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MEMORANDUM

TO: Superintendent

FROM: Karen Haase and Kelley Baker

DATE:

RE: 3000 Series Policies

We have attached the 3000 series policies that deal with Business Operations.

Policy No. 3001 deals specifically with creating a budget and related requirements.

Policy Nos. 3002 to 3009 address different topics regarding financial issues and the manner in which they should be handled. These topics include issues such as deposits, bid letting and contracts, purchasing, school activity funds, controlling receipts, review of receipts, grants, gifts and bequests, and audits. They will ensure that the school board recognizes that money and money management support the whole school program.

Policy No. 3010 addresses insurance as it relates to protecting the school district, the board as a corporate body, individual board members, appointed officers, employees, and volunteers from financial loss arising from any claim, demand, suit or judgment. The school district's insurance should be reviewed annually or as the need arises.

Policy No. 3011 addresses transportation. Please review it to make sure it is consistent with your transportation plan. If you have adopted a different plan, substitute yours for our form plan. If you would like us to review it, please e-mail it to us.

Policy No. 3012 addresses the provision of a hot lunch program for the students.

Policy No. 3013 on emergency closing states that school will be held on each day of the school calendar unless the board of education or superintendent determines that school should not be in session.

Policy No. 3014 addresses the use of school property. It is a complex subject with practices and beliefs that vary from district to district. Please review the policy to make sure it conforms to your district's philosophy and practices. If you would like us to review your practices and assist with revision of the policy, please let us know.

Policy No. 3015 states that school activities will not be held on Wednesday nights or Sundays. If you have other days designated for time away from school activities, modify the policy accordingly.

Policy No. 3016 provides three options regarding smoking. Please select the one that is appropriate for your school district.

Policy No. 3017 addresses communicable diseases. It sets forth steps to take if it is determined that a staff member or student has a high risk communicable disease.

Policy No. 3018 provides a method for denying access to school activities or school premises. It permits an administrator to limit or deny access to certain school activities or school premises for various reasons.

Policy No. 3019 states that the sale of school property must be made with the best interests of the school in mind. It sets forth the statutory requirement that the sale of school property be approved by a two-thirds vote of the board of education at a regular board meeting.

Policy No. 3020 addresses copyright compliance. It states that teachers and students may not use any media in a manner that is in violation of the Copyright Act.

Policy No. 3021 sets forth the procedures for dealing with the designation of community schools and advisory committees under LB126.

Policy No. 3022 addresses the use of volunteers and includes a form for creating a volunteer service agreement.

We are excited to be working with you to create a set of policies that works for your school district. If you have policy questions or need anything else from us, please don't hesitate to call. We welcome your questions, suggestions, and thoughts as your board works its way through these policies.

3000 Series Policies

3001	Budget
3002	Deposits
3003	Bid Letting and Contracts
3004	Purchasing
3005	School Activities Fund
3006	Controlling Receipts
3007	Review of Bills
3008	Gifts, Grants and Bequests
3009	Audit
3010	Insurance
3011	Transportation
3012	Hot Lunch
3013	Emergency Closings
3014	Use of School Property
3015	Time Away From School Activities
3016	Smoking
3017	Communicable Diseases
3018	Denial of Access to School Premises
3019	Sale or Disposal of School Property
3020	Copyright Compliance
3021	Designation of Community Schools
3022	Volunteers

3023 Electronic Records Management

3024 Booster Clubs and Parent-Teacher Organizations Policy

3001
Budget

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

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

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

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

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

3002
Deposits

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

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

3003
Bid Letting and Contracts

1. **General Bidding Policy**

   a) At the discretion of the board, contracts may be oral or written, formal or informal, expressed or implied true or quasi contracts.

   b) The quality of the product and its suitability for the purpose for which it will be used, not price alone, shall be considered in determining the awarding of contracts.

   c) The board reserves the right to reject any or all bids.

2. **Informal Bidding for Moderate Purchases**

   a) Written quotes shall be requested on orders of supplies and equipment, new construction, or repair and renovation, when the estimated cost is between $2,000 and $5,000. Such written quotes shall be kept for reference.

   b) These quotes can be accepted without board action, but shall be requested in writing and shall be kept on file.

