

Hemingford Public Schools – District 10

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STUDENT TRANSPORTATION - 801.01

Students living more than four miles from the school shall be entitled to transportation to and from the school by school transportation, as long as they are a resident student of the district. Option students may meet the bus at a pre-arranged bus stop within the district or near the boundaries of the district, as determined by the transportation director.

Parents of students who live where transportation by bus is impracticable or unavailable may be required to furnish transportation to and from the designated attendance center at the expense of the school district. Those parents who transport their children at the expense of the school district shall be reimbursed in accordance with state statute.

A student may be required, at the board's discretion, to meet a school vehicle without reimbursement up to three-fourths of a mile. The board may require the parent to transport their children to connect with emergency bus routes when weather conditions warrant it.

Legal Reference: Neb. Statute 79-601 et seq.

FIRST READING March 10, 2008

SECOND READING: April 14, 2008

Hemingford Public Schools – District 10

SPECIAL EDUCATION STUDENT TRANSPORTATION – 801.02

Transportation of students who require special education services shall generally be provided as for other students, when appropriate. Specialized transportation of a student to and from a special education instructional service is a function of that service and, therefore, an appropriate expenditure of special education instructional funds generated through the weighting plan.

Transportation of a student to and from a special education support service is a function of that service, and shall be specified in the individual education program. When the IEP team determines that unique transportation arrangements are required and the arrangements are specified in the IEP, the school district will provide one or more of the following transportation arrangements for instructional services and the AEA for support services:

- Transportation from the student's residence to the location of the special education or care services and back to the student's residence.
- Special assistance or adaptations in getting the student to and from and on and off the vehicle, en route to and from the special education.
- Reimbursement of the actual costs of transportation when by mutual agreement the parents provide transportation for the student to and from the special education.

Legal Reference: 20 U.S.C. §§ 1401, 1701 et seq. (1994).
34 C.F.R. Pt. 300 et seq. (1996).

FIRST READING March 10, 2008

SECOND READING: April 14, 2008

Hemingford Public Schools – District 10

BUS SCHEDULING AND ROUTING – 801.03

School bus stops and routes will be determined by the transportation director and will be based upon efficiency, safety, board policy and applicable state and federal laws and rules.

The transportation director will also:

1. Annually review and assess school bus routes, stops and loading zones for safety, changing student population and supervision of students;
2. Advise parents of any changes in transportation policy affecting their students as early as possible and be responsive to parents' calls for assistance in seeking alternatives to busing; and
3. Work with cities, the county and other appropriate governmental agencies on a continuing basis regarding transportation issues.

FIRST READING March 10, 2008

SECOND READING: April 14, 2008

Hemingford Public Schools – District 10

BUS SAFETY PROGRAM – 801.04

The transportation director shall plan and implement a safety-training program for school bus drivers and vehicle passengers. The superintendent shall monitor the scheduling of in-service and educational opportunities for transportation personnel to improve their awareness and skills regarding school bus safety. School bus drivers shall attend local workshops and all transportation related in-service meetings.

Administrative rules and regulations shall be adopted to govern the safe operation of school buses. Students violating these regulations may have their riding privileges revoked or suspended. Parents will be responsible for damage done to transportation vehicles or equipment by their children.

The school district shall conduct school bus safe riding practices instruction and emergency safety drills at least twice a year for students who utilize school district transportation. The emergency evacuation drill procedures should be conducted according to guidelines established by the Nebraska Department of Education.

Each school bus vehicle shall have, in addition to the regular emergency safety drill, a plan for helping those students who require special assistance to safety during an emergency. This shall include, but not be limited to, students with disabilities.

All transportation vehicles shall be acquired and maintained to meet or exceed NDE Minimum Equipment Standards for student transportation vehicles. The transportation director shall develop a systematic preventive maintenance program including daily, weekly, monthly, and annual schedules to insure vehicle safety and reliability. This will include a record keeping system for maintaining inspection reports along with procedures for filing reports and certifications to meet requirements of the Nebraska Department of Education.

