

Board of Education Regular Meeting
Tuesday, October 15, 2013 8:00 PM
Shelby-Rising City School Library
650 N. Walnut
Shelby, NE 68662-0218

1. Call to Order
2. Pledge of Allegiance
3. Announce Open Meeting Act Posting and Location
4. Recognition of Visitors
“Is there anyone present tonight that would like to address the board?”
5. Approval of Agenda
6. Consent Agenda
 - 6.1. September Minutes
 - 6.2. Treasurer's Report
7. Jerry Ehlers Q & A on the Feasibility Study
Mr. Ehlers will provide a comprehensive explanation of what the Feasibility Study is, the time table, and what information we will gain from it. He will answer board of education questions.
8. Administrative Reports
 - 8.1. Athletic Director/Activities Director Report
 - 8.2. Elementary Principals Report
 - 8.3. Middle School Principals Report
 - 8.4. High School Principals Report
 - 8.5. Superintendent Report
 - 8.5.1. NESAs/NePAS Data / MAP Testing
Indication of Student Performance
MAP is for Growth

8.5.2. Staffing Update

8.5.3. Lunch Fund/Federal Reimbursements

1. Cost of Milk has increased, we are losing \$120/week on milk.
2. Federal Reimbursements will not be dispersed during government shut down. This may require us to transfer funds from the General Fund.

8.5.4. Nebraska Whole Child Project (NCSA/NASB)

Dear Superintendent/ESU Administrator,

Attached you will find the membership agreement and by-laws for the **Nebraska Whole Child Project**. The NCSA is working with the NASB to form this interlocal organization to address student health and wellness. Your participation is important in this initiative. This project will attempt to facilitate "best practices" for student health and wellness. Also, we will try to solicit private sector funds that will be used to help schools collect fitness data, which can then be used to adopt policies and procedures to increase student fitness and lower student obesity.

9. Board and Committee Reports

9.1. 2013-2014 Board Goals

Board Goals 2013-2014

1. To promote an environment that fosters Respect, Ethical Behavior and Citizenship in the community. Turning our school into a more positive place to learn and achieve success-both in academics and extracurricular activities.
2. To provide our students with technology upgrades, classroom resources, and the required staffing to achieve improved academic achievement.
3. To attend board professional growth opportunities.
4. Be proactive in planning and create long-range goals so that in the future , students have adequate space, continue to maintain and improve facilities that optimizes student learning and bolsters public image.

9.2. Negotiations

9.3. NASB State Conference

10. Old Business

10.1. 1:1 Computer Initiative

Mr. Kay will present the 1:1 Computer Initiative plan, time table for implementation, expected outcomes, cost analysis, necessary district policies, lease agreement, 4-year plan, staff development plan, and teacher expectations.

11. New Business

11.1. Discussion on whether to go 11-man or 8-man for the 2014 and 2015 football seasons

11.2. 1989 Blue Ford Lift Van to surplus

11.3. ELL Guidelines and Policies

11.4. Red bus barn on Shelby site as surplus

11.5. High School Wrestling

11.6. Safety and Security Plan

Plan still needs updates to the following appendices:

B, D, E, K, L

All protocols and procedures are complete.

12. Set Dates

13. Executive Session

The Board may enter into closed session at any time to discuss any matter for which a closed session is lawful and appropriate.

We have legal matters that need to be handled in closed session.

Before the Board can enter closed session, a motion must be made in agreement with Statute 84-1410 by the Board to discuss topics such as personnel, negotiations, and legal matters.

14. Adjournment

Notice of Meeting

Notice is hereby given that a meeting of the Board of Education of the School District of Shelby-Rising City, in the Counties of Polk and Butler, in the State of Nebraska, Shelby-Rising City School District No. 32 of Polk County, Nebraska, will be held at 8:00 p.m. on the 15th day of October, 2013, at Shelby-Rising City School Library, which meeting will be open to the public. An agenda for such meeting, kept continuously current, is available for public inspection at the office of the Superintendent.

Chip Kay, Superintendent

Budget Hearing

Shelby-Rising City Public Schools Library

DRAFT OF MEETING MINUTES FOR September 16, 2013 SCHOOL BOARD MEETING

1. Call Meeting to Order

Motion Passed: Call Meeting to Order @ 4:48PM passed with a motion by Jeff Kuhnel and a second by Geoffrey Ruth.

Roy Houdersheldt	Yes
Jason Ingalls	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

2. Open Meetings Law Posting and Announcement of Meeting

3. Recognize Visitors

Discussion:

Recognize Visitors:

Deb Doehling, Bill Curry, Troy Holmberg, Denise Glock, Ada Noyd

4. Budget Hearing

5. Adjourn

Motion Passed: Move to Adjourn from Budget Hearing @ 5:00PM passed with a motion by Jeff Kuhnel and a second by Geoffrey Ruth.

Roy Houdersheldt	Yes
Jason Ingalls	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

GEOFF RUTH

School Board Secretary

Board of Education Regular Meeting
Shelby-Rising City School Library

DRAFT OF MEETING MINUTES FOR September 16, 2013 SCHOOL BOARD MEETING

I. Call to Order

Motion Passed: Call Meeting to Order @ 5:00PM passed with a motion by Jeff Kuhnel and a second by Geoffrey Ruth.

Roy Houdersheldt	Yes
Jason Ingalls	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

II. Pledge of Allegiance

III. Announce Open Meeting Act Posting and Location

IV. Recognition of Visitors

Discussion:

Visitors In Attendance:

Jim Hendrickson, Deb Doehling, Ada Noyd, Denise Glock, Bill Curry, Troy Holmberg, Genesis Einspahr, Trinity Einspahr, Patricia Morrison, Kiana Morrison, Lila Geiser-Rasserty

V. Approval of Agenda

Motion Passed: Motion to approve agenda as presented passed with a motion by Roy Houdersheldt and a second by Chris Whitmore.

Roy Houdersheldt	Yes
Jason Ingalls	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

VI. Consent Agenda

Motion Passed: Motion to approve Consent Agenda passed with a motion by Geoffrey Ruth and a second by Jason Ingalls.

Roy Houdersheldt	Yes
Jason Ingalls	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

VI.A. Approve August 30, 2013 Board Minutes

VI.B. Bills/Payroll/Treasurer's Report

VII. Board and Committee Reports

VII.A. 2013-2014 Board Goals

Discussion:

The board will use the following month to establish short term (1 year) goals for the 2013-2014 school year.

