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UNIFIED SCHOOL DISTRICT #5**

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**Communication with the public by the South Central Nebraska
Unified School District #5**

**1040.00 Annual Report and School Improvement of the South Central
Nebraska Unified School District #5**

The Superintendent shall prepare and distribute each year an Annual Report in accordance with Rule 10, Regulations and Procedures for the Legal Operation of Schools. The Annual Report shall be distributed to residents of the School District by the Superintendent distributing it to the members of the Board of Education and to the parents of students enrolled in the School District each school year and making it available to other residents. The report shall include information required by Rule 10. The results of the annual report shall be used to plan and make needed changes to improve instruction for all students. The report is to include:

- A. Student academic performance. The report shall include results of student success in achieving the state standards set forth in Appendices A through D of Rule 10 or local content standards approved by the Department, on a building basis. Individual test scores shall be kept confidential. If the school has fewer than ten students in the grades being reported, or if reporting would allow for the identification of students because they all had comparable scores, no public reports of student performance shall be provided for those grades.
- B. School system demographics.
- C. School improvement goals and progress.
- D. School system financial information.

The Superintendent shall further ensure that the School District implements a systematic on-going process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process shall focus on improving student learning and include a periodic review by visiting educators who provide consultation to the local school/community in continued accomplishment of plans and goals. The school improvement process shall further include the following activities at least once within each five years:

- A. Review and update of the mission and vision statements.
- B. Collection and analysis of data about student performance, demographics, learning climate, and former high school students.
- C. Selection of improvement goals. At least one goal is directed toward improving student academic achievement.
- D. Development and implementation of an improvement plan which includes procedures, strategies, actions to achieve goals, and an aligned

professional development plan.

E. Evaluation of progress toward improvement goals.

The school improvement process shall further include a visitation by a team of external representatives to review progress and provide written recommendations. A copy of the school system's improvement plan and the written recommendations shall be provided to the Department. The external team visits shall be conducted at least once each five years.

Legal Reference: NDE Rule 10.01, 10.5.02, 10.9 and 10.10

POLICY ADOPTED: August 2020

**1110.00 COMMUNITY RELATIONS GOALS OF THE SOUTH CENTRAL
NEBRASKA UNIFIED SCHOOL DISTRICT #5**

The South Central Nebraska Unified School District #5 Board of Education maintains that public education can be improved, resulting in increased instructional benefits for students, by the recognition of a positive communications network between the patrons of the South Central Nebraska Unified School District #5. Such recognition shall include the following principles:

1. The public relations program should be a planned, systematic, two way process of communication between the South Central Nebraska Unified School District #5 and its internal and external publics.
2. The public relations program should be many faceted and should include a variety of media to efficiently and effectively inform all citizens of the South Central Nebraska Unified School District #5.
3. The public relations program and communication network, to be effective, must include a program of involvement and feedback from the patrons of the District.
4. The communication must be internal as well as external and must stress the dissemination of factual, objective and realistic data relative to the South Central Nebraska Unified School District #5.
5. The public relations and communication must be dynamic and sensitive to the wants, needs and changes as determined by events and evaluation of the public relations program.

POLICY ADOPTED: July 2000
POLICY REVIEWED: October 2019

**1111.00 PUBLIC INFORMATION OF THE SOUTH CENTRAL NEBRASKA
UNIFIED SCHOOL DISTRICT #5**

The South Central Nebraska Unified School District #5 Board of Education realizes that the community is highly invested in their schools since the school serves as an extension of the home. This extension exists to perform a special function in the development of the children of the South Central Nebraska Unified School District #5. To facilitate the dissemination of information concerning the South Central Nebraska Unified School District #5 Public Schools to the patrons of the District, the superintendent or his/her designee, shall serve as the public relations representative. It shall be the superintendent's responsibility to communicate with the local news media to provide them with information concerning the school system's programs on a continuing basis.

POLICY ADOPTED: July 2000
POLICY AMENDED: September 2010
POLICY REVIEWED: October 2019

**1112.00 SCHOOL SPONSORED MEDIA OF THE SOUTH CENTRAL
NEBRASKA UNIFIED SCHOOL DISTRICT #5**

The superintendent of schools or his/her designee shall facilitate all school sponsored media to the patrons of the District. Such media shall include but not limited to, the following:

1. Upcoming events in the school(s).
2. Notes from the administration, counselors and activities directors.
3. Events which SCU #5 students are involved.
4. Events occurring within the various classrooms in the schools.