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

   a) The board of education may solicit bids for the provision of large orders of supplies and equipment, new construction, or repair and renovation, if the estimated amount for the supplies and/or equipment exceeds $5,000.00.

   b) Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project exceeds $40,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

   c) In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds $40,000.

   d) Advertising for Bids

1) The superintendent or designee will arrange to advertise for bids under this section by publishing notice in the _____ (local paper) at least two weeks prior to the date on which bids are due.

2) Nothing in this policy shall prevent the superintendent or designee from advertising the additional media outlets or for a longer period of time.

e) Bid Documents

(1) The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.

(2) The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

(3) Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

(4) If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

(5) Sealed bids will be opened in place and at the specific time stated in the bid form. Bidders shall be notified of the opening and invited to be present.

(6) The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest responsible bidder whose bid meets the bid specifications.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3004
Purchasing

1. General Purchasing Policy

a) The school district's budget shall be the guide for all purchases. No employee of the district may make a purchase that is not provided for in the budget without the board of education's approval.

b) The board intends to purchase competitively, whenever possible, without prejudice and to seek maximum educational value for every dollar expended.

c) The acquisition of services, equipment and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district.

d) Unauthorized purchases or commitments of district funds are not permitted and will be the responsibility of the person making the commitment.

2. Building-Specific Purchasing

a) School buildings are operationally under the control of building principals. Principals have control and responsibility for the building and grounds, for all supplies and equipment housed at the building, for all school-related activities in the building, and for all pupils, teachers, and other employees assigned to the building.

b) Principals, in consultation with their staff, are responsible for requisitioning, managing, distributing, and utilizing supplies within the building.

c) The superintendent of schools or his designee is responsible for the requisitioning, managing, distributing, and utilizing of supplies for maintenance and transportation.

d) The administration office is responsible for the actual purchasing of supplies and for providing the necessary forms for establishing efficient procedures to facilitate the process.

3. **Purchasing Procedures**

a) School personnel must secure the approval of an authorized administrator before making any purchases.

b) Employees making a purchase must attach a receipt or invoice to all requests for payment of items, must sign all purchase receipts or charge slips, and must submit receipts to the office of the superintendent no later than _____ prior to the next regular board meeting.

c) All purchases of goods and services made with district funds must be made on a properly executed purchase order.

d) All purchases shall be initiated with a purchase order. Purchase orders are signed by the person responsible for that particular budget and finally by the superintendent.

4. **Purchasing Controls**

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

a) establish specifications for goods and services as needed;

b) identify several existing, commercially available "standard brands" that meet those specifications as examples; and

c) invite vendors to bid, based on those examples, or comparable ones, which the vendors believe to be acceptable according to the specifications.

5. **Relations with Vendors**

a) The board wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. The school shall not extend favoritism to any vendors. Each order shall be

placed on the basis of quality, price and delivery, with past services being a factor if all other considerations are equal.

b) Unless such purchase is made in compliance with applicable state statutes, no purchase will be made from:

(1) a board member;

(2) a board member's parent, spouse, child or a member of his/her immediate household; or

(3) any enterprise in which a board member has a direct or indirect interest (except public utilities).

c) No employee shall endorse any product of any type or kind in such a manner as will identify him/her in any way as an employee of the school district.

d) The board believes in patronizing local businesses. Consequently, when proposals are judged to be equal in terms of quality, price, and/or service, the contract or purchase will be awarded to the firm that is located within the district. However, the board will not sacrifice either quality or economy to patronize local businesses.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3005
School Activities Fund

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

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

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

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

3006
Controlling Receipts

1. No person, including school employees, shall be permitted to cash personal checks.

2. All receipt books and deposit books will be pre-numbered.

3. When checks are received, they will be marked on the back "For Deposit Only." They will be listed on deposit slips and deposited weekly, at a minimum, and sooner if the combined receipts of the district's accounts exceed $_____.