VII.B. Negotiations

VII.C. NASB State Conference

VIII. Administrative Reports

VIII.A. Athletic Director/Activities Director Report

VIII.B. Elementary Principals Report

Discussion:

Second Grade Field Trip 9/20

Health Checks 9/18 and 9/19

iPad Training for Elementary Teachers held last week.

Walkie-Talkie's are being used during recess to add to the students safety.

Homecoming theme is Super Hero's

VIII.C. Middle School Principals Report

Discussion:

Middle School enrollment has exceeded 100 students.

S-RC Middle School got 1st Place in Educational Division at the Nebraska State Fair. Congratulations to the students who submitted work and thanks to the teachers who helped to organize all the projects.

Students Presented on their experience at June Jam at SCC Milford. A Drug and Alcohol Prevention Program for students. They would like to see us implement a group at the middle school.

VIII.D. High School Principals Report

Discussion:

Mr. Holmberg and 9 Students attended the CRC Sportsmanship Summit .

16 Journalism Students attended the Walsworth Yearbook Training Session in Columbus

VIII.E. Superintendents Report

VIII.E.1. 1:1 Computer Initiative Update

VIII.E.2. Safety Committee & Safety Drills

Discussion:

Safety Committee will meet Wednesday, September 18th @ 4:00PM.

VIII.E.3. Buildings & Grounds

IX. Old Business

X. New Business

X.A. Property Tax and Special Building Fund Request

Motion Passed: Approve the personal and real property tax levy request of \$0.90 and the special building fund levy request of \$0.05. passed with a motion by Roy Houdersheldt and a second by Jason Ingalls.

Roy Houdersheldt Yes

Jason Ingalls Yes

Jeff Kuhnel Yes

Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

X.B. 2013-2014 District 72-0032 School Budget

Motion Passed: Approve the 2013-2014 district budget as amended to reflect the \$0.90 General Fund Tax Levy and the \$0.05 Special Building Fund Tax Levy. passed with a motion by Heath Vrbka and a second by Chris Whitmore.

Roy Houdersheldt	Yes
Jason Ingalls	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

X.C. Approve the hiring of Kathryn Parlane

Motion Passed: Approve the hiring of Kathryn Parlane to serve as ELL/HAL Coordinator/Teacher for the 2013-2014 school year passed with a motion by Jason Ingalls and a second by Geoffrey Ruth.

Roy Houdersheldt	Yes
Jason Ingalls	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

XI. Set Dates

Discussion:

Next Meeting Date: October 15th, @ 8:00PM

XII. Executive Session

XIII. Adjournment

Motion Passed: Motion to adjourn @ 6:30PM passed with a motion by Jeff Kuhnel and a second by Chris Whitmore.

Roy Houdersheldt	Yes
Jason Ingalls	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

GEOFF RUTH

School Board Secretary

Property Tax and Special Building Fund Request Hearing
Shelby-Rising City Schools Library

DRAFT OF MEETING MINUTES FOR September 16, 2013 SCHOOL BOARD MEETING

1. Call Meeting to Order

Discussion:

Hearing is Called to Order

Motion Passed: Call Meeting to Order passed with a motion by Jeff Kuhnel and a second by Geoffrey Ruth.

Roy Houdersheldt	Yes
Jason Ingalls	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

2. Open Meetings Law Posting and Announcement of Meeting

3. Recognize Visitors

Discussion:

Denise Glock, Troy Holmberg

4. Property Tax and Special Building Fund Request Hearing

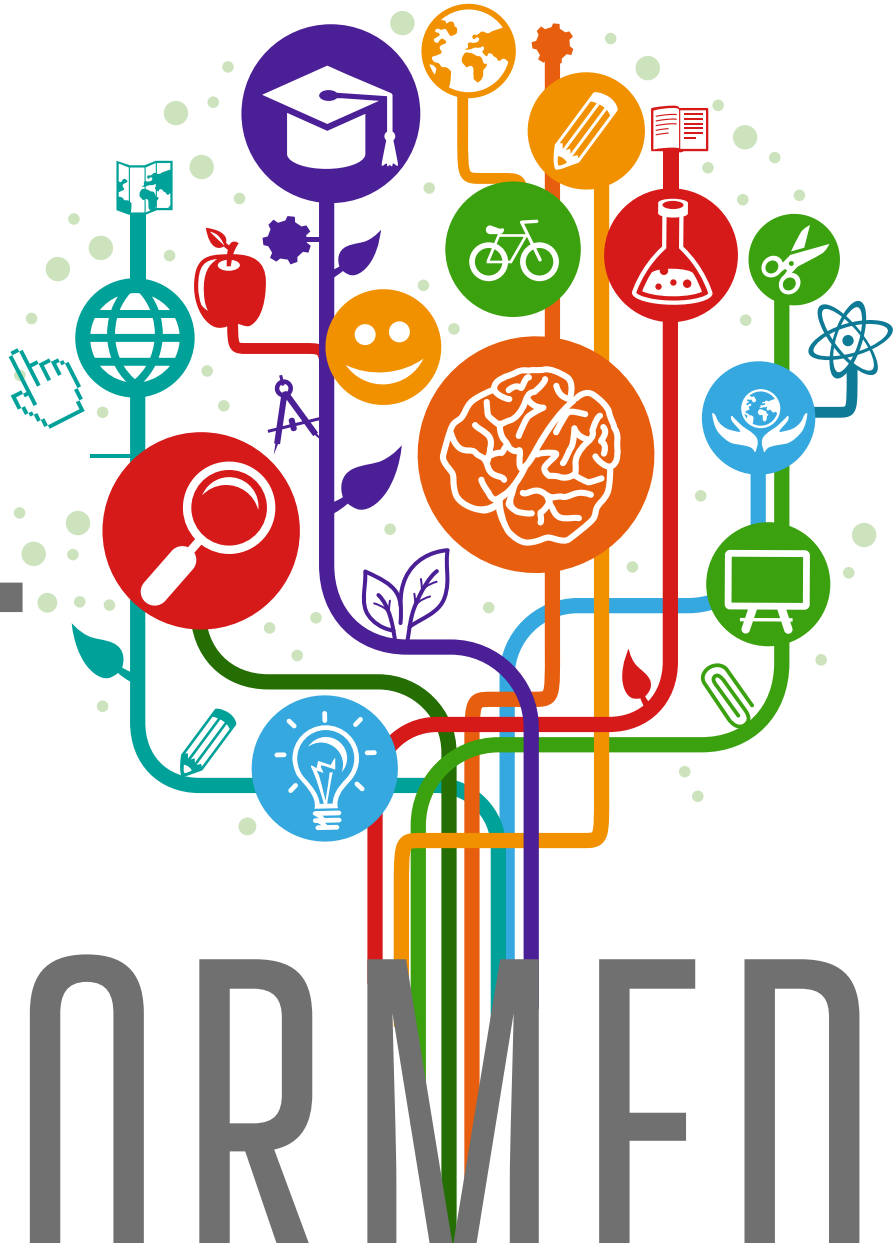
5. Adjourn

Motion Passed: Motion to Adjourn at 4:47PM passed with a motion by Geoffrey Ruth and a second by Jeff Kuhnel.