POLICY ADOPTED: July 2000
POLICY AMENDED: October 2019

**1120.00 RESPONSIBILITIES OF SCHOOL PERSONNEL AND BOARD OF
EDUCATION RELATIVE TO COMMUNICATION WITH THE PUBLIC**

The South Central Nebraska Unified School District #5 Board of Education realizes that the schools, which are operated through public funds and closely scrutinized by the public, endorses and supports communication between parents, students and all patrons of the District by the members of the Board and all school personnel. The Board encourages communication via telephone, electronic communication, personal visits and written communication to patrons and/or parents/guardians of the District to make them cognizant of pupil progress and events within the South Central Nebraska Unified School District #5.

POLICY ADOPTED: July 2000
POLICY AMENDED: October 2019

**PARTICIPATION OF THE PUBLIC OF THE SOUTH CENTRAL
NEBRASKA UNIFIED SCHOOL DISTRICT #5**

**1210.00 ASSOCIATION OF THE PUBLIC WITH THE SOUTH CENTRAL
NEBRASKA UNIFIED SCHOOL DISTRICT #5**

In maintaining the belief that the educational programs of the South Central Nebraska Unified School District #5 are the proper concern of all the patrons of the District, it shall be the policy of the Board to promote and encourage the broadest possible participation by the public in school affairs. Such participation is encouraged in order that the educational program will have the benefit of the ability, talent and experience of the citizens of the District community. The South Central Nebraska Unified School District #5 Board of Education shall provide adequate financial support for the communication effort and shall annually review the program to evaluate its effectiveness.

POLICY ADOPTED: July 2000
POLICY AMENDED: October 2019

**1211.00 CITIZEN'S ADVISORY COMMITTEES OF THE SOUTH CENTRAL
NEBRASKA UNIFIED SCHOOL DISTRICT #5**

The South Central Nebraska Unified School District #5 Board of Education recognizes the following as goals for advisory committees established by the administration or the South Central Nebraska Unified School District #5 Board of Education:

1. To provide the Board with assistance in adapting programs to the South Central Nebraska Unified School District #5 community.
2. To enhance the quality of the courses taught to give the youth of the South Central Nebraska Unified School District #5 a better opportunity to meet employability needs.
3. To assist the Board in developing goals and in the evaluation progress in reaching those goals.
4. To recommend such changes in programs, services or activities as warranted by evaluation.

The Board further recognizes citizen's advisory committees in the capacity of advisement only. The Board is not obligated nor bound by a decision rendered in any report from such committees.

POLICY ADOPTED: July 2000
POLICY REVIEWED: October 2019

1212.00 PARENTAL INVOLVEMENT IN THE SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5

It shall be the policy of the South Central Nebraska Unified School District #5 to foster and facilitate, to the extent appropriate, parental information about and involvement in, the education of their children. It is with that intent that the following shall be in effect:

1. Current textbooks, tests and other curriculum materials used in the South Central Nebraska Unified School District #5 are and shall be, available for review by parents at school upon request.
2. Parents/Guardians wishing to attend and monitor courses, assemblies, counseling sessions and other instructional activities must obtain prior approval of and from the proper administrator. Parents/Guardians attending or monitoring courses, assemblies, counseling sessions and other instructional activities 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 the school premises.
3. The South Central Nebraska Unified School District #5 will excuse students from testing, classroom instruction and other school experiences, upon parental request, only under circumstances required by law. Parental/Guardian requests must be in writing and submitted to the proper administrator a reasonable time prior to the testing, classroom instruction or other school experience and must be accompanied by written proof, acceptable to the school district, that the action is required by law. A plan for an acceptable alternative shall be approved by the administrator prior to, or as a part of, the granting of any parent/guardian request.
4. Parents/Guardians and others will be provided access to records of students according to law.
5. Testing shall occur in the South Central Nebraska Unified School District #5 as determined appropriate from time to time by District staff to ensure proper measurement of educational progress and achievement.
6. Participating in surveys of students shall occur in the South Central Nebraska Unified School District #5 from time to time when determined appropriate by District staff for educational purposes. Parents/Guardians may remove students from such surveys only under circumstances required by law. Parental/Guardian requests must be in writing and submitted to the administrator a reasonable time prior to the survey and must be accompanied by written proof, acceptable to the school, that the

action is required by law.

POLICY ADOPTED:	July 2000
POLICY AMENDED:	September 2010
POLICY AMENDED:	October 2019

**1213.00 RESOLUTION OF CONFLICTS BETWEEN PARENTS/GUARDIANS
OVER SCHOOL ISSUES**

It is parents/guardians work cooperatively with each other and with school personnel regarding their children's education. In certain circumstances, parents/guardians disagree with each other regarding their children's education or other issues involved with the school district. Though such disagreements typically occur with separated or divorced parents, this regulation is not limited to those circumstances.

1. Court Orders.

School personnel will neither review nor enforce court orders governing the relations between separated or divorced parents unless the court order terminates the parental rights of a parent or limits a parent/guardian to supervised visitation with minor children.