Legal Reference: Neb. Statute 79-601 to 610

Cross Reference: 508.05 Emergency Plans and Drills
 905 Safety Program

FIRST READING March 10, 2008

SECOND READING: April 14, 2008

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BUS DRIVER SUPERVISION - 801.05

School bus drivers must pass physical examinations and meet other criteria as established by state and federal law and by the Nebraska Department of Education. Bus drivers must have a valid student transportation vehicle operator's permit and shall have it in their possession when transporting students. This does not apply to the operator of a small vehicle being used only for extracurricular activities.

School bus driver selection procedures will be developed to ensure acceptance of drivers whose capabilities are commensurate with job responsibilities.

All school bus drivers are required to inform the district immediately of any change in their driving or criminal records that could affect their eligibility to maintain the student transportation vehicle operator's permit.

Legal Reference: NDE Rule 91

FIRST READING March 10, 2008

SECOND READING : April 14, 2008

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STUDENT TRANSPORTATION FOR EXTRACURRICULAR ACTIVITIES- 801.06

The board in its discretion may provide school district transportation for extracurricular activities including, but not limited to, transporting student participants and other students to and from extracurricular events.

Students participating in extracurricular events, other than those held at the school district facilities, may be transported to the extracurricular event by school district transportation vehicles or by another means approved by the superintendent. Students attending extracurricular events, other than those held at the school district facilities may be transported to the extracurricular event by school district transportation vehicles.

Students, who are provided transportation in school district transportation vehicles for extracurricular events, shall ride both to and from the event in the school vehicle unless prior approved arrangements have been made with the building principal, activities director, or coach/sponsor prior to the event. A student's parent may personally appear and request to transport the student home from a school-sponsored event in which the student traveled to the event on a school district transportation vehicle. Written notes are required along with the parent's physical presence at the activity.

It shall be the responsibility of the superintendent to make a recommendation to the board annually as to whether the school district shall provide the transportation authorized in this policy. In making the recommendation to the board, the superintendent shall consider the financial condition of the school district, the number of students who would qualify for such transportation, and other factors the board or superintendent deem relevant.

Legal Reference: Neb. Statute 79-610 et seq.

Cross Reference: 504.19 Student Fees

Cross Reference: 506.11 Secondary Student Activity Travel

FIRST READING March 10, 2008

SECOND READING: April 14, 2008

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SUMMER SCHOOL PROGRAM TRANSPORTATION SERVICE – 801.07

The school district may use school vehicles for transportation to and from summer extracurricular activities. The superintendent shall make a recommendation to the board annually regarding their use.

Transportation to and from the school and the student's home for summer school instructional programs is not currently provided, due to the voluntary nature of attendance at summer school.

Cross Reference: 604.02 Summer School Instruction

FIRST READING March 10, 2008

SECOND READING : April 14, 2008

Hemingford Public Schools – District 10

TRANSPORTATION OF NONRESIDENT AND NONPUBLIC SCHOOL STUDENTS - 801.08

The board has sole discretion to determine the method to be utilized for transporting nonresident and nonpublic students. Nonresident students may be, and resident students attending a nonprofit private school accredited by the Nebraska Department of Education, will be transported from one point to another on an established public school vehicle route at times when transportation is being provided for public school children. Nonresident and nonpublic school students shall obtain the permission of the superintendent prior to being transported by the school district. The superintendent shall determine the nearest or most easily accessible points to pick up and discharge the students.

Parents of resident students who provide transportation for their children attending a nonpublic school accredited by the Nebraska Department of Education will be reimbursed at the established state rate. This reimbursement shall be paid only if the school district receives the funds from the state. If less than the amount of funds necessary to fully reimburse parents of the nonpublic students is received by the school district, the funds shall be prorated.

While there is currently no charge to parents of non-resident students for transportation costs, parents must meet the bus at a bus stop determined by the director of transportation that falls in or close to district boundaries.