Roy Houdersheldt	Yes
Jason Ingalls	Yes
Jeff Kuhnel	Yes
Geoffrey Ruth	Yes
Heath Vrbka	Yes
Chris Whitmore	Yes

GEOFF RUTH

School Board Secretary



GET INFORMED BE INSPIRED

State Education Conference | November 20-22, 2013

La Vista Conference Center/Embassy Suites



Co-Sponsored by the Nebraska Association of School Boards
and the Nebraska Association of School Administrators

REGISTERING FOR THE CONFERENCE AND HOTEL RESERVATIONS

REGISTRATION FOR THE 2013 STATE EDUCATION CONFERENCE WILL OPEN WEDNESDAY, SEPTEMBER 18

To register:

- Go to the NASB website at www.nasbonline.org
- Log in using your username and password
- Click the State Education Conference link. *If you do not have a username and password or have forgotten it, please contact NASB at 800-422-4572 for assistance.*

Registration fees for the conference are as follows:

REGISTER SEPT. 18 THROUGH NOV. 12 **\$165**

REGISTER NOV. 13 THROUGH ONSITE **\$190**

NON-MEMBER REGISTRATION **\$530**

CANCELLATION FEE (PRIOR TO 11/12) **\$ 40**

TO RESERVE ACCOMMODATIONS AT THE CONFERENCE HOTELS YOU MUST REGISTER FOR THE CONFERENCE AS DESCRIBED ABOVE.

- To qualify for a room, you must complete your conference registration between September 18 and September 25, 2013.
- Once your conference registration is complete, you will receive an email with your NASB Registration code and a Conference Hotel Room Request Form.
- The code will not be activated until Monday, September 30, 2013.
- **A TWO NIGHT MINIMUM STAY IS REQUIRED AT THE CONFERENCE HOTELS AT THE PRICE OF \$145 PER NIGHT.**

COMPLETE THE CONFERENCE HOTEL ROOM REQUEST FORM

- Multiple attendees can be listed on one room request form
- Form must be submitted in the original excel format, not pdf

SUBMIT THE HOTEL REQUEST TO RESERVE ROOMS AT THE CONFERENCE HOTELS

- Email the form to david.scott@hilton.com beginning at 10:00 a.m. Central Standard Time, 9:00 a.m. Mountain Standard Time on Monday, September 30, 2013.

Note: Rooms will be booked in the order that emails with valid NASB registration codes in the form are received by David Scott.

There are also blocks of rooms at the following hotels if you prefer to make your own reservations. When making your reservation, mention the State Education Conference to receive the "Conference" rate.

REGENCY MARRIOTT (\$139 per night)
10220 Regency Circle, Omaha, NE 402.399.9000
Shuttles to and from the Conference Center will be provided by th Regency Marriott at no charge.

HAMPTON INN AND SUITES (\$145 per night)
12331 Southport Parkway, LaVista, NE 800.426.7866

HOLIDAY INN EXPRESS & SUITES (\$104.99 per night)
16175 Stevens Pointe, Gretna, NE 800.315.2621



2013 PRE-CONFERENCE WEDNESDAY NOV. 20, 1:00 TO 4:00PM

Suggested Audience: Superintendents and School Board Members

WHAT BOARD MEMBERS NEED TO KNOW ABOUT PERSONNEL MATTERS

This session presents school board members with legal information related to personnel matters. Topics for this session will include the following: board member access to evaluations; the board's role and responsibility at termination hearings; health insurance information; and, classified employee handbooks, policies and terminations.

-Perry Law Firm Attorneys

OR

THE FIRST AMENDMENT: THE GIANT ELEPHANT IN THE (SCHOOL) ROOM

Whether it's student rights, teacher rights, parent rights, school district rights, or the rights of the community members, the First Amendment is everywhere in school. Every work, sign, bus rental and arm band has a place in the broad spectrum of First Amendment rights. Attend this fast-paced pre-conference combining interactive technology, real experiences, and fascinating issues which will be used to help administrators and board members understand the way that the First Amendment affects every aspect of schools.

*-Kelley Baker, Karen Haase & Bobby Truhe
Harding & Shultz Attorneys*

GREEN SCHOOLS TOUR – WEDNESDAY, NOV. 20, 2013

Tour Saddlebrook Elementary and Davis Middle School, both are high performance schools. These schools have used the Leadership in Energy and Environmental Design (LEED) as one of their guiding principles. Participants will see firsthand how well designed schools enhance the education

process by providing good indoor air quality, natural lighting, efficient building design, improved acoustics and many other benefits. These items provide improved learning and working environments and at the same time lower the long term cost to operate the building.

Tour departs the Conference Center at 1:00 p.m. and will return at 3:45 p.m. Transportation is provided.

Reservations required. RSVP to Mike Kros, The Green School Committee, Flatwater *Chapter* mkros@dlrgroup.com

GENERAL SESSION SPEAKERS



WALTER BOND – SPEECH TITLE: NO ONE CAN STOP YOU, BUT YOU

Thursday Morning Opening Speaker

Walter Bond is called “Mr. Accountability” because he forces each one of his listeners to learn to be responsible for whatever the situation they are in. A former NBA athlete, Walter rose from being a reserve player coming off the bench to become the first rookie-free agent to start for the Dallas Mavericks. This astonishing journey provides the foundation for the principles he teaches to help empower people in their own personal journey. Today he is recognized as one of the world’s preminent experts on personal accountability.



BILL CORDES – SPEECH TITLE: YOGOWYPI (YOU ONLY GET OUT WHAT YOU PUT IN)

Thursday Luncheon speaker

Bill D. Cordes is a speaker, consultant and author. His programs have been featured in 47 states, to well over 2 million participants. Bill is the author of “The YOGOWYPI Factor”, and has co-authored Teen Power Too, Teen Empower, Teen Power through Christ, Teen Power & Beyond and Lead Now or Step Aside.

In his programs, Bill combines humor, enthusiasm and draws on his extensive life experience from being a former school teacher, college instructor, coach and television talk show host.