2. Obtaining Records and conferring with Teachers.

All parents/guardians can obtain their children's records and meet with their children's teachers regardless of custody or visitation rights unless a court enters an order otherwise or their parental rights have been terminated. The district will not schedule separate parent-teacher conferences absent extraordinary circumstances.

3. Accessing a Child at School/Picking Up a Child.

Any parent/guardian whose parental/guardian rights have not been terminated or limited to supervised visitation may contact his or her child while at school or pick a child up from school at any time. School staff will neither review nor enforce visitation schedules contained in any court order to which the school district is not a party.

POLICY ADOPTED: June 2008
POLICY AMENDED: October 2019

1214.00 DISTRIBUTION OF FLYERS ADVERTISING NON-SCHOOL ORGANIZATIONAL ACTIVITIES

As students can derive social and educational benefits from activities sponsored by non-school organizations, groups or individuals, the district may distribute flyers advertising activities of non-school organizations that meet the requirements set forth below:

1. The flyer must be approved by the Superintendent or designee and may not contain any language or material that (1) may reasonably result in the disruption of the learning environment; (2) is inconsistent with the mission, purpose or endeavors of the District; (3) would not otherwise be permitted to be used or displayed at school during the day. All interpretations and decisions will be made by the Superintendent or designee and the Superintendent's or designee's decision shall be final.
2. The non-school organization must contact the district office to (a) inform the district that it wishes to have flyers distributed to students and (b) obtain a date from the office on which the flyers will be delivered.
3. The non-school organization must provide a sufficient number of copies of the flyer and must deliver them to the district at least three days before the date the flyers are to be distributed.
4. The flyer may not advertise any activity which will take place during instructional time or during school-sponsored activities.
5. The flyer must include a statement explaining that the organization is not affiliated with or endorsed by the district.

POLICY ADOPTED: June 2008
POLICY AMENDED: October 2019

**1220.00 CITIZEN ASSISTANCE TO SCHOOL PERSONNEL OF THE SOUTH
CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5**

The South Central Nebraska Unified School District #5 Board of Education accepts the willingness of individuals in the District to serve as assistants or aides within the schools.

The Board recognizes aides in the following areas:

1. Assistance in the classroom in the form of volunteer aides or classroom helpers.
2. Assistance with co-curricular activities or extra-curricular activities in the form of a coach's aides.

The teacher assistant may be assigned duties, which are non-teaching in nature, and are planned and supervised by the classroom teacher. Before the assistant is placed in the position of classroom assistant or coach's aide, the administration shall be assured that the assistant has been specifically prepared for such duties, including the handling of emergency situations which might arise in the course of his/her work. The administration may, at its discretion, require the teacher assistant to undergo a criminal background check prior to being assigned duties.

POLICY ADOPTED: July 2000
POLICY AMENDED: September 2010, October 2019

**1221.00 PURPOSE OF CITIZEN ASSISTANCE TO SCHOOL PERSONNEL OF
THE SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5**

Individuals serving as assistants or aides in the South Central Nebraska Unified School District #5 are to assist school personnel with activities which shall enrich the school curriculum and the extra and co-curricular programs of the District. Such assistants or aides are under the direct management of school personnel and are not permitted to direct, manage or plan activities unless approved by school personnel.

POLICY ADOPTED: July 2000
POLICY AMENDED: October 2019

1230.00 VISITS TO THE SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5 BY INDIVIDUALS OF THE DISTRICT

The South Central Nebraska Unified School District #5 Board of Education encourages parents/guardians and interested patrons of the District to visit and observe the educational process of the schools as long as such visits do not interfere with the learning process within the school. Individual parents/guardians or patrons are subject to visitation rules as established by building administrators relative to parent/guardian /patron visitations. Visitors to any of the school buildings of the District must first report to the building's office prior to contact with any teacher, student or other school personnel.

POLICY ADOPTED: July 2000
POLICY AMENDED: October 2019

**PUBLIC ACTIVITIES INVOLVING STAFF, STUDENTS OR THE SOUTH
CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5 FACILITIES**

**1310.00 RELATIONS BETWEEN THE PUBLIC AND THE SOUTH CENTRAL
NEBRASKA UNIFIED SCHOOL DISTRICT #5 PERSONNEL**

The South Central Nebraska Unified School District #5 Board of Education encourages all school personnel to become involved with the local community. Such encouragement is suggested due to the opportunity for communication between school personnel and the public. Each District employee should communicate openly and honestly with the public and are encouraged to do so in their respective area of responsibility.

