all times during curricular and extracurricular activities and includes, but is not limited to, the following:

- Entering and walking through the entire locker room at regular and irregular intervals to provide direct supervision and to assess student behavior.
- Maintaining an orderly locker room free from "horseplay" and other prohibited conduct.
- Maintaining a visual presence.

- Adequately addressing any misbehaviors.
- Escorting students to and from the locker room and the activity or instructional area.
- Unlocking the locker room so that students may enter, and locking the locker room after all students have exited the locker room.
- Searching the locker room to determine that all students have exited the locker room before locking it.
- The locker room must be locked at all times when unsupervised.

Only students whose team or activity is currently playing or are in-season or who are involved in a school-sponsored activity that requires or allows presence in the locker room are allowed access to the locker room before or after the regular school day.

Students are not allowed to enter or reenter the locker room without appropriate supervision.

If the staff member, coach, or sponsor is the opposite sex of the students, he or she may designate another adult of the same sex as the students to provide the required locker room supervision. This delegation does not remove ultimate responsibility from the staff member, coach, or sponsor who is subject to the obligations under this policy to ensure that such obligations are met. By allowing their students to participate in an activity with a cross-gender coach, parents/guardians consent to the entry of the staff member or his or her designee into the locker room at any time as necessary to maintain student safety and order.

Staff members, coaches, and sponsors must remain with students until they are picked up by the parent, guardian, or other authorized person or the student leaves in his or her own transportation. Students must never be left unattended after a game, practice, or other school-sponsored activity.

Cell phones and other devices with visual or auditory recording capability may not be used in the locker room at any time or for any reason.

Under no circumstance may a staff member, coach, or sponsor delegate any responsibility under this policy to a student or other minor.

School administrators or their designees may make random checks to assess policy compliance.

Building and Grounds

Your parents and the taxpayers in this school district pay for our educational programs, materials, and facilities. 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. 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's 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)

General Regulations

The District prohibits student attire or appearance that:

- Causes or is likely to cause material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/ or wear district approved or issued uniforms in order to participate in activities.

Altering a student's appearance or removing or altering a student's attire without consent from their parent/ guardian/ caregiver is not allowed. Additionally, students' hair should not be permanently or temporarily altered by school personnel.

Cultural and Religious Attire

Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids, locks, twists, tight coils or curls, cornrows, Bantu knots, argos, weaves, wigs, or head wraps.

Any person who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any public or private location where the person is otherwise authorized to be on school grounds or at any school function.

Health and Safety Considerations

Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

Health and Safety Accommodation Process

If a health and safety standard accommodation is necessary, the District will:

- Engage in a good-faith effort to reasonably accommodate the student and
- Notify the student's parent or guardian of such and attempt to accommodate the student's appearance or any attire, tribal regalia, hairstyle, adornment, or other characteristic associated with race, national origin, or religion

- Attempt to obtain consent from a student's parent or guardian prior to altering a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire, tribal regalia, hairstyle, adornment, or other characteristics associated with race, national origin, religion.

Recordkeeping

The District will record efforts made to accommodate a student's appearance, attire, hairstyle, adornment, or other characteristics associated with race, religion, sex, disability, or national origin. Each record must include: the student's name; federally identified demographic characteristics; date of the occurrence; the health and safety standard relating to the accommodation; the nature of the accommodation requested; the staff involved; communication with parents/ guardians/ caregivers, and; the outcome of the effort.

Enforcement

Violations of this policy shall be addressed in a manner consistent with the board's policies regarding student discipline.

Cell Phone and Other Electronic Devices (Policy 6025)

Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy or as deemed appropriate by a student's education team.

Students attending Ralston Middle or any Ralston Elementary schools are prohibited from using their cell phones or electronic devices unless given express permission by a faculty member during school hours.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like 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.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their cell phones and pagers. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students may use cell phones or other technology in classrooms only with the express permission of the classroom teacher.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

Students who violate this policy or other school rules may have their cell phones or electronic devices confiscated. The administration will return confiscated devices to the offending student, after discussing the rule violation with the student. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension.

Right to Access School Library Materials (Policy 6046)

Definitions. As used in this policy,

- "Parent" means the parent, guardian, or educational decisionmaker of any student currently attending the school district; and
- "Educational decisionmaker" means a person designated or ordered by a court to make educational decisions on behalf of a child.

Catalog of Library Books. The superintendent or designee shall create and maintain a catalog of all books in the school district's library, categorized by school building, that shall be accessible by a Parent.

Opportunity for Notification. A Parent shall have the opportunity to be notified when the Parent's student checks out a book from the school library, which notification shall include the title of the book, the author(s) of the book, and the date the book is due to be returned to the school library. The administration may elect to allow a Parent to exercise the opportunity to receive such notifications by means of a website, application notification, or by opting into email notifications.

Nothing in this policy shall be construed to create any rights of access or rights to notification in favor of any person that does not meet the definition of Parent stated above.

Physical Education

Physical Education is part of our curriculum. Every student is expected to participate unless excused as a part of legitimate medical conditions.

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, they 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.

Students will be required to wear proper athletic attire on Physical Education Days to school. This includes the following items to ensure student safety -

- Proper Tennis Shoes. For safety reasons, no crocs, no sandals, no flip-flops, no boots, no slippers, no slip on shoes that do not lace up.
- Proper Bottom Half Attire (leggings, yoga pants, sweat pants, athletic shorts). For safety reasons, no jeans, jeans shorts, no underwear (boxers), no dress pants, no skirts, no dresses.
- Proper Top-half Attire (t-shirt, hooded sweatshirt, crew neck sweatshirt). For safety reasons, no dress shirts, no halter tops, no mid-riffs, no cut-offs, no tank-tops/ muscle shirts).

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., mopeds, go-karts, mini bikes, etc.) motorized vehicles are prohibited on school property.

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 3:20 pm.** If a student is participating in any extra-curricular activity, they must be present at school for at least four 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

Athletics

Activities

Ralston 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 behaviors 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, girls wrestling

Late Winter (December – March)

Girls basketball, boys wrestling

Spring (end of March – May)

Track

In order to participate in any sport, students must provide:

1. ***A physical exam to be kept on file at Ralston Middle School (dated after May 1st, 2026).*** 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 \$25.00 (paid each school year).*** Please make checks payable to Ralston Middle School.
3. ***Signed parent permission form and RECEIPT OF RALSTON MIDDLE SCHOOL 2026-2027 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 an 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 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 the teacher then return to practice.

If a student is receiving help from a teacher, students must still possess a note/ pass from the teacher in these situations so coaches are aware of the team member's 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 their 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 sports season. Practices will be held from 3:15 to 5 pm. 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 contact parents.
- In the event that games are canceled 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 the current school year.” (Students in grades 7 or 8 may participate on a high school team if they are 15 years of age prior to August 1 of the current school year). Parents need to be informed that their child, 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, 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 their building of attendance, any other district building and/or school related activity, or for any other action prohibited by state statute.

While we cannot itemize every action of misconduct here, the following are the 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 beverages, 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 shows 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 they have an F grade in one of their 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 they are ineligible, they cannot participate in athletic contests, concerts, competitions, performances, school dances or other school sponsored activities. 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.
- 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.
- **Rides need to be arranged to pick up students at the end of the dance**

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 purpose 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.

Parent/Guardian Role in Communicating with Children

- Make sure 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, they 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 their philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under their leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

Parent/Guardian Role in Communicating with a Coach/Sponsor

- *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 noise makers 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
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 their 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 they are reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed healthcare 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 healthcare professional at any practice or game.

School officials shall deem the signature of an individual who represents that they are a licensed healthcare 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 healthcare 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.

School Handbooks are based on Board of Education Policies - www.RalstonSchools.org

Routine Directory Information (Policy 5017)

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Name of parent and/or guardian
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Social media usernames or handles
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

Directory information does not include a student's social security number.

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses, and telephone numbers of high school students unless a student's parents have notified the district in writing that they do not want this information disclosed without their prior written consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, the district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given an opportunity to prevent the release of this directory information by filing a written objection with the district.

When a student reaches 18 years of age, the permission or consent required of and the rights accorded to the parents or guardians of such student under this policy shall only be required of and accorded to such student. Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, each school district shall notify each student who is at least 18 years of age or who will reach 18 years of age during such school year of (1) the option to make a

written request to the school district that routine directory information for such student not be released in response to a request made by a military recruiter without such student's written consent and (2) that any such request made previously by a parent or guardian for such student expires upon the student reaching 18 years of age.

Parent Involvement in Education Practices (Policy 5018)

The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
 - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
 - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
 - c. A parental request to review specific standardized and criterion- referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide NeSA assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
 - b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
 - a. Building principals may excuse a student from any single school experience at the parent's written request.
 - b. When appropriate, alternative experiences will be provided for the student by the school.
4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
 - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
 - b. State Assessments

- i. The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.
 - c. National Assessment of Educational Progress
 - i. As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.
 - ii. The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.
- 7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

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.

General Conditions

All trips must be pre-approved by the teacher's building principal. Out-of-state and overnight trips require pre-approval by the board. The superintendent and principals will develop guidelines for approval of trips and communicate those guidelines to teaching staff.

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.

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. Chaperones do not have any property right in or to a chaperone assignment. The school district may deny or terminate a chaperone assignment for any reason that is not unconstitutional or unlawful. The superintendent's decision shall be final.

Student Conduct

Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

Parental/Guardian Access to Student Records (Policy 5016)

The school district shall manage student records and reports as is necessary for effective administration and in compliance with the law. In general "student records" shall not include

transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district.

For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is SIMS.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when they have a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing their tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility. All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Parent/Guardian Notification of Student Surveys (Policy 5015)

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

1. Surveys
 - a. Surveys Created by a Third Party
 - i. This section applies to every survey:
 1. that is created by a person or entity other than a district staff member or student;
 2. regardless of whether the student answering the questions can be identified; and
 3. regardless of the subject matter of the questions
 - ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.
 - b. Surveys Requesting Particular Sensitive Information
 - i. Sensitive information shall include:
 1. Political affiliations or beliefs of the student or the student's parent(s);
 2. Mental or psychological problems of the student or the student's family;
 3. Sexual behavior or attitudes;
 4. Illegal, antisocial, self incriminating, or demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
 7. Religious practices, affiliations, or beliefs of the student or student's parent(s); or
 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
 - ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.
 - iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the written consent of a student's parent(s) before the student participates in the survey.
 - iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.
 - v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.
 - c. Survey Inspection Requests
 - i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.

- ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.
 - iii. The principal shall respond to survey inspection requests without delay.
- 2. Invasive Physical Examinations
 - a. The term “invasive physical examination” means:
 - i. any medical examination that involves the exposure of private body parts; or
 - ii. any act during such examination that includes incision, insertion, or injection into the body; and
 - iii. does not include a hearing, vision, or scoliosis screening.
 - b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:
 - i. required as a condition of attendance;
 - ii. administered by the school and scheduled by the school in advance; and
 - iii. not necessary to protect the immediate health and safety of the student, or of other students.
 - c. This policy does not apply to any physical examination or screening that:
 - i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;
 - ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.)
 - iii. is otherwise authorized by Board policy.
- 3. Collection of Personal Information from Students for Marketing
 - a. The term “personal information” means individually identifiable information including:
 - i. student’s and parent(s)’ first and last name;
 - ii. home or other physical address;
 - iii. telephone number; and/or
 - iv. social security number.
 - b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
 - c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
 - i. postsecondary education recruitment;
 - ii. military recruitment;
 - iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
 - iv. student recognition programs.
- 4. Inspection of Instructional Material
 - a. Definition
 - i. The term “instructional materials” means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
 - ii. The term does not include academic tests or academic assessments.
 - b. Parents may inspect, upon their request, any instructional material used as part of their child’s education curriculum.
 - c. Curriculum inspection requests must be made to the building principal in writing.
 - d. Building principals shall respond to inspection requests within a reasonable amount of time.
- 5. Notification of Rights and Procedures

- a. The superintendent shall notify parents of:
 - i. this policy and its availability upon request from the office of the district;
 - ii. how to opt their child out of participation in activities as provided for in this policy;
 - iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
 - iv. how to request access to any survey or other material described in this policy.
- b. This notification shall be given to parents at least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Investigations, Arrests, and Other Student Contact by Law Enforcement & HHS (Policy 5022)

The school district and its administrators and staff desire to maintain a positive working relationship with law enforcement officers and other representatives of governmental bodies in the discharge of their duties. However, this desire must be balanced against other equally important factors such as a student's legal rights, ensuring that a student's time spent in school is for education, and acknowledging that the school stands *in loco parentis* to the students.

"Law enforcement officer" means police officers, county sheriffs, state patrolmen, Health and Human Service workers, Child Protective Services workers, Office of Juvenile Services workers, probation officers, U.S. Immigration and Customs Enforcement (ICE) agents, Federal Bureau of Investigations agents, or any other government investigatory workers.

"Parent" means the biological or adoptive mother or father, guardian, responsible relative, or any other person who has claimed legal or actual charge or control of the student pursuant to Nebraska law or Title 92 Nebraska Administrative Code Chapter 19.

Law enforcement officers are encouraged whenever possible to talk to a student away from the school before or after school hours so as to cause as little disruption as possible to the student's education.

Law enforcement officers may be called to the school at the request of school administration, or they may initiate contact with the school for their own purposes. Contact between the school and law enforcement officers on matters involving students shall be made through the office of the superintendent or building principal and the law enforcement officer. All reasonable attempts should be made to avoid embarrassing the student before their teachers and peers, and to avoid disrupting the student's and school's education program. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.

School staff shall promptly notify the superintendent when a student is questioned, arrested, or removed from school grounds by law enforcement officers.

School Related Criminal Activity

This section applies to alleged or suspected criminal activity that 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 their designee; or at a school-sponsored activity or athletic event.

Law enforcement officers will be allowed to contact and question students at school regarding school related criminal activity as provided below.

The building principal must be notified before a student may be questioned in school or taken from a classroom by law enforcement. The building principal should request identification of the officers, their affiliation with the identified law enforcement agency, and whether their purpose is to interview, interrogate, or take custody of the student.

The building principal will make reasonable attempts to contact a student's parent for their consent and/or presence before the student is interviewed. In the event that a parent cannot be contacted after reasonable attempts, the student will be questioned only if the law enforcement officer identifies emergency circumstances requiring immediate questioning. A building principal or designee shall be present for such questioning. The student will be brought to a private room and the contact will be made out of sight of others as much as practicable.

If the student is suspected of criminal activity, it is the responsibility of the law enforcement officer to advise a student of their rights against self-incrimination.

If at any time the district's representative believes that the questioning is being conducted in an inappropriate manner and clearly contrary to the rights of the student, then the representative shall request that the law enforcement activities cease. The building principal will also make another attempt to contact the student's parent.

The building principal shall document steps taken to notify parents, summarize the law enforcement activities, identify the actions taken by the District on behalf of the student, and any further contact with law enforcement officer.

Non-School Related Criminal Activity

Law enforcement officials may not question students at school unless parental consent is obtained or the law enforcement authorities have a warrant or court order.

Taking a Student into Custody

Law enforcement officers seeking custody of a student must contact the superintendent or building principal. The principal will request the arresting law enforcement officer to provide a copy of the arrest warrant, written parental consent, a court order, or other document giving authority to take the student into legal custody. If there is no document presented, the principal should obtain the officer's name, badge number identifying the law enforcement agency, date, time, the reason for the arrest, and the place to which the student is reportedly being taken. Whenever practicable, the arrest or release of the student should be conducted in a location and in a manner that minimizes observation by others.

When a law enforcement officer removes a student from the school, the building principal will take immediate steps to notify the parent about the student's removal and the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse.

Child Abuse and Neglect

When law enforcement officers seek to investigate reports of alleged child neglect or abuse regarding a student, the building principal shall obtain a proper identification from the authorities or officials. If a student interview is conducted on school grounds, the building principal or designee and such other school personnel as appropriate shall observe the interview.

If the law enforcement officer decides to remove the student from school, school officials shall provide the law enforcement authorities with the address and telephone number of the student's parent or guardian. The principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign a statement certifying that the child is being removed from school premises because they are believed to be the victim of child

abuse and that the officer understands and will comply with the legal requirements of Neb. Rev. Stat. § 79-294.

Student Records

Student records will be shared with law enforcement officers only as allowed by state and federal law.

Audio and Video Recording (Policy 3059)

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used by students for personal academic purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy “recording” includes still photographs, video, audio, and other similar data captured in any medium.

Secret Recordings. No person is permitted to make surreptitious recordings on school grounds unless authorized by the superintendent.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings when such recordings are deemed necessary or appropriate by an authorized representative of the district. The district will not maintain recordings unless the recording is purposefully copied and saved. Any recording not copied and maintained separately may only be accessible by the authorized representative for a limited time. Recordings made by the district may be destroyed by an authorized representative at any time unless retention is required by law.

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child’s classroom activities or recess. Parents may record meetings with administrators or staff, including meetings related to a student’s IEP or 504 plan, if prior notices is given to school administration. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Staff. Staff members may make recordings of classroom instruction, student behavior or performance, and school activities without prior administrative approval only for legitimate educational purposes. Staff members may not make secret recordings while on duty, even if those recordings do not violate state or federal criminal or privacy laws. Staff members who violate this provision may be subject to consequences up to termination for classified staff and cancellation of contract for certificated staff.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student’s education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g., AngelSense) must be approved by the student’s education team or administration. Students

remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

USDA Notice of Non-Discrimination (Policy 3053)

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. Email: Program.Intake@usda.gov

Title IX Policy (Board Policy 3057)

As required by Title IX of the Education Amendments of 1972, it is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report may be made by any means to the district's Title IX Coordinator, who can be contacted at Ralston Public Schools District Office at 8545 Park Drive, Ralston, NE 68127, or by phone at 402-331-4700. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Definitions. As used in this policy, the following terms are defined as follows:

- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the district investigate the allegation of sexual harassment. At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity.
- **Respondent** means an individual who has been reported to be the perpetrator of

conduct that could constitute sexual harassment.

- **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.
- **Sexual harassment** means conduct on the basis of sex where (1) An employee of the district conditions the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct; (2) An individual experiences unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies the person equal access to the district's education program or activity; (3) An individual experiences a sexual assault, dating violence, domestic violence, or stalking as further defined below. Any report of conduct not meeting these definitions will not require the grievance procedure described in this policy.
- **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

Sex Offenses - Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

- **Rape**—(Except Statutory Rape) Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, or by a sex-related object. This definition includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.
- **Criminal Sexual Contact**—The intentional touching of the clothed or unclothed body parts without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. The forced touching by the victim of the actor's clothed or unclothed body parts, without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This offense includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation.

Unlawful Sexual Intercourse

- Incest—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
 - Statutory Rape—Nonforcible sexual intercourse with a person who is under the statutory age of consent
- o
- **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—
 - o who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - o where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship.
 - The type of relationship.
 - The frequency of interaction between the persons involved in the relationship.
- **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - o fear for his or her safety or the safety of others; or
 - o suffer substantial emotional distress.
- **Supportive measures** are non-disciplinary, non-punitive individualized services offered without fee that do not unreasonably burden the parties. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Reporting Sexual Harassment. Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the district's Title IX Coordinator. district personnel will not retaliate against any individual based on any report of suspected sexual harassment. Any district employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

Response to Sexual Harassment

General Obligations. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's ability to impose discipline for off-campus misconduct does not necessarily constitute “substantial control” over the respondent and the context. The district's response to an allegation of sex harassment will treat complainants and respondents equitably.

Limitations on Discipline. No respondent will have disciplinary sanctions imposed upon him/her until the conclusion of the formal grievance process described below.

Emergency Removal. Disciplinary sanctions do not include removal on an emergency basis where the respondent is an immediate threat to the health or safety of another as a result of allegations of sexual harassment. The district also may place any employee on administrative leave during the pendency of the grievance process below.

Grievance Process for Formal Complaints of Sexual Harassment

General Obligations. All Title IX team members and individuals carrying out district obligations will comply with the regulatory requirements of objective evaluations, avoiding conflict of interest or bias, training, and protection of legally privileged information.

Presumption. It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Grievance Procedure

Time Frames. The district will resolve grievances in a time frame that is reasonably prompt. Good cause for delay may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

Range of Possible Sanctions and Remedies. At the conclusion of the grievance process, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion and/or immediate discharge from employment.

Separation of Roles. The decision-maker cannot be the same person as the Title IX Coordinator or the investigator(s).

Notice of Allegations. Upon receipt of a formal complaint, the district will provide notice of this policy and the allegations to all parties. The notice will include sufficient details known by the district at that time to provide sufficient time to prepare a response before any initial interview. Sufficient details, if known by the district, include the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident. The district will provide notice of additional allegations revealed during an investigation to the parties.

Dismissal of Formal Complaint. The district must dismiss a formal complaint if the conduct alleged in the formal complaint, would not constitute sexual harassment even if proven; did not occur in the district's education program or activity; or if the conduct alleged did not occur against

a person in the United States.

The district **may** dismiss the formal complaint if, at any time during the investigation or hearing, the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled in or employed by the district; or specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint. The district may consolidate formal complaints where the allegations of sexual harassment arise out of the same facts or circumstances.

The district will bear the burden of gathering evidence sufficient to reach a determination regarding responsibility. All parties will have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The district may not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

All parties will have the same opportunity to be accompanied by the advisor of their choice in any meeting or grievance proceeding. This policy does not relieve the advisor of choice of any other applicable legal obligations or limitations. The district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

The district will provide written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate.

All parties will have an equal opportunity to inspect and review evidence obtained as part of the investigation if that evidence is directly related to the allegations raised in a formal complaint. The parties will have no less than 10 calendar days to review the evidence and submit a response. The investigative report will fairly summarize the relevant evidence and the investigator will send the finalized report to all parties and their advisors.

Determination Regarding Responsibility. Before the district reaches a determination regarding responsibility, each party may submit written, relevant questions of any party or witness. The decision-maker will provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition are never relevant. Questions about the complainant's prior sexual behavior are only relevant if those questions and evidence are offered (1) to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) are offered to prove consent and concern specific incidents of the complainant's prior sexual behavior with respect to the respondent. If the decision-maker decides to exclude a question because it is not relevant, he/she will explain the basis for that decision.

The decision-maker will issue a written determination regarding responsibility no sooner than ten days after the parties receive the final investigative report. The decision-maker will apply the

preponderance of the evidence standard. The written determination will include:

- Identification of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the district's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and
- The district's procedures and permissible bases for the complainant and respondent to appeal.

The district will provide the written determination to the parties simultaneously. If neither party timely appeals, the determination becomes final. If a party appeals, the determination will become final on the date that the district provides the parties with the written determination of the result of the appeal.

Appeals. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools no later than 5:00 pm on the fifth calendar day after the written determination is issued. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal.

Grounds for Appeal. Appeals are limited to the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination or dismissal was made that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The district will notify other parties in writing when an appeal is filed; implement appeal procedures equally for all parties; and ensure that the decision-maker for the appeal is not the same person as the decision-maker, the investigator(s), or the Title IX Coordinator.

The district will give both parties a reasonable, equal opportunity to submit a written statement that supports or challenges the outcome; issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both

parties.

Informal Resolution. The district may informally resolve allegations without completing the grievance procedure with the written consent of all parties. The process may not be used when allegations involve an employee harassing a student. As part of this process, the district will provide to the parties in writing a notice stating:

- the allegations;
- the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
- that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
- any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Recordkeeping. The district will maintain the following records for a period of seven years:

- Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed, and any remedies provided;
- Any appeal and its result;
- Any informal resolution and its result; and
- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website, then the district will make these materials available upon request for inspection by members of the public.

The district will also create records documenting any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken. The district will maintain these records for a period of seven years.