DAN CLARK – SPEECH TITLE: BUILDING A WINNING TEAM

Friday Luncheon speaker

DAN CLARK is CEO of an International High Performance Consulting Firm; University Professor; an Award Winning Athlete who fought his way back from a paralyzing injury that cut short his football career; a New York Times Best Selling Author; Adventurer; Journalist; and a Gold Record Songwriter/Recording Artist.

Dan is a primary contributing author to the Chicken Soup For The Soul series, and the author of 20 of his own best-selling books, including Puppies For Sale, which was made into a film at Paramount Studios starring Jack Lemmon.



THURSDAY GENERAL SESSION MUSIC: LINCOLN SOUTHEAST COUNTESSSES AND NOBLEMAN

SESSION A

NOVEMBER 21 | 10:15 TO 11:15AM

A1 SUPERINTENDENT CONTRACTS: THE BOARD'S FIDUCIARY RESPONSIBILITY

This session will address the board's fiduciary responsibility when working with the school attorney to review, revise, or develop a transparent document defining the board and superintendent's obligations, expectations, and responsibilities. Attendees will be equipped with useful tools for the Board/Superintendent leadership team to use when negotiating in harmony to achieve transparency.

-Marcia Herring & Neiles-Brasch - NASB

A2 RESULTS! SUCCESSFUL STRATEGIES TO OVERCOME CHALLENGES TO IMPROVE STUDENT ACHIEVEMENT

Nebraska schools are being challenged to re-conceptualize existing methods of instruction and interventions to increase student achievement for children who have struggled to succeed in the past. Educators face the challenges of increasing rates of poverty, students with special needs, high mobility rates, language barriers, and students entering schools with a diverse range of experiences and needs. This session will share personal experiences of how the efforts of educators positively impacted the culture of an elementary school and led to the success of students.

*-Lynn Fuller - Lincoln Public Schools
Jody Isernhagen - University of Nebraska Lincoln*

A3 CAPITAL FUNDRAISING CAMPAIGNS

This session will feature representatives from Broken Bow and McCool Junction sharing how they have found innovative ways to improve their facilities through private donations.

A group of four Broken Bow patrons initiated a capital fundraising campaign (Little Feet, Big Dreams) in 2012 to provide money for facilities needs that could not be met within the scope of the recently approved bond for a new elementary building.

The dire need for additional classroom space at McCool Junction Public School moved a group of patrons to raise money and volunteer in-kind labor to build the Learning Center. The patrons of McCool Junction want to continue the one-night annual fundraising event "The Evening with the Stars" indefinitely.

*-Michelle Zlomke, Mark Sievering
& Alberta Crowley - Broken Bow Public Schools
Ron Clark & Paul Underwood - McCool Junction Public Schools*

A4 BEST PRACTICES FOR DOCUMENTING PERFORMANCE AND CONDUCT ISSUES WITH CERTIFIED AND NON-CERTIFICATED STAFF

Whether a teacher requests a hearing in the face of a non-renewal or termination recommendation is often affected by the quality and accuracy of the documentation supporting the recommendation. Timely and thorough documentation decreases the likelihood of a hearing and increases the likelihood that the termination recommendation will be upheld even if a hearing is requested. Learn techniques to create performance improvement plans and avoid common mistakes in documenting conduct and performance issues for both certificated and non-certificated staff.

-Susan Sapp - Cline Williams Law Firm

A5 LEGAL ISSUES SURROUNDING SCHOOL SAFETY AND SECURITY

This session will examine legal and practical issues surrounding school safety and security. Topics will include the duty to protect students, locked doors and posted guards, crisis communication management, threat assessment, and the troubling trend of recent Nebraska law that continues to expand school district liability.

*-Jim Gessford - Perry Law Firm
Russ Uhing & Joe Wright - Lincoln Public Schools*

A6 EATING AT THE EDUCATION BUFFET: RELATIONSHIPS BETWEEN PUBLIC AND PRIVATE OR HOMESCHOOLED STUDENTS

There are many legal and practical issues that public school districts face in managing their relationships with private and homeschooled students. May homeschooled students play junior high sports? Can private schools send all of their high school students to the public school for Spanish, biology and shop? What is the least restrictive environment for a homeschooled student who is verified to receive special education services? This session will explore the sometimes surprising and rarely simple answers to these and other questions.

*-Karen Haase - Harding & Shultz
Dr. Ted DeTurk - West Point Public Schools*

A7 TWITTER TIPS FOR YOUR SCHOOL DISTRICT

York Public Schools focuses on two specific areas with their Twitter game plan. The first is communication and the second is professional development for staff. This presentation will outline some simple things a district can do to get started. This is one outlet for school districts to stay engaged and to share our successes. On the professional development side, Twitter is a FREE way to expose staff to new ideas, to reinforce effective learning strategies, and to create a Professional Learning Network (PLN) that can reach across the globe.

-Mike Lucas & Chris Ericson - York Public Schools

A8 CLASSIFIED STAFF “FLU SHOT”

Like the flu, classified staff issues never go away but they often change, especially those relating to employment contracts, wages, and hours. From ObamaCare to the Fair Labor Standards Act to contracts, the legal issues involving your classified staff are more complex than ever. Review your classified staff policies, handbooks, and practices, then come get your classified staff “flu shot.”

-Bobby Truhe & Kelley Baker -Harding & Shultz

A9 FIRST TIME SUPERINTENDENTS AND BOARD PRESIDENTS

This session is designed for first time new Nebraska superintendents and their respective Board Presidents. NCSA's Associate Director will review board – superintendent protocol, discuss superintendent evaluation and how best to communicate with your board president and board members. Time will be provided to address questions from the new superintendent or board president.

-Dr. Dan Ernst - NCSA

SESSION B

NOVEMBER 21 | 1:15 TO 2:15PM

B1 LEGISLATIVE UPDATE

This session will discuss the upcoming legislative session and highlights from the last session.

-Greg Adams - Nebraska Unicameral

B2 STUDENT VOICES

This session will feature students from several Nebraska high schools. These young people will share their perspectives on a variety of issues that are important to the leaders of tomorrow.

B3 SUPERINTENDENT EVALUATIONS

Just like any other employee, superintendents need to receive helpful and specific feedback on their job performance. However, we provide very little training to school board members on the superintendent evaluation process. In this session, presenters will review sample superintendent evaluation instruments, lay out the basic legal requirements for superintendent evaluations and will provide specific suggestions on how board members can make their superintendent evaluation process more productive. Attendees should bring their cell phone, laptop or tablet to this session.