Continued transportation of nonresident and nonpublic school students on a public school vehicle route will be subject to resident public school students' transportation needs. The superintendent shall make a recommendation annually to the board regarding the method to be used. In making a recommendation to the board, the superintendent shall consider the number of students to be transported, the capacity of the school vehicles, the financial condition of the school district and other factors deemed relevant by the board or the superintendent.

Nonresident and nonpublic school students shall be subject to the same conduct regulations as resident public students as prescribed by board policy, and to other policies, rules, or regulations developed by the school district regarding transportation of students by the school district.

Cross Reference: 502.02 Nonresident Students

FIRST READING March 10, 2008

SECOND READING : April 14, 2008

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TRANSPORTATION OF NONSCHOOL GROUPS – 801.09

School district vehicles may be available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities for transporting to and from non school-sponsored activities within the state as long as the transportation does not interfere with or disrupt the education program of the school district and does not interfere with or delay the transportation of students.

The local nonprofit entity must pay the cost of using the school district vehicle as determined by the superintendent.

Cross Reference: 1001 Principles and Objectives for Community Relations

FIRST READING March 10, 2008

SECOND READING : April 14, 2008

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TRANSPORTATION IN INCLEMENT WEATHER - 801.10

School district buses will not operate when weather conditions due to fog, rain, snow or other natural elements make it unsafe to do so. Because weather conditions may vary around the school district and may change quickly, the best judgment possible will be used with the information available.

The final judgment as to when conditions are unsafe to operate will be made by the superintendent. The superintendent will be assisted by the actual "on location" decisions and reports of the drivers.

When weather conditions deteriorate during the day after school has begun, cancellation notices will be announced by commercial radio and web site. Students will be returned to their regular drop-off sites unless weather conditions prevent it. In that case, emergency bus routes will be utilized.

Cross Reference: 602.02 School Day

FIRST READING March 10, 2008

SECOND READING April 14, 2008

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SCHOOL-OWNED VEHICLES - 801.11

The board may approve the purchase of vehicles to be used by staff for district business, including transportation services. The superintendent will develop and maintain regulations that define the appropriate use and care of district vehicles and the responsibilities of district staff using those vehicles.

Personal use of district vehicles is prohibited except where authorized by the administration.

All drivers operating district-owned vehicles shall use seat belts.

The driver of any district-owned vehicle, except school buses, is responsible for determining that the proper number of seat belts is available for the passengers. The vehicle shall not be driven until the driver and all passengers are buckled up.

Staff members that have been found guilty of a reckless driving violation or of driving under the influence will not be allowed to drive district owned vehicles, until a period of three years since the violation has elapsed.

FIRST READING March 10, 2008

SECOND READING : April 14, 2008

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STUDENT TRANSPORTATION IN PRIVATE VEHICLES - 801.12

Standing authorization shall be granted by the board to school administrators, school nurses and other student services personnel designated by the superintendent.

Personnel with standing authorization or with special permission to use their own cars for transporting students must carry liability insurance coverage in compliance with state law. A record of such coverage shall be placed on file with the appropriate administrative official.

Special permission for providing student transportation may be granted in exceptional cases by the principal to other professional staff members such as coaches, music teachers and activity sponsors. Exceptional cases shall be determined by review of the number of students traveling, relative costs, safety factors and distance providing as follows:

1. The school administrator has approved the activity;
2. A permission slip signed by the student's parent(s) has been received by the principal or his/her designee, granting permission for the student to participate in the field trip/activity and to ride in a privately-owned vehicle;
3. The adult/parent/employee driving the vehicle is properly licensed to drive and has provided proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Nebraska and as set by the district;
4. The vehicle contains an adequate number of seat restraints and the adult driver requires their use.

The district will develop procedures to implement this policy.