IPOLICY ADOPTED: July 2000
POLICY REVIEWED: October 2019

**1320.00 SUGGESTIONS AND/OR RECOMMENDATIONS FROM THE PUBLIC
RELATIVE TO THE OPERATION OF THE SOUTH CENTRAL
NEBRASKA UNIFIED SCHOOL DISTRICT #5**

The South Central Nebraska Unified School District #5 Board of Education encourages all patrons, parents, students and school employees to make suggestions and recommendations for the improvement of the South Central Nebraska Unified School District #5. Such suggestions and recommendations may be made in writing to the superintendent of schools, the South Central Nebraska Unified School District #5 Board of Education, via personal contact or by personal presentation before the Board at a regular or special meeting of the Board. Individuals wishing to speak to the Board at a regular or special meeting should contact the superintendent of schools to be placed on the agenda, prior to the meeting in accordance with Board policy. Individuals wishing to speak to a Board member or the Board about any personnel or student matter must follow the chain of command. A Board member may refuse to communicate with an individual if the individual has not followed the appropriate chain of command. Board members will not respond to specific employees or students due to confidentiality requirements.

POLICY ADOPTED: July 2000
POLICY AMENDED: October 2019

1321.00 COMPLAINT PROCEDURE OF THE SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5

Good communication helps to resolve many misunderstandings and disagreements, and the board encourages patrons and school staff to discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person with whom he or she is dissatisfied, or to who is responsible for the practice or regulation with which he or she is dissatisfied. 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 believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, superintendent of schools, or president of the board of education, as set forth below.
 - 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 to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted to the president of the board of education.
 - d) Complaints involving discrimination or harassment may also be submitted, at any time during the complaint procedure, to the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302 or by telephone at (816) 268-0550.
3. When a complainant submits a complaint to an administrator, the administrator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

- 2) If the complainant refuses to discuss the matter with the staff member, the administrator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to place his or her concerns in writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution, which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator received the complaint.
4. A complainant who is not satisfied with the building principal's decision regarding a complaint may appeal the decision to the superintendent.
 - a) This appeal must be in writing.
 - b) The superintendent will investigate, as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - c) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
 - a) This appeal must be in writing.
 - b) 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 shall be promptly and thoroughly investigated.

- c) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 12 months after it received complainant's written appeal.
 - d) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, along with legal counsel and executive committee of the board, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

POLICY ADOPTED: July 2000
POLICY AMENDED: May 2007, June 2010, October 2019

COMPLAINT FORM OF SCU #5

STATE YOUR COMPLAINT IN DETAIL. State all relevant facts, including all names, dates and times so that the administration will be able to investigate thoroughly. If your complaint is about any person(s), please state their name(s). Use the back of this sheet or additional sheets as necessary.

LIST ALL SUPPORTING EVIDENCE, including witnesses, documents and other types of evidence which support your complaint.

STATE THE WAY YOU WOULD LIKE THE COMPLAINT TO BE RESOLVED.

Complainant's Name (print and sign): _____.

Date: _____. Address: _____

Phone number; _____

**1330.00 RELATIONS BETWEEN THE PUBLIC AND STUDENTS ATTENDING THE
SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5**

All South Central Nebraska Unified School District #5 students or groups of students who are asked to perform at public activities or contests either during or after school hours are to be under the direct supervision of the moderator of the students or groups of students. Requests for performance or contest events of the South Central Nebraska Unified School District #5 shall be approved by the building principal prior to acceptance of such public appearance or contest by the student(s).

POLICY ADOPTED: July 2000
POLICY REVIEWED: October 2019

**1331.00 CONTACT OF SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL
DISTRICT #5 STUDENTS BY THE PUBLIC DURING SCHOOL HOURS**

Any person, other than a school employee, who arrives at the school to talk or take a student from the school premises, must obtain permission of the building administrator or his/her designee prior to contacting the student. The building administrator or his/her designee shall not grant such permission unless the individual making the request has a valid reason for contacting the individual student. Such contacts may be restricted to the parents/guardians of the students, law enforcement officer, individuals identified by the parents/guardians or a close friend of family when a dire emergency exists.

POLICY ADOPTED: July 2000
POLICY AMENDED: October 2019

**1331.10 POLICE QUESTIONING AND APPREHENSION OF STUDENTS
ATTENDING THE SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL
DISTRICT #5**

Law enforcement officers and any officer of the court are encouraged to contact students of the South Central Nebraska Unified School District #5 after school hours whenever possible. In the event it is necessary for such officers to have a conference with a student of the South Central Nebraska Unified School District #5, an administrator or his/her designee shall contact the student's parents/guardians and inform them of the conference, unless the conference is in response to an allegation of parental abuse or neglect of the student. If the parent/guardian of such student cannot be contacted or the parent/guardian is unable to be present during the conference between the law enforcement officer and the student, the conference shall not be held during the school hours nor on school property unless the officer is in pursuit of a student or has a warrant for a student's arrest. Students at risk, i.e., suspected child abuse or neglect, or students who are a threat to themselves or others, deemed such by the administration or his/her designee, may conference with the representatives of Nebraska Department of Health and Human Services or law enforcement officers without parent/guardian permission during school hours. Law enforcement officers who seek to remove students from the school premises must complete the attached form and place it on file with the building administrator or his/her designee.