-Karen Haase & Bobby Truhe - Harding & Shultz

B4 BULLYING: PREVENTING LAWSUITS BY THE BULLY AND VICTIM

The bullying tenet has become the new cause of action troubled students and their parents are bringing against

schools. This session will address adopting policies, training staff, investigating reported incidents and the required annual policy review.

-Attorneys from Perry Law Firm

B5 PAPERLESS BOARD MEETINGS

Attend this session to learn the benefits of a paperless board meeting system, including: cost savings, time savings, improved document organization greater staff efficiency, improved accessibility & availability of information, and instant search capabilities. This session will explore the benefits of the system for board members, administrators and office personnel.

-John Skretta & Board Members – Norris Public Schools

Travis Miller & Board Members – Bayard Public Schools

B6 LEADERSHIP DEVELOPMENT IN MILLARD PUBLIC SCHOOLS

Educational leaders have a clear vision for their school and create effective environments that support teaching and learning as top priorities. In an effort to define leadership in Millard Public Schools, a definition and framework were developed during the 2012-2013 school year. During this interactive session, participants will examine their own leadership and learn how Millard Public Schools develops leaders.

-Kim Saum-Mills & Jim Sutfin - Millard Public Schools

B7 ENGAGING THE COMMUNITY

School board members have one mission: to provide the best education possible for all children while demonstrating effective board governance. The board and district administrators must be accountable to students and community when it comes to student learning and achievement. Engaging the community will allow for the improved perception of your board's ability to address student achievement, improved public support for your school and the public's ability to participate in goal planning to support student achievement. Community engagement requires courageous leadership and a strategic approach. This session will equip you with resources to support outreach to your community.

-Marcia Herring & Shari Becker - NASB

B8 THE IMPORTANCE OF EARLY INTERVENTION FOR INFANTS AND TODDLERS WITH DISABILITIES AND THEIR FAMILIES

This session will provide an overview of Nebraska's Early Development Network (EDN) and will assist participants in understanding the crucial role early intervention services can play within the first 3 years of a child's life. Participants will gain knowledge of how the provision of EDN services can improve a child's developmental trajectory for later success in school, the workplace, and the community.

*-Amy Bunnell – Nebraska Department of Health & Human Services,
Joan Luebbers – Nebraska Department of Education*

SESSION C

NOVEMBER 21 | 3:00 TO 4:00PM

C1 FIGHTING CHILDHOOD OBESITY AND WINNING

Discover how Kearney Public Schools is succeeding in the fight against obesity and making a difference in the lives of students and families. Learn ways to create a culture of wellness in your district, working in partnership with community efforts. The goal of the KPS Healthy Schools Program was to increase awareness of healthy eating habits, increase fitness activities and to decrease the collective student 'body mass index' (BMI) by 2% annually. Using multiple approaches, such as an updated PE curriculum, new district and building food protocol, and thinking from a healthy schools perspective, KPS reduced the prevalence of obesity by a whopping 13%and you can too! Join us in the fight against childhood obesity.

-Dr. Brian Maher & Dr. Carol Renner – Kearney Public Schools, Dr. Kate Heelan – University of Nebraska Kearney

C2 BRIDGE THE GAP

The chasm between rural schools and city schools is growing on both financial and educational levels. This session will address ways to find a common ground. The most up-to-date financial information that may affect your school district will also be shared.

-Russ Inbody & Bryce Wilson - Nebraska Department of Education

C3 STORIES FROM THE BIG BUILD

The Norris District shares stories and perspective from the successful completion of a \$14 million bond issue and 15 month construction process to build a new Intermediate school, adding a 65,000 square foot facility and 12 acres to its campus, in addition to an extensive High School renovation project. The Norris team will review the process of moving a project from concept drawings to actual construction and opening, with tips for like-minded districts offered throughout on what we learned in this challenging and rewarding process.

-John Skretta & Brian Maschmann - Norris Public Schools

C4 HOW TO SHOP TILL YOU DROP: BASIC LEGAL ISSUES FOR BID SOLICITATION AND SCHOOL PURCHASING

School districts are charged with purchasing all textbooks, equipment, and supplies necessary for their schools; arranging for services such as utilities, transportation, and maintenance; and making all other necessary provisions for its students, staff, and school buildings. Board members and school administrators should be aware of the basic legal requirements and some of the traps that they should

avoid. This session will review some competitive bidding requirements and exceptions, general bidding principles, and basic contractual considerations to assist you in the bidding and purchasing process.

-Steve Williams - Harding & Schulz

C5 SCHOOL LEGAL ISSUES INVOLVING TECHNOLOGY

This session will discuss various legal issues related to social media to keep board members and administrators up-to-date with the latest legal developments. Topics to include school board meetings, email communications and public records, as well as students or staff use of twitter, facebook, internet blogs, cell phones, MySpace, Facebook, YouTube, etc., and new E-Rate filtering requirements.

-Jim Gessford & Josh Schauer - Perry Law Firm

C6 OPEN MEETINGS LAW

The quickest way for a board to get into trouble is to violate the Open Meetings Law. Come to this session to learn how to publish notices, develop agendas, create minutes, avoid closed session problems, and otherwise elude Open Meetings Law violations.

-John Spatz - NASB

C7 "FLIPPING" THE HIGH SCHOOL SCIENCE CLASSROOM

Are you interested in finding out how to differentiate instructional practices for students? Learn how science teachers at Waverly High School have designed a layered curriculum to meet the needs of students and "flipped" the classroom to place more responsibility for learning upon the students. The instructional strategies have allowed teachers to more effectively use the time they have in the classroom and spend more time facilitating learning activities. These practices have increased student engagement, decreased off-task behaviors, and deepened student understanding of science concepts. The use of technology expands learning opportunities for students outside the traditional classroom setting.

-Pam Wendel, Laura Turner & Ryan Ricenbaw - Waverly High School

C8 PASSING A BOND ISSUE – AGAINST THE ODDS

Engage your community, spend time and resources on research, and communicate, communicate, communicate were just a few of the strategies used during this successful bond election. Come hear the step by step process of how the Papillion-La Vista School District passed a bond issue in very challenging times.

-Annette Eyman & Valerie Fisher – Papillion-La Vista Public Schools

SESSION D

NOVEMBER 21 | 4:15 TO 5:15PM

D1 ENTREPRENEURSHIP EDUCATION – A MUST FOR YOUR SCHOOL AND YOUR COMMUNITY

Does your school district teach and support the young entrepreneurs enrolled there? Is this important for your school and community? Listen to educators, community leaders and a youth entrepreneur panel discuss what entrepreneurial education has meant for them personally and for their local community. Be prepared to be amazed as you listen to how these young people have developed their own businesses and impacted the school and the community as well.