FIRST READING March 10, 2008

SECOND READING : April 14, 2008

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USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS - 801.13

The board discourages the use of private vehicles for district business. Staff will use district-owned vehicles whenever possible and should schedule activities and transportation far enough in advance to avoid any non-emergency use of private vehicles.

No staff member will use a private vehicle for district business without approval in accordance with established district procedures. Authorization to use a private vehicle must be obtained before actual use of the vehicle.

Staff members who are authorized to use a private vehicle on district business will be reimbursed in an amount established by the board, either by district mileage reimbursement or by the district providing the actual fuel for the trip.

A student will not be allowed to perform district business with his/her own vehicle. A student will be allowed to perform district business with a staff member's vehicle, but only after permission has been granted by the employee and the student's parents.

FIRST READING March 10, 2008

SECOND READING : April 14, 2008

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TRANSPORTATION RECORDS - 801.14

The superintendent will instruct the transportation supervisor to establish a record keeping system for district transportation services. The system shall itemize usage by vehicle, activity and mileage.

Maintenance, repair and depreciation costs shall also be allocated to each vehicle.

The board shall review on an annual basis the summary of these records and be advised of recommendations for changes to the district's transportation system.

FIRST READING March 10, 2008

SECOND READING: April 14, 2008

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USE OF VIDEO CAMERAS ON SCHOOL BUSES - 801.15

At this time, video cameras are not used on district buses to assist with discipline, but the board reserves the right to change this policy if the need arises.

FIRST READING: March 10, 2008

SECOND READING: April 14, 2008

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SCHOOL FOOD PROGRAM - 802.01

The school district may operate a school lunch and breakfast program. The school food program services may include hot lunches through participation in the National School Lunch Program and supplementary foods for students during the school day. Students may bring their lunches from home and purchase milk or juice and other incidental items.

School food service facilities are provided to serve students and employees when school is in session and during school-related activities. They may also be used under the supervision of the administration for food service to employee groups, parent-teacher meetings, civic organizations meeting for the purpose of better understanding the schools, and senior citizens in accordance with board policy.

The school food program is operated on a nonprofit basis. The revenues of the school food program will be used only for paying the regular operating costs of the school food program. Supplies of the school food program shall only be used for the school food program.

The board will set, and periodically review, the prices for school lunches, breakfast, and special milk programs. It shall be the responsibility of the superintendent to make a recommendation regarding the prices of school lunch, breakfast, and milk.

It shall be the responsibility of the Program director to administer the program and to cooperate with the superintendent and head cook for the proper functioning of the school food program.

Legal Reference: 42 U.S.C. §§ 1751 et seq. (1994).

Cross Reference: 1006.01 Use of School District Facilities and Equipment

FIRST READING: March 10, 2008

SECOND READING: April 14, 2008

Hemingford Public Schools – District 10

FOOD SERVICE PRICES

The food service prices shall be approved by the board of education each year, prior to the beginning of classes.

FIRST READING March 10, 2008

SECOND READING : April 14, 2008

Hemingford Public Schools – District 10

COLLECTION OF MONEY AND FOOD TICKETS-802.03

The superintendent shall be responsible for establishing procedures for the collection of lunch program money and issuance of food tickets, in cooperation with the local program director.

Proper accounting controls shall be created to ensure compliance with the National School Lunch Program.

FIRST READING March 10, 2008

SECOND READING : April 14, 2008

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FOOD SERVICE RECORDS AND REPORTS - 802.04

An independent certified public accountant or registered accountant will audit the food services fund annually. The audit will comply with federal requirements.

The food services program will be operated on a non-profit basis. Any income derived from the operation of the program will be used to support the food services program and will not be used for any other purpose.

The board shall review on an annual basis a summary of the food services financial records and be advised of recommendations for changes to the program.

FIRST READING: March 10, 2008

SECOND READING: April 14, 2008

Hemingford Public Schools – District 10

FREE OR REDUCED COST MEALS ELIGIBILITY
SUBSTITUTE TEACHER MEALS; LUNCH SUPERVISOR MEALS-802.05

Students enrolled and attending school in the school district, who are unable to afford the special milk program, the cost or a portion of the cost of the school lunch, breakfast, and supplemental foods, will be provided the school food program services at no cost or at a reduced cost.