POLICY ADOPTED: July 2000
POLICY AMENDED: September 2010; October 2019

**STATEMENT OF LAW ENFORCEMENT OFFICER RELATING
TO REMOVAL OF CHILD FROM SCHOOL PREMISES WHO
IS BELIEVED TO BE THE VICTIM OF CHILD ABUSE**

I, _____ (printed name of law enforcement officer) certify that I am a law enforcement officer employed by _____ (printed name of law enforcement agency). I certify that I am removing _____ (printed name of child being removed from school premises) because the child is believed to be the victim of child abuse. I acknowledge that I have been provided with the address and telephone number of the child's parent or guardian by school officials. I also acknowledge that I am familiar with and will comply with the obligations imposed on me by NEB. REV. STAT. § 79-294, which is set forth below:

When a principal or other school official releases a minor student to a peace officer as defined in section 49-801 for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent/guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding 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, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parent/guardian. The peace officer shall take immediate steps to notify the parent/guardian, or responsible relative of the minor that the minor is in custody and the place where he or she is being held. If the peace officer has a reasonable belief that the minor would be endangered by a disclosure of the place where the minor is being held or that the disclosure would cause the custody of the minor to be disturbed, the peace officer may refuse to disclose the place where the minor is being held for a period not to exceed twenty-four hours. The peace officer shall, however, inform the parent/guardian, or responsible relative whether the child requires and is receiving medical or other treatment. The juvenile court shall review any decision not to disclose the place where the minor is being held at any subsequent detention hearing.

Date: _____

Signature of Law Enforcement Officer

Time: _____

**1340.00 USE OF SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT
#5 FACILITIES BY THE PUBLIC**

1. Use of Specific Facilities by Application and Agreement

- a. The district permits non-commercial use of the following facilities by individual patrons for their personal health and wellness: weight room, track, and gymnasium. The district understands that it would not be feasible to require a patron to apply to use facilities like the weight room on every occurrence. The facility uses defined in this paragraph are an exception to the general facility use requirements contained in this policy for ease of administration and efficiency. All other facility uses must comply with the other provisions of this policy.
- b. These particular facilities may be used upon only one application and upon signing the district's written waiver and agreement.
- c. Use of these facilities is governed by this and other district policy and the agreement signed by the user. A copy of each agreement will be maintained in the district's central office.

2. General Facilities Use Guidelines

- a. School facilities may be used by various education and community organizations and individuals when it is in the interest of the general public.
- b. School facilities may not be used for personal profit and other commercial purposes. The district opens its facilities to district patrons for the benefit of the public, not commercial uses. Due to the complications created by groups or individuals using district facilities for commercial purposes, these uses are prohibited. Booster clubs and other organizations raising money purely for the support of student groups, as defined below, and not for personal profit are not considered commercial uses but must comply with the district's policies which apply to these groups.
- c. Any person or group using school facilities must assure that it will be responsible for maintaining order, protecting property, and providing security and safety.
- d. 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.
- e. The rental fees for school facilities shall be set by the board.

- f. Non-curricular student groups or non-student groups (as those terms are defined below) that wish to use the facility must submit a facility use application which may be obtained from the district's central office. The application must be received by the superintendent prior to the approval of any facility use.
- g. The shop and weight room may not be used by students when school is not in session, unless supervised by a district staff member or a responsible adult upon approval of the superintendent. Use of the shop and weight room in violation of this provision may lead to the students being denied access to these facilities or other consequences permitted by board policy and Nebraska law.
- h. Any person or group using the school facilities, for any purpose, must comply with all of the district's policies, rules, and regulations.

3. Definitions

- a. "Curriculum-related student groups" shall mean students participating in school-sponsored activities, supervised by district staff, related to the curriculum, and recognized by the board.
- b. "Extracurricular student groups" shall mean students participating in an extracurricular activity, sponsored by the district, supervised by district staff, and recognized by the board, such as athletic teams and academic teams which are not otherwise categorized as "curriculum-related student groups."
- c. "Non-curriculum related student groups" shall mean all other groups comprised primarily of students who attend the district participating in activities such as Boy Scouts, Girl Scouts, 4-H, political groups, religious groups, and other similar youth groups.
- d. "Non-student group" shall mean all other groups or individuals who apply to use district facilities.
- e. "Superintendent" shall mean the superintendent of schools or his/her designee.

4. Use of School Property by Student Groups

- a. Curriculum-related and Extracurricular student groups
 - i.) Curriculum-related and Extracurricular student groups may use school facilities at no cost to the group, if they restore the facilities to their prior state after using them.