Retaliation Prohibited. Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. §

1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided that a determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

Notification of Policy. The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

Publication of Policy. The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

Application Outside the United States. The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

Scope of Policy. Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

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 attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming in collaboration with the Title IX Coordinator.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at their 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 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance. When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may/must file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer shall file a report with the appropriate county attorney.

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.

Pregnant and Parenting Students (Policy 5008)

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs.

- I. Accommodations Regarding Attendance and Participation
 - A. Generally - Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan will include:
 1. The provision of online courses if the student cannot regularly attend classes;
 2. The arrangement of meeting times with teachers;
 3. The identification of child care providers that meet statutory requirements for quality and care if the student has not identified appropriate child care; and
 4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators, which will include, but not be limited to, the modification of attendance policies.
 - B. Students with Disabilities - For students with disabilities who have an IEP or Section 504 plan, the administrators, student's parents or guardians, and student if appropriate will collaborate with the student's educational team to coordinate

accommodations consistent with state and federal law. As permitted by law, students may be entitled to accommodations as a result of pregnancy.

II. Accommodations Regarding Lactation and Breastfeeding

A. Accommodations

1. In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public.
2. Students who wish or need to express breast milk on a regular schedule will work with school administrators to create a schedule which accommodates the student's needs while facilitating education to the maximum extent possible.
3. The district will provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

- B. Educational Process - In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

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, 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 the 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.

COMPLAINT PROCEDURE

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different

procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b. Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c. Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d. Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to 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.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
 - a. Determine whether the complainant has discussed the matter with the respondent.
 - i. If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - ii. If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b. Strongly encourage the complainant to reduce his or her concerns to writing.

- c. Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - i. All relevant details of the complaint;
 - ii. All witnesses and documents which the complainant believes support the complaint;
 - iii. The action or solution which the complainant seeks.
 - d. Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
- 4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply:
 - a. The appeal must be in writing.
 - b. This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c. For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
 - d. The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
- 5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
 - a. When the complaint is about a board policy, not implementation of the policy
 - b. When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
 - c. When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

- d. This appeal must be in writing.
- e. This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
- f. This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all

matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.

- g. The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
 - h. There is no appeal from any decision of the board unless authorized by law.
6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a. Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
 - b. Determine whether the complainant has discussed the matter with the superintendent.
 - i. If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - ii. If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - c. Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
 - d. Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
 - e. Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided to a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she

deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints...

- a. without a good faith intention to attempt to resolve the issues raised;
- b. for the purpose of adding administrative burden;
- c. at a volume unreasonable to expect satisfactory resolution; or

d. for purposes inconsistent with the efficient operations of the district
may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Student Bullying (Policy 5054)

Definition of Bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District's administrators are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior.

Reporting Bullying. Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district's anonymous platform safe2help located at www.Safe2helpNE.org or at 531-299-7233 to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations. School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or their designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Based on Protected Class Status. Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district's anti-discrimination policies.

Support for Students Who Have Experienced Bullying. Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team or other resources as appropriate.

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, bullying prevention and digital citizenship.

Policy Review. The school district shall review this policy annually.

Student Discipline (Policy 5035)

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, referral to restorative justice practices or services, 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 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.

Any disciplinary action taken by staff must be consistent with the requirements of other applicable laws, including but not limited to the IDEA, Section 504, and Title IX.

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

In this policy, "Parent" means parent, guardian, or educational decisionmaker of the student. "Educational decisionmaker" means a person designated or ordered by a court to make educational decisions on behalf of a child.

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.

Makeup Work for Suspended Students

Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations (“makeup work”). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a parent or guardian at the time of suspension. Suspended students may not be required to attend the school’s alternative program for expelled students in order to complete classwork or homework.

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. After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the parent or guardian will be given oral and written notice of the charges against the student. They will be advised of what the student is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to present evidence of the student’s version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal will send a written statement to the student, and the student’s parent or guardian, describing
 - a. The student’s conduct, misconduct or violation of the rule or standard and ;
 - b. The reasons for the action taken;
 - c. The actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension;
 - d. Resources the school is able to provide or recommend to assist the student; and
 - e. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school..
4. 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 and shall document such effort in writing. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference. If no conference has been held, a Parent may submit a written request to the suspending principal before the student returns to school.
5. Students who are short-term suspended must be given the opportunity to complete classwork and homework missed during the period of suspension, including but not limited to examinations, or other forms of student work showing academic progress.

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

Weapons. No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, 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 student 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 and Weapons. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

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 and Weapons. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm or weapon possessed in violation of this policy. 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 to school.

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 a 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.
5. **Conclusion of Expulsion.** At the conclusion of an expulsion, the school district will reinstate the student and accept non duplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

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; The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
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, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or 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, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;

- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically); including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
- 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 email 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. Violations of the district's acceptable computer use policy.
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon;
- m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation;
- n. Violation of the school's audio and video recording policy; and
- o. Any other violation of any board policy, handbook provision, or 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. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. 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 charges.
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. Resources the school is able to provide or recommend to assist the student;
 - d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;
 - e. 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, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork.
 - f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - g. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative 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
 - h. 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 to the address provided on the form.
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 time the long-term suspension, expulsion, or mandatory reassignment takes effect.
 5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.

6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. 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 examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. 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.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

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 detention, 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 they have violated a major rule or are 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 3:14 p.m.

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:

- (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. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to 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 made 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. The notice shall include notice of a recommended hearing examiner and an alternate hearing examiner for consideration by the parent(s) or guardian(s) if a hearing is requested.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit a request for a hearing on the proposed extension of the exclusion within one school day of receiving the notice of the proposed extension.

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. The parent(s) or guardian(s) shall notify the superintendent within one school day of receiving notice of the recommended extension and proposed hearing examiner and alternate hearing examiner if the alternate hearing examiner is preferred.

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 ten school days after the initial date of exclusion; 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. The school district shall make available to testify at the hearing any employee who is a witness to the matter upon request from the parent(s) or guardian(s).

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension. 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.

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 teenagers 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 their parent(s) to meet with the administration of Ralston Middle School. Additional disciplinary action may be invoked if the student participates in extracurricular activities or athletics.
3. Repeat occurrences of illegal drug or alcohol abuse will lead to expulsion proceedings.

Use of Tobacco Products (Policy 3016)

The use or possession of any tobacco products, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Use of Sniffer Dogs (Policy 3045)

The board of education finds that the possession of illegal drugs and other contraband on school grounds is unlawful, is disruptive of the educational process, is harmful to students and staff, and is contrary to the interests of the school district. Accordingly, to minimize the presence of these items on school grounds, the administration is authorized to use sniffer dogs according to the protocol set forth in this policy.

Protocol for Use of Sniffer Dogs

1. The superintendent, or the building principal with the superintendent's permission, may initiate the use of specially trained sniffer dogs to conduct an inspection.
2. The administration will contact the canine provider and/or the appropriate law enforcement agency to schedule the use of a sniffer dog or dogs. The administration shall require an assurance from the provider that any sniffer dogs to be used in the school have been properly trained, and may request evidence of the training and/or certification of the dogs. In no event will the school district authorize a sniffer dog to sniff any person.
3. The superintendent or if designated by the superintendent, the building principal, and law enforcement representatives or canine provider will confer regarding the specific plan of areas to be inspected. The plan may involve any or all school building facilities, vehicles in the school parking lot, or other areas where students and staff vehicles are parked on school property during or after school hours.
4. If the inspection is scheduled for a day when school is in session, students and staff will be informed over the public address system, and will be directed to remain in their rooms until given further directions.
5. During the inspection, administrators may assign personnel to designated areas as deemed appropriate to assist in the smooth handling of the inspection.
6. After the inspection is finished, students and staff will be notified over the public address system, and will be thanked for their cooperation.
7. If the sniffer dog alerts, the alert will constitute reasonable cause for the administration to conduct a search of the property. If the sniffer dog alerts on a vehicle on school grounds, the owner will be required to unlock the vehicle doors and trunk for further inspection of the interior of the vehicle. If the owner refuses to unlock the vehicle, the matter will be turned over to law enforcement authorities. The owner will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law. This may include discipline for the refusal to obey an administrative directive.
8. Any illegal drugs or contraband found on school grounds, whether in a desk, locker, vehicle, or any other place on school grounds, will be confiscated and turned over to law enforcement authorities. A student's parents will be contacted. The individual will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law.

9. At the conclusion of the inspection, school officials will confer with the canine provider and/or any law enforcement authorities who were involved in the inspection to review the results of the inspection. The administration may authorize any follow-up inspections or other action deemed appropriate.

Notice to students and staff

Students and staff shall be informed of the District's policy regarding the use of sniffer dogs as soon as practicable after the adoption of this policy. Thereafter, students and staff shall be informed of the policy at the beginning of the school year. By this policy and/or via the provision in the student or staff handbook, students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Firearms and Weapons (Policy 3060)

Weapons

No person 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;
2. The possession of firearms by peace officers or other duly authorized law enforcement officers

The carrying of firearms by qualified law enforcement officers or qualified retired law enforcement officers carrying pursuant to 18 U.S.C. 926B or 926C, respectively, as such sections existed on January 1, 2023

3. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
4. 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;
5. Firearms contained within a private vehicle operated by a nonstudent adult that are not loaded and are enclosed in a case or are in a locked firearm rack that is on a motor vehicle; or
6. A handgun carried as a concealed handgun by a nonstudent other than a minor or prohibited person 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.

Consequences. In the event a person violates this policy, the school may:

- Make a report to law enforcement;
- Ban any violator from school grounds, school vehicles, or school events for any time period it deems appropriate; and/or
- Take any other action allowed by law.

Visitors (Policy 3056)

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.

Health Services at School

Medical. A school nurse or health aide is available at all times during the school day. If a student is not feeling well during school hours they should:

Tell the teacher and obtain a pass to the Health Office, you must have a pass to go to the Health Office. Please do not go to the Health Office during passing periods.

When, because of illness or injury to a student, it becomes inadvisable for the student to remain in school, a parent/guardian will be contacted by telephone and requested to come to school to pick up their student. If a parent/guardian can not be contacted, the emergency number that has been furnished to the school will be used. **The person picking up the student must do so within one hour of being contacted.**

If parent/guardian/emergency contact can not be contacted and it is the opinion of the school officials that further medical aid is needed immediately, a rescue squad will be called, at the parents' expense, and the student will be transported to the nearest hospital.

Under no circumstances will an ill or injured student be allowed to leave school on their own 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.

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and support under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Parents must complete emergency information for each child enrolled in the district. The information should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Immunizations (Board Policy 5010)

In compliance with Nebraska Law 79-217, each student wishing to enroll in the school district is required to be immunized against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, tetanus, hepatitis and varicella (chicken pox) prior to enrollment. Any student who does not comply with this policy shall not be permitted to continue attending school.

The district is not responsible for the cost of such immunizations.

Exceptions to this policy are listed below:

- a. Provisional Enrollment: Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for thirty days without the necessary immunizations.
- b. Immunization shall not be required if the student's parent or guardian submits one of the following to the superintendent of schools:
 - i. A statement signed by a medical professional stating that the required immunization would be injurious to the health and well-being of the student or any member of the student's household.
 - ii. An affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's religious beliefs.
- c. Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Medication of Students (Board 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 sign an Authorization for Medication form provided by the school.
 - c. The medication must be brought to school by a responsible adult 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/over the counter medication. Parents/guardians must provide a physician's written authorization for the administration of the medication. These included, but are not limited to, pain relievers, cold medicine, allergy medicine, etc..
 - a. Parents/guardians must sign an Authorization for Medication form provided by the school.
 - b. The medication must be brought to the school by a responsible adult in the manufacturer's container, and will be kept in the Health Office.
 - 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.

At the end of the school year, if there is any medication left over, a responsible adult must pick this up from the Health Office. Any medication left after the school year has completed, will be properly disposed of.

The district will not purchase, prescribe, or provide any form of medication to any student.

The district will stock and use naloxone, when necessary in accordance with policy 3051.

Physical Examination

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, and must be on file prior to the first day of school. **This is a state law.**

If there is objection to a physical examination, a refusal form must be signed and dated at the school by the parent/guardian.

Chronic Conditions

It is the parent/guardian's responsibility to notify the school health office of any chronic conditions that students may have including, but not limited to, asthma, allergies, diabetes, heart conditions, lung conditions, or seizures. The school may require a physician's order for treatment or a signed emergency action plan to assist staff in managing these chronic conditions at school. Also very important, is to keep the school notified of any changes in the student's condition.

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.

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 one full school day prior to returning to school.

Vomiting

Children will be sent home if they vomit due to illness. Children must be free from vomiting for one full school day prior to returning to school.

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 the 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 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 a 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 are present. To be readmitted the morning after treatment is started. Treatment consists of lice shampoo and nit comb. Eggs must be removed prior to the 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 a written doctor's statement or phone call from the doctor's office after prescribed treatment or when the eye is normal in appearance.

Fifth Disease

To be excluded upon recognition. May return with a written doctor's statement or phone call from the 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.

Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) (Policy 5048)

School employees will comply with the requirements of the NDE Rule 59 protocol entitled, "Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" (Protocol) to address incidents of anaphylaxis involving students at school when those students do not have existing response plans. For students with individual self-management plans, Section 504 plans, or Individualized Education Programs (IEP) addressing asthma or anaphylaxis responses, school employees will comply with those plans. The district shall procure and maintain the equipment and medication necessary to implement the Protocol.

The superintendent shall obtain the required signature(s) of one or more Prescribing Health Care Practitioners licensed to practice medicine in Nebraska on the Protocol form entitled "Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" ("Protocol"). The superintendent shall publish this policy and Protocol in each student and employee handbook. The superintendent shall arrange to have a qualified medical person professional train employees, and for training updates as necessary. This may be a medical doctor, qualified school nurse, or other person qualified to train staff on the medication of students.

Animals at School (Policy 3046)

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 3046 regarding Service Animals and Therapy Dogs for more information.

Lunch Program (Policy 5038)

The superintendent shall be the administrator of the school lunch program which shall be run in accordance with state and federal guidelines.

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.

Identimetrics Finger Scanning

The Ralston Public Schools use a finger scan system to provide security for your students meal account. All students are assumed to be eligible to participate in this system unless notified by the parent/guardian that they wish to exclude their student. All parents/guardians wishing to exclude their student from this program should contact their school secretary and request exclusion.

Ralston Middle School Fee List (Policy 5045)

Fees Assessed

Extracurricular Activity Fee: \$25.00

Lunch Prices: \$3.10, Reduced Lunch: \$0.40

Breakfast Prices: \$1.95 Reduced: \$0.30

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

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

Lost/Damaged clothing/equipment: replacement cost

Technology Insurance: \$15/\$30

Required clothing for PE and extracurricular activities

Select vocal music groups, including show choir, attire: Maximum \$185.

Choir-

- Boys- Black pants, shirt, tie, and black shoes.
- Girls- Vests and shoes.

Show Choir-

- Boys Costume- ex. Dress shirt, dress pants, vest, belt, shoes, T-shirt
- Girls Costume- ex. Dress, shoes, accessories, T-shirt

Cheer and Dance-Maximum \$100.00

Gym Shorts and cotton T-shirt (Ralston Middle School offers RMS shorts (\$15) and RMS shirts (\$15) which are available in the office but not required.)

Rubber-soled athletic shoes

Undergarments and socks appropriate for the activity.

Optional Fees- not required

Ralston High School Activity Ticket-\$50.00 (includes RMS Activity Fee)

Extracurricular activities travel fee – Not to exceed \$500 per event

Extracurricular activities admission – Maximum \$5.00 per event

Physicals for 8th Grade Sports-\$50.00

Ralston Middle School Yearbook-\$25.00

Student Picture Packages-\$15-\$25

Printed Clothing

Paperback books for personal ownership

Donations / Fundraising

Family Consumer Science for food and take-home materials used in class-\$15.00.

Skilled Technical Science for home materials used in class that can be taken home-\$15.00.

Art Supplies-\$15.

As approved by the Superintendent or designee.

Ralston Public School - Chromebook Usage Handbook

The policies, procedures, and information within this document apply to all computing devices used at Ralston Public Schools by students including any device considered by the Administration to fall under these policies.

TABLE OF CONTENTS

CHROMEBOOK ESSENTIALS

- Receiving Your Chromebook
- Returning Your Chromebook
- RPS Chromebook Coverage Program
- Training

TAKING CARE OF YOUR CHROMEBOOK

- Device Protection
- Carrying Chromebooks
- Screen Care

USING YOUR CHROMEBOOK

- Not Bringing Chromebook to School
- Charging Chromebooks
- Personalizing the Chromebook
- Sound
- Printing
- Logging into a Chromebook
- Using Your Chromebook Outside of School

OPERATING SYSTEM AND SECURITY

- No Expectation of Privacy
- Monitoring Software
- Updates
- Virus Protection
- Content Filter
- Inspection

SOFTWARE ON CHROMEBOOKS

- Originally Installed Software
- Google Apps for Education
- Additional Apps and Extensions

REPAIRING OR REPLACING YOUR CHROMEBOOK

- Technical Support
- Accidental Damage or Loss Protection
- Chromebook Technical Support
- Chromebooks Being Repaired

POLICIES AND APPROPRIATE USE

- Appropriate Uses and Digital Citizenship
- Ralston Public Schools Internet Safety and Acceptable Use Policy
- Compliance with the Law and Use of Computers/Internet
- Access to the Internet by Minors (students under the age of 18) or Adults (over the age of 18)
- Agreement Violations
- Acceptable Use
- Privacy and Safety

Legal Propriety
Email
Discipline Consequences
Summer Chromebook Use
Chromebook Usage Handbook Receipt of Notification and Understanding
RPS Acceptable Use Agreement (AUA)

Chromebook Essentials

Receiving Your Chromebook

1. Parent/Guardian Orientation
All parents/guardians are expected to attend registration and sign the *Ralston Public Schools Student Chromebook Agreement* before a device will be issued to their student.
2. Distribution
Students will receive their Chromebook and related peripherals within the first two weeks of school. Students and parents/guardians will need to sign the *Ralston Public Schools Student Chromebook Agreement* Receipt before receiving their Chromebook.
3. Transfer/New Student Distribution
All transfers/new students will be able to pick up their Chromebook from the school media center/technology office. **Students and parents/guardians will need to sign the *Ralston Public Schools Student Chromebook Agreement* Receipt before receiving their Chromebook.**

Returning Your Chromebook

1. End of Year
Students returning to the district the next school year, will retain their Chromebook and all issued peripherals over the summer unless parents elect to return their student's device for the summer.
2. Transferring/Withdrawing Students
Students who transfer out of or withdraw from the Ralston Public Schools must turn in their Chromebook and related peripherals to the media center/technology office on or before their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving the Ralston Public Schools must be paid prior to disenrollment from the district. The district may also file a report of stolen property with the Police Department.

RPS Chromebook Coverage Program

Ralston Public Schools offers the opportunity to participate in the optional RPS Chromebook Coverage Program designed to protect students and families from full financial responsibility for device repairs and/or replacement. The cost is \$30.00/\$15.00* (*reduced for students who qualify for Free/Reduced Lunch Program) annually for each Chromebook and it covers the summer months if parents/students elect to keep the Chromebook over the summer.

Payment must be submitted by September 1st in order to participate in this program. After this date, a student's device will not be eligible for the RPS Chromebook Coverage Program. Students enrolling at RPS throughout the school year will have three weeks to submit payment in order to participate in the RPS Chromebook Coverage Program. If a student withdraws from Ralston Public Schools and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated. **Premiums are non-refundable.**

The program covers devices assigned to the student against accidental damage and/or loss. Damaged, lost, or stolen devices should be reported immediately according to the process described during orientation. Ralston Public Schools will require that a police report be

submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

Total value of repairs or device replacement will be determined by RPS. The program will pay the amount of damage or replacement per the schedule of repairs listed below. Damage as a result of gross negligence or purposeful damage will not be covered under the RPS Computing Device Coverage Program. Parents/Guardians are responsible for 100% of damages due to gross negligence. The district reserves the right to discontinue participation for students with unusually high numbers of claims. Such discontinuation will be effective 30 days after notification to the student and parent/guardian.

Training

Students will receive training to address care and usage of the Chromebook as well as usage of their Google (@ralstonschools.org) account. Digital Citizenship training will also be provided to address respectful, responsible, and ethical use of the internet and digital tools.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the school media center/technology office. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions

- No food or drink should be next to your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, or labels.
- Chromebooks, not being used for an extended period of time, should be shut down in order to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Heavy objects should never be placed on top of Chromebooks.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Always bring your Chromebook to room temperature prior to turning it on.

Device Protection

- Students and parents may decide to add additional protection for their Chromebooks by purchasing a hard protective case and/or sleeve from an outside source.

Carrying Chromebooks

- Always transport Chromebooks with care.
- Never lift Chromebooks by their screen.
- Never carry Chromebooks with the screen open.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth. Do not clean screens with products containing ammonia or alcohol.

Using Your Chromebook

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebook to all classes unless specifically advised not to do so by their teacher.

If a Student Does not Bring His/Her Chromebook to School

- Loaner devices may be available for students failing to bring their device to school.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the issued device.
- School personnel will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to administration for students who have excessive occurrences during the school year.
- Staff will treat such occurrences as insubordination offenses, which may result in disciplinary action.
- If a loaner is not turned in at the end of the day, an administrator will be contacted and will work on retrieving the loaner.

Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.

Personalizing the Chromebook

- Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Ralston Public Schools. Spot checks for compliance will be done by administration, teachers, and technology support staff at any time.
- Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Ralston Public Schools Internet Safety and Acceptable Use Policy.

Sound

- Sound should be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

Logging into a Chromebook

- Students will log into their Chromebook using their school-issued Google (@ralstonschools.org) account.
- Students should never share their account passwords with others. In the event of a compromised account the Ralston Public Schools Technology Department reserves the right to disable your account.
- The student assigned to the Chromebook should be the only individual logging in to and using the device.

Using Your Chromebook Outside of School

- Students are encouraged to use their Chromebook at home and other locations outside of school.
- A WiFi Internet connection will be necessary for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Ralston Public Schools Acceptable Use Policy, Administrative Procedures, acceptable use agreement, and all other guidelines in this document wherever they use their Chromebook. Please note that some internet providers DO NOT work with Chromebook.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, deny access to, view, monitor, and record use of the Chromebook at any time for any reason related to the operation of the district. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on Chromebook.

Updates

The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebook.

Virus Protection

Chromebook uses the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks are filtered for inappropriate content and pass through the District’s filtering appliance when connected to the Internet regardless of the physical location (e.g., school, home, public WiFi). If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact school personnel, who in turn, will submit a helpdesk ticket to request the site be unblocked. Ralston Public Schools makes every effort to filter web content through its comprehensive web

filter; however, it is essential students and parents understand that students will be held accountable for using technology according to District policies.

Inspection

Students may be asked to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Software on Chromebooks

Originally Installed Software

Chromebook software is delivered via the Chrome Web Store and/or Google Play. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and be easily accessible at all times.

All Chromebooks are supplied with the latest stable build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS may install updates when the computer is idle or restarted.

Google Apps for Education Accounts

Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Sheets (spreadsheets), Slides (presentations), Drawings, Forms, Sites, and Gmail within Ralston Public Schools.

Additional Apps and Extensions

Students are unable to install additional apps and extensions on their Chromebook other than what has been approved by the Ralston Public Schools.

Repairing or Replacing Your Chromebook

Tech Support

All Chromebook in need of repair must be brought to the school media center/technology office as soon as possible.

Accidental Damage or Loss Protection

As part of the 1 to 1 initiative at RalstonPublic Schools, the school district is recommending participation in the RPS Chromebook Coverage Program. **Payment must be submitted by September 1st in order to participate in this program. After this date, a student's device will not be eligible for the RPS ChromebookCoverage Program.** Students enrolling at RPS throughout the school year will have three weeks to submit payment in order to participate in the RPS Chromebook Coverage Program.