It shall be the responsibility of the program director to determine if a student qualifies for free or reduced cost school food services. Students, whom the director believes are improperly nourished, will not be denied the school food program services simply because the paperwork has not been completed.

For parents that are unable or unwilling to pay long overdue lunch/breakfast bills, a system will be used that keeps the parent notified of overdue amounts and consequences of further non-payment, which include no seconds with up to a \$10.00 overdue bill, and no meals served when the overdue amount exceeds \$20.00.

Employees, students and others will be required to purchase tickets for meals consumed, unless they are on lunch duty. Those personnel on duty at lunch may be given a complementary lunch for that day. Substitute teachers will also be given a free lunch for the day they are working.

It shall be the responsibility of the superintendent to develop administrative regulations for implementing this policy.

Legal Reference: 42 U.S.C. §§ 1751 et seq. (1994).

Cross Reference: 504.19 Student Fees

FIRST READING: March 10, 2008

SECOND READING: April 14, 2008

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VENDING MACHINES - 802.06

Vending machines in the school building shall be the responsibility of the respective building principal. Purchases from the vending machines, other than juice machines, shall not be made during the lunch periods.

It shall be the responsibility of the superintendent to develop administrative regulations for the use of vending machines and other sales of food to students.

Legal Reference: 42 U.S.C. §§ 1751 et seq. (1994).

FIRST READING: March 10, 2008

SECOND READING: April 14, 2008

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PHOTOCOPYING SERVICES -803.01

Among the facilities available to teachers in carrying out their educational assignments are a variety of machines for reproducing the written and spoken word, either in single or multiple copies.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio tape, video or computer-programmed materials, is a serious offense against federal law and contrary to the ethical standards required of staff and students alike.

Violations may result in criminal or civil suits.

The Board therefore requires that all reproduction of copyrighted material be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

“Fair use” is not a rigidly defined term. “Fair use” is based on the following standards:

1. The purpose and character of the use;
2. The nature of the copyrighted work;
3. The amount of and the substantiality of the portion used;
4. The effect of the use upon the potential market for, or value of, the copyrighted work.

If an individual questions the legality of duplicating materials, he/she should seek permission from the copyright holders.

Employees in violation of copyright law may be required to remunerate the district in the event of loss due to litigation and may be subject to discipline up to and including dismissal.

The superintendent will develop administrative regulations that provide guidelines for the “fair use” of copyrighted materials that meet the requirements of Section 107 of the Copyright Act of 1976 and applicable amendments.

FIRST READING: March 10, 2008

SECOND READING: April 14, 2008

Hemingford Public Schools – District 10

MAIL AND DELIVERY SERVICE - 803.02

The interschool mail service is established for school-related purposes. It provides a central mailing service to expedite the distribution of materials and professional communications among schools and staff members.

To avoid overburdening the service, employees are discouraged from using interschool mail for the delivery of personal letters, notes and materials to other employees.

The recognized collective bargaining unit(s) will be permitted to use the service in accordance with the terms of their contracts, board policy on the use of school facilities and current postal regulations.

FIRST READING: March 10, 2008

SECOND READING: April 14, 2008

Hemingford Public Schools – District 10

TELEPHONE SERVICE - 803.03

Cell Phones

The board recognizes that the use of cellular telephones may be appropriate to provide for the effective and efficient operation of the district and to help ensure safety and security of district property, staff and others while on district property or engaged in district-sponsored activities. To this end, the board authorizes the purchase and employee use of cellular telephones, as deemed appropriate by the superintendent.

District-owned cellular telephones shall be used for authorized district business purposes, consistent with the district's mission and goals. Personal use of such equipment that exceeds the minimum cost each month is discouraged. Any expenses incurred for such personal use shall be reimbursed to the district.