4. The Hot Lunch Fund shall have deposit ticket numbers and dates put in the corresponding receipt books.

5. Receipt of Monies

    a. All receipts shall be counted on the date they are received.
    b. Two or more persons shall count the receipts, record the amount collected on a receipts form, initial it, and give it to the superintendent.
    c. The monies will then be sealed in an envelope or locked in a money bag and deposited directly at the district's depository institution. If the district's bank is not open or inaccessible, the envelope/money bag may be locked in the district's safe until it can be delivered to the bank.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3007
Review of Bills

The president of the board of education shall appoint a board member or committee of the board to meet with the superintendent of schools each month to review all bills that are to be presented to the board for payment. The board member or committee shall report its recommendations to the board.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3008
Gifts, Grants and Bequests

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

3009
Audit

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

3010
Insurance

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

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

3011
Transportation

1. Transportation of Students

   a. The school district will provide transportation on each day school is in session to the students who reside in the district and qualify for transportation according to the district's transportation plan. The families of students who will not be provided transportation pursuant to the district's plan will be reimbursed according to statute if they qualify for such reimbursement.

   b. The district will provide transportation to tuition students in accordance with the contract provisions, if any, for services from the contracting districts.

   c. The use of buses for class parties, field trips, and similar purposes shall require the prior approval of the superintendent or appropriate principal.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3012
Hot Lunch

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

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

3013
Emergency Closings

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

3014
Use of School Property

1. General Facilities Use Guidelines

   a. School facilities may be used by various education and community organizations when it is in the interest of the general public.

   b. Any person or group using school facilities must assure that it will be responsible for maintaining order, protecting property, and providing security and safety. If students are part of the group using the facility, the adult in charge must be a parent, staff member or school board member. Activities or entertainment held on school premises shall be of a suitable, moral nature for such premises.

   c. Only those organizations and persons who are known to school officials, who have financial resources sufficient to cover all rentals and possible damages, and who are willing to discharge such obligations shall be permitted to use the school facilities and equipment. The rental fees for major school facilities shall be set by the superintendent and approved by the board. The board shall review facility rental fees annually.

   d. The shop and weight room may not be used by students when school is not in session, unless supervised by a qualified instructor.

   e. The district shall provide access to buildings, grounds and activities to students, parents or guardians of students, and other persons who have legitimate reasons for being on school grounds.

   f. Commercial groups or organizations shall not be allowed to use the building unless sponsored by the school or authorized by the board.

2. Use of School Property by Student Groups

   a. Curriculum-related student groups and other school organizations

      i.) School organizations may use school facilities at no cost to the group, if they restore the facilities to their normal state after using them.

      ii.) The district shall bear any costs for a school group (e.g., the fee paid to a cook or a custodian required to be in attendance).

b. Non-curriculum related student groups

i. Boy Scouts, Girl Scouts, Campfire, 4-H groups and similar youth groups that involve mainly young people living within the district may use the school building after school hours as a meeting place without charge.

(1) Such meetings shall be held while the building is normally open and there is a minimum of interference with custodians or other school personnel or facility use.

(2) These groups may use the school buildings in the evening for meetings if the group is sponsored by adults and the adults assume responsibility for cleanup and placing the area back in the condition it was in prior to use.

ii. Non-curriculum related student groups must secure the superintendent's permission before meeting on school premises.

iii. Non-curriculum related student groups may meet only on school premises at times and places determined by the superintendent or designee.

iv. Non-curriculum student groups must meet each of the following conditions to secure the superintendent's permission to use school facilities:

(1) The meeting will be held during non-instructional time.

(2) The district has facilities available to accommodate the meeting.

(3) The meeting is voluntary and student initiated.

(4) An employee of the district will be present in a non-participating capacity, unless the superintendent specifically waives this requirement.

(5) The meeting will not substantially interfere with the orderly conduct of educational activities within the school.

(6) Persons who are not regularly enrolled students or

employees of the district will not direct, conduct, control or regularly attend the meetings.

c. For purposes of this policy:

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

ii. “Non-Curriculum Related Student Groups” shall mean: Any group which is not a curriculum-related student group.

3. Use of facilities by non-student groups

a. The superintendent or designee may authorize the use of any school facilities for non-school activities, according to policy guidelines.

b. Activities that would be acceptable, subject to review and approval of the board include:

i. The local teacher association may hold meetings when student classes are not in session and staff members are not on duty.

ii. The district will allow local religious organizations to use school facilities on an emergency, short-term basis. The board reserves its right to assess a rental fee for these or similar activities.

c. Denial of access

i. The superintendent or designee (referred to herein as administrator) may limit or deny access to school buildings, grounds, and activities to any person whom the administrator deems to be using the facilities inappropriately.

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

from law enforcement authorities to remove an offending person from the school grounds.

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

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

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

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

3015
Time Away From School Activities

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

“Option A”

3016
Smoking

Smoking is not permitted on school property at any time.

“Option B”

3016

Use of Tobacco Products

The use of any tobacco product is not permitted on school property at any time.