This program is designed to protect students and families from full financial responsibility for accidental damage or loss. Damaged, lost, or stolen devices should be reported immediately according to the process described during registration. Ralston Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

Parents/Students will be charged full replacement costs for any damages due to gross negligence or purposeful damage.

Chromebook Technical Support

The school media center/technology office will be the first point of contact for repair of the Chromebook. Services provided include:

- Password identification
- User account support
- Distribution of replacement Chromebook
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

Chromebook Being Repaired

- Loaner Chromebook may be issued to students when they leave their school-issued Chromebook for repair.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- Chromebook on loan to students having their devices repaired may be taken home.
- The media center/technology staff will contact students when their devices are repaired and available to be picked up.
- In order to pick up their school-issued device, students must return the previously loaned device and pay any fees associated with the repairs.

Policies and Appropriate Use

Appropriate Uses and Digital Citizenship

School-issued devices should be used for educational purposes and students are to adhere to the Acceptable Use of Technology and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. Respect Intellectual Property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Ralston Public Schools Internet Safety and Acceptable Use Policy

Ralston Public Schools Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network. The administration reserves the right to refuse access to the Internet by Ralston Public Schools to anyone when it deems it necessary in the public interest.

Compliance with the Law and Use of Computers/Internet

Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy.

Students at Ralston Public Schools shall receive instruction in Internet Safety. This curriculum will include material related to appropriate "Access to Internet by Minors", appropriate use of social networking sites, cyber-bullying, and other topics as are relevant in encouraging digital citizenship.

Access to the Internet by Minors (students under the age of 18) or Adults (over the age of 18)

Minors or adults shall:

1. Not access material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for education.
2. Not use Ralston Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Not engage in any illegal activities on the Internet.
4. Only use electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a Ralston Public Schools-related assignment or activity.
5. Not attempt to override or bypass any protection measure that has been put in place by Ralston Public Schools to block and/or filter access to Internet Sites that are not in accordance with policies of Ralston Public Schools.
6. Minors shall not disclose personal identification information on the Internet.

Agreement Violations

Any violation of this agreement may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Ralston Public Schools, including applicable State and Federal laws.

Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed Student Handbook form.

Acceptable Use

- We believe that access to the Internet is an important educational resource for our students.
- We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.
- We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.
 - As a safety precaution, full names or addresses are not to be revealed online.
 - Computer and network resources have been provided for educational purposes; game-playing and commercial uses are prohibited.
 - Sharing of individual accounts is prohibited.
 - Electronic mail (email) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by district personnel.

- Chain letters and inter-relay chat are misuses of the system.
 - Vandalism or "hacking" of any kind is prohibited.
 - The security of the system and the rights of other users are to be respected at all times.
- Students who knowingly violate the terms of the agreement will be dealt with according to the discipline policies of the individual school building and Ralston Public Schools and/or civil authorities.
 - Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.
- Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold Ralston Public Schools harmless from any claims or damages arising from such use. Ralston Public Schools makes no warranties for the information or the services provided.

Privacy and Safety

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- Ralston Public Schools makes every effort to filter web content through its comprehensive web filter; however, it is essential students and parents understand that students will be held accountable for using technology according to District policies.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety

- All students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
- Plagiarism is a violation of the Ralston Public Schools code of conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Email

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the Ralston Public Schools. This email system is monitored by the Ralston Public Schools Technology Department and all messages sent or received through this system are archived and subject to filtering of inappropriate content.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Email is subject to inspection at any time by school administration.

Discipline Consequences

- The student to whom a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Handbook or the Ralston Public School's Student Internet and Computer Access Policy (#5037), will result in disciplinary action as outlined by the student code of conduct and/or other school policies for the user unless there is proof that another is responsible.

- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the Ralston Public Schools Technology Department to ensure appropriate use. The Ralston Public Schools cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.

Summer Chromebook Use

Ralston Public School students returning to the district the next school year will retain their Chromebook and all issued peripherals during the summer unless parents elect to return their student's device for the summer. By keeping Chromebook during the summer months, parents and students understand that the use of the Chromebook falls under the Ralston Public Schools Student Internet and Computer Access Policy (#5037). Additionally, parents and students who have enrolled in the RPS Chromebook Coverage Program will be covered during the summer months. Parents and students further understand that if a student transfers out of the Ralston Public Schools, they are responsible for returning their Chromebook to Ralston Public Schools immediately. Failure to return the Chromebook will result in criminal charges being filed for stolen property.

CHROMEBOOK USAGE HANDBOOK

RECEIPT OF NOTIFICATION AND UNDERSTANDING

(Note: Students and parents can now fill out this form online.)

The Ralston Public Schools Student Acceptable Use Agreement (AUA) is on the next page of this document for your review. Your signature on this document states that you have read, understand, and agree to abide by the compliance requirements of Ralston Public Schools regarding the use of computers and the Internet in the Ralston Public Schools.

Additionally, as part of the 1 to 1 initiative at Ralston Public Schools, the school district is recommending the purchase of an Equipment Repair and Replacement Program prior to the deployment of the Chromebook to your child. Under this agreement, the Chromebooks are protected against accidental damage if participating in the RPS Chromebook Coverage Program. The Ralston Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

This additional cost does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Ralston Public Schools will assess the Chromebook loss/damage and repair or replace the device if the loss/damage is determined to be accidental and within the protection guidelines. **Parents/Students will be charged for full replacement cost of a device that has been lost or damaged due to intentional misuse or abuse.**

Please check one of the following options:

SELECTION	DESCRIPTION OF OPTION
	Option 1: I accept and will abide by the Ralston Public Schools Chromebook Usage Handbook. Additionally, I would like to participate in the optional RPS Chromebook Coverage Program for the amount of \$20, \$10 if student is free/reduced lunch status.
	Option 2: I accept and will abide by the Ralston Public Schools Chromebook Usage Handbook. I DO NOT wish to participate in the optional RPS Chromebook Coverage Program and understand that I am responsible for 100% of all damages.
	Option 3: I accept and will abide by the Ralston Public Schools Chromebook Usage Handbook. I DO NOT wish to have my child issued a Chromebook to take home. <i>(PLEASE NOTE: If you choose this option, students will be assigned a Chromebook for daily use at school and may be held responsible for 100% of damages as a result of gross negligence or purposeful damage).</i>
If Option 3 above is chosen, parents/guardians may still elect to enroll in the RPS Chromebook Coverage Program. ☐ While I do not wish to have my child issued a Chromebook to take home, I would like to participate in the optional RPS Chromebook Coverage Program for the amount of \$20.	

Print Full Student Name

Grade

Student Signature (REQUIRED)

Date

Parent/Guardian Signature (REQUIRED)

Date

RPS Acceptable Use Agreement (AUA)

Ralston Public Schools Internet Access is to be used only for classroom related activities. This agreement applies when using either school equipment or personal equipment on the district network.

This Acceptable Use Agreement (AUA) outlines the appropriate use of RPS's technology resources and services during and after school hours. By signing this form, students are indicating that they understand and agree to abide by the guidelines written below.

RPS network, technology resources and Internet access are school resources and use of them is considered a privilege. Therefore, violation of this AUA will result in the loss of this privilege and/or other appropriate discipline actions according to division-level policies. These actions may include written warnings, withdrawal of access privileges, and in extreme cases, suspension, expulsion or termination of privileges.

Compliance with Law and Use of Computers/Internet

Users of Ralston Public Schools technology will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy.

Safety and Security:

- I will not attempt to access material that is obscene, pornographic, harmful to others, or otherwise inappropriate for education.
- I understand that passwords are private and should not be shared with others. I will not allow others to use my account name or password, or try to use that of others.
- I will not attempt to engage in hacking or attempts to bypass security settings or interfere with the operation of the RPS network in any way.
- I will use RPS network and technology resources productively and responsibly for school-related purposes.
- I will maintain the setup of RPS devices as they were when I received them.
- I will record or share image or audio files only when I have obtained permission from my teacher, media specialist or administrator. I will not use cameras in restrooms, locker rooms, or dressing rooms, regardless of intent.
- I will not use RPS network and technology resources to access, display, create or communicate material that is illegal, obscene, destructive, harassing, threatening, hateful or otherwise offensive. I am responsible for not pursuing or sending material that could be considered objectionable or harmful to myself or others.
- I will be responsible for all of my digital files, including backing up files not already stored in the cloud.

Digital Citizenship

- I will use technology in such a way that does not disrupt the educational environment. This includes setting all of my devices on "mute" or "vibrate" unless permission is obtained from the teacher, media specialist or administrator.
- I will be thoughtful and polite and use appropriate language in my digital communication, as determined by school administrators.
- I will follow appropriate guidelines when publishing work online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
- I will respect the intellectual property rights of others. I will obey copyright guidelines and avoid plagiarizing others' work or ideas.
- I understand that I am an ambassador for the school/District in all of my online activities, which should not reflect negatively on my school/District. I will not post personal or embarrassing information about other students, employees, members of the RPS community or myself.

Expectations of Privacy

The computer system, including email and Internet, is the property of the Ralston Public School District. RPS relies on a combination of self-hosted, externally hosted, and cloud-based services. These services are primarily intended for educational and business use and are subject to monitoring at any time. Although RPS does not routinely check communications or files, it has the right to review, audit, and disclose all matters sent over or stored on the system. As a result, members of the RPS community should recognize that there is no reasonable expectation of privacy when using the computer system.

Respecting and Protecting Intellectual Properties

The increasing use of technology and multimedia at RPS presents a wonderful opportunity for students and teachers to share what they do with others at RPS. The presentations, photos, video and audio of classes, field trips and school events are often shared electronically through web-based resources. Sometimes, students and parents buy or receive copies of school events on media, such as CDs or DVDs. The instinct to share achievements is understandable, but these files are for private use only. Any sharing of these materials within the RPS Google domain is prohibited.

Agreement Violations

Any violation of the agreement may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Ralston Public Schools, including applicable State and Federal laws.

Users of Ralston Public Schools technology shall be granted permission to access the Internet upon receipt of the signed Acceptable Use Agreement Signature Form available from your building administrator or media specialist.

Details and definitions of the full Ralston Public Schools Student Internet and Computer Access Policy (5037) can be reviewed on the Ralston Public Schools webpage.

RPS STUDENT COMPUTING DEVICE COVERAGE PROGRAM

As part of the Student Computing Device initiative at Ralston Public Schools, the school district is recommending the purchase of an Equipment Repair and Replacement Program prior to the deployment of the Student Computing Device to your child. Under this agreement, the Student Computing Devices are protected against accidental damage if participating in the RPS Student Computing Device Coverage Program. The Ralston Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct.

This additional cost does not cover for loss of the Student Computing Device and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Ralston Public Schools will assess the Student Computing Device loss/damage and repair or replace the device if the loss/damage is determined to be accidental and within the protection guidelines.

Parents/Students will be charged for full replacement cost of a device that has been lost or damaged due to intentional misuse or abuse.

Schedule of Repair Costs

<i>Description</i>	<i>Without Device Coverage Cost</i>	<i>RPS Device Coverage Program Participant Cost</i>
<i>Device Replacement</i>	<i>\$290</i>	<i>\$145</i>

<i>Motherboard</i>	<i>\$290</i>	<i>\$145</i>
<i>Keyboard</i>	<i>\$80</i>	<i>\$40</i>
<i>Battery</i>	<i>\$50</i>	<i>\$25</i>
<i>LCD Panel</i>	<i>\$84</i>	<i>\$42</i>
<i>AC Power Adapter w/ Cord</i>	<i>\$40</i>	<i>\$20</i>
<i>Top Cover</i>	<i>\$46</i>	<i>\$23</i>
<i>Bottom Base</i>	<i>\$34</i>	<i>\$17</i>
<i>Bezel</i>	<i>\$24</i>	<i>\$12</i>
<i>Camera</i>	<i>\$30</i>	<i>\$15</i>
<i>LCD Back Cover</i>	<i>\$40</i>	<i>\$20</i>



Elementary Student & Family Handbook 2026-2027

Administrative Office

Address: 8545 Park Drive, Omaha, Nebraska 68127

Administrative Office Phone: 402.331.4700 Fax: 402.331.4843

Spanish Hotline: 402.898.3454 Website: www.ralstonschools.org

BOARD OF EDUCATION

BOARD OF EDUCATION

Mrs. Carrie Hough, President
Ms. Mary Roarty, Vice President
Mrs. Elizabeth Kumru, Secretary
Mrs. Robin Richards, Treasurer
Mrs. Samantha Willey, Member
Mrs. Katie Krause, Member

DISTRICT ADMINISTRATORS

Mr. Jason Buckingham - Superintendent
Dr. Sara Zabrowski-Gates - Assistant Superintendent for Teaching & Learning
Dr. Aaron Bredenkamp - Assistant Superintendent for Business
Mrs. Megan Harding- Director of Teaching & Learning
Dr. Ryan Pivonka –Director of Human Resources
Mrs. Jennifer Pollock – Director of Student Services

Building	Administrator	Address	Phone
Blumfield Elementary	Mr. Casey Knight Mr. Kyl Gillespie	10310 Mockingbird Drive	402.331.0891
Karen Western Elementary	Mr. Andrew Mather	6224 'H' Street	402.731.7477
Meadows Elementary	Ms. Lisa Schroeder	9225 Berry Street	402.339.6655
Mockingbird Elementary	Mr. Brian Ferguson Mr. Kyl Gillespie	5100 South 93rd Street	402.331.6954
Seymour Elementary	Ms. Jody Blessen	4900 South 79th Street	402.331.0540
Wildewood Elementary	Mr. Kris Kaiser	8071 Ralston Avenue	402.331.6475

Overview - Page 5

Accreditation
Ralston Public Schools Purpose statement
Ralston Public Schools Direction statement
Ralston's educational beliefs
Board of education policies
Right to handbook notice
Phone & Email communication
Parent-Teacher conferences

Communication - Page 5

Progress reports
School publications
Notice of Parental Rights

Day to Day - Page 7 Class treats/gifts/flowers/party invitations Lost clothing Skateboards/scooters Sports equipment Student fees, fines and charges Elementary fee list Telephone messages Toys Valuables Visitors to school	Code of Conduct & Disciplinary Action - Page 11 Student conduct General conduct of students Dress code Use of Tobacco Products Illegal Substances Sniffer Dogs Weapons in the schools School bus/van rules and regulations Student discipline Emergency Exclusion
Academics - Page 21 Instructional materials and activities Student assistance teams Field trips Prekindergarten Child Find notice Complaint regarding printed materials	Meals - Page 22 Breakfast/lunch program Lunch room behavior
Extended Day - Page 24 Extended day care program (Lil' Rams) Intramural activities	Enrollment & Student Placement - Page 24 Entrance age Change of residence/phone number Placement of students in classes Transfer or withdrawal from school Within district transfers of students
Attendance - Page 25 Time of arrival Absence procedures Compulsory attendance and excessive absenteeism Leaving before the end of the day Release of student to non-custodial parent Nebraska compulsory attendance law	School Property & Student Safety - Page 27 Safety Safety drills Bicycle rules Inclement weather – School closing/considerations Animals on School Grounds
Medical - Page 29 Communicable diseases Emergency care of a student First aid Immunizations Medication Physical examinations Summary of communicable diseases and contagious conditions	Family Engagement - Page 33 Parental/Guardian involvement in educational practices Standards and benchmarks for parent involvement Policy 5018 Parent/Guardian involvement in educational practices Title I: School-Parent Compact
Technology - Page 36 Student internet and computer use Technology in Ralston Elementary & Middle Schools Acceptable Use Policy Cell phones Online grading site Student internet and computer access Policy 5063 Audio & Video Recording	Policies & Procedures - Page 40 Policy 5022 Investigations, Arrests, & Other Student Contact by Law Enforcement or Healthy & Human Services Policy 3053 Notice of non-discrimination Parent concern procedures Records available for review Grievance procedure for discrimination claims Notice to parents – Professional qualifications Testing Policy Parental/Guardian Notification of Student Surveys

OVERVIEW

RALSTON PUBLIC SCHOOLS PURPOSE STATEMENT

A community dedicated to achieving excellence through purposeful instruction and nurturing a climate of hope and inclusion.

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.

ACCREDITATION

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.

RIGHT TO HANDBOOK 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.

COMMUNICATION

PHONE & EMAIL COMMUNICATION

To ensure effective and timely communication between our school district, staff, and school patrons, Ralston Public Schools uses a messaging platform to announce or remind our students and parents/guardians about important 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 may come in the form of a pre-recorded phone call, text, push alert through the RPS Mobile App, and in other cases, will be accompanied by an email.

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 conference 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.

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 they work on those materials that are educationally appropriate for him/her.

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.

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 and grade
- Name of parent and/or guardian
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Social media usernames or handles
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information does not include a student's social security number.

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student's parents have notified the district that they do not want this information disclosed without their prior written consent. Any student who is 18 years of age or older should communicate to the district office if they do not want this information disclosed without their prior written consent.

The district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given the opportunity to prevent the release of this directory information by filing a written objection with the district.

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.

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 districts) may contain pictures and names of students.

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 complete a written objection in writing, available at 8545 Park Drive, Omaha, NE 68127. The objection should be completed by the 1st of September of the current school year.

DAY TO DAY

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 non-edible 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 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.

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.

SKATEBOARDS/SCOOTERS

Safety concerns dictate that skateboards, scooters, and similar play items are not allowed on school property.

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.

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 items brought to school.**

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.

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.

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 a 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.

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, 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: \$2.90, Reduced Lunch: \$0.40
8 oz. Milk: \$0.50, 4 oz. Juice: \$0.50
Breakfast: \$1.80, 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-\$50.00
Yearbook- \$10 to \$20
Student Picture Packages-\$6.50-\$25
Printed clothing
Paperback books for personal ownership

Donations and Fundraising:

As approved by the Superintendent or designee

TELEPHONE MESSAGES

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 adequate time to get the message to your child.**

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.

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.

CODE OF CONDUCT & DISCIPLINE

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.

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 notifyNo pants/clothing with tears/missing fabric that reveals excessive skin.

1. Students must wear shoes or sandals at all times, no slippers.

Students will not be allowed to wear sunglasses, hats, caps, bandanas, bandanas worn as headbands, or 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.

Student Appearance

The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Altering a student's appearance or removing or altering a student's attire without consent from their parent/guardian/caregiver is not allowed. Additionally, students' hair should not be permanently or temporarily altered by school personnel.

Cultural and Religious Attire. Students are allowed to wear religious attire, adornments, and other attire

associated with race, national origin or religion, or tribal regalia. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

Any person who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any public or private location where the person is otherwise authorized to be on school grounds or at any school function.

Health and Safety Considerations. Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

Health and Safety Accommodation Process. If a health and safety standard accommodation is necessary, the District will:

1. Engage in a good-faith effort to reasonably accommodate the student and
2. Notify the student's parent or guardian of such an attempt to accommodate the student's appearance or any attire, tribal regalia, hairstyles, adornment, or other characteristic associated with race, national origin, or religion
3. Attempt to obtain consent from a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire, tribal regalia, hairstyle, adornment, or other characteristic associated with race, national origin, or religion.

Recordkeeping- The District will record efforts made to accommodate a student's appearance, attire, hairstyle, adornment, or other characteristics associated with race, religion, sex, disability, or national origin. Each record must include: the student's name; federally identified demographic characteristics; date of the occurrence; the health and safety standard relating to the accommodation; the nature of the accommodation requested; staff involved; communication with parents/guardians/caregivers, and; the outcome of the effort.

Enforcement. Violations of this policy shall be addressed in a manner consistent with the board's policies regarding student discipline.

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.

TOBACCO & VAPING

The use or possession of any tobacco products, including cigarettes, cigars, or other tobacco or tobacco derivative products, vapor products or electronic nicotine delivery systems, alternative nicotine products, or any other such look-alike or imitation product, is not permitted on school property at any time (Policy 3016).

Per school board policy, our campuses are smoke-free. The use or possession of tobacco or vaping products by any student on campus or at any school event home or way is prohibited. The offending participant will visit with an administrator for school consequences. The student 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.

SNIFFER DOGS

The superintendent, or the building principal with the superintendent's permission, may initiate the use of specially trained sniffer dogs to conduct an inspection (Policy 3045).

WEAPONS IN 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 visitors 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;

2. The possession of firearms by peace officers or other duly authorized law enforcement officers

The carrying of firearms by qualified law enforcement officers or qualified retired law enforcement officers carrying pursuant to 18 U.S.C. 926B or 926C, respectively, as such sections existed on January 1, 2023

3. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;

4. 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;

5. Firearms contained within a private vehicle operated by a nonstudent adult that are not loaded and are enclosed in a case or are in a locked firearm rack that is on a motor vehicle; or

6. A handgun carried as a concealed handgun by a nonstudent other than a minor or prohibited person 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.

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.

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.

Any disciplinary action taken by staff must be consistent with the requirements of other applicable laws, including but not limited to the IDEA, Section 504, and Title IX.

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.

Pre-Kindergarten through Second Grade Students

Notwithstanding any other provision of this policy, an elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 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 his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Notwithstanding any other provision of this policy, an elementary school shall not suspend a student in pre-kindergarten through second grade unless the student:

1. Brings a deadly weapon as defined in section 28-109 onto school grounds, into a vehicle owned, leased, or contracted by a school being used for a school purpose or into a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event; or
2. Engages in violent behavior capable of causing physical harm to another student or school employee.

As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Makeup Work for Suspended Students

Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations ("makeup work"). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a parent or guardian at the time of suspension. Suspended students may not be required to attend the school's alternative program for expelled students in order to complete classwork or homework.

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. After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the parent or guardian will be given oral and written notice of the charges against the student. They will be advised of what the student is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to present evidence of the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing:
 - a. The student's conduct, misconduct or violation of the rule or standard and ;
 - b. The reasons for the action taken;

- c. The actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension;
 - d. Resources the school is able to provide or recommend to assist the student; and
 - e. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school..
4. 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 and shall document such effort in writing. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference. If no conference has been held, a Parent may submit a written request to the suspending principal before the student returns to school.
5. Students who are short-term suspended must be given the opportunity to complete classwork and homework missed during the period of suspension, including but not limited to examinations, as provided herein.

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

Weapons. No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, 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 student 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 and Weapons. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

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 and Weapons. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm or weapon possessed in violation of this policy. 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 to school.

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 a 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.

5. **Conclusion of Expulsion.** At the conclusion of an expulsion, the school district will reinstate the student and accept non duplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

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, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or 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 email 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;
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon; and
- m. 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 charges.
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. Resources the school is able to provide or recommend to assist the student;
 - d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;
 - e. 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;
 - f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - g. 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
 - h. 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 recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
 6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.

7. The hearing shall be held within a period of five school days after appointment of the hearing examiner but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. 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 examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. 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.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

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. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to 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 made 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, the student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

ACADEMICS

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 ensure space may be provided.

Right to Access School Library Materials (Policy 6046)

Definitions. As used in this policy,

- "Parent" means the parent, guardian, or educational decisionmaker of any student currently attending the school district; and
- "Educational decisionmaker" means a person designated or ordered by a court to make educational decisions on behalf of a child.

Catalog of Library Books. The superintendent or designee shall create and maintain a catalog of all books in the school district's library, categorized by school building, that shall be accessible by a Parent.

Opportunity for Notification. A Parent shall have the opportunity to be notified when the Parent's student checks out a book from the school library, which notification shall include the title of the book, the author(s) of the book, and the date the book is due to be returned to the school library. The administration may elect to allow a Parent to exercise the opportunity to receive such notifications by means of a website, application notification, or by opting into email notifications.

Nothing in this policy shall be construed to create any rights of access or rights to notification in favor of any person that does not meet the definition of Parent stated above.

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 be involved throughout the SAT process.

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 timeline. 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.

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 sign a permission slip sent home by the teachers.

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.

PREKINDERGARTEN

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.

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).

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.

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.