- ii.) The district shall bear any costs associated with use by these groups (e.g., the fee paid to a cook or a custodian required to be in attendance).
 - iii.) Curriculum-related and Extracurricular student groups have priority over non-curriculum related student groups and non-student groups.
- b. Non-curriculum related student groups
- i. Non-curriculum related student groups may use the school building during non-instructional time. Such use shall be without charge.
 - (1) Such uses shall occur while the building is normally open and there is a minimum of interference with custodians or other student and staff facility use.
 - (2) These groups may use the school buildings in the evening for meetings if the group is sponsored by an adult and the adult (1) files the application to use the facilities on behalf of the group and (2) assumes responsibility for cleanup and placing the area back in the condition it was in prior to use.
 - ii. Non-curriculum related student groups must apply for use of the facilities and secure the superintendent's permission before using school facilities.
 - iii. Non-curriculum related student groups may meet only on school premises at times and places determined by the superintendent.
 - iv. Non-curriculum related student groups must meet each of the following conditions to secure the superintendent's permission to use school facilities:
 - (1) The facility use will occur during non-instructional time.
 - (2) The district has facilities available to accommodate the group.
 - (3) The use is voluntary and for the general benefit of the student participants.
 - (4) The use will not substantially interfere with the orderly conduct of educational activities and other programs within the school.

5. Use of facilities by non-student groups

- a. The superintendent may authorize the use of any school facilities for non-school activities by non-student groups.
 - b. In addition to the guidelines listed elsewhere in this policy and other board policies or administrative protocol, the superintendent will consider the following when making determinations regarding use of district facilities by non-student groups:
 - i. The local education association may hold meetings when classes are not in session and staff members are not on duty.
 - ii. Non-student groups which provide education-related programming and services for students and staff may be given priority of use over other outside groups. The superintendent has sole discretion in determining whether proposed uses relate sufficiently to the district's educational standards and programs.
 - iii. Non-student groups which provide programming and services for community members and others living within the district may be given priority of use over other outside groups.
 - c. Denial of access
 - i. The superintendent may limit or deny access to school buildings, grounds, and activities to any person whom the superintendent deems to be using the facilities inappropriately and contrary to the district's mission.
 - ii. Upon determining that a person or group has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the superintendent 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 superintendent may request assistance from law enforcement authorities to remove an offending person from the school grounds. A person who enters school premises in violation of these conditions shall be deemed to be trespassing.
 - iii. The superintendent shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises.
6. Students, staff, and community members may use or lease school equipment for non-school use only if they have received the prior permission of the superintendent.

7. Proof of Insurance

- a. When any non-curriculum related or non-student group utilizes school district facilities, the group submitting the facility use application may be asked to provide proof of insurance up to the current tort claims limits applicable to political subdivision in the State of Nebraska. Currently, those limits are \$1,000,000 per person for any number of claims arising out of a single occurrence and \$5,000,000 for all claims arising out of a single occurrence.
- b. The district may require the non-curriculum related or non-student group to include the district as an additional insured on any such policies and may refuse access to its facilities until proof of satisfaction of this requirement is submitted to the superintendent.

8. No Fees for Admission

- a. Non-curriculum related and non-student groups may not charge a fee to participate in or be a spectator at any recreational activity, event, or other such gathering occurring on district grounds unless approved in advance by the superintendent.
- b. If the district retains control over the area of the premises in which the non-curricular and non-student group desires to use, meaning the district provides supervision, staffing, custodial services, or otherwise maintains its control during the group's use of the facilities, the group may not charge a fee for admission under any circumstances.
- c. Non-curricular and non-student groups may charge for parking or vehicle entry onto the premises unless otherwise prohibited by the superintendent.

POLICY ADOPTED: July 2000

POLICY REVISED: November 2015, June 2016, October 2019

1340.10 USE OF THE SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5 PUBLIC SCHOOL FACILITIES

The South Central Nebraska Unified School District #5 Public School facilities are operated and maintained for the educational development of the youth of the patrons of the South Central Nebraska Unified School District #5. Due to the potential safety hazard of unsupervised students in the school buildings, at no time are there to be students in the South Central Nebraska Unified School District #5 School buildings without the supervision of an approved adult sponsor. Sponsors, other than employees of the South Central Nebraska Unified School District #5 must be approved by the administration, prior to serving in that capacity. Rental rates for the public use shall be established by the South Central Nebraska Unified School District #5 Board of Education.

POLICY ADOPTED: July 2000
POLICY REVIEWED: October 2019

1340.15 DENYING ACCESS TO SCHOOL PREMISES OR ACTIVITIES OF THE SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5 PUBLIC SCHOOL FACILITIES

The school district shall provide access to the district's buildings, grounds and activities to students, parents/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.