*-Nancy Eberle & Diane Vigna – University of Nebraska
Dahn Hagge – Valley County Community Development
Jennifer Remmeireid – Ord Public Schools &
Entrepreneur panel*

D2 OUTSOURCING – WHAT WE HAVE LEARNED

Come and hear representatives from Ralston, Johnson County Central and Blue Hill explain what services they outsource, how they decided to outsource and what they have learned through the process.

*-Mark Adler & representatives from Ralston Public Schools
Jack Moles & representatives from
Johnson County Central Public Schools
Joe'l Ruybalid & representatives from Blue Hill Public Schools*

D3 NEBRASKA TEACHER AND PRINCIPAL EVALUATION UPDATE

In November, 2012 the State Board of Education adopted a set of recommendations for teacher and principal evaluation models based on the “Nebraska Teacher and Principal Performance Framework”. NDE is currently working with 17 pilot schools during the 2013-14 school year to develop and test processes, procedures and materials to be included in the Nebraska models. Starting in the Fall of 2014, all Nebraska school districts will have the ability to adopt or adapt them. This presentation will provide an overview of the models and a timeline for their implementation.

-Donlynn Rice - Nebraska Department of Education

D4 BULLYING AND CYBER-BULLYING: WHAT EDUCATORS AND BOARD MEMBERS NEED TO KNOW

When bullying incidents go unaddressed, anguished parents’ growing response is to pursue litigation. Recently, a court ruled that a School District did not do enough to stop a student from bullying another. The court awarded the bullied student \$800,000 in damages. Essentially, the federal court ruled that schools can be held responsible for

what students do, if there is a pattern of harassment, or if they don’t do enough to provide a safe environment. This session will include a review of recent cases involving schools and bullying and will provide concrete strategies for school leaders to limit schools’ potential liability.

- Karen Haase & Steve Williams - Harding & Shultz,

D5 SPECIAL EDUCATION ISSUES

This session will address recent special education issues to include cases revisiting the rules, extracurricular activities and students with disabilities and what to do with the U.S. Department of Education (ED) Office for Civil Rights (OCR) Dear Colleague letter. Frequently Asked Questions will be addressed on the requirements of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504) in elementary and secondary schools, given the changes to those laws made by the ADA Amendments Act.

-Greg Perry - Perry Law Firm

D6 BOARD OF EDUCATION COLLABORATION AND COMMUNICATION USING GOOGLE DOCS

Chadron Public Schools Board of Education utilizes Google Docs to create a shared BOE calendar, create paperless board packets, allow collaboration among BOE committee members, and share board documents with the public. This aligns with the Board’s Continuous Improvement Goals to “continue to embrace new technology” and to “foster positive/adaptive climate that builds trusting relationships through communication and collaboration with all stakeholders.”

*-Dr. Caroline Winchester, Sandy Roes & Terri Haynes -
Chadron Public Schools*



NASB DELEGATE ASSEMBLY
FRIDAY, NOV. 22 | 8:00 TO 9:30AM

SESSION F

NOVEMBER 22 | 10:30 TO 11:30AM

F1 THE IMPORTANCE OF CREATING A COLLEGE-GOING CULTURE IN NEBRASKA HIGH SCHOOLS

Learn from EducationQuest Foundation and high school representatives about the importance of creating a college-going culture at Nebraska high schools and strategies that are helping to increase the state's college-going rate. Strategies include the Nebraska P-16 Initiative's education goals, and EducationQuest's College Access Grants program and KnowHow2GO program.

*-Daphne Hall, Liz Koop & Eric Drumbeller - Education Quest
Jeff Edwards - Nebraska City Public Schools
Maggie Rasmussen - Aurora Public Schools*



**SUPERINTENDENT OF THE YEAR
WILL BE RECOGNIZED AT THE
FRIDAY LUNCHEON.**

F2 THE AFFORDABLE CARE ACT (ACA), EHA AND YOU

This session will address considerations for scheduling employee work and structuring employee compensation and benefits for the 2014-2015 fiscal year in light of the ACA minimum value/affordability/shared responsibility requirements. The available EHA Blue Cross/Blue Shield health insurance plan options for 2014-2015 will also be discussed.

*-Rex Schultze - Perry Law Firm
Kent Trelford-Thompson - Blue Cross / Blue Shield
Greg Long - Educators' Health Alliance*

F3 ARE SCHOOL POLICIES IMPORTANT?

This session will examine the legal aspects of school policies and why they are important. It will review the ever increasing number of laws specifically requiring a written policy; the often mysterious distinction between policy and regulation; and the critical nature of keeping them up-to-date.

-Attorneys from Perry Law Firm

F4 FORT CALHOUN IPAD INITIATIVE

The Pioneer iPad Initiative improves the delivery and individualization of instruction, engaging all types of learners. Teachers are more effectively and more consistently incorporating differentiation and accommodating to multiple intelligences and modalities, thus, enhancing all students' educational experience. In addition, 79% of Fort Calhoun students say they have learned "more in school" with the iPads. In this session teachers will demonstrate how they use the iPads in the classroom to create 21st Century Learners.

*-Don Johnson, Jerry Green, Kayla Brown &
Sara Wellman-High Horse
- Fort Calhoun Community Schools*

F5 BEYOND 1:1

Come hear from school folks who don't know all of the answers to the Bring Your Own Device (BYOD) questions, but have wrestled with the questions and developed policies and practices that are working effectively across all grade levels. How can we make use of student owned devices to extend our technology implementation? How do we manage the devices and stay in compliance with e-rate and local board policy? How do we accommodate students who do not have devices? How do we use the devices in schools? We'll address these questions and more. Come join the conversation!

- Dr. Lynne Herr - ESU 6

F6 STATE BOARD OF EDUCATION ROUNDTABLE

Join State Board of Education Members to discuss current education initiatives.

-Nebraska State Board of Education



**THE ANN MACTIER AWARD
WILL BE PRESENTED AT THE
THURSDAY LUNCHEON.**



**IF YOU HAVE SPECIAL DIETARY
NEEDS DUE TO A MEDICAL
CONDITION, CONTACT ZOE
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TO ARRANGE ALTERNATIVE MENUS.**



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 and the Nebraska Association of School Administrators

Laptop Policy, Procedures, and Information

Shelby-Rising City Public Schools

Shelby-Rising City Public Schools Laptop Program

The focus of the ONE TO ONE Project at Shelby-Rising City Public Schools is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the laptop computer. The individual use of laptops is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Laptops encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with Laptops integrates technology into the curriculum anytime, anyplace.