MEALS

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 Ralston Public Schools use a finger scan system to provide security for your students meal account. All students are assumed to be eligible to participate in this system unless notified by the parent/guardian that they wish to exclude their student. All parents/guardians wishing to exclude their student from this program should contact their school secretary and request exclusion.

The cost for a hot lunch is \$2.90 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 juice for \$.50. Carbonated/soda drinks with cold lunches are discouraged.

All Ralston elementary schools offer breakfast. The cost is \$1.80.

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.

Any parent wishing to eat with their child will follow the school visitation policy outlined in the Student/Parent Handbook. 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 \$2.60 for breakfast and \$3.35 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.

USDA Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. Email: Program.Intake@usda.gov

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.

EXTENDED DAY

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 - 8:00 a.m. and 3:00 - 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 the Ralston Administrative Office, 8545 Park Drive and at ralstonschoolsfoundation.org.

Tuition for Fall 2026:

Full Time (before & after school) \$93.00

Before School Only \$60.00

After School Only \$71.00

Non School Day \$45.00 per day/per child

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.**

ENROLLMENT & STUDENT PLACEMENT

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 previously 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.

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 AND EMAIL 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 the written recommendation of the principal and the approval of the superintendent, any K-12 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.

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.

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.

WITHIN DISTRICT TRANSFER OF STUDENT

Upon a 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 Ralston Public Schools is required by February 14th. 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.

ATTENDANCE

TIME OF ARRIVAL

Regular School Days

Kindergarten-6th grade Breakfast: upon arrival - 8:00 a.m.

Kindergarten-6th grade School Hours: 8:00 am - 3:00 pm

Prekindergarten Hours: - 8:00 am - 3:00pm Monday - Thursday, no school Friday

Kindergarten-6th Grade Early Release Days: Fridays - 8:00 am - 2:30pm

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 7:45 a.m. at the earliest. Please plan with your child the appropriate time for leaving home so they do 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.

ABSENCE PROCEDURES

When it is necessary for a student to be tardy or 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.

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 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance. When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may/must file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer shall file a report with the appropriate county attorney.

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.

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 current school year and did not reach sixteen (16) years of age prior to July 16, 2005, 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 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.

SCHOOL PROPERTY & STUDENT SAFETY

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.**

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 Blackboard 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 building principal may restrict outside activity when inclement weather is present in concern for the health and safety of students and staff.) The Safety Patrol may not be on duty in the case of extreme weather conditions.

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 3046 regarding Service Animals and Therapy Dogs for more information.

MEDICAL

Health Services & Regulations

A school nurse or health aide is available at all times during the school day. If a student is not feeling well during school hours they should:

- Tell the teacher and obtain a pass to the Health Office, you must have a pass to go to the Health Office. Please do not go to the Health Office during passing periods.
- When, because of illness or injury to a student, it becomes inadvisable for the student to remain in school, a parent/guardian will be contacted by telephone and requested to come to school to pick up their student. If a parent/guardian can not be contacted, the emergency number that has been furnished to the school will be used. The person picking up the student must do so **within one hour of being contacted.**
- If parent/guardian/emergency contact can not be contacted and it is the opinion of the school officials that further medical aid is needed immediately, a rescue squad will be called, at the parents expense, and the student will be transported to the nearest hospital.
- Under no circumstances will an ill or injured student be allowed to leave school on their own without parental permission.

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.

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 all 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).

MEDICATION

Administering Medication to Students

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 sign an Authorization for Medication form provided by the school.
- c. The medication must be brought to school by a responsible adult 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/over the counter medication.

- a.. Parents/guardians must sign an Authorization for Medication form provided by the school.
- b.. The medication must be brought to the school by a responsible adult in the manufacturer's container, and will be kept in the Health Office.
- c.. The container must be labeled with the child's name and with directions for provision or administration of the medication.

All medications must be brought into the Health Office by an adult. If a student rides the bus, an adult can hand the medication to the bus driver, who can then give it to a staff member at the school dropoff.

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.

At the end of the school year, if there is any medication left over, a responsible adult must pick this up from the Health Office. Any medication left after the school year has completed, will be properly disposed of.

The district will not purchase, prescribe, or provide any form of medication to any student.

The district will stock and use naloxone, when necessary in accordance with policy 3051.

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, and must be on file prior to the first day of school. **This is a state law.**

If there is objection to a physical examination, a refusal form must be signed and dated at the school by the parent/guardian.

CHRONIC CONDITIONS

It is the parent/guardian's responsibility to notify the school health office of any chronic conditions that students may have including, but not limited to, asthma, allergies, diabetes, heart conditions, lung conditions, or seizures. The school may require a physician's order for treatment or a signed emergency action plan to assist staff in managing these chronic conditions at school. Also very important, is to keep the school notified of any changes in the student's condition.

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.

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.

Vomiting

Children will be sent home if they vomit due to illness. Children must be free from vomiting for 24 hours prior to returning to school.

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 the 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 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 a 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 eggs are present. To be readmitted the morning after treatment is started. Treatment consists of lice shampoo and nit comb. 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 a written doctor's statement or phone call from the doctor's office after prescribed treatment or when the eye is normal in appearance.

Fifth Disease

To be excluded upon recognition. May return with a written doctor's statement or phone call from the 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.

FAMILY ENGAGEMENT

PARENT/GUARDIAN INVOLVEMENT IN EDUCATIONAL PRACTICES

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. Ralston Public Schools policy for parental involvement may be found in the Appendix.

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
- 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
- Teachers will be skilled in working with mentors, business partners, community volunteers, and others to assist students and teaching practices

POLICY 5018 PARENT/GUARDIAN INVOLVEMENT IN EDUCATIONAL PRACTICES

The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.

- a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
 - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
 - c. A parental request to review specific standardized and criterion- referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide NSCAS assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies, and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, at the sole discretion of the building principal.
 - b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
 3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
 - a. Building principals may excuse a student from any single school experience at the parent's written request.
 - b. When appropriate, alternative experiences will be provided for the student by the school.
 4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
 5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
 6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
 - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
 - b. State Assessments
The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.
 - c. National Assessment of Educational Progress
As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

School-Caregiver Compact

Ralston Public Schools: Elementary
2026/2027 School Year

This Title I School-Parent Compact has been jointly developed with parents and outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high academic standards. At the annual parent-teacher conferences the compact shall be discussed as it relates to the individual child's achievement.

Teacher / School:

It is important that students achieve. I agree to do the following:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment to enable children to meet challenging state academic standards.
2. Regularly communicate with parents on their child's progress.
3. Demonstrate professional behavior and positive attitude.

Parent / Caregiver:

I want my child to achieve; therefore I will encourage him/her by doing the following:

1. Communicate and work with teachers and school staff on an ongoing basis to be involved and support my child's learning.
2. Support your child's learning--volunteer in their classroom; participate, as appropriate, in decisions related to their education, guide positive use of extracurricular time.
3. Make sure my child is at school every day and on time, unless they are ill.

TECHNOLOGY

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).

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 www.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 students 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 Acceptable Use Policy

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 expressed or implied, for the technological services it provides. The District will not be responsible for any damages 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 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).

STUDENT USE OF AI TOOLS (Policy 6038)

As used in this policy, artificial intelligence tools (“AI Tools”) mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially available resources like ChatGPT, Gemini, Claude and similar programs.

Student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Students may not use AI tools on any assignment, test, or project unless the staff member has given permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Individual staff members will decide for each individual assignment the extent to which students may use AI Tools for such assignments.
2. If a student uses any AI Tools in connection with a school assignment, the student must comply with the following:
 - a. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
 - b. Never copy and paste the output from the AI Tool into the student’s work as if the student wrote such section himself or herself.
3. Students may never use AI Tools to:
 - a. Cheat on any assignment, test, or quiz;
 - b. Help answer questions on a test or quiz without staff member permission;
 - c. Make or share deepfakes or fake images, audio, or video of any real person;

- d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
 - e. Bully, harass, threaten, intimidate or impersonate any person;
 - f. Place another student or staff member name, photo, voice, or personal information into an AI Tool;
 - g. Use AI Tools to bypass accommodations, content filters, or school security.
 - h. Participate in any activities that are illegal or are in violation of Policy 5037 Student Internet and Computer Access
- 4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.
 - 5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.
 - 6. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

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 Ralston Public Schools website at www.ralstonschools.org.

CELL PHONES AND OTHER ELECTRONIC DEVICES (Policy 6025)

Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy or as deemed appropriate by a student's education team.

Students attending Ralston Middle or any Ralston Elementary schools are prohibited from using their cell phones or electronic devices unless given express permission by a faculty member during school hours.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like 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.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their cell phones and pagers. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students may use cell phones or other technology in classrooms only with the express permission of the classroom teacher.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

Students who violate this policy or other school rules may have their cell phones or electronic devices confiscated. The administration will return confiscated devices to the offending student, after discussing the rule violation with the student. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension.

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.
- 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 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.

3059

Audio and Video Recording

Students, staff, parents/guardians, and patrons should assume that any class or activity in the school may be recorded by the school district for legitimate educational purposes. There is no reasonable expectation of privacy within classrooms, common areas of the school building or on school grounds outside of the building. Recordings permitted pursuant to this policy may only be used for authorized purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

Secret Recordings. No person is permitted to make surreptitious recordings on school grounds unless authorized by the superintendent.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings when such recordings are deemed necessary or appropriate by an authorized representative of the district. The district will not maintain recordings unless the recording is purposefully copied and saved. Any recording not copied and maintained separately may only be accessible by the authorized representative for a limited time. Recordings made by the district may be destroyed by an authorized representative at any time unless retention is required by law.

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may record meetings with administrators or staff, including meetings related to a student's IEP or 504 plan provided they give prior notification of their intent to record. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Staff. Staff members may make recordings of classroom instruction, student behavior or performance, and school activities without prior administrative approval only for legitimate educational purposes. Staff members may not make secret recordings while on duty, even if those recordings do not violate state or federal criminal or privacy laws. Staff members who violate this provision may be subject to consequences up to termination for classified staff and cancellation of contract for certificated staff.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

POLICIES & PROCEDURES

POLICY 5022 INVESTIGATIONS, ARRESTS & OTHER STUDENT CONTACT BY LAW ENFORCEMENT OR HEALTH & HUMAN SERVICES

The school district and its administrators and staff desire to maintain a positive working relationship with law enforcement officers and other representatives of governmental bodies in the discharge of their duties. However, this desire must be balanced against other equally important factors such as a student's legal rights, ensuring that a student's time spent in school is for education, and acknowledging that the school stands *in loco parentis* to the students.

"Law enforcement officer" means police officers, county sheriffs, state patrolmen, Health and Human Service workers, Child Protective Services workers, Office of Juvenile Services workers, probation officers, U.S. Immigration and Customs Enforcement (ICE) agents, Federal Bureau of Investigations agents, or any other government investigatory workers.

"Parent" means the biological or adoptive mother or father, guardian, responsible relative, or any other person who has claimed legal or actual charge or control of the student pursuant to Nebraska law or Title 92 Nebraska Administrative Code Chapter 19.

Law enforcement officers are encouraged whenever possible to talk to a student away from the school before or after school hours so as to cause as little disruption as possible to the student's education.

Law enforcement officers may be called to the school at the request of school administration, or they may initiate contact with the school for their own purposes. Contact between the school and law enforcement officers on matters involving students shall be made through the office of the superintendent or building principal and the law enforcement officer. All reasonable attempts should be made to avoid embarrassing the student before his or her teachers and peers, and to avoid disrupting the student's and school's education program. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.

School staff shall promptly notify the superintendent when a student is questioned, arrested, or removed from school grounds by law enforcement officers.

School Related Criminal Activity. This section applies to alleged or suspected criminal activity that 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.

Law enforcement officers will be allowed to contact and question students at school regarding school related criminal activity as provided below.

The building principal must be notified before a student may be questioned in school or taken from a classroom by law enforcement. The building principal should request identification of the officers, their affiliation with the identified law enforcement agency, and whether their purpose is to interview, interrogate, or take custody of the student.

The building principal will make reasonable attempts to contact a student's parent for their consent and/or presence before the student is interviewed. In the event that a parent cannot be contacted after reasonable attempts, the student will be questioned only if the law enforcement officer identifies emergency circumstances requiring immediate questioning. A building principal or designee shall be present for such questioning. The student will be brought to a private room and the contact will be made out of sight of others as much as practicable.

If the student is suspected of criminal activity, it is the responsibility of the law enforcement officer to advise a student of his or her rights against self-incrimination.

If at any time the district's representative believes that the questioning is being conducted in an inappropriate manner and clearly contrary to the rights of the student, then the representative shall request that the law enforcement activities cease. The building principal will also make another attempt to contact the student's parents.

The building principal shall document steps taken to notify parents, summarize the law enforcement activities, identify the actions taken by the District on behalf of the student, and any further contacts with law enforcement officers.

Non-School Related Criminal Activity. Law enforcement officials may not question students at school unless parental consent is obtained or the law enforcement authorities have a warrant or court order.

Taking a Student into Custody. Law enforcement officers seeking custody of a student must contact the superintendent or building principal. The principal will request the arresting law enforcement officer to provide a copy of the arrest warrant, written parental consent, court order, or other document giving authority to take the student into legal custody. If there is no document presented, the principal should obtain the officer's name, badge number identifying the law enforcement agency, date, time, the reason for the arrest, and the place to which the student is reportedly being taken. Whenever practicable, the arrest or release of the student should be conducted in a location and in a manner that minimizes observation by others.

When a law enforcement officer removes a student from the school, the building principal will take immediate steps to notify the parent about the student's removal and the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse.

Child Abuse and Neglect. When law enforcement officers seek to investigate reports of alleged child neglect or abuse regarding a student, the building principal shall obtain a proper identification from the authorities or

officials. If a student interview is conducted on school grounds, the building principal or designee and such other school personnel as appropriate shall observe the interview.

If the law enforcement officer decides to remove the student from school, school officials shall provide the law enforcement authorities with the address and telephone number of the student's parent or guardian. The principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign a statement certifying that the child is being removed from school premises because he or she is believed to be the victim of child abuse and that the officer understands and will comply with the legal requirements of NEB. REV. STAT. § 79-294.

Student Records. Student records will be shared with law enforcement officers only as allowed by state and federal law.

NOTICE OF NON-DISCRIMINATION

The school district does not discriminate on the basis of race, color, national origin, religion, marital status, sex, pregnancy, gender identity, gender expression, sexual orientation, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Dr. Ryan Pivonka
Title: Director of Human Resources and School Improvement
Address: 8545 Park Drive, Ralston, Nebraska 68127
Telephone: 402-898-3483
E-mail: ryan_pivonka@ralstonschools.org

For further information on notice of nondiscrimination, please visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.
For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination

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 concern about anything that has happened at school, they 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.

RECORDS AVAILABLE FOR REVIEW

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)

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.

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.

COMPLAINT PROCEDURE

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy. References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination. A preponderance of the evidence will be required to discipline a party accused of misconduct.

This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

- b. Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
- c. Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
- d. Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to 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.

3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

- a. Determine whether the complainant has discussed the matter with the respondent.
 - i. If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - ii. If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
- b. Strongly encourage the complainant to reduce his or her concerns to writing.
- c. Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - i. All relevant details of the complaint;
 - ii. All witnesses and documents which the complainant believes support the complaint;
 - iii. The action or solution which the complainant seeks.
- d. Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply:

- a. The appeal must be in writing.
- b. This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
- c. For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
- d. The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the

superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

- a. When the complaint is about a board policy, not implementation of the policy
- b. When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
- c. When the board is required by law, policy, or contract to hear a complaint or appeal. If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.
- d. This appeal must be in writing.
- e. This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
- f. This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
- g. The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
- h. There is no appeal from any decision of the board unless authorized by law.

6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

- a. Coordinate with school district staff, other than the superintendent, to determine in another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
- b. Determine whether the complainant has discussed the matter with the superintendent.
 - i. If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - ii. If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
- c. Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
- d. Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e. Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with

Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided to a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints...

- a. without a good faith intention to attempt to resolve the issues raised;
- b. for the purpose of adding administrative burden;
- c. at a volume unreasonable to expect satisfactory resolution; or
- d. for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

NOTICE TO PARENTS - PROFESSIONAL QUALIFICATIONS

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

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 NAEP, but not out of state mandated assessments. To opt out of a state NAEP 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

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.

Title IX **Policy 3057**

As required by Title IX of the Education Amendments of 1972, it is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report may be made by any means to the district's Title IX Coordinator, who can be contacted at Ralston Public Schools District Office at 8545 Park Drive, Ralston, NE 68127, or by phone at 402-331-4700. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Definitions. As used in this policy, the following terms are defined as follows:

- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the district investigate the allegation of sexual harassment. At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity.
- **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

- **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.
- **Sexual harassment** means conduct on the basis of sex where (1) An employee of the district conditions the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct; (2) An individual experiences unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies the person equal access to the district's education program or activity; (3) An individual experiences a sexual assault, dating violence, domestic violence, or stalking as further defined below. Any report of conduct not meeting these definitions will not require the grievance procedure described in this policy.
- **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

Sex Offenses, Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

- **Rape**—(Except Statutory Rape) Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, or by a sex-related object. This definition includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.
- **Criminal Sexual Contact**—The intentional touching of the clothed or unclothed body parts without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. The forced touching by the victim of the actor's clothed or unclothed body parts, without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This offense includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation.

Unlawful Sexual Intercourse

- **Incest**—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

- Statutory Rape—Nonforcible sexual intercourse with a person who is under the statutory age of consent
- **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—
 - o who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - o where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship.
 - The type of relationship.
 - The frequency of interaction between the persons involved in the relationship.
- **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
- **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - o fear for his or her safety or the safety of others; or
 - o suffer substantial emotional distress.
- **Supportive measures** are non-disciplinary, non-punitive individualized services offered without fee that do not unreasonably burden the parties. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Reporting Sexual Harassment. Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the district’s Title IX Coordinator. district personnel will not retaliate against any individual based on any report of suspected sexual harassment. Any district employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

Response to Sexual Harassment

General Obligations. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s ability to impose discipline for off-campus misconduct does not necessarily constitute “substantial control” over the respondent and the context. The district’s response to an allegation of sex harassment will treat complainants and respondents equitably.

Limitations on Discipline. No respondent will have disciplinary sanctions imposed upon him/her until the conclusion of the formal grievance process described below.

Emergency Removal. Disciplinary sanctions do not include removal on an emergency basis where the respondent is an immediate threat to the health or safety of another as a result of allegations of sexual harassment. The district also may place any employee on administrative leave during the pendency of the grievance process below.

Grievance Process for Formal Complaints of Sexual Harassment

General Obligations. All Title IX team members and individuals carrying out district obligations will comply with the regulatory requirements of objective evaluations, avoiding conflict of interest or bias, training, and protection of legally privileged information.

Presumption. It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Grievance Procedure

Time Frames. The district will resolve grievances in a time frame that is reasonably prompt. Good cause for delay may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

Range of Possible Sanctions and Remedies. At the conclusion of the grievance process, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion and/or immediate discharge from employment.

Separation of Roles. The decision-maker cannot be the same person as the Title IX Coordinator or the investigator(s).

Notice of Allegations. Upon receipt of a formal complaint, the district will provide notice of this policy and the allegations to all parties. The notice will include sufficient details known by the district at that time to provide sufficient time to prepare a response before any initial interview. Sufficient details, if known by the district, include the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident. The district will provide notice of additional allegations revealed during an investigation to the parties.

Dismissal of Formal Complaint. The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint, would not constitute sexual harassment even if proven; did not occur in the district's education program or activity; or if the conduct alleged did not occur against a person in the United States.

The district **may** dismiss the formal complaint if, at any time during the investigation or hearing, the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled in or employed by the district; or specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint. The district may consolidate formal complaints where the allegations of sexual harassment arise out of the same facts or circumstances.

The district will bear the burden of gathering evidence sufficient to reach a determination regarding responsibility. All parties will have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The district may not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

All parties will have the same opportunity to be accompanied by the advisor of their choice in any meeting or grievance proceeding. This policy does not relieve the advisor of choice of any other applicable legal obligations or limitations. The district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

The district will provide written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate.

All parties will have an equal opportunity to inspect and review evidence obtained as part of the investigation if that evidence is directly related to the allegations raised in a formal complaint. The parties will have no less than 10 calendar days to review the evidence and submit a response. The investigative report will fairly summarize the relevant evidence and the investigator will send the finalized report to all parties and their advisors.

Determination Regarding Responsibility. Before the district reaches a determination regarding responsibility, each party may submit written, relevant questions of any party or witness. The decision-maker will provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition are never relevant. Questions about the complainant's prior sexual behavior are only relevant if those questions and evidence are offered (1) to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) are offered to prove consent and concern specific incidents of the complainant's prior sexual behavior with respect to the respondent. If the decision-maker decides to exclude a question because it is not relevant, he/she will explain the basis for that decision.

The decision-maker will issue a written determination regarding responsibility no sooner than ten days after the parties receive the final investigative report. The decision-maker will apply the preponderance of the evidence standard. The written determination will include:

- Identification of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the district's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and
- The district's procedures and permissible bases for the complainant and respondent to appeal.

The district will provide the written determination to the parties simultaneously. If neither party timely appeals, the determination becomes final. If a party appeals, the determination will become final on the date that the district provides the parties with the written determination of the result of the appeal.

Appeals. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools no later than 5:00 pm on the fifth calendar day after the written determination is issued. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal.

Grounds for Appeal. Appeals are limited to the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination or dismissal was made that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The district will notify other parties in writing when an appeal is filed; implement appeal procedures equally for all parties; and ensure that the decision-maker for the appeal is not the same person as the decision-maker, the investigator(s), or the Title IX Coordinator.

The district will give both parties a reasonable, equal opportunity to submit a written statement that supports or challenges the outcome; issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties.

Informal Resolution. The district may informally resolve allegations without completing the grievance procedure with the written consent of all parties. The process may not be used when allegations involve an employee harassing a student. As part of this process, the district will provide to the parties in writing a notice stating:

- the allegations;
- the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
- that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
- any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Recordkeeping. The district will maintain the following records for a period of seven years:

- Each sexual harassment investigation including any determination regarding responsibility, any

disciplinary sanctions imposed, and any remedies provided;

- Any appeal and its result;
- Any informal resolution and its result; and
- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website, then the district will make these materials available upon request for inspection by members of the public.

The district will also create records documenting any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken. The district will maintain these records for a period of seven years.

Retaliation Prohibited. Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided that a determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

Notification of Policy. The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

Publication of Policy. The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

Application Outside the United States. The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

Scope of Policy. Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.



EMPLOYEE (EAP) AND STUDENT (SAP) ASSISTANCE PROGRAM CONTRACT

This agreement is made between Arbor Family Counseling Associates, referred to as "Provider" and Ralston Public Schools, Ralston, Nebraska, referred to as "School".

1. General Information

The School will be contracting to provide both Employee and Student Assistance Services that will attempt to assist employees and students in times of crisis to find solutions for problems before they become more serious or begin to affect job or school performance. Such services will be paid for in advance as defined in this agreement and will include the services listed in this agreement. This confidential program is an initial assessment and referral service for employees and/or students intended to open the door to problem solution assistance from a comprehensive support agency. The school district will benefit when employees/students can resolve personal and family problems and thereby concentrate on their individual work or school achievements.

2. Employee and Student Assistance Program Requirements

A. Eligibility - The School Employee and Student Assistance Program will be available and accessible to all School employees (and their dependents) and students. Employees and students may self-refer or be referred by school district administrators or counselors. School employees and students shall identify themselves as such when initially contacting Provider. Whenever possible an appointment shall be assured by the Provider within 24 hours of the initial call.

B. Confidentiality - Confidentiality must be assured in the use of the contact with the Student Assistance Program. Provider and School shall comply with all state and federal laws regulating confidentiality when the EAP/SAP is accessed. The Provider counselor will seek a written release when a joint effort of school officials and the Provider counselor is deemed appropriate.