“Option C”

3016
Smoking

Smoking is permitted on school property only in specifically designated areas.

3017
Communicable Disease

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

1. The district will monitor the information available through the Federal Centers for Disease Control and the Nebraska State Department of Health. These regulations and the procedures to implement them will be modified, if appropriate, based upon the best new medical information provided by the above sources.

2. A student who has been diagnosed as having a high-risk communicable disease shall be provided a program of services in accordance with state law and board policy. The decision regarding the student's education program and placement shall be made on an individual basis in light of current medical and educational information and recommendations, and the superintendent's judgment.

3. Individuals with high-risk communicable disease shall be restricted only to the extent necessary to prevent the transmission of the disease, and to protect their health and rights of privacy.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3018
Denying Access to School Premises or Activities

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

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

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

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

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

result that the person is requesting.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3019
Sale or Disposal of School Property

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

3020
Copyright Compliance

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

3021
Designation of Community School

Any parent may submit a request that the elementary attendance center which his or her child attends be designated a community school. The parent must put the request in writing, date it, sign it, and submit it to the office of the superintendent of schools. At his/her discretion, the superintendent may require the parent to provide proof of identity and verify that he or she has a child enrolled in the affected school.

Upon receiving the request, the superintendent will place the matter on the agenda of the board of education's next regularly-scheduled meeting. At the meeting, the board will (1) appoint 3 to 6 individuals to serve as members of the operating council of the community school; and (2) schedule a date and time for the organizational meeting of the operating council. The meeting must be scheduled within 60 days of the date that the superintendent's office received the request.

Members of the operating council will determine the timing and procedures for selecting successor members. Upon the formation of an operating council, the administration shall take reasonable steps to ensure that the council is provided with the information required by statute. When an operating council wishes to exercise its right to advise the board about matters affecting the community school, it must notify the superintendent of schools at least seven days prior to the board's next regular meeting. The superintendent will then place the matter on the board's agenda. The board retains the right to make and enforce reasonable rules and regulations regarding the conduct of operating council members at board meetings.

An operating council may vote to discontinue the community school designation upon a majority vote of the members of the council. That vote will be reported to the board of education at its next regular meeting.

Adopted on: _____
Reviewed on: _____
Revised on: _____

3022
Volunteers

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

1. Volunteers must provide the district with directory information including their name, address, and telephone number.

2. Volunteers who will provide more than three (3) hours of time per week must promptly execute a Volunteer Services Agreement.

3. The district may, but is not required to, conduct a criminal background check on any volunteer. A volunteer who objects to such a check must inform the principal of the building in which he or she serves.

4. Volunteers shall not perform the duties of a teacher as that term is defined in Nebraska statutes or regulations.

Adopted on: _____
Revised on: _____
Reviewed on: _____

ELECTRONIC RECORDS MANAGEMENT POLICY

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

3024
Booster Clubs and Parent-Teacher Organizations Policy

Parent-teacher organizations and booster clubs (collectively, "Supporting Entities") promote goodwill throughout the community and strengthen educational programs via parental and community involvement in the district. However, the district's involvement in Supporting Entities may result in negative legal and political consequences.

Supporting Entities are separate entities from the district and board. Therefore, district employees may only participate in a Supporting Entity's activities as a member, officer, or director of the Supporting Entity. District employees may not participate in Supporting Entities in their capacity as a district employee. Further, in-school announcements for Supporting Entity sponsored functions must provide a clear indication that the function is sponsored by the Supporting Entity.

Notwithstanding anything herein to the contrary, an administrator employed by the district may attend the meetings of the Supporting Entity. An administrator who attends Supporting Entity meetings must strongly ***recommend*** that the Supporting Entity adopt the following policies:

(a) The Supporting Entity should legally establish itself as a Nebraska Nonprofit Organization.

(b) The Supporting Entity should require that

i. all checks written out of the Supporting Entity's checking account contain two signatures;

ii. sales slips, receipts, or invoices for every expenditure be provided to the Supporting Entity's treasurer and kept in the Supporting Entity's records; and

iii. bank statements be reviewed and approved by the Supporting Entity treasurer and reconciled by a Supporting Entity officer that does not have check-signing authority;

Supporting Entities may only use the district's facilities for meetings or public activities, and may only use the district's names, logos, or mascots, upon prior written approval of a district administrator.