POLICY ADOPTED: June 2016
POLICY AMENDED: October 2019

**1340.20 FACILITIES USE APPLICATION OF THE SOUTH CENTRAL
NEBRASKA UNIFIED SCHOOL DISTRICT #5**

Applicant Name ("Applicant"): _____
Organization Name ("Organization"), if applicable: _____
Applicant's Position within Organization: _____
Address: _____
Phone Number: _____ Email: _____
Description of Requested Use: _____

Is your organization a registered 501(c)(3) or other nonprofit? Yes No
Date of Requested Use: _____ Time of Requested Use: _____ to _____
Facility/Room Request, if preferred: _____
Expected Number of Attendees: _____

Check any of the following needs which apply to your request. Note that the district may deem additional services necessary and may require the Applicant/Organization to pay for such services as a condition of use:

- Custodial (set up, tear down, sanitation)
- Kitchen/Kitchen Staff (cooking, food service, clean up)
- Technology Assistance (sound, lighting, presentation)

Liability Insurance, check applicable:

- I/we have coverage of \$1 million per occurrence and \$5 million aggregate
- I/we have other coverage: _____
- I/we have no insurance coverage

Terms and Conditions of Use:

1. All users must comply with the school board's facility use and other policies, rules, and regulations. A copy of the board's facility use policy is available upon request.
2. The facilities are closed from 10 PM to 7 AM and may not be used during those hours.
3. The user(s) named above and the individual(s) signing on behalf of the User agree to defend, indemnify, and hold harmless the school district, its employees and agents for any expense, cost, loss, damage, claim, judgment or claims bill incurred or rendered against same, including attorneys' fees and investigation expenses (pre-suit, suit, trial, appeal, and post appeal proceedings) on account of any intentional or negligent acts or omissions of the user or its employees, agents or servants, or any intentional or negligent acts or omissions of the district or its employees, agents or servants arising out of the use of any facility under this agreement.
4. All non-governmental users may be required to provide a certificate of insurance and/or name the district as an additional insured and provide documentation evidencing general liability coverage under an occurrence basis policy, with

minimum limits of \$1,000,000.00 per occurrence and \$5,000,000.00 aggregate, combined single limit covering bodily injury, property damage, personal injury, premises, operations, products, completed operations, independent contractors, and contractual liability. There shall be no exclusions for contracted liability. All governmental users shall provide evidence of insurance or self-insurance to the limits set forth in NEB. REV. STAT. § 13-926.

5. All users are subject to the fee schedule established by the school board, and all Applicants by signing below verify that they have authority to sign this application on behalf of the listed Organization, and all individuals and agents of organizations certify that they have financial means and authorization to pay for the required fees and deposits, if any.

Applicant's Signature: _____

Date: _____

For District Use Only

Application

- Denied
- Approved, subject to the following

Insurance

- User has provided sufficient proof of insurance.
- User must obtain proof of insurance and list district as additional insured.
- Insurance requirements are waived.

Additional Services Requested/Required

- Custodial: \$ _____
- Kitchen: \$ _____
- Technology: \$ _____
- None

Total Fee Required to Grant Use: \$ _____

POLICY ADOPTED: June 2016
POLICY REVIEWED: October 2019

1340.25 SPECIAL FACILITIES USE APPLICATION OF THE SOUTH CENTRAL NEBRASKA UNIFIED SCHOOL DISTRICT #5

**SOUTH CENTRAL UNIFIED #5
Special Usage Application and Agreement**

Pursuant to South Central Unified Public Schools (“District”) board policy, the district permits patrons to use certain district facilities on an individual, non-commercial basis upon only one application and upon signing a release, waiver, and agreement. These facilities include: weight room, track, and gym facilities (collectively, the “facilities”). All other facility uses must be approved pursuant to the District’s facility use policies and practices.

Applicant Last Name First Name Middle Initial

Street Address City State Zip

Birth date: _____ Home Phone: _____
Work Phone: _____ Cell: _____

Name of Emergency Contact: _____

- Home Phone: _____ Work : _____ Cell: _____
- Relationship of Emergency Contact: _____
- Email of Emergency Contact: _____

Key # _____

Rules and Regulations: By signing this Agreement, you acknowledge that the District may establish rules and regulations governing the conduct of guests using the facilities, and you agree to follow them. These include but are not limited to hours of availability, limitations on use of amenities and/or equipment, and limitation of access upon no notice to the Applicant.

Services and Access: The District agrees to provide you with use of the facilities and equipment available in the facilities. The District reserves the right to add or delete services, amenities, and hours. You will be provided a key to access the facilities. The annual cost for the key and access is \$_____.

Superior Interest in Usage. The primary use of the facilities is for District students and programs. The District reserves the right to close the facilities, in whole or any part, to outside use at any time and without notice to Applicant when, in the judgment of the

District, it will benefit the students and programs of the District.