C. Assessment and Problem Clarification Counseling (EAP/SAP Sessions) - Provider will provide an objective and thorough assessment of the problem presented by a student or employee. All students and employees will be eligible for the number of sessions listed in the pricing section below (**Section 8**). These sessions are offered to identify the problem and recommend appropriate services. These sessions are available at Provider's office locations or via secure Telehealth per the client's preference. The assessment process may include medical and social history, peer, and family relationships, academic or work performance patterns, and other factors. Once the sessions are complete, the counselor will offer several options for continuing in counseling. If the client chooses to remain with any counselor at Provider, payment will be made through their insurance or on a negotiated rate basis. Sessions are offered per year or per presenting problem. Clients returning in the same year will be assessed for access to restarting program sessions. Additional sessions may be purchased from the school when special circumstances are present; see fees for additional EAP/SAP sessions in pricing section below (**Section 9**).

D. School Staff Participation - School staff will be consulted and encouraged to share their knowledge in helping these employees/students to resolve their problems. Provider representatives shall meet with school district representatives to assess the EAP/SAP program.

E. Follow-Up - Provider will provide systematic and thorough feedback to the referral source or school counselor when appropriate.

F. Cost to Employee/Student - Provider will concentrate the sessions on problem assessment. Discussion of costs of continued services shall be limited to the end of the problem assessment sessions and not before unless requested by the employee/student. Once the included sessions are complete, the counselor will offer several options for continuing in counseling. If the client chooses to remain with any counselor at Provider, payment will be made through their insurance or on

a negotiated rate basis. Provider representatives, where appropriate, will assist employees/family members with filing for insurance benefits.

G. Implementation - Provider will appoint an Employee/Student Assistance Program Coordinator who shall be the school district's direct liaison. Provider will be available to conduct initial and annual orientations for all employees and students (3 hours annually) to inform them of services available and how to access EAP/SAP. Provider will also furnish a brochure (approved by the superintendent) explaining the EAP and the SAP including the purpose, eligibility of use, function, confidentiality, services, location, and phone access to the offices of Provider.

3. Provider Personnel

Provider represents and warrants that all services provided directly by provider employees and/or independent contractors pursuant to this agreement will be provided by qualified and (where required) licensed personnel, and that any referrals made by it to health care providers shall be made to providers whom provider shall reasonably believe are qualified and (where required are) licensed providers. School understands and acknowledges that referrals may be to providers who are associated with Provider in some manner including being a party to contracts to provide services to Provider or in some other manner. Provider represents and warrants that all services and/or treatments provided under this agreement shall be in accordance with accepted mental health and/or psychiatric standards. School understands and acknowledges that services provided by provider may be provided through persons who are not employees but who are independent contractors (including counselors, psychologists, psychiatrists, and other providers).

4. Insurance Coverage

Provider shall maintain at all times during the term of this agreement comprehensive general and Provider professional liability insurance covering Provider and Provider Staff in minimum amounts reasonably acceptable to School and Provider, but in no event less than \$200,000 per claim and \$600,000 per annual aggregate, as evidenced by written notice to Provider, and with a reputable and financially viable insurance carrier.

5. Indemnification

a. Provider shall indemnify and hold harmless School against any claims, liabilities, damages, and expenses, including without limitation reasonable attorney's fees, incurred by School in defending or compromising actions brought against School arising out of or related to the acts or omissions of Provider or its employees in rendering of services to patients or in the performance of other duties by the Provider.

b. School shall indemnify and hold harmless Provider against any claims, liabilities, damages, and expenses, including without limitation reasonable attorney's fees, incurred by Provider in defending or compromising actions brought against Provider arising out of or related to the acts or omissions of School in the rendering of services to patients or in the performance of other duties by School pursuant to this agreement.

6. Reports

Provider will present reports to the superintendent. In the interest of retaining confidentiality, these reports will be in the format of aggregate demographic data, with individual information omitted.

7. Service Summary

Provider agrees to provide the following EAP and SAP services for School:

- ◆ **Sessions** for all **Employees** and household members (no cost to employee or family)
- ◆ **Sessions** for all **Students** and household members (no cost to student or family)
- ◆ Initial Orientations for all Employees and Students (annual, as needed)
- ◆ Training on How to Refer to EAP/SAP (annual, as needed)
- ◆ Professional Consultation and Referrals (no limit)
- ◆ **10 hours/units** of Employee and Student Seminars, Trainings and Critical Incident Stress Debriefing - combined & interchangeable. (See additional services fees in Section 10.)
- ◆ On-Site Services Available (see Fees in Section 9)

- ◆ Additional EAP/SAP sessions at the school's request (See additional services fees in Section 10.)
- ◆ Mandatory Substance Abuse Evaluations
- ◆ On-Site Education Including: Employee Cards, Program Brochures
- ◆ Annual and by request Utilization Reports to the School identifying program activity, utilization and referrals.

8. Fees for EAP/SAP Services:

School agrees to pay **\$2.20** Per Employee / Per Month (PE/PM) for **5** sessions per employee and family member and **\$0.81** Per Student/ Per Month (PE/PM) for **2** sessions per student and family members. Arbor will invoice this amount **quarterly**, based on the current employee and student counts of the School. Payment is due within 30 days of receiving the invoice.

9. Fees for On-Site Services

School agrees to pay **\$75 Per Hour** for on-site services provided by a Licensed Mental Health Practitioner (PLMHP, LMHP, LIMHP) and **\$50 Per Hour** for on-site services provided by a Supervised Clinical Intern (Intern). School agrees that **up to 28 hours of on-site services may be provided each month (August-May)**. Provider will invoice this amount **monthly**, based on the actual number of hours of on-site services provided for the School. Payment is due within 30 days of receiving the invoice. School may request additional on-site services at the rates listed in this section (section 9).

10. Additional Fees for Additional Services (pre-authorized by School)

Additional unit/hour of Seminars, Trainings and Critical Incident Stress Debriefing - **\$200 per unit/hour**

Additional EAP/SAP sessions beyond the included number of sessions. Office based or Telehealth - **\$100 per session**

11. Length of Agreement

This agreement will commence on **July 1, 2026**, and terminate on **June 30, 2027**. This agreement is renewable annually. This agreement may be terminated by either party given (45) days' notice.

Jason Buckingham
Jason Buckingham (Jun 10, 2026 11:47:11 CDT)

 Ralston Public Schools

06/10/26

 Date

Jennifer Krenzler
Jennifer Krenzler (Jun 10, 2026 11:58:37 CDT)

 Arbor Family Counseling Associates

06/10/26

 Date

Ralston / Arbor EAP & SAP 26-27

Final Audit Report

2026-06-10

Created:	2026-06-04
By:	Jeffrey Krenzer (jeff@arborfamilycounseling.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA8oUftERpuf3o98QohM_uaQ4amreXMDP8

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✔ Agreement completed.

2026-06-10 - 4:58:37 PM GMT

5008

Pregnant or Parenting Students

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs.

I. Accommodations Regarding Attendance and Participation

A. Generally

Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

B. Students with Disabilities

For students with disabilities who have an IEP or Section 504 plan, the administrators, student's parents or guardians, and student if appropriate will collaborate with the student's educational team to coordinate accommodations consistent with state and federal law. As permitted by law, students may be entitled to accommodations as a result of pregnancy.

C. Title IX

When a student, or a person with a legal right to act on a student's behalf, informs a District employee of the student's pregnancy or related conditions, the District will inform the student of the Title IX Coordinator's contact information. The employee will also inform the student that the Title IX Coordinator can coordinate actions to prevent sex discrimination and ensure the student's equal access to the District's education program or activity.

The District will make reasonable accommodations to the District's policies, practices, and procedures as necessary to prevent sex discrimination and ensure equal access to the District's education program or activity. The District will coordinate reasonable modifications based on the student's individualized need. The District will consult with the student when determining what reasonable modifications may be appropriate, and the student has the discretion to accept or decline the reasonable modifications offered by the District.

The District will allow the student to voluntarily access any separate and comparable portion of the District's education program or activity. The District will allow the student to voluntarily take a leave of absence from the District's education program or activity to cover, at a minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. Upon the student's return, the student will be reinstated to the student's academic status, and as practicable, to the extracurricular status that the student held when the voluntary leave began.

II. Accommodations Regarding Lactation and Breastfeeding

A. Accommodations

1. In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public.
2. Students who wish or need to express breast milk on a regular schedule will work with school administrators to create a schedule which

- accommodates the student's needs while facilitating education to the maximum extent possible.
3. The district will provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

B. Educational Process

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

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. Student Expectations in the Use of the Internet**1. Acceptable Use**

Students may use the Internet to conduct research assigned by teachers.

Students may use the Internet to conduct research for classroom projects.

Students may use the Internet to gain access to information about current events.

Students may use the Internet to conduct research for school-related activities.

Students may use the Internet for appropriate educational purposes.

2. Unacceptable Use

Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.

Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.

Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.

Students shall not use school computers to participate in on-line auctions, **or** on-line gaming, **unless sponsored as a part of an extracurricular activity.** ~~or mp3/mp4 sharing systems.~~

Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.

Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.

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.

Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.

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.

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.

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.

Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.

~~Students shall not take home technology equipment (hardware or software) without permission of the system administrator.~~

Students shall not forge electronic mail messages or web pages.

II. Enforcement

1. Methods of Enforcement

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.

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.

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.

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.

2. Consequences for Violation of this Policy

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:

Loss of computer privileges;

Short-term suspension;

Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and

Other discipline as school administration and the school board deem appropriate.

Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. **Children's Online Privacy Protection Act (COPPA)**

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.

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.

Adopted on: ~~July 9, 2018~~ February 12, 2024

Revised on: _____

Reviewed on: ~~June 25, 2018~~ February 12, 2024

6038 **Artificial Intelligence Student Use of AI Tools**

As used in this policy, artificial intelligence tools (“AI Tools”) mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially available resources like ChatGPT, Gemini, Claude and similar programs.

Student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Students may not use AI tools on any assignment, test, or project unless the staff member has given permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Individual staff members will decide for each individual assignment the extent to which students may use AI Tools for such assignments.
2. If a student uses any AI Tools in connection with a school assignment, the student must comply with the following:
 - a. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
 - b. Never copy and paste the output from the AI Tool into the student’s work as if the student wrote such section himself or herself.
3. Students may never use AI Tools to:
 - a. Cheat on any assignment, test, or quiz;
 - b. Help answer questions on a test or quiz without staff member permission;
 - c. Make or share deepfakes or fake images, audio, or video of any real person;

- d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
 - e. Bully, harass, threaten, intimidate or impersonate any person;
 - f. Place another student or staff member name, photo, voice, or personal information into an AI Tool;
 - g. Use AI Tools to bypass accommodations, content filters, or school security.
 - h. Participate in any activities that are illegal or are in violation of Policy 5037 Student Internet and Computer Access
4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.
5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.
6. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Adopted on: _____

Revised on: _____

Reviewed on: _____

NEGOTIATED AGREEMENT
For the 2026 - 27 School Year

SIGN LANGUAGE INTERPRETERS OF THE
RALSTON EDUCATION ASSOCIATION

And

RALSTON BOARD OF EDUCATION AGREEMENT

This contract for the 2026-2027 academic year is entered into by the Board of Education of the School District of Ralston, hereinafter referred to as the Board, and the Sign Language Interpreters of the Ralston Education Association, hereinafter called the Bargaining Unit.

I. RECOGNITION

During the life of this contract, the Board hereby recognizes the Bargaining Unit as the exclusive bargaining agent for all employees of the district who are employed on a Sign Language Interpreter's contract. The Board recognizes the Bargaining Unit as the exclusive and sole collective bargaining agent for all Sign Language Interpreters (SLI's) employed by the district.

Sign Language Interpreter shall mean an individual who has passed the EIPA written test and attained one of the competency skill levels as measured by the following assessments:

(A) Written competency

1. Educational Interpreter Performance Assessment (EIPA) written test.
 - a. MANDATORY of all new hires regardless of skill certification.
 - b. Exceptions: Interpreters meeting Rule 51 Performance levels and documented professional development (PD) hour requirements as set by NDE. Anyone failing to meet PD requirements will be required to take the written EIPA and retest the performance EIPA tests to ensure employment.

AND

(B) Skill competency

1. Educational Interpreter Performance Assessment (EIPA).
 - a. Competency level 4.0 or above or,
 - b. Interpreters who meet Rule 51 requirements as set by NDE (see exceptions above)
2. Registry of Interpreters of the Deaf Certification (RID)/National Interpreters Certificate (NIC).
3. National Association of the Deaf (NAD). Competency level 4.0
4. Quality Assurance Screening Test (QAST). Competency level 4.0

II. COMPENSATION

(A) Salary Schedule and Base Salary:

The Board agrees to pay Sign Language Interpreters who are members of the Bargaining Unit according to the salary schedule (Appendix A). Interpreters who meet Rule 51 requirements as set by NDE with a minimum EIPA competency level of 3.5 shall be paid according to the salary schedule listed in Appendix B.

If the hourly salary listed on Appendix A or B is less than an SLI's previous hourly rate, the old hourly rate will remain in effect.

(B) Initial Placement:

Newly hired Sign Language Interpreters shall be credited with all previous sign language interpreter experience in schools whose standards are the same as those of the Suburban Schools

Program. He/She will be placed on the salary step schedule according to his/her years of experience (not to exceed the bottom step of the agreement) as a qualified (per Rule 51) Sign Language Interpreter and education level achieved. 140 days on duty during the regular school year and not less than six hours per day shall be counted as a creditable school year.

(C) Vertical Advancement:

Vertical advancement will accrue with the completion of each creditable school year worked.

(D) Longevity

Years of Service to the Ralston School District will accrue from initial hire date. Longevity compensation will be paid to Sign Language Interpreters with consecutive years of service to the district. As of Sept. 1, 2015, SLI's in their 6th, 11th, 16th, 21st, and 26th year of employment will receive an additional 25 cents per hour above their established hourly wage. Longevity compensation remains in effect each year until the next plateau is reached.

(E) Horizontal Advancement:

For sign language interpreters who have met the minimum written and skill competency levels established in Part 1, subsections A and B of this contract:

1. Salary credit will be given to Sign Language Interpreters as they move across the Salary Schedule due to increased education level, and/or increased EIPA score. (See Appendix A and B). Any test date prior to July 31st of the current contract year will be accepted for credit for the following school year.
2. Any change in education or certification levels must be authenticated through HR before November 1st of the salaried year. All changes after November 1st will not be honored until the beginning of the next school year.
3. Any change to a Sign Language Interpreter's compensation due to horizontal advancement shall be credited on December 1st, and movement on the salary scheduled shall take place accordingly. Payment is retroactive to September 1st.

For sign language interpreters who have not yet met the minimum written and skill competency levels established in Part 1, subsections A and B of this contract by June 30th:

- Any change to a Sign Language Interpreter's compensation due to an increased EIPA score will become effective on the next pay cycle after the district receives an official EIPA score report from the staff member. Payment shall not be retroactive to the start of the district's fiscal year (September 1st).

(F) Part-Time/Job-Sharing:

Part-time and job-sharing employees will receive prorated salary and benefits at the same fraction as their employment. The employee shall have the option to pay for the additional coverage not provided. Salary advancement shall be credited at the rate of one year of experience for each year of .5 FTE or greater.

(G) Duty Hours/Days:

The full time SLI workday may begin and end at different times from school to school and will be paid for a minimum of 7.5 hours per day (8.0 hours per day for SLI Sub/Mentors). The standard workday may be prorated based on the needs of the students served. Thirty (30) minutes of this time shall be a paid, duty-free lunch.

At a minimum, the length of the SLI contract year shall consist of the following paid dates:

- All student contact days in the district where the SLI is assigned
- All paid holidays (Christmas and New Year's Day)
- Two pre-service days
- One paid professional development day:
 - Each SLI will determine the Rule 51-eligible professional development most appropriate for their individual needs.
 - A pay claim form will be submitted documenting the training, date(s), and hours (not to exceed 7.5 including a 30-minute paid lunch)
 - Must be submitted on or before the final district PD day each year.

In the event that the number of student contact days, two pre-service days, and one paid professional development day is less than 180 days, the SLI will have the option of making up some or all of the difference at their normal hourly rate.

(H) Overtime:

Covered SLI 's will be compensated at the rate of one and one half times their regular hourly rate for any time over forty (40) hours worked in any one week. Paid sick leave and paid personal leave will be considered as hours worked. A duty-free lunch (30 minutes) will not be considered as hours worked.

(I) Minimum Compensation:

Compensation for a minimum of two (2) hours at the employee's pay rate will be paid to any Sign Language Interpreter who reports for duty at any time other than the regularly scheduled time unless the time scheduled for work starts 30 minutes or less before or after the regular school day and the time worked is two (2) hours or less in duration. Payment for time beyond two (2) hours shall be calculated based on the employee's timecard.

In the event of a cancellation, no time may be submitted.

(J) District Closure:

SLIs may opt to participate in up to 7.5 hours (30 minutes of this time shall be a paid duty-free lunch) of district-approved, virtual or in-person professional development activities on days when the district is temporarily closed due to snow or other emergencies. The district will compensate any SLI who chooses to participate in a virtual or in-person professional development activity at their normal hourly rate if the following conditions are met:

- All virtual or in-person professional development activities must meet the standards established in Rule 51.

- The virtual or in-person professional development activity cannot be completed during a workday (unless the district is closed due to inclement weather or other emergencies) or when the SLI is providing any service to the district. The SLI may attend in-person during a non-student teacher workday in the SLIs assigned district with administrator approval.
- The virtual or in-person professional development activity may be completed in one or more sessions during the current academic year but cannot exceed 7.5 hours for each day the district is temporarily closed.
- A virtual or in-person professional development activity that has been previously completed may not be resubmitted for compensation by the SLI during the same academic year.
- The SLI must submit to the director of student services or their designee documentation and a pay claim form regarding the completion of all virtual or in-person professional development activities by the last school day of the academic school year. The documentation must include (a) the name of the SLI, (b) the number of hours that were completed, and (c) the date(s) when the virtual or in-person professional development work was completed. For virtual or in-person PD that is more than 7.5 hours in duration, a screenshot of the SLI's progress may be submitted if a certificate is not provided.
- SLIs may not submit for compensation more than 30 hours (4 days) of virtual or in-person professional development in an academic year unless the district waives this requirement.
- SLIs who are eligible to participate in virtual or in-person professional development activities may opt not to participate in this program on days when their assigned district is closed. If the SLI decides not to participate in this program, they may also have the option to use personal leave as a form of compensation.

SLIs engaged in remote or e-Learning activities when their host district is temporarily closed due to snow or other emergencies may not participate in paid, virtual or in-person professional development activities for that day.

(K) Late start:

In the event that a school district chooses to have a late start on a given day, the SLI will be paid their full daily rate provided that the late start date is considered a full day for students and does not alter the SLI's yearly workday total.

(L) Remote or eLearning instruction:

In the event that a classroom to which an SLI has been assigned to chooses to utilize remote or eLearning instruction, the SLI will be required to contact the classroom teacher and will make themselves available to the classroom teacher(s) for the entire day. If one hour has elapsed from the start of the day and the SLI is unable to contact the classroom teacher and/or provide interpreting services, he/she will contact Ralston schools for a new assignment for that day. If the SLI provides interpreting services via remote or eLearning instruction or fulfills the assignment provided by Ralston Schools, he/she will be paid their full day rate.

(M) Leave of Absence:

SLIs may submit to the human resource office a written request for a one-year leave of absence from the Ralston Public Schools. The leave of absence must coincide with the district's academic calendar and must be approved by the Superintendent. During the leave of absence, the employee will not earn a salary, nor will he or she be eligible for any benefits. Likewise, the employee will not be credited

with a year of service for longevity purposes, nor will he/she be advanced on the salary schedule. A leave of absence shall not, however, constitute a break in service to the district.

Upon the employee's return to the district, he or she will return to his or her place on the district salary schedule and shall be credited with any unused benefits prior to his or her absence from the district.

(N) Separation:

SLIs who return to the district within six months shall undergo the standard hiring and interview process. Upon a successful offer of employment, the district will bridge their prior service, restoring the salary and benefits held at the time of their departure.

(O) Professional Development:

All SLIs are expected to meet the professional development requirements established by the Nebraska Department of Education, Rule 51. If necessary, SLIs may be asked to provide documentation of their professional development activities.

III. INSURANCE BENEFITS

(A) Term Life Insurance:

The Board will provide and pay for a \$20,000 group term life insurance policy for each employee under the age of 70 years old. At age 70 the life insurance benefit will reduce to \$13,000 and at age 75, the benefit reduces to \$10,000. A SLI shall be permitted to purchase additional term insurance at his or her own expense as may be permitted by the terms of the insurance policy.

(B) Disability Income Insurance:

SLI's will pay premiums as a payroll deduction for participation in the group long-term disability program. The Board of Education will increase each SLI's compensation by an amount equal to the premium for disability insurance. SLI's will receive 66 2/3 percent short and long-term disability insurance coverage based on the employee's daily salary.

(C) Health and Accident Insurance:

The Board shall provide single health and accident insurance for each SLI; provided, however, that the Board reserves the right to select a different carrier than Educators Health Alliance (EHA), provided only that the coverage and benefits are comparable to those provided in said EHA and could only change at the beginning of a new contract year.

1. The board will provide each eligible SLI with EHA \$1200 Deductible PPO Group Health coverage, including individual PPO dental insurance coverage (100% A, 75% B with 50% C coverage) SLI's must work six (6) hours or more per day to be considered eligible. SLI's will pay 4% per month of the monthly premium. New SLI's are not covered by Health Insurance until September.
2. If hired after the start of the school year, coverage begins on the first day of the month following employment.
3. If the SLI works less than 7.5 hours, he/she will pay a prorated portion of the premium.
4. A qualifying SLI may elect to receive \$2,750 in lieu of individual coverage through the district

PayFlex plan. The amount of the payment will be prorated for a part-time SLI who elects this option. Any qualifying SLI who elects to receive such payments in lieu of health insurance coverage will sign a waiver of insurance that will be placed in the SLI's file.

5. SLI's have the option to purchase additional dental insurance at the employee's expense.
6. The board will be responsible for the processing of all health and accident insurance premiums and contributions to PayFlex accounts in such a manner that will not create a tax liability for SLI's.

IV. FRINGE BENEFITS

(A) Eye Examination:

The Board shall reimburse SLI's for the out-of-pocket cost of a comprehensive eye care exam or corrective lenses and frames beginning in the second year and every year thereafter of continuous employment up to a maximum amount of \$50.00 per examination.

(B) Hearing Exam:

The Board shall reimburse SLI's for the out-of-pocket cost of a hearing exam beginning in the second year and every year thereafter of continuous employment up to a maximum amount of \$50.00 per examination.

(C) Sick Leave:

Sick leave shall be awarded at the hourly equivalent of 7.5 hours per day, prorated to the SLI's FTE status. Each SLI will be awarded 10 days of paid sick leave per year (75 hours), which may be accumulated up to a total of 90 days (675 hours). After three consecutive days of absence due to an illness, the school district administration may require that the SLI submit a physician's written certification attesting to the SLI's sickness or disability. An SLI may take accumulated sick leave to care for the SLI's sick spouse, child (including stepchild), parent, mother-in-law, father-in-law or a person who resides in the SLI's home for whom the SLI is legally responsible (e.g., a foster child or a foreign exchange student.)

(D) Sick Leave Payments to a SLI Receiving Workers Compensation:

When a SLI who is unable to work because of a work-related injury receives Workers Compensation payments, the district shall pay the portion of the SLI's salary not covered by workers' compensation until the employee has exhausted his or her sick leave. The SLI's sick leave will be reduced by the proportion of the SLI's salary paid by the district while the employee is on workers' compensation. Once an SLI begins to receive Workers' Compensation benefits, accumulation of sick leave, vacation time and personal leave all cease until the employee returns to work.