Use of cellular telephones in violation of board policies, administrative regulations and/or state and federal law will result in discipline up to and including dismissal and/or referral to law enforcement officials, as appropriate.

The superintendent is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee cellular telephone needs, monitoring use and reimbursement. Provisions may also be included for staff use of privately-owned cellular telephones for authorized district business.

FIRST READING: March 10, 2008

SECOND READING: April 14, 2008

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FAX SERVICE

The district shall use FAX transmittals for the purpose of prompt exchange of information.

The superintendent shall develop procedures for:

1. Protecting the FAX code number from unsolicited users;
2. Transmitting confidential information;
3. Types of transmissions for which FAX will be used;
4. Developing a fee structure, if needed.

FIRST READING: March 10, 2008

SECOND READING: April 14, 2008

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COMPUTER SECURITY

Access to computer data stored within all computer systems will be strictly controlled for security.

The technology committee director is responsible for maintaining security through procedures developed by the superintendent. These procedures will determine who may have various degrees of access to the system and will state requirements for monitoring the continued proper educational use of the system.

These procedures will also describe:

1. Proper methods of disposal of reports containing confidential or financial information at the end of their use.
2. Methods to ensure system security after change of job status of employees having access to system passwords.
3. Methods to provide backup access in the event of the extended absence of the system administrator.

FIRST READING: March 10, 2008

SECOND READING: April 14, 2008

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DATA OR RECORDS RETENTION

School district records shall be housed in the central administration office of the school district. It shall be the responsibility of the superintendent to oversee the maintenance and accuracy of the records. The following records shall be kept and preserved according to the schedule below:

- Secretary's financial records Permanently
- Treasurer's financial records Permanently
- Minutes of the Board of Directors Permanently
- Annual audit reports Permanently
- Annual budget Permanently
- Permanent record of individual pupil Permanently
- Records of payment of judgments against the school district 20 years
- Bonds and bond coupons 10 years
- Written contracts 10 years
- Cancelled warrants, check stubs, bank statements, bills, invoices, inventories and related records 5 years
- Program grants As determined by grant
- Non-payroll personnel records 7 years
- Payroll records 3 years

Employees' records shall be housed in the central administration office of the school district. The employees' records shall be maintained by the superintendent, the building administrator and the employee's immediate supervisor.

The permanent and cumulative records of students currently enrolled in the school district shall be housed in the respective building (elementary or secondary) where the student attends. Permanent records must be housed in a fireproof vault. Records of students who have graduated or are no longer enrolled in the school district shall be housed in the office.

The superintendent may microfilm or microfiche school district records and may destroy paper copies of the records if they are more than three years old. A properly authenticated reproduction of a microfilmed record meets the same legal requirements as the original record.

Cross Reference: 203.04 Secretaries
204.11 Meeting Minutes
402.06 Employee Records
507 Student Records
1003 Public Examination of District Records

FIRST READING: March 10, 2008

SECOND READING: April 14, 2008

Hemingford Public Schools – District 10

Business Operations 804.02

Records Management and Disposition

1. General Standards. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.

2. Records Officer. The Superintendent is hereby designed as the records officer of the school district for purposes of this policy. Any questions about the type of category of a record or the required retention period for it should be addressed to the records officer.

3. Electronic Messages. Electronic messages are communications using an electronic system for the conduct of school district business internally, between other state and local government agencies, and with parents, students, patrons and other in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (BIN). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. The school district's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:

a. End-User Management. End-user means anyone who creates or receives electronic messages on the school district's electronic system. Electronic messages are to be managed at the end-user's desktop rather than from a central point. Each end-user is responsible for organizing, managing and disposing of records that are part of his or her desktop computer.

b. Categories for Retention. Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require long-term retention, determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.

i. *Transitory messages.* Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain

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Records Management and Dispositions 804.02