TABLE OF CONTENTS

Laptop Specifications	1
Receiving Your Laptop	1
Taking Care Of Your Laptop	1
Using Your Laptop At School.....	2
Managing Your Files & Saving Your Work.....	3
Software On Laptops.....	3
Acceptable Use.....	4
Protecting & Storing Your Laptop Computer.....	6
Laptop Technical Support	6
Laptop Faq's.....	7
Policies	9
Computer Laptop Violations	11
Computer Network Violations	12
Laptop Loan Agreement.....	15
Acceptable Use Agreement.....	17

The policies, procedures and information within this document apply to all laptops used at Shelby-Rising City Public Schools, including any other device considered by the Principal to come under this policy. Teachers may set additional requirements for computer use in their classroom.

1. LAPTOP SPECIFICATIONS

- Apple Macbook Air Laptop
- 4 GB of RAM minimum

2. RECEIVING YOUR LAPTOP

Laptops will be distributed each fall during “*Rollout & Laptop Orientation.*” **Parents & students must sign and return the Computer Damage/Loss Agreement, Shelby-Rising City Public Schools Laptop Information and Parent/Student Pledge documents before the laptop can be issued to their child.** The Laptop Computer Protection plan outlines two options for families to protect the laptop investment for the school district. Laptops will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original laptop each year while enrolled at SHELBY-RISING CITY PUBLIC SCHOOLS.

3. TAKING CARE OF YOUR LAPTOP

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the technology coordinator.

3.1 General Precautions

- No food or drink is allowed next to your laptop while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open, unless directed to do so by a teacher.
- Laptops should be shut down before moving them to conserve battery life.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the Shelby-Rising City Public Schools.
- Laptops must never be left in a car or any unsupervised area.
- Students are responsible for keeping their laptop’s battery charged for school each day.

3.2 Carrying Laptops

The protective cases provided with laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Laptops should always be within the protective case when carried.

- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the laptop screen.
- The laptop must be turned off before placing it in the carrying case.
- Do not throw, toss or slide laptops.

3.3Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.

4. USING YOUR LAPTOP AT SCHOOL

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules will be accessed using the laptop computer. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher.

4.1Laptops Left at Home

If students leave their laptop at home, they must report to the office to phone parents to bring the laptop to school. Repeat violations of this policy will result in disciplinary action.

4.2Laptop Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair from the Technology Coordinator.

4.3Charging Your Laptop's Battery

Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening. Repeat violations of this policy will result in disciplinary action.

In cases where use of the laptop has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class.

4.4Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of but not limited to; guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

- Passwords on screensavers are not to be used.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

4.5 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students will be allowed to use headphones with the laptops with teacher permission.

4.6 Printing

Students may use printers in classrooms, the library, and computer lab with teachers' permission during class or breaks. Students who want to print on a home printer must ask the Technology Coordinator to add their printer software to the laptop computer.

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Syncing the Laptop: Students will be logging onto our network in order to back up their work. Students will have their own user account and folder on the network with ample space to back up any school-related work. Students will be responsible for syncing their files to the server.

Additional folders may be created or added by the student. All student work should be stored on the laptop. Only files stored on the desktop or in designated folders will be backed up and saved. Student work saved to a different location on the computer will not be saved to the high school server.

Large video files may not be stored on the laptop or in the documents folder.

5.2 Saving data to Removable storage devices

Students should also backup all of their work at least once each week using removable file storage.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

6. SOFTWARE ON LAPTOPS

6.1 Originally Installed Software

The software originally installed by SHELBY-RISING CITY PUBLIC SCHOOLS must remain on the laptop in usable condition and be easily accessible at all times.

The laptop is supplied with:

- iWorks
- iLife
- Microsoft Office Suite
- ActivStudio
- Other software applications

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

6.3 Additional Software

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their laptop. Students are responsible for maintaining the integrity of software required for facilitating academic activities.

- Any additional software should not be installed without consent of the technology staff and must be appropriate for the school environment and may not infringe on the productivity of the classroom setting.
- Students are responsible for ensuring that only software that is licensed to their laptop is loaded onto their computers.
- Items such as but not limited to; violent games and computer images containing obscene or pornographic material are banned.

6.4 Inspection

Students may be selected at random to provide their laptop for inspection.

6.5 Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the technician will copy all files on the laptop. The hard drive will then be re-imaged. Authorized software will be installed and the data files reinstated on the laptop. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image.

6.6 Software upgrades

Upgrade versions of licensed software are available from time to time. Students will be instructed to upgrade their software from the school's network periodically.

7. ACCEPTABLE USE

7.1 General Guidelines

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Shelby-Rising City Public Schools.
- Students are responsible for their ethical and educational use of the technology resources of the Shelby-Rising City Public Schools.
- Access to the Shelby-Rising City Public Schools technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use and Internet Safety Policy.

- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Handbook.

7.2 Privacy and Safety

- Do not go into chat rooms or send chain letters without permission from a faculty member as part of a class project.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.
- Students will not delete their history. A deleted history is a clear indicator that a violation has occurred and consequences will have been earned.

7.3 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as but not limited to; graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject consequences. Violation of applicable state or federal law, including the Nebraska Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

7.4 Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Laptop Handbook or Acceptable Use Policy will result in disciplinary action as outlined in the Student Handbook.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws

8. PROTECTING & STORING YOUR LAPTOP COMPUTER

8.1 Laptop Identification

Student laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:

- Record of serial number of computer
- Individual User account name and password

8.2 Password Protection

Students are expected to password protect their laptops by setting a start-up password and keeping that password confidential.

8.3 Storing Your Laptop

When students are not monitoring laptops, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the laptop, when stored in the locker.

Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. Laptops should not be stored in a student's vehicle at school or at home.

8.4 Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds, the cafeteria, commons area, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen.