(E) Unused Sick Leave

Upon leaving the district, each SLI shall be paid 45 percent of his or her daily rate (less taxes and other required withholdings) up to a limit of 90 days (675 hours) for unused sick leave. A SLI will be eligible for this program after he/she has completed eight (8) consecutive, full years of employment. Part-time SLI's will be reimbursed at the average percentage rate of their employment.

(F) Personal Leave:

SLI's are eligible for 2 days (15 hours for SLIs who normally work 7.5 hours per day, 16 hours for SLIs who normally work 8 hours per day) of personal leave (personal business that cannot be scheduled outside of work time) also accrued by standard hours worked and may be used by the hour. SLI's are eligible to carry one personal day forward to the next year. At no time, may an SLI accumulate more than three days of personal leave during one contract year.

Personal leave requests that extend a school break period or would include the first or second week of school will require approval of the department supervisor. Leave requests may be denied if the number of SLI absences exceeds 15% of the entire interpreting staff for that day. Leave requests will be granted on a first-come, first-served manner.

(G) Holidays:

SLIs shall be granted a total of two paid holidays while employed by the district. The two paid holidays shall be Christmas and New Year's Day.

(H) Bereavement Leave:

An SLI shall have paid leave for bereavement up to seven (7) days in the event of each death of the employee's spouse, child, stepchild, parent or stepparent. In the event of the death of one of the previously mentioned individuals, the seven (7) days of bereavement need not be taken consecutively. Up to five (5) days shall be granted in the event of each death of the employee's sister, brother, mother-in-law, father-in-law or grandchild: three (3) days in the event of each death of the employee's grandparent, grandparent-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, niece, nephew, or a person who resides in the employee's household for whose care the employee is legally responsible; one (1) day in the event of each death of the employee's aunt, uncle, or cousin. SLI's shall have one (1) day of paid leave (total) per contract year for persons not named above.

(I) Judicial Leave:

An SLI will have paid leave when subpoenaed to testify in a court proceeding under the following conditions:

1. The SLI is under compulsion of subpoena and the SLI is not a party to the proceeding.
2. The paid leave is limited to the time that the SLI is under compulsion of subpoena to remain at the proceeding (the SLI must return to work as soon as practicable upon being released from the subpoena); and
3. Any pay received, less parking and allowance for lunch, shall be reimbursed to the district.

(J) Association Leave:

The SLI's fall within the Ralston Education Association, Association leave contract language.

(K) Payroll Deduction:

The Board will provide payroll deduction of dependent life insurance premiums, short and long-term disability premiums, and for other purposes agreed upon by the employee and the district in writing. In addition, the Board reserves the right to perform payroll deductions that are court-ordered, regardless of approval by the employee.

(L) Grievance Procedure:

Definition: A grievance is an allegation by an SLI, group of SLI's or the Bargaining Unit that there has been a violation of an expressed provision of this contract, and/or of Ralston Board of Education Policies. The purpose of the grievance procedure shall be to secure, at the most immediate level, a solution to a problem regarding the interpretation of the negotiated contract or BOE policy, in order to ensure fair and equitable treatment of SLI's. Bargaining Unit Representation: A grievant has the right to have a SLI representative at each level of the grievance procedure. If a grievant chooses not to involve a Bargaining Unit representative, the Bargaining Unit may have a representative present at any meetings, appeals or other proceedings relating to a grievance which has been formally presented.

Withdrawal of a Grievance: A grievant may withdraw his or her grievance at any level of the procedure without fear of reprisal from any party. The Bargaining Unit may assume the grievance at the point it is discontinued by the individual.

Written Presentation: All grievances shall set forth in writing the facts giving rise to the grievance, the provision(s) of the contract alleged to have been violated, the name(s) of the grievant(s), and the remedy sought by the grievant(s). All grievances shall be signed and dated by the aggrieved SLI at each step of the grievance procedure. If a grievant withdraws the grievance and the Bargaining Unit pursues the grievance, a Bargaining Unit representative shall sign and date the grievance. All written answers submitted by the district shall be signed and dated by the appropriate district representative. The Bargaining Unit shall be notified in writing of any settlement. A settlement shall not be inconsistent with the terms of the negotiated contract or Board policy.

Grievance Meetings: All meetings conducted under this procedure in Steps 1 and 2 shall be limited to the parties (and their respective representatives) involved in the grievance.

Reprisals: No reprisals of any kind shall be taken against any SLI who utilizes this grievance procedure.

Informal Resolution: An SLI and the SLI's supervisor should try to resolve problems through free and informal communication. Nothing herein shall be construed as limiting the right of any SLI to discuss his or her grievance informally with his or her immediate supervisor and to have the grievance resolved informally.

Step 1 - Written Grievance to the Principal/Supervisor. Generally, a grievance will be filed with the grievant's immediate supervisor. However, the grievance shall be filed initially at the level at which the grieved action or event occurred. The grievant shall present the grievance to his or her principal/supervisor in writing within ten (10) contract days from the date that the grievant knew or should have known of the incident giving rise to the grievance. A meeting between the principal/supervisor and grievant shall be held within seven (7) contract days of receipt of the written grievance. The principal/supervisor shall submit his or her determination in writing to the grievant within seven (7) contract days of the meeting.

Step 2 - Written Appeal to the Superintendent. If the determination of the principal/supervisor is not satisfactory to the grievant, the grievant or the Bargaining Unit may appeal it to the Superintendent. Said appeal shall be presented, in writing, to the office of the Superintendent within seven (7) contract days of receipt of the supervisor's determination. The Superintendent shall hold a meeting within seven (7) contract days of receiving the written appeal. The Superintendent or a designated representative shall make a written determination regarding the grievance within seven (7) contract days of the date of the meeting.

Step 3 - Appeal to the Board of Education. If the determination of the Superintendent is not satisfactory to the grievant, the grievant or the Bargaining Unit may appeal it to the Board within seven (7) contract days of receipt of the Superintendent's decision. The Board shall hear the grievance within thirty (30) days in open or closed session in accordance with the law . The Board shall issue a written decision to the grievant and Bargaining Unit within seven (7) contract days of the hearing.

Time Limitations: The time limitations are of the essence of the grievance procedure. If, at any time during the grievance process, it is discovered that the grievance was not filed or appealed in a timely manner, the grievance shall be dismissed. If the grievance is not appealed to step 2 in a timely manner, it shall be deemed to have been settled in accordance with the district's step 1 determination. If the grievance is not appealed to step 3 in a timely manner, it shall be deemed to have been settled in accordance with the district's step 2 determination. If the district fails to answer within the time limits set forth in this contract, the grievance shall automatically proceed to the next step.

V. MISCELLANEOUS

(A) Payment of Changed Compensation:

Payment of the increased compensation and fringe benefits premiums will become effective September 1st.

(B) Duration of Agreement:

This contract shall continue in effect until a successor contract is adopted. Vertical and horizontal placement and health insurance shall remain in effect until a successor contract is reached. At such time as a successor contract is reached, salary schedule placement, salary adjustments and all other terms of the successor contract shall be retroactive to the beginning of the contract year covered by the successor contract.

(C) Severability:

In the event that any provision of this contract, or any party hereof, is for any reason found by a court of competent jurisdiction to be in violation of State or Federal Constitutions, statutes or regulations, or otherwise unenforceable, the remainder of this contract, and each other provision or party thereof, shall remain in full force and effect.

(D) Totality of Agreement and Management Rights:

The parties acknowledge that this contract represents all of the understandings and agreements arrived at through collective bargaining, and that it shall constitute the entire agreement between the parties for the life of the contract. Nothing herein shall preclude the parties from mutually agreeing to alter, amend, supplement, delete, enlarge, or modify any of the provisions of this contract.

WITNESS our hands this ____ day of _____ 2026.

BOARD OF EDUCATION

SIGN LANGUAGE INTERPRETERS

Aaron Bredenkamp, Chief Negotiator
Ralston Board of Education

Representative
Sign Language Interpreters -
Ralston Education Association

Chief Negotiator
Sign Language Interpreters -
Ralston Education Association

	NQ	NQ AS	NQ BA	4.0-4.49	4.0-4.49 +AS	4.0-4.49 +BS	4.5-5.0	4.5-5.0 +AS	4.5-5.0 +BS (or NIC)
1	\$24.99	\$25.05	\$25.11	\$26.10	\$26.16	\$26.22	\$26.69	\$26.76	\$26.82
2	\$25.57	\$25.64	\$25.70	\$26.69	\$26.76	\$26.82	\$27.31	\$27.37	\$27.44
3				\$27.31	\$27.37	\$27.44	\$27.92	\$28.00	\$28.06
4				\$27.92	\$28.00	\$28.06	\$28.58	\$28.64	\$28.72
5				\$28.58	\$28.64	\$28.72	\$29.24	\$29.31	\$29.39
6				\$29.24	\$29.31	\$29.39	\$29.93	\$30.00	\$30.08
7				\$29.93	\$30.00	\$30.08	\$30.64	\$30.71	\$30.79
8				\$30.64	\$30.71	\$30.79	\$31.36	\$31.45	\$31.52

9				\$31.36	\$31.45	\$31.52	\$32.12	\$32.20	\$32.27
10				\$32.12	\$32.20	\$32.27	\$32.89	\$32.97	\$33.04
11				\$32.89	\$32.97	\$33.04	\$33.68	\$33.76	\$33.85
12				\$33.68	\$33.76	\$33.85	\$34.51	\$34.59	\$34.67
13				\$34.51	\$34.59	\$34.67	\$35.35	\$35.43	\$35.51
14				\$35.35	\$35.43	\$35.51	\$36.21	\$36.30	\$36.39
15					\$36.30	\$36.39	\$37.11	\$37.20	\$37.29
16					\$37.20	\$37.29		\$38.12	\$38.21
17						\$38.21		\$39.07	\$39.16
18						\$39.16			\$40.15
19									\$41.15

Appendix B

Step	3.5-3.99	3.5-3.99 +AS	3.5-3.99 +BS
1	\$25.51	\$25.57	\$25.65
2	\$26.10	\$26.16	\$26.22
3	\$26.69	\$26.76	\$26.82
4	\$27.31	\$27.37	\$27.44
5	\$27.92	\$28.00	\$28.06
6	\$28.58	\$28.64	\$28.72
7	\$29.24	\$29.31	\$29.39
8	\$29.93	\$30.00	\$30.08
9	\$30.64	\$30.71	\$30.79
10	\$31.36	\$31.45	\$31.52
11	\$32.12	\$32.20	\$32.27
12	\$32.89	\$32.97	\$33.04
13	\$33.68	\$33.76	\$33.85
14	\$34.44	\$34.59	\$34.67
15	\$35.21	\$35.43	\$35.51
16		\$36.23	\$36.39
17		\$36.99	\$37.29
18			\$38.18
19			\$39.08

**NEGOTIATED AGREEMENT
Food Service Workers**

**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, 2026** and ending **August 31, 2028**.

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 full-time and part-time employees employed by the District as food service workers but excluding temporary personnel as defined in Section 1.3 of this Agreement.

Section 1.3 - 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 promote, demote, transfer, lay off, and recall to work; **to set the standards of necessary training, including but not limited to ServSafe certification;** 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; 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.

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 which 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 charitable contributions and such other purposes as are permitted by the Board.

Section 4.2 - Check 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 taken 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 the Director of Food Services. 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 Director of Food Services or his or her designated representative.

The Director of Food Services 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 Director of Food Services 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 Director of Food Services or ten (10) days after the determination made by the Director of Food Services, 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/her.

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 Superintendents' 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 or her 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.

Section 6.3 - Overtime Rate of Pay. For all hours actually worked in excess of forty (40) hours in a workweek, an employee shall be paid one and one-half (1.5) times his or her straight-time rate of pay for that workweek.

Section 6.4 - No Pyramiding of Overtime or Premium Pay. For each period of time for which an employee is entitled to compensation pursuant to a provision of this Agreement, he or she shall be paid in accordance with that pay formula set forth in this Agreement which entitles him or her to the greatest amount of compensation, but he or she shall not be entitled to compensation pursuant to any other pay formula set forth in this Agreement. Time for which an employee is compensated pursuant to the preceding sentence at a premium rate shall not be counted to enable the employee to receive compensation pursuant to another provision of this Agreement.

Section 6.5 - Compensatory Time. The District shall not assign compensatory time in lieu of paying overtime compensation.

Section 6.6 - Uniforms. Each employee shall wear a uniform in accordance with the requirements of the District. Each employee is responsible for the care and cleaning of her or his own uniforms. Each employee will wear a clean, well maintained, uniform to work each day. The District will pay each employee \$150.00 (One hundred fifty dollars) per year as a uniform allowance upon completion of 60 working days of probation. For current employees the uniform allowance will be paid through payroll in October of each year and will be subject to the appropriate taxes as outlined by the IRS. Probationary employees will be paid the uniform

allowance after completion of 60 working days. The uniform allowance will be intended to be used to buy at least one pair of slip resistant shoes and specified pants to wear to work. The food service director will publish the required specifications for shoes and pants that are required to be worn. Questions about individual uniforms meeting the identified specifications will be determined by the food service director and will not be open to appeal. **A receipt for the purchased slip resistant shoes and a picture of the shoes must be submitted to the food service director by the first day of the month following the payment of the uniform allowance. The receipt must be itemized and clearly indicate that the purchase date is within the current school year. Staff will be required to reimburse the district for the full uniform allowance for failure to submit proper documentation,**

Section 6.7 – Performance Incentive Pay. The District shall pay each employee a performance incentive of \$.25 cents per hour upon two consecutive years of earning at least a 3.5 index score on the evaluation rubric used in the employee evaluation process. Once a performance incentive has been earned it will remain in the employee's hourly pay. For this contract evaluation scores earned for the 2010/2011 school year will count as the first year of a two-year cycle for current employees. New employees will be eligible immediately to begin the process of earning an appropriate evaluation score for this benefit. An employee must work at least two consecutive quarters to be evaluated to be eligible for the performance incentive pay benefit. An employee successfully earning a performance incentive may then begin the two-year process of earning the benefit again.

ARTICLE 7

JOB OPENINGS

Section 7.1 - Job Openings. Job openings will be posted in the school kitchen area on the Union bulletin board and communicated via district-wide email. 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. Such employee applicants will be entitled to a personal interview, if requested in the application, for the purpose of establishing their qualifications for the position. 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 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 leave of absence, as a food service worker. 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 employee's skills, 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, evaluation 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 of all persons decline recall. An employee who has been laid off shall have recall rights for a period of twelve (12) months following the date of the layoff.

ARTICLE 8

DUTY HOURS

Section 8.1 - Duty Hours. The Director of Food Services will establish the duty hours of all employees.

Section 8.2 - Lunch Break. The District will provide each employee with an unpaid lunch break of 30 minutes. Employees scheduled for under a six hour workday have the option to forgo their lunch break. The District shall endeavor to assure that the lunch break is uninterrupted, but both the Board and Union recognize that emergencies will occur which may unavoidably interrupt the lunch break. The employee may leave the building during the lunch break if she or he clocks out upon departing and clocks in upon returning.

ARTICLE 9

LEAVE

Section 9.1 Employees covered by this contract will accrue their hourly equivalent of 10 (ten) days of sick leave per year. Sick leave will accrue by the number of hours worked per day (i.e. employees working 6 hours per day will accrue 6 hours of leave per month) and may be used by the hour (i.e. doctor's appointments, etc.) The maximum number of sick hours that may be accumulated in a calendar year is ten times the average assigned workday. 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.

In addition the employee's hourly equivalent of two (2) days are designated for personal leave (personal business that cannot be scheduled outside of work time), provided that three days notice shall be given to the Director of Food Service by submitting a completed Leave Request form to his/her office and the 60 day probationary period has been met. This 3-day requirement may be waived by the Food Service Director if the need for the leave is based on an emergency and such notice would have been impossible or impractical. The employee need not give a reason for the leave. If personal leave days are unused, two days will be carried over at the end of the school year (not to exceed four in one year). Unused, accrued sick leave days may be

carried over from one year to the next, when service is unbroken, to a maximum hourly accumulation of seventy times the hourly equivalent of one workday. Sick leave days may be either used for personal or family illness (maximum of 10 days per year may be used for family illness). Family illness is defined the same as certified staff, i.e., spouse, child (including stepchild), parent, or a person who resides in the employee's home for whom the employee is legally responsible.

Snow Days: All snow days may be made up in the calendar year to maximize instruction for the students. Employees will not be required to take personal days during snow days knowing that the days may be made up at a later time in the current year calendar.

Section 9.2 – Unused Sick Leave. Upon leaving the district each food service employee shall be paid 50% of their hourly rate times the number of hours of unused sick leave remaining at separation of employment, not to exceed 70 seventy (70) days. An employee will be eligible for this program after they have completed eight (8) consecutive years of employment.

Section 9.3 – Requirements. Because of the difficulty of finding proper replacements, no more than three persons district wide may take their paid leave day, on any single day. Personal leave may not be taken on the day preceding or the day following intersession, a holiday, or a vacation day.

Section 9.4 – 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 June 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 not count against earning perfect attendance.

ARTICLE 10

BEREAVEMENT LEAVE

Section 10 - Bereavement Leave. An employee shall be permitted as many of the following number of consecutive days of paid leave, at the employee's discretion, for bereavement purposes: Five (5) days in the event of the death of the employee's spouse, child, stepchild, grandchild, parent, step-parent, sister or brother; three (3) days in the event of the death of the employee's or the spouse's grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, niece, nephew or a person who resides in the employee's household for whose care the employee is responsible; one (1) day of paid leave in the event of the death of the employee's aunt, uncle or cousin, or any persons not named above. The Director of Food Services shall have the discretion to grant unpaid bereavement leave to extend the leave described above.

ARTICLE 11

TERM LIFE INSURANCE

Section 11 - 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.

ARTICLE 12

VISION EXAMINATIONS

Section 12.2 - 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 13

DISABILITY INSURANCE

Section 13.1 - Disability. -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.

Section 13.2 - Qualifications. Each employee shall be entitled to disability coverage beginning on the date when the employee has used all his or her accumulated sick leave.

ARTICLE 14

ACTS IN VIOLATION OF LAWS OR ORDERS

Section 14.1 - 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 15

HEALTH INSURANCE

Section 15.1-Health Insurance. Under the provisions of the Affordable Care Act, all eligible employees will now be offered health insurance through the district's health insurance

provider. Single Health insurance will be offered for all eligible employees at a rate of contribution not to exceed 9.5% of the employee's gross paycheck. Employees choosing the health insurance option will have a rate not to exceed their hourly rate multiplied by 13 for their monthly deduction. This deduction will be made for the 10 pay periods of the employee's work year. Additionally, employees who choose may select additional health coverage at an additional premium, which is paid entirely by the employee.

SIGNATURES OF THE PARTIES

Dated the ____ day of _____, 2026. Dated the ____ day of _____, 2026.

Aaron Bredenkamp, Chief Negotiator
Ralston Board of Education

Queen Mercer, President
Service Employees International
Union, Local 226

APPENDIX I

For the 2026-2027 contract year, all Managers and Assistant Managers will receive a **\$1.15 per hour raise**. Kitchen Assistants will receive a **\$1.05 per hour raise**.

For the 2027-2028 contract year, all Managers and Assistant Managers will receive a **\$.50 dollar per hour raise**. Kitchen Assistants will receive a **\$.50 per hour raise**.

	Entry Level Wage*	
	2026-2027	2027-2028
<u>ELEMENTARY SCHOOL</u>		
Manager	21.25	21.75
Kitchen Asst.	19.00	19.50
<u>MIDDLE SCHOOL</u>		
Manager	22.25	22.75
Lead Cashier	19.55	20.05
Kitchen Asst.	19.00	19.50
<u>HIGH SCHOOL</u>		
Manager	22.55	23.05
Asst. Manager	21.25	21.75
Kitchen Asst.	19.00	19.50

*Actual starting salaries may be increased slightly at the discretion of the administration for employees who have applicable prior experience in the field.

~~Longevity Payments: Food Service employees will receive longevity increases starting with the new fiscal year after the 6th, 11th, 16th, 21st and 26th anniversary of employment have been reached. The employee will receive an additional 30 cents per hour above their established hourly wage. This longevity bonus remains in effect each year until the next plateau is reached or until changed by Board Action. A break in service will nullify this benefit.~~

~~———— 6-10 years - 30 cents
———— 11-15 years - 30 cents
———— 16-20 years - 30 cents
———— 21-25 years - 30 cents
———— 26+ years - 30 cents~~

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. A break in service will nullify this benefit.

6 - 10 years - 30 cents

11-15 years - 50 cents

16-20 years - 75 cents

21 years and up - \$1.00

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 June of each year. Quarters for food service employees are as follows:

Quarter 1 – July through September

Quarter 2 – October through December

Quarter 3 – January through February

Quarter 4 – March through May

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

4065

Staff Use of AI Tools

As used in this policy, artificial intelligence tools (“AI Tools”) means machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude, and similar technologies. The board wants to encourage staff to use AI tools to support student learning in safe and lawful ways.

This policy works together with the district’s policies on Student Use of AI Tools ([Policy 6038](#)), Staff Internet and Computer Use ([Policy 4012](#)), and Staff and District Social Media Use ([Policy 4051](#)).

Tool Approval. Staff may not use an AI Tool with students or with student information unless a member of the district’s administration has approved it. [Any software which contains an AI component must be preapproved by district administration prior to use.](#) To use a new tool, staff must request approval from his/her supervising administrator first. Before approving a tool, the district will review the vendor’s privacy and security practices, the kind of student information the tool would use, and whether a written data-sharing agreement with the vendor is required. [All software with an AI component, whether currently in use or software being vetted by the district must provide a data usage and security agreement prior to granting of approval.](#) The district will keep a list of approved AI Tools and the allowed uses for each.

I. Staff Expectations for Use of AI Tools in Education

A. Acceptable Use of AI Tools. Staff members must use their own professional oversight for any task they use AI Tools to complete and must carefully review the outputs of all AI Tools, [including evaluating the output of the AI Tools for accuracy and alignment with professional expectations.](#) Staff may use approved AI Tools to help with things like:

1. Drafting lesson plans, learning goals, and activities;
2. Assisting in initial review and feedback of student work; [but not to be used as a substitute for grading](#)
3. Making reading passages or practice problems at different levels;

4. Drafting general messages like newsletters or announcements;
5. Finding resources or summarizing public information;
6. Drafting routine communications.
7. Using AI in a manner that upholds all current applicable laws and practices

B. Protecting Student Information. Staff may upload student information into an AI Tool only when (a) the tool is district-approved, and (b) the vendor is bound by a written data-sharing agreement with terms that meet FERPA, COPPA, PPRA, and applicable state student data privacy laws. For this purpose, student information includes student names, ID numbers, education records, IEPs, Section 504 plans, evaluations, health records, and discipline records. This rule applies whether the staff member uses a district account, a personal account, a free version, or a paid version.

C. Recording and Transcription Tools. Staff may use AI recording or transcription tools only if:

1. The transcription tool has been approved by an administrator for use in the school context; and
2. All participants to the meeting are informed that the staff member is recording or transcribing the meeting.

The resulting recording or transcript may be subject to the district's retention and confidentiality policies.