Compliance with Laws: In performing under this Agreement, all applicable governmental laws, regulations, orders, and other rules of duly-constituted authority will be followed and complied with in all respects by both parties. The Applicant understands this may limit access to the facilities with no notice provided to the Applicant.

Video Monitoring and Other Security Measures. The District uses security measures such as video cameras on its property and makes recordings as part of its security processes. Video cameras may be used in locations deemed appropriate by the District. The Applicant consents to these security measures.

RELEASE, WAIVER AND INDEMNIFICATION OF CLAIMS FOR USE OF THE SCHOOL DISTRICT'S FITNESS CENTER

I, the undersigned, have read this release and understand all its terms. I execute it voluntarily and with full knowledge of its significance. I UNDERSTAND THAT IT CONTAINS A RELEASE OF LIABILITY AND AN INDEMNIFICATION.

Declaration. I do hereby declare myself to be physically sound and suffering from no condition, impairment, or other illness that would prevent my safe participation or use of the facilities and equipment. I do further hereby acknowledge that I must obtain a Physician's approval for my participation in activities at the facilities, including the use of equipment. I acknowledge that I have either had a physical examination and have been given my Physician's permission to participate, OR that I have decided to utilize the facilities without the approval of a Physician and do hereby assume all responsibilities.

Acknowledgment of Risks. I understand and agree that fitness activities, equipment, and amenities available at the facilities may be strenuous and/or hazardous and I should contact a healthcare professional or doctor before beginning any activities. **I am voluntarily participating in these activities and using the facilities and equipment with full knowledge of the dangers involved.** I understand the risks associated with weight lifting and other available exercise amenities in the facilities, including cardiovascular and other fitness activities, and that those risks include, but are not limited to, the possibility of muscle strain, broken bones, back injury or head injury, which may be severe in nature and which could result in paralysis or even death. **I hereby agree to expressly and voluntarily assume and accept any and all risks of injury or death related to these activities.**

Release, Waiver and Indemnification. In consideration of permission granted by the District to use the District's facilities, and in the addition to any payment of any fees or charges, I do hereby waive, release and forever discharge the District, its board of education, officers, agents and employees from all actions, causes of action, damages, claims or demands that we, our heirs, executors, administrators, or assigns may have against the District and the parties named above for all personal injuries or loss of property which I incur by using the facilities and equipment or that otherwise result from my participation in any activities, whether such injuries are caused by my negligence or the negligence of the District or any of its employees, representatives, or volunteers. I agree to indemnify the District, its board of education, officers, agents, and employees and to pay for any costs, attorney fees, or awards that may result from resisting any complaint or lawsuit which I may bring against the above-named parties for any injury or loss I claim to have suffered.

Responsibility for Supervision. I understand that the facilities will be available to me only during hours designated by the administration, and that I am responsible for

my own use of facilities and equipment at all times. I will inspect the facilities and equipment upon each visit before using any equipment. The District provides no training, supervision, or assistance.

Compliance with Rules. I agree to abide by all District rules, regulations, and policies now in force or that may be adopted in the future, and all directives given to me pertaining to the use of the fitness center.

THIS DOCUMENT CONTAINS A RELEASE, A WAIVER AND AN INDEMNIFICATION. READ IT CAREFULLY BEFORE SIGNING IT.

Clearly PRINT the following information:

Name: _____ Age: _____

Date: _____

Signature: _____

PARENT OR GUARDIAN IF USER IS UNDER AGE 19:

We, the undersigned, have read this Application and Release and understand all its terms. We execute it voluntarily and with full knowledge of its significance. WE UNDERSTAND THAT IT CONTAINS A RELEASE OF LIABILITY AND AN INDEMNIFICATION FOR OURSELVES AND OUR CHILD.

Clearly PRINT the following information:

Child's Name: _____ Child's Birthdate: _____

Parent/Guardian Signature: _____ Date: _____

POLICY ADOPTED: June 2016
POLICY AMENDED: October 2019

**1342.00 ANTI-DISCRIMINATION OF THE SOUTH CENTRAL NEBRASKA
UNIFIED SCHOOL DISTRICT #5**

Community Relations

Personnel - All Employees and Students

Anti-discrimination

A. Elimination of Discrimination.

The policy of South Central Unified Public Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

South Central Nebraska Unified #5 Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of South Central Nebraska Unified #5 Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

B. Preventing Harassment and Discrimination of Employees and Students.

1. **Purpose:** South Central Nebraska Unified #5 Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, South Central Nebraska Unified #5 Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran

status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is

encouraged to go to the next level of supervision.

- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of South Central Nebraska Unified #5 Public Schools.
- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Legal Reference: Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.;
Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq.
Neb. Rev. Stat. § 79-2,115, et seq

POLICY ADOPTED: July 2015
POLICY REVISED: June 2017
POLICY REVIEWED: October 2019