- embryonic materials, notes or drafts; unwanted and unneeded "junk" mail; "personal" mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages, or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. Employees sending or receiving such communications may delete them immediately without obtaining approval.

ii. *Less than permanent retention records.* These records are governed by the retention period for equivalent hard copy records as specified in the approved records retention and disposition schedules. These records should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. Employees creating or receiving such communications may delete or destroy the records only according to the applicable retention schedule. Questions relating to the retention or destruction of these records should be referred to the records officer.

iii. *Permanent/archival retention records.* These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records should be made by the records officer in consultation with NSHS, and the state Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency and format of the transfer should be determined cooperatively by the records officer, the NSHS, and the State Records Administrator.

c. Electronic Storage limitations. The district's computer systems have storage limitations. E-mails are deleted by computer system within 60 to 90 days to avoid operational problems. End-users are instructed that electronic messages that are required to be maintained past that time period should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. The retention period for the particular record is the best indicator of which storage medium or format to choose.

d. Proper Use of Electronic Messages.

- i. Non-Discrimination. Electronic messaging is not permitted to be used to promote discrimination on the basis of race, color, national origin, age,

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Records Management and Dispositions 804.02

marital status, sex, political affiliation, religion, disability or sexual preference; promote sexual harassment; or to promote personal, political, or religious business or beliefs.

- ii. Permissible Use. Electronic messaging is to be used only for purposes that are consistent with the mission of the school district. Electronic messaging is not permitted to be used for personal purposes except for: incidental, intermittent or occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement, and use that represents a form of the employee's compensation. Electronic messaging is not permitted to be used for personal financial gain or for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such use serves a school purpose or facilitates school district business.
- iii. Conduct. Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, send electronic messages under another employee's name without the employee's consent or administrative authorization, or change or alter any portion of a previously sent electronic message without administrative authorization.
- iv. Other Regulations. Electronic messaging is subject to all requirements of the school district's "Acceptable Use of Computers, Network, Internet and Websites" policy and may be monitored and accessed at any time without prior notice. The school district has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

4. Litigation Holds

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

Hemingford Public Schools – District 10

Records Management and Dispositions 804.02

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

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

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

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

Legal Reference: Nee. Rev. Stat. §§ 84-712 through 84-712.09

Nee. Rev. Stat. §§ 84-1201 to 84-1227

State Records Administrator Guidelines:

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

Schedule 24: Local Agencies General Records (March 2005)

FIRST READING: March 10, 2008

SECOND READING: April 14, 2008

Hemingford Public Schools – District 10

INSURANCE - 805.01

The board will maintain a comprehensive insurance program to provide adequate coverage against major types of risk, loss, or damage, as well as legal liability. The board will purchase insurance at replacement values, when possible, after reviewing the costs and availability of such insurance. The comprehensive insurance program shall be reviewed periodically.

The school district will assume the risk of property damage, legal liability, and dishonesty in cases in which the exposure is so small or dispersed that a loss does not significantly affect the operation of the education program or financial condition of the school district.

The school district will make every effort to obtain property, vehicle, and liability insurance at the most economical cost, consistent with required service, by obtaining quotations or by negotiation, using whichever method is advantageous to the district.

Administration of the insurance program, making recommendations for additional insurance coverage, placing the insurance coverage and loss prevention activities shall be the responsibility of the superintendent.

Blanket building and equipment insurance will cover replacement costs with an agreed amount endorsement and with a deductible determined by the superintendent to provide the lowest possible premium costs consistent with adequate protection from unanticipated expenditures.

General and personal liability insurance will cover district board members and employees only while acting in their official capacity.

The district will provide liability coverage for all district-owned or leased vehicles.

The district will establish and provide the opportunity for students to purchase student accident insurance. The district will not carry student accident insurance other than liability insurance.

The district will not be liable for theft and damage of personal property of students that is not a requirement for attendance or participation. Additionally, the district will not be liable for theft and damage of personal property of staff.

FIRST READING: March 10, 2008

SECOND READING: April 14, 2008