D. Unacceptable Use of AI Tools in Education. Staff may never use AI tools to:

1. Upload FERPA-protected information about students without the express, written authorization from administrators who have assured themselves that such disclosure is lawful;
2. Relying solely on an AI Tool to grade student work that counts toward a grade or transcript or otherwise evaluate student academic progress;
3. Make or share deepfakes or fake images, audio, or video of any real person.
4. Make or share sexual or intimate images of any real person—even if the image is AI-generated;

5. Use AI to harass, bully, threaten, or impersonate any student, staff member, parent, board member, or community member;
6. Use AI to watch, track, or scan faces of students or staff outside of systems the board has approved;
7. Upload materials to AI if the copyright or license does not allow it;
8. Share district AI accounts or passwords with students or others;
9. Use district AI accounts for personal or business reasons; or
10. Use AI to bypass district network security, content filters, or device controls.
11. Use of AI software that has not been approved by district administration
12. Rely solely on AI to write IEP or 504 documents
13. To violate or be in conflict with any portion of the expectations set in the Staff Handbook

If any staff member is uncertain about the application of this policy to any AI Tool use, the staff member will check with a supervising administrator before use.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5045

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 raise funds 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, events and trips outside the district, 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 in 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 fees for student participation in classes offered to students taking classes through the district's night school/adult education program. Any and all fees collected pursuant to this subsection shall be deposited into, and expended from, the Student Fee Fund.

N. Post-secondary education costs:

A student may be charged the actual tuition and fees associated with obtaining credits from a postsecondary educational institution when a student receives both high school credit and postsecondary 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 postsecondary educational institution.

O. 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.

P. Materials Required for Course Projects

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

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.

Adopted on: July 9, 2018

Revised on:

Reviewed on: January 16, 2024

5045 Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

A. Definitions.

- 1.** "Students" means students, their parents, guardians or other legal representatives.
- 2.** "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
- 3.** "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices.

6. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire.

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who choose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

8. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$.05 per page for reproduction of student records.

9. Participation in Before-and-After-School or Pre-Kindergarten Services.

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

10. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

11. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities if such instruments are a part of the existing district musical instrument inventory.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

This policy will be published on the district's website and made available at student registration.

E. Voluntary Contributions to Defray Costs.

The district may, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities

to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, or for (2) post-secondary education costs. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Adopted on: _____

Revised on: _____

Reviewed on: _____

District Title I Parent and Family Engagement Policy

The school district will jointly develop with parents a School-Parent-Student Compact that outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

The written District Parent and Family Engagement Policy will be jointly developed and distributed to parents and family members of participating children and the local community in an understandable format and to the extent practicable, in a language the parents can understand. An annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy will be used to design evidence-based strategies for more effective parental involvement, to revise the Parent and Family Engagement Policy and to remove barriers to participation.

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities such as training to help parents work with their children to improve achievement. A goal of ~~these~~ parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.

6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parent and Family Engagement Policy.

Adopted on: July 9, 2018

Revised on:

Reviewed on: January 16, 2024

PROCEDURE: 5057

Title I District & Building Parent Involvement Policy & Procedures

Ralston Public Schools and Title One Buildings in Ralston intend to follow the parental policy guidelines in accordance with the No Child Left Behind Act of 2001 as listed below. The policy and the plan to implement it have been developed jointly and in agreement with, and will be distributed to all parents in a language they can understand.

Parents are involved in the planning, review and improvement of the school's Parental Involvement Policy through:

- Title I parent nights are held in the fall
- Parent Teacher conferences held twice a year
- Individual parent meetings with teachers are scheduled as needed or requested
- Interpreters are provided as needed

Annual meetings are held to inform parents of the school's participation in the Title I program.

Title One Open house
Title I parent nights
Interpreters are provided as needed
Evaluate the effectiveness of the parent policy

Parent meetings are held at different times during the day.

- In addition to our evening events parent meetings are set up before and during the school day on an individual basis to accommodate parents.

Title I funds may be used to pay reasonable and necessary expenses associated with parent involvement activities, including transportation, childcare or home visit expenses, to enable parents to participate in school related meetings and training sessions.

If parents are in need of transportation to a school event Title I can cover the cost of transportation. Our school counselor sets up free transportation for parents.
Interpreters are provided as needed

Parents are involved in the planning, review and improvement of the school's Title I program.

Parents help to plan and review the school's improvement policy through the needs assessment document
Parents are encouraged to participate in our Parent Involvement Activities throughout the year.
Interpreters are provided as needed.

The parents receive timely information about Title I funding in English and their native language.

- Open house explains the Title I Program in the fall
- Parent, Student, Teacher Compact
- School/district website.
- School Newsletter
- Involvement in the PTA

The parents will receive a description and explanation in English and their native language of the Curriculum in use at school, the forms of academic assessment and how to measure student progress, and the proficiency levels students are expected to meet.

Teachers communicate curriculum to parents through email, class newsletters and phone calls
Report cards are mailed home
Teachers send monthly curriculum updates home in the classroom newsletter.

Teachers regularly use the school website to update parents on curriculum.
Phone calls will be made to parents as needed

The school will provide assistance to parents with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet.

School Newsletter
School website
Spanish Hotline is used to answer questions

The school provides parents with opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children.

- Parent-teacher conferences
- PTA meetings
- Interpreters are used as needed

A school-parent compact was jointly developed with parents, and the compact outlines how parents, and the entire school staff and students share in the responsibility for improved student achievement.

Sent to all parents at the beginning of the year for review and signature.
Parents and staff meet at the beginning of the year to plan Title I programs and activities, and throughout the year to review their progress.
Discussed during parent-teacher conferences and available to sign at conferences as well.
The compact is translated into native languages.

The school provides materials and training to help parents to work with their children to improve their children's achievement.

Parent night handouts
District standards handout
Workshops for parents on reading and math
Materials are translated

6002

School Calendar

The superintendent shall propose the calendar for each school year. The board will approve and/or amend the proposed calendar. The calendar shall provide for sufficient instructional time to meet or exceed the requirements of state statutes and regulations, and should provide time for staff orientation, in-service and curriculum work.

Adopted on: July 25, 2016

Revised on:

Reviewed on: January 16, 2024

6007

Senior Recognition

The school district will recognize the outstanding academic achievement of its graduating seniors in the following manner:

Valedictorian

The student(s) ranked first in the District Class Rank System and the student(s) ranked first in the Mark Point Average 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.

Student Honors

Seniors will be awarded honor cords based on weighted grade point average: 4.0 to 4.19 = white honor cord, 4.20 to 4.39 = silver honor cord, and 4.40 and above = gold honor cord.

Students that provide 100 hours or more of Community Service will be recognized for Excellence.

300 Club

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

Adopted on: July 9, 2018

Revised on: January 16, 2024

Reviewed on: January 22, 2024

6007

Senior Recognition

The school district will recognize the outstanding academic achievement of its graduating seniors in the following manner:

Valedictorian

The student(s) ranked first in the District Class Rank System and the student(s) ranked first in the Mark Point Average 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.

Student Honors

Seniors will be awarded honor cords based on weighted grade point average: 4.0 to 4.19 = white honor cord, 4.20 to 4.39 = silver honor cord, and 4.40 and above = gold honor cord.

Students that provide 100 hours or more of Community Service will be recognized for Excellence.

300 Club

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

Academic Achievement Board

Students earning an ACT of 30 or higher, National Merit Finalist, Award Valedictorian or the Omaha World Herald academic Recognition will be honored on the academic achievement board.

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.

Adopted on: July 9, 2018

Revised on: January 16, 2024

Reviewed on: January 22, 2024

Bill Review Schedule for 2026

January 12

Samantha
Mary

February 9

Robin
Carrie

March 9

Liz
Katie

April 13

Mary
Robin

May 11

Carrie
Liz

June 8

Samantha
Mary

July 13

Katie
Robin

August 10

Samantha
Liz

September 14

Robin
Carrie

October 12

Liz
Katie

November 9

Mary
Samantha

December 14

Carrie
Katie

Board of Education Retreat Agenda

VMAC

Slides

July 20, 2026

- I. Opening (JB)
- II. Strategic Plan Overview(presentation) (JB et. al)
- III. Review of Strategic Plan Goals by each goal area
in terms of progress made and forecast for the upcoming year
 - a. Teaching and Learning (SZG)
 - b. Community Collaboration (JF)
 - c. Finance/Facilities (AB/JB)
 - d. HR, Staffing, Support and Leadership (RP)
- IV. Next steps for Strategic Plan
 - A. Teaching and Learning
 - 1. Develop instructional framework to strengthen consistency in PK-12 educational quality. (SZG/MH)
 - 2. Create an engaging learning environment that inspires creativity, collaboration and problem-solving among PK-12 students, leading to improved technology skills and academic success. (SZG/MH)
 - 3. Embrace diversity, promote inclusion, and ensure all students, regardless of background or ability, have the support and resources they need to thrive academically and personally throughout their PK-12 journey and into adulthood. (JP)
 - 4. MTSS and Data Dashboard progress (AB)
 - Show how Data Dashboard was used in CIP
 - 5. CIP Debrief (AB/SZG)
 - 4 Step Problem Solving Process

- [ICEL x RIOT Matrix](#)
- [IDEAL Action Plan](#)
- [IDEAL Action Plan & 4 Step Problem Solving Process Connector](#)

B. [Community Collaboration](#)

1. Foster community participation and engagement by developing strategies to promote two-way communication with members of our community (JF)

a. 2024 - 2025

b. 2026 and beyond

2. Expand partnerships with local businesses, government, non-profit organizations and community leaders (JF/JB)

3. Expand relationships with community organizations to provide support services, resources and opportunities for staff, students and families (JF)

4. Empower parents and families to become more actively involved in their child's education (JF/AN)

5. Utilize multiple communication strategies to keep our patrons, families and staff informed and engaged with our current goals, initiatives and achievements (JF/AN)

6. Continue to grow and develop engagement in our alumni association through newsletters, awards and scholarship opportunities (AN)

C. Finance/Facilities

1. Finishing current project list, 2nd facility assessment analysis (JB)

2. [Roof](#) and [Tech](#) replacement schedule (JB/AB)

3. FY 26 distribution of funds report (Oct. BOE meeting) (AB)

4. Grant \$'s received report (Oct. BOE meeting) (AB)

5. Report

de-implemented initiatives/[contracts](#) being discontinued (Multiple)

D. HR, Staffing, Support and Leadership

1. Review hiring data based on position and ethnicity (Date? HR/Finance Subcommittee only?) (RP)

2. Review hiring and recruitment efforts including internal programming (RP)

3. Frameworks Survey (SZG) [Perceptual Survey – Nebraska Department of Education](#)

- [2025-2026 Perceptual Surveys](#)

4. Culture measurement - Exit/Stay interview (RP)
Measurement of distributed leadership, teamwork and staff engagement. - Stay interview (RP)

5. Attendance reports on a quarterly basis to the BOE, each building to report initiatives as a part of their CIP. (JB, AB)

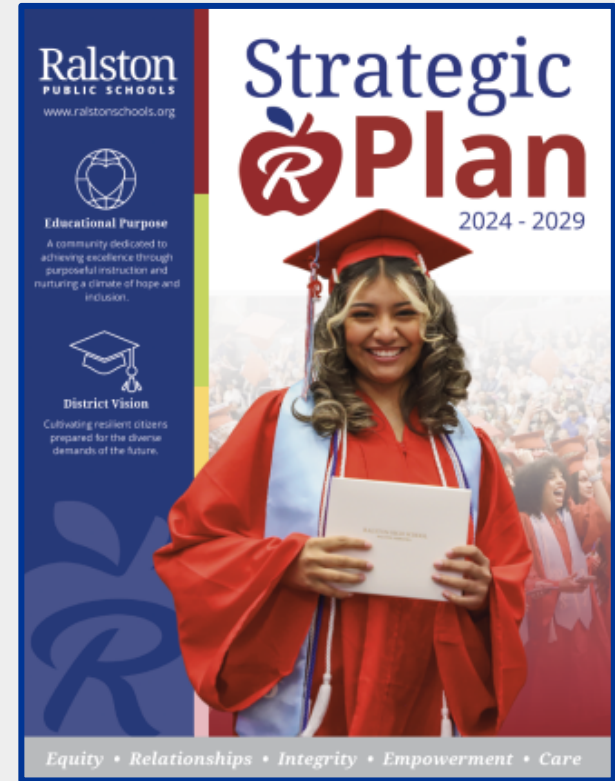
V. Review current subcommittee structure

1. Traveling BOE meetings to coincide with CIP

VI. Adjourn

BOE Work Session Monday, July 20, 2026

Strategic Plan Update



Strategic Plan

Purpose: A community dedicated to achieving excellence through purposeful instruction and nurturing a climate of hope and inclusion.

District Vision: Cultivating resilient citizens prepared for the diverse demands of the future.



Update: Teaching and Learning

Action Step 1: Develop an instructional framework to strengthen consistency in PK-12 educational quality.

- Continue this work throughout the 2026-2027 school year through our District Steering Committee
- Universal Design for Learning (UDL) and Sheltered Instruction Observation Protocol (SIOP) for new teachers

Action Step 2: Create an engaging learning environment that inspires creativity, collaboration, and problem-solving among PK-12 students, leading to improved technology skills and academic success.

- Continue the MTSS work at the district level and through our Data Toolbox
 - Development of Decision Rules for Tier 2 Interventions and Tier 2 Agenda
 - Began work on MTSS - B
 - Problem Solving Process during June CIP Retreat
- Backwards Planning
 - Updated pacing and curriculum guides (Summer 2026 - ELA focus)
- Technology Toolbox
 - Artificial Intelligence
- Science of Reading for all
 - PK-3 Early Literacy
 - 4-12 Secondary Science of Reading (CLSD grant)

% Proficient Language Arts

Year	21-22	22-23	23-24	24-25	25-26**
RPS grade					
3	30	49	49	41	42
4	38	41	47	51	51
5	35	43	46	52	48
6	27	51	50	44	58
7	31	52	58	52	48
8	31	54	62	59	56

Year	21-22	22-23	23-24	24-25	25-26**
NE grade					
3	50	62	59	57	58
4	53	55	59	60	60
5	47	57	57	56	58
6	44	55	58	59	58
7	42	54	58	59	58
8	46	63	63	63	64

Difference between State % proficient and RPS % proficient

21-22	22-23	23-24	24-25	25-26**
20	13	10	16	16
15	14	12	9	9
12	14	11	4	10
17	4	8	15	0
11	2	0	7	10
15	9	1	4	8

***25-26 is UNOFFICIAL

NSCAS ELA
2021-2026

Year over year	21-22	22-23	23-24	24-25	25-26**	Growth by % proficient		
						3 yr	2 yr	1 yr
Class of '34				41	51			10
Class of '33			49	51	48		-1	-3
Class of '32		49	47	52	58	9	11	6
Class of '31	30	41	46	44	48	7	2	4
Class of '30	38	43	50	52	56	13	6	4
Class of '29	35	51	58	59	-			

Update: Teaching and Learning

Action Step 2: Create an engaging learning environment that inspires creativity, collaboration, and problem-solving among PK-12 students, leading to improved technology skills and academic success.

- Implement Data-Driven Instruction
 - Utilized during the annual CIP retreat for team's to complete Step 1 of the 4 Step problem solving process.
 - Data toolbox
- Provide professional development for teachers on assessment and data literacy
 - Data Toolbox
 - Drafting a data and assessment handbook in the 26-27 school year
 - DIBELS data team and data work 26-27
 - District and building data work
- Embrace the PLC culture of ongoing, organic collaboration to analyze data, share best practices, develop strategies to address student needs, and help each other grow professionally
 - 26-27 Aaron will lead RHS and RMS through a PLC reboot
 - Megan will model PLC around our ELA UbD at each elementary building in the fall and spring

Identify the goal

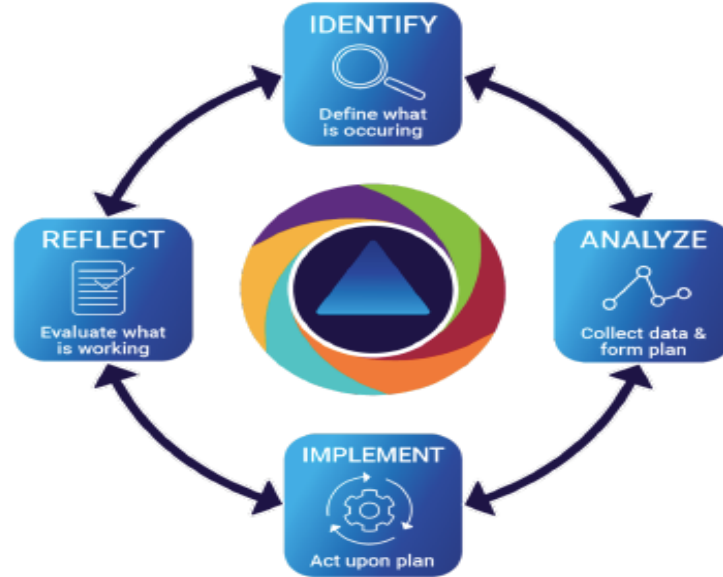
Define the Problem

What do we want students to know, understand, and be able to do?
Use data to identify the gap between desired outcome and actual outcome

Evaluate Outcomes

Did it work?

Response to
Instruction &
Intervention
Fidelity



Problem Analysis

Why is the goal not being attained?

Validating Problem
Identify Variables that
contribute to Problem
Hypotheses/Data
Collection

Develop a Plan

What are we going to do about it?

Implement as Intended
Progress Monitor and modify as Necessary

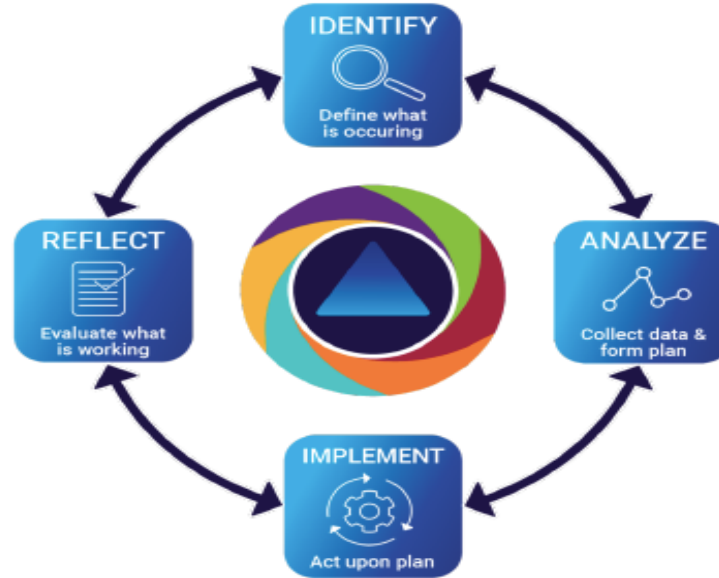


4 Step Problem Solving Process and IDEAL Connection

Identify the goal
IDENTIFY and DESCRIBE of IDEAL

Evaluate Outcomes
LEARN of IDEAL

Problem Analysis
EVALUATE of IDEAL



Develop a Plan
ACT of IDEAL



Step 1: Identify the Goal

1. What do we want the students to **be able to do**?
 - *Identify replacement behavior*
2. What is the **desired performance**?
3. What is the **current level of performance**?
4. What is the **performance of their peers**?
 - *Compare to students of similar demographics*
5. What is the **gap that must be closed** in the desired time frame?



Step 2: Problem Analysis

- Answers: Why isn't the goal being attained?
- Identifies **multiple possible** root causes
- Analyzes & **validates** supplemental data to support **OR** refute each hypothesis



Why is it important to test and validate your hypothesis?

If the hypothesis is inaccurate and the wrong intervention is implemented, valuable time and energy is wasted on something that was NOT an appropriate instructional match for the student(s) needs.

**In other words,
WE GO DOWN THE WRONG RABBIT HOLE!**



Step 2: Problem Analysis

HYPOTHESIS #1		
I C E L <i>(Highlight/circle the relevant domain)</i>	<i>[Insert goal here] is not occurring because [insert hypothesis here].</i>	
Prediction "If...,then..."	If:	
	Then:	
Relevant Data R I O T <i>(Highlight/circle the relevant method)</i>		
Validated?	Yes / No	



ICEL x RIOT Matrix

Develop your
Hypothesis
using **ICEL**

Key Domains of Learning		
I	Instruction	Instruction is <u>how</u> the curriculum is taught.
C	Curriculum	Curriculum refers to <u>what</u> is taught.
E	Environment	The environment is <u>where</u> the instruction takes place.
L	Learner	The learner is <u>who</u> is being taught.



Data-Based Problem-Solving & Decision-Making



NeMTSS
FRAMEWORK



ICEL x RIOT Matrix

Validate
your
Hypothesis
using **RIOT**

R	Review	Review of historical records and products and/or
I	Interview	Interviews of key stakeholders and/or
O	Observe	Observe performance in real time functional settings and/or
T	Test	Test through careful use of appropriately matched measurement strategies/methods



ICEL x RIOT Matrix

Domain	Variables	Review	Interview	Observe	Test
Instruction Instruction is how curriculum is taught. How content is presented to students can vary in many different ways. Level of Instruction Rate of Instruction Presentation of Instruction Is the curriculum being differentiated to meet the needs of the learners? Consider: • instructional techniques • presentation style • clarity of instruction • questioning • feedback techniques • cooperative learning • use of graphic organizers • instructional conversations • development of academic language/ vocabulary	Group/System • Instructional decision making regarding selection and use of materials • Use of progress monitoring • Explicit Instruction • Differentiated Instruction • Sequencing of lesson designs to promote success • Use of a variety of practice and application activities • Pace and presentation of new content • Block of time allotted per subject Individual • Instructional decision making regarding placement of the student • in groups • Use of progress monitoring • Communication of expectations and criteria for success • Differentiated Instruction • Direct instruction with explanations and cues • Use of a variety of practice and application activities • Pace and presentation of new content	• Unit/Lessons Plans • Permanent products (e.g. written pieces, worksheets, projects) for skill/degree of difficulty requirements • Benchmarks / standards • Assignments (calculate % of assign turned in, average amount-% of assignments completed), • Length/time required to complete assignments	Stakeholders about: • Effective teaching practices • Instructional decision making regarding choice of materials, placement of students, instructional strategies • Sequencing/pacing of instruction • Choice of screening, diagnostic and formative assessments • Product methods (e.g. dictation, oral retell, paper pencil, projects) • Grouping structures used • Accommodations/ modifications used • Reinforcement management/ engagement strategies • Allowable repetition for mastery/ understanding • Who is providing the supplemental/ intensive instruction • Use of supportive technology • Student/group performance compared to peers • Patterns of performance errors/ behavior • Setting(s) where behavior is problematic • Significance of academic, speech, social, task or motor difficulties • Onset and duration of problem • Consistency from day to day, subject to subject • Interference with personal, interpersonal, and academic adjustment • Performance using different modes of expression (e.g. verbal, written, kinesthetic) • Teacher perceptions/hypotheses regarding why the student is unable to demonstrate the desired behaviors-academic and/or behavioral • Philosophical orientation of curriculum (e.g. whole language, phonics) • Expectations of district for pacing/coverage of curriculum	• Teachers' instructional styles/preferred styles of presenting • Clarity of instructions/ directions • Effective teaching practices • Communication of benchmarks/expectations and criteria for success • How new information is presented • Percent of time with direct instruction, whole group instruction, practice time, differentiated instruction, etc. • How teachers gain/ maintain student attention • Academic engaged time • Transitions • Large group instruction • Small group instruction • Independent work time • Group work time • Teachers use of positive reinforcement, student-teacher interaction quality/quantity, (use of direct observation protocols) • Time on task • External supports necessary to sustain engagement	Classroom environment survey Develop checklists on effective instruction "Things to Look For" and "Ask About"

Consider each **DOMAIN**

Work your way through

$I \rightarrow C \rightarrow E \rightarrow L$

and challenge yourself to go

IN THAT ORDER!

Start with adult behaviors!

Not with blaming the students!

Look at the **VARIABLES**

Is it a system issue?

Is it a group/subgroup issue?

Is it an individual student issue?



Data-Based Problem-Solving & Decision-Making



NeMTSS
FRAMEWORK



ICEL x RIOT Matrix

Domain	Variables	Review	Interview	Observe	Test
Instruction Instruction is how curriculum is taught. How content is presented to students can vary in many different ways. Level of Instruction Rate of Instruction Presentation of Instruction Is the curriculum being differentiated to meet the needs of the learners? Consider: • instructional techniques • presentation style • clarity of instruction • questioning • feedback techniques • cooperative learning • use of graphic organizers • instructional conversations • development of academic language/ vocabulary	Group/System • Instructional decision making regarding selection and use of materials • Use of progress monitoring • Explicit Instruction • Differentiated Instruction • Sequencing of lesson designs to promote success • Use of a variety of practice and application activities • Pace and presentation of new content • Block of time allotted per subject	• Unit/Lessons Plans • Permanent products (e.g. written pieces, worksheets, projects) for skill/degree of difficulty requirements • Benchmarks / standards • Assignments (calculate % of assign turned in, average amount-% of assignments completed), • Length/time required to complete assignments	Stakeholders about: • Effective teaching practices • Instructional decision making regarding choice of materials, placement of students, instructional strategies • Sequencing/pacing of instruction • Choice of screening, diagnostic and formative assessments • Product methods (e.g. dictation, oral retell, paper pencil, projects) • Grouping structures used • Accommodations/ modifications used • Reinforcement management/ engagement strategies • Allowable repetition for mastery/ understanding • Who is providing the supplemental/ intensive instruction • Use of supportive technology • Student/group performance compared to peers • Patterns of performance errors/ behavior • Setting(s) where behavior is problematic • Significance of academic, speech, social, task or motor difficulties • Onset and duration of problem • Consistency from day to day, subject to subject • Interference with personal, interpersonal, and academic adjustment • Performance using different modes of expression (e.g. verbal, written, kinesthetic) • Teacher perceptions/hypotheses regarding why the student is unable to demonstrate the desired behaviors-academic and/or behavioral • Philosophical orientation of curriculum (e.g. whole language, phonics) • Expectations of district for pacing/coverage of curriculum	• Teachers' instructional styles/preferred styles of presenting • Clarity of instructions/ directions • Effective teaching practices • Communication of benchmarks/expectations and criteria for success • How new information is presented • Percent of time with direct instruction, whole group instruction, practice time, differentiated instruction, etc. • How teachers gain/ maintain student attention • Academic engaged time • Transitions • Large group instruction • Small group instruction • Independent work time • Group work time • Teachers use of positive reinforcement, student-teacher interaction quality/quantity, (use of direct observation protocols) • Time on task • External supports necessary to sustain engagement	Classroom environment survey Develop checklists on effective instruction "Things to Look For" and "Ask About"
	Individual • Instructional decision making regarding placement of the student • in groups • Use of progress monitoring • Communication of expectations and criteria for success • Differentiated Instruction • Direct instruction with explanations and cues • Use of a variety of practice and application activities • Pace and presentation of new content				

Use these to develop your **Hypothesis/Prediction Statement**

Hypothesis:

The desired behavior is not occurring because _____.

Prediction Statement:

If/When _____ occurs, then the desired behavior(s) will occur.



Data-Based Problem-Solving & Decision-Making



NeMTSS
FRAMEWORK



ICEL x RIOT Matrix

Domain	Variables	Review	Interview	Observe	Test
Instruction	Instruction is how curriculum is taught. How content is presented to students can vary in many different ways: Level of Instruction Rate of Instruction Presentation of Instruction Is the curriculum being differentiated to meet the needs of the learners? Consider: - instructional techniques - presentation style - clarity of instruction - questioning - feedback technique - cooperative learning - use of graphic organizers - instructional conversations - development of academic language/ vocabulary	- Unit/Lesson Plans - Permanent products (e.g. written pieces, worksheets, projects) for skill/degree of difficulty requirements - Benchmarks / standards - Assignments (calculate % of assign turned in, average amount-% of assignments completed), - Length/time required to complete assignments	Stakeholders about: - Effective teaching practices - Instructional decision making regarding choice of materials, placement of students, instructional strategies - Sequencing/pacing of instruction - Choice of screening, diagnostic and formative assessments - Product methods (e.g. dictation, oral retell, paper pencil, projects) - Grouping structures used - Accommodations/ modifications used - Reinforcement management/ engagement strategies - Allowable repetition for mastery/ understanding - Who is providing the supplemental/ intensive instruction - Use of supportive technology - Student/group performance compared to peers - Patterns of performance errors/ behavior - Setting(s) where behavior is problematic - Significance of academic, speech, social, task or motor difficulties - Onset and duration of problem - Consistency from day to day, subject to subject - Interference with personal, interpersonal, and academic adjustment - Performance using different modes of expression (e.g. verbal, written, kinesthetic) - Teacher perceptions/hypotheses regarding why the student is unable to demonstrate the desired behaviors-academic and/or behavioral - Philosophical orientation of curriculum (e.g. whole language, phonics) - Expectations of district for pacing/coverage of curriculum	- Teacher/ Instructional style/ preferred styles of presenting - Clarity of instructions/ directions - Effective teaching practices - Communication of benchmarks/expectations and criteria for success - How new information is presented - Percent of time with direct instruction, whole group instruction, practice time, differentiated instruction, etc. - How teachers gain/ maintain student attention - Academic engaged time - Transitions - Large group instruction - Small group instruction - Independent work time - Group work time - Teachers use of positive reinforcement, student-teacher interaction quality/quantity, (use of direct observation protocols) - Time on task - External supports necessary to sustain engagement	Classroom environment survey Develop checklists on effective instruction "Things to Look For" and "Ask About"
	Group/System - Instructional decision making regarding selection and use of materials - Use of progress monitoring - Explicit Instruction - Differentiated Instruction - Sequencing of lesson designs to promote success - Use of a variety of practice and application activities - Pace and presentation of new content - Block of time allotted per subject Individual - Instructional decision making regarding placement of the student - in groups - Use of progress monitoring - Communication of expectations and criteria for success - Differentiated Instruction - Direct instruction with explanations and cues - Use of a variety of practice and application activities - Pace and presentation of new content				

Then **VALIDATE** your hypothesis using RIOT

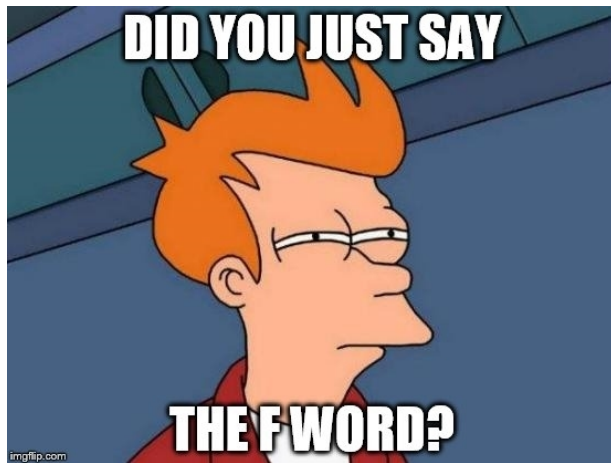
This will require time and may require creation of resources (such as walk-thru forms, student surveys, etc)

DO NOT SKIP THIS STEP!
BEWARE THE RABBIT HOLE!



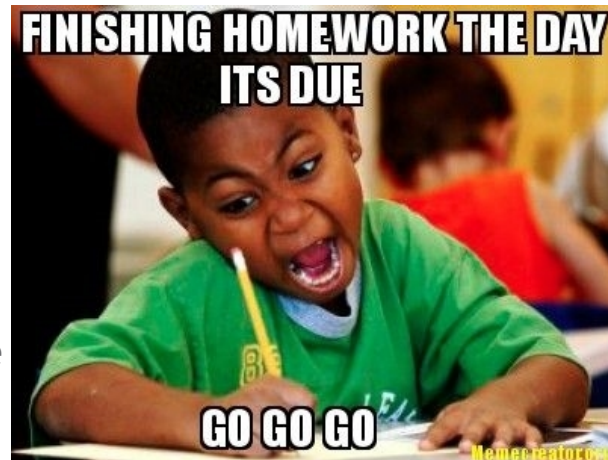
Step 3: Develop & Implement Plan

- Select the intervention(s), intensified instruction, or strategies that will address the problem and meet the goal
 - Make sure it aligns to the tier identified in Step 1!
- Develop and implement the plan with **fidelity**
 - **Fidelity = Did we do what we said we were going to do!**



Homework

- ❑ **MEET AS A TEAM OUTSIDE OF TODAY!!**
 - ❑ Meet monthly to create momentum
- ❑ Complete Step 3 of the 4 Step Problem Solving Process
 - ❑ **Make sure to validate Step 2!**
- ❑ Complete the building IDEAL Action Plan alongside completing Step 3
- ❑ Schedule team time to meet with CO in Q1 TODAY
- ❑ Be ready to present on December 7th at “Half Way to CIP Retreat” Mini Retreat



NeMTSS
FRAMEWORK



Update: Teaching and Learning

Action Step 3: Embrace diversity, promote inclusion, and ensure that all students, regardless of background or ability, have the support and resources they need to thrive academically and personally throughout their PK-12 journey and into adulthood (annual increases in student group achievement and SEL results.)

- Inclusive Practices Academy
- Character Strong at RMS
 - PBIS Reboot @RMS
- MTSS-B Work
- EL Data Dig Process, Handbook
- UNO B3 Partnership, Y2
- PK 3&4 Blended Classrooms, Supplemental Curriculum (Kickstart),
- Focused/Strategic professional development opportunities for staff working with students with disabilities

Update: Community Collaboration

[Link to Update
Description
Document](#)

Goal #1: Enhancing partnerships and engagement with families, community organizations, and other stakeholders by strengthening trust, collaboration and community pride within our school district.

Goal #2: Expand partnerships with local businesses, government entities, non-profit organizations and community leaders (school business partnership program).

Goal #3: Expand relationships with community organizations to provide support services, resources and opportunities for staff, students and families

Goal #4: Empower parents and families to become more active in their children's education by involving them more thoroughly in the educational experience.

Goal #5: Utilize multiple communication strategies to keep our patrons, families and staff informed and engaged with our current goals, initiatives and achievements

Goal # 6: Continue to develop engagement from our alumni through newsletters, awards and scholarship opportunities



Update: Finance/Facilities

Action Step 1 Continue to assess and identify areas of our facilities in need of improvement, including life safety, comfort, air quality and conduciveness to learning.

- [Facility Assessment Phase II update](#) on completion and projected timeline, projects remaining.

Action Step 2 Develop a repair/replacement schedule for [roofing](#), HVAC and Technology Replacement

- Phase II Facility Plan and Tech replacement plan completed

Action Step 3 Create and maintain a district budget that addresses short and long-term planning strategies, including the equitable distribution of resources and the effective utilization of budget management strategies.

- Re-evaluated and reallocated elementary and Science department budgets
- Increase contribution to the depreciation fund for fully 1-to-1 technology

Action Step 4 Identify areas of opportunity for cost reduction and efficiency improvement.

- Continued consolidation of technology/software vendors
 - EXAMPLE: All student records now located in Parchment
- Re-established use of PaperCut on copiers districtwide

Update: Staffing, Support, and Leadership

Action Step 1 Enhance our current candidate pool to include more staff that resemble our current student body.

Action Step 2 Create a climate and culture that best fosters engagement, safety and belonging.

Action Step 3 Continue to build upon our internal employment pipeline by sponsoring internships, leadership education classes, paraprofessional to teacher programs and Educator Rising.

Action Step 4 Offer professional development opportunities which are timely and relevant to staff from induction to retirement.

Action Step 5 Grow a culture of distributed leadership, teamwork and staff engagement.

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Update: Staffing, Support, and Leadership

Action Step 1: Enhance our current candidate pool to include more staff who resemble our current student body.

- Prioritize recruitment strategies that reflect and value diversity, equity, and inclusion - *Ongoing*
- Promote our Bilingual bonus program for Classified applicants - *Ongoing*
- More actively recruit in the Ralston community
 - Recruitment booth at Rams Under the Lights and District Vocal Festival (as needed)
 - District Social Media & Newsletter
 - "Community drop-in interview day" - *Planning*

Action Step:2 Create a climate and culture that best fosters engagement, safety, and belonging.

- "Stay" interviews with certified and classified staff ~~FALL 2025~~ **FALL 2026**
- In addition to Frameworks Surveys, administer "Check the pulse" perception surveys **SPRING 2027**
- Expanded opportunities for cross-district outings to build district-wide community - **In Development**
 - (e.g.. RPS trivia night with a travelling trophy)
- Review feedback from exit interviews and share helpful insights with Cabinet-level leadership and building principals when appropriate, to support thoughtful planning and future decision-making (*see summary below*)- **Ongoing**.
 - Updated exit survey to provide anonymity in open responses

Action Step 3: Continue to build upon our internal employment pipeline by sponsoring internships, leadership education classes, paraprofessional-to-teacher programs, and Educator Rising.

- Develop and maintain a database to track Educators Rising alumni. *Currently In Progress*
- Broaden the pool of student teacher candidates.
 - Collaborate with local universities to place student teacher candidates within RPS- *Ongoing*
 - Design and implement an incentive program to encourage RPS teachers to host student teacher candidates- *Ongoing*
 - Monitor and evaluate stipend packages offered by other districts for competitive comparison- *Ongoing*
- Maintain and enhance initiatives that motivate paraprofessionals to participate in para-to-teacher pipeline programs, leveraging partnerships with local Universities *Currently In Progress*
- Continue to offer the Ralston Public Schools Leadership Academy (Dr. Zabrowski-Gates)
- **New** partnership with UNO EdS Principal Cohort Pilot Program (Ralston, Papillion-LaVista, Westside, Gretna)

Action Step 4: Offer professional development opportunities that are timely and relevant to staff from induction to retirement.

- Develop a professional development system for classified staff that aligns with best practices, supports the specific responsibilities of their roles, and advances the objectives of the district's strategic plan

Currently In Progress

- Collaborate with Teaching & Learning to provide multiple professional development opportunities, ensuring they meet the varied needs and expertise of all certified staff members

Currently In Progress

- Expand PD offerings to include paraprofessionals and substitute teachers - *In progress/Developing*

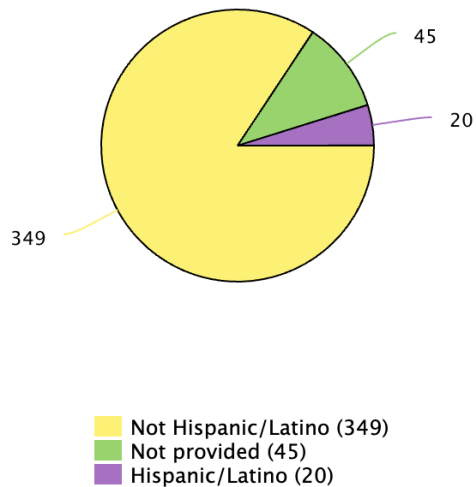
Action Step 5: Grow a culture of distributed leadership, teamwork, and staff engagement.

- Actively support and empower teacher-leaders to participate in decision-making processes and serve on leadership committees
 - CIP retreat
 - Toolbox
- *Ongoing*
- Teacher-led PD sessions at district in-service & teacher mentor meetings - *Ongoing*
- Support teacher-leaders in presenting at state and national conferences to showcase their expertise and the outstanding initiatives within the Ralston District-*Ongoing*

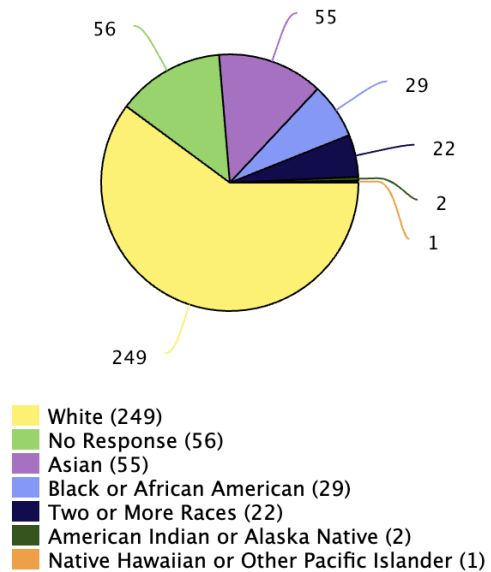
CERTIFIED DEMOGRAPHIC INFORMATION 2025-2026

Demographics

Ethnicity



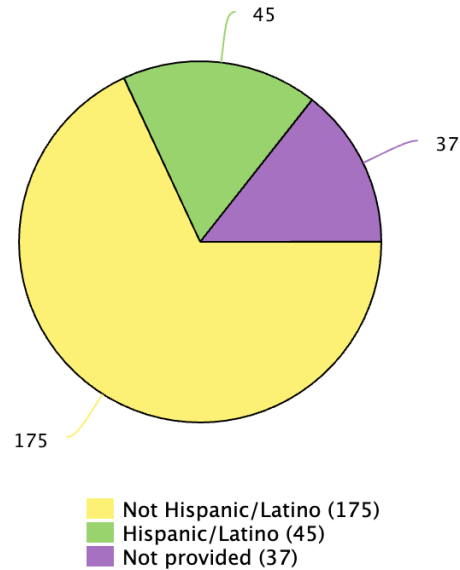
Race



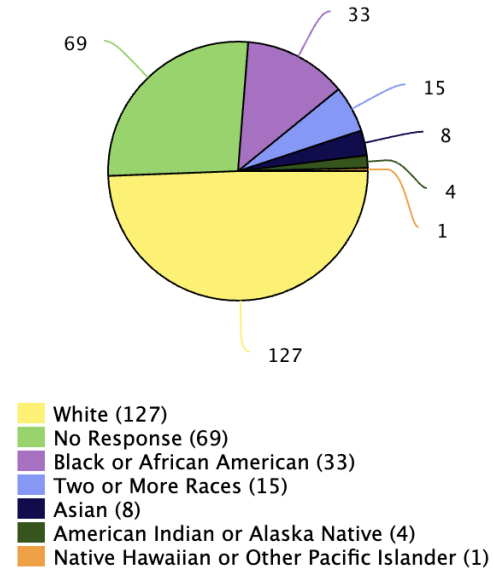
CLASSIFIED DEMOGRAPHIC INFORMATION 2025-2026

Demographics

Ethnicity



Race



CERTIFIED STAFFING 2026-2027				POSITION		# OF APPLICANTS	
POSITION		# OF APPLICANTS		Lower Elementary		38	
Agriculture		2		Math		6	
B-3 ECSE		2		Elementary Resource		13	
Band		13		School Psychologist		2	
Behavioral Coach		3		Science		3	
Counselor		4		Social Studies		28	
Deaf Education		3		Spanish		4	
EL		5		French		3	
English		15		Secondary Special Education		9	
Kindergarten		9				HOW DID THEY HEAR ABOUT RPS?	
Upper Elementary		36				WEBSITE	42%
CANDIDATE GENDER						EMPLOYEE REFERRAL	16%
FEMALE	63%					INDEED	4%
MALE	34%					CAREER FAIR	4%
NONE INDICATED	3%					NDE	15%
						SCHOOLS/SPRING	15%
						NONE GIVEN	4%

CLASSIFIED STAFFING 2026-2027		CANDIDATE GENDER	
POSITION	# OF APPLICANTS	FEMALE	60%
Paraprofessional	95	MALE	39%
Kitchen Assistant	19	NONE INDICATED	1%
Custodian	61		
Technology Specialist	22	CANDIDATE LOCATION	
Bilingual Liaison	13	NEBRASKA	90%
Accompanist	6	IOWA	6%
Transportation Para	6	OTHER U.S. STATE	4%
Executive Assistant to the Superintendent	17		
Secretary	10	HOW DID THEY HEAR ABOUT RPS?	
SLI	4	WEBSITE	15%
Sign Language Para	6	EMPLOYEE REFERRAL	7%
Driver	11	INDEED	66%
		SCHOOLSPRING	4%
		NONE GIVEN	8%

OTHER APPLICANT CATEGORIES	
POSITION	# OF APPLICANTS
Future positions	60
International applicants	83
Substitute teachers	89
Coaches	15
	

RPS Student Teacher Trend Data		
SEMESTER	# OF STUDENT TEACHERS	# HIRED
FALL 2023	5	1
SPRING 2024	7	1
FALL 2024	6	1
SPRING 2025	6	3
FALL 2025	3	1
SPRING 2026	7	4
FALL 2026	5	TBD

GROW YOUR OWN CANDIDATE DATA

COHORT	# OF PARTICIPANTS	# HIRED
2024 - 2026	2	2
2025 - 2027	1	TBD
2026 - 2028	4	TBD



Themes & Highlights from Certified Exit Surveys - Spring 2026

Top 6 Positive Themes:

1. **Student Interaction and Growth:** The most frequently cited rewarding aspect of the job is working directly with students, building meaningful relationships, and witnessing their academic and personal growth.
2. **Colleague Collaboration and Support:** Building professional connections, engaging in team planning, and social time with coworkers are viewed as essential highlights that foster a positive work environment.
3. **Community and Culture:** Many staff members value the district's "small-town" atmosphere, sense of pride, and inclusive environment that effectively supports diverse student cultures.
4. **Administrative Support:** Despite some criticisms, many staff reported positive experiences with administrators who were accessible, responsive to questions, and provided an "open door" policy.
5. **Student-Focused Initiatives:** Staff take pride in the district's ability to provide a variety of afterschool clubs, athletics, and diverse course pathways that prepare students for future success.
6. **Staff and Resource Support:** Teachers appreciate the availability of Foundation Grants for materials and effective mentorship programs that help new staff integrate into the environment.

Top 6 Areas of Concern:

1. **Workload and Administrative Burden:** Staff report being overwhelmed by excessive documentation (IEPs, progress reports), grading, data entry, and test preparation, often leading to burnout and a lack of work-life balance.
2. **Leadership and Communication:** There is significant frustration regarding a lack of transparency, top-down decision-making without staff input, and inconsistent or dismissive administrative communication.
3. **Student Behavior and Accountability:** Persistent disruptive student behavior, coupled with inconsistent enforcement of school policies and a lack of administrative support for managing these behaviors, undermines staff authority and creates a challenging learning environment.
4. **Professional Environment and Culture:** Many respondents describe a challenging, sometimes toxic, climate characterized by feelings of isolation, cliquishness, and a sense that professional expertise is undervalued or unfairly scrutinized.
5. **Logistics and Resource Constraints:** Staff are impacted by staffing shortages, inadequate physical resources, and a lack of dedicated planning time, with traveling staff facing additional strain due to commute times and lack of workspace.
6. **Professional Development and Growth:** There is dissatisfaction with the quality and relevance of professional development, which is often described as patronizing, disconnected from classroom realities, or compliance-focused rather than supportive.

Continuous Improvement Surveys

What are general themes you noticed?

Where do you see areas of celebration?

Where are there opportunities for improvement?

Additional Questions or Comments?

Ralston
PUBLIC SCHOOLS
www.ralstonschools.org



Educational Purpose

A community dedicated to achieving excellence through purposeful instruction and nurturing a climate of hope and inclusion.

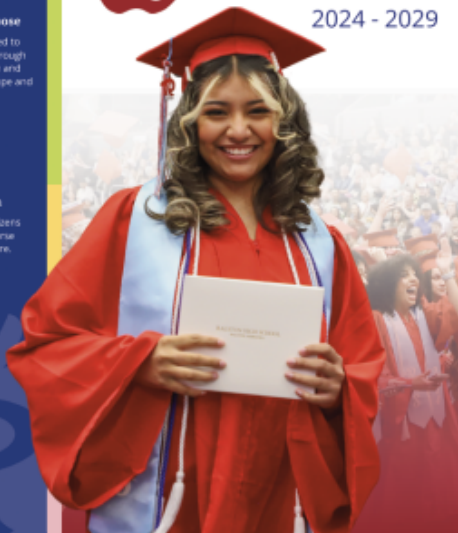


District Vision

Cultivating resilient citizens prepared for the diverse demands of the future.

Strategic Plan

2024 - 2029



Equity • Relationships • Integrity • Empowerment • Care



Ralston
PUBLIC SCHOOLS