Unsupervised laptops will be confiscated by staff and taken to the Principals' Office. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

9. LAPTOP TECHNICAL SUPPORT

The Technology Coordinator is located in the high school coordinates the repair work for laptops. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs

FAQ'S

- (1) **What if I already have another model or brand of laptop computer?** *You will be required to use the school district issued laptop for school purposes.* This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses.
- (2) **Can I have my laptop computer this summer?** It is our intent to use the summer to upgrade, clean, and repair each laptop to keep them in working order and extend their useful life to the district.
- (3) **The best insurance is to take care of your laptop. Do not leave your laptop in the building, classroom, concourse, or car unattended. Always know where your laptop is! Above all, take your computer home each night.**
- (4) **Does SHELBY-RISING CITY PUBLIC SCHOOLS provide maintenance on my Apple laptop computer?** Yes, the Tech Coordinator will provide limited maintenance. If more maintenance is needed, the laptop is covered by the AppleCare maintenance agreement.
- (5) **What will I do without a computer in my classes if my laptop unit is being repaired or while I am replacing it if it is lost or stolen?** SHELBY-RISING CITY PUBLIC SCHOOLS stocks a limited number of laptop computers that can be loaned out on a first come, first-served basis. You will be able to apply for a loaner unit with the tech coordinator. *If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.*
- (6) **If I purchase software in addition to the available software provided through SHELBY-RISING CITY PUBLIC SCHOOLS, will the Tech Coordinator load it for me?** No, at this time we are asking that only the software that was purchased by Shelby-Rising City Public Schools be installed on the laptops.
- (7) **Do I need a printer?** You do not need to own one since printers are located throughout the building. If you want to connect to a printer at home with the school laptop, you will need to visit the technology coordinator and ask to have your printer software installed.
- (8) **How do I connect to the Internet at home?** You may connect to the Internet using a cable Ethernet connection (Requires additional adapter) or wireless connection.
- (9) **If you maintain a wireless home network, you must set the laptop to connect to your wireless connection. The school district will not provide tech support for your home network.**
- (10) **Dial-up Internet connections should work on the school laptop.**

- (11) **Will there be facilities to back up the files I create on my laptop?** Yes. When you save your documents to the Documents Folder, your files are automatically saved to your laptop. Then you will need to complete the SYNC process the next time you are at the school to back up your files.
- (12) **What if I want to add options to my laptop later?** Only SHELBY-RISING CITY PUBLIC SCHOOLS is authorized to add options and upgrades to your laptop computer.
- (13) **What if I want to run another operating system on my laptop?** Only the operating system chosen by SHELBY-RISING CITY PUBLIC SCHOOLS will be authorized to run on a student-issued laptop computer.
- (14) **Will I be given a new battery if mine goes bad?** The laptop battery will be replaced by the manufacturer for defects. You will be responsible for charging your battery and proper battery maintenance.
- (15) **What has the school done to help prevent students from going to inappropriate sites?** We have a software product which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. An additional Mobile Filter has been added and should assist in filtering when students are not on the school network. All students who attempt to find inappropriate sites will be directed to the Principal's Office.
- (16) **Are Student Laptops subject to school "snooping"; what if they bring their laptop in for repairs and "objectionable data" is detected?** Inappropriate material on laptops should be reported to the classroom teacher, principal, or tech coordinator immediately upon identification. Students who have "objectionable data" on their laptop but have failed or chosen not to report it, will be referred to the Principal's Office.
- (17) **What if I have questions on how the features on my laptop work?** Apple systems are preloaded with the Access Help application which contains information similar to that which would be included in a User's Guide. The Access Help application is a searchable help database included on your computer.

Shelby-Rising City Public Schools

COMPUTER/LAPTOP ACCEPTABLE USE GUIDELINES

Shelby-Rising City Public Schools network facilities and/or laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of Shelby-Rising City Public Schools. Access to the Shelby-Rising City Public Schools computer systems is a privilege, not a right. Laptops will be subject to random inspections and will be turned over to district personnel upon request. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in suspension or revocation of the offender's laptop and/or network privileges.

Laptop Computer Security Policy During the School Day

- Students must have laptops with them, or stored/locked in their school lockers . Laptops must never be left unattended. Faculty will pick up and give unattended laptops to the Office.

- It is the student's responsibility to have the computer charged at the beginning of each school day.

- Laptops must be kept in the carrying case issued with the laptop. (Use of other cases must be cleared with the tech coordinator.)

- Students are not to deface their laptops or carrying sleeves, in any way, for example, with stickers, tape, white - out, marking pens, etc. If there are any questions, check with administrators.

- The School's Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Students may not access Web sites, newsgroups, or "chat" areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.

- E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use but not limited to; vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others.

- Use of the computer (including "Instant Messaging") for anything other than a teacher - directed or approved activity is prohibited during the school day.

- When accessing the school district's internet network, Internet computer games or any computer games are prohibited in classes, lobby, hallways, etc.

- Computers may not be used to make sound recordings without the consent of all those being recorded.
- Installation of peer-to-peer file-sharing programs is strictly forbidden. Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, media specialist or teacher.
- If you have a specific need for additional software or you want to add personal software, you must request approval prior to the installation.
- Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Games, commercial software or graphic files that are not for a school project or activity should not be stored on the school computer systems.
- Students may access only those files that belong to them or for which they are certain they have permission to use.
- Deliberate attempts to degrade the network or to disrupt system performance will result in disciplinary action.
- School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.
- Sound must be turned off at all times, except when being used as a part of the class.
- Accidental laptop damage: Students who have repeated instances of accidental laptop damage may be asked to check their laptop in with the tech coordinator after school. Laptops may be checked out again before classes begin the next day. Special permission to take a laptop home for class work may be permitted by the student's teacher first clearing it through the tech coordinator.
- Shelby-Rising City Public Schools reserves the right to define inappropriate use of technology. These inappropriate uses include, but are not limited to:
 - The user shall not erase, change, rename, or make unusable anyone's computer files, programs, or disks.
 - The user shall not use or try to discover another's password or another person's email or other files.
 - The user shall not use a computer for unlawful purposes, such as illegal copying or installation of software.
 - The user shall not let other persons use his/her name, logon, password, or files for any reason.

- *The user shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language or images.
- Individual school laptop computers and accessories must be returned to the tech coordinator at the end of each school year. Students who, withdraw, or terminate enrollment at SHELBY-RISING CITY PUBLIC SCHOOLS for any other reason may be asked to return their individual school laptop computer on the date of termination.
- If a student fails to return the computer at the end of the school year or upon termination of enrollment at Shelby-Rising City Public Schools, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the Sheriff's Department.

Computer Laptop Violations(But not limited to:)

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Downloading or transmitting multi-player game, music, or video files using the school network.
- Vandalizing, damaging, or disabling property of the school or another individual or organization.
- Accessing another individual's materials, information, or files without permission.
- Using the network or Internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- Intentionally wasting school resources.

Consequences: Up to and including suspension or expulsion.

Computer Network Violations (But not limited to:)

1. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
2. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
3. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
4. Creating, uploading, or transmitting computer viruses.
5. Attempting to defeat computer or network security. Consequences: Suspension of laptop computer, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.
6. Other violations deemed by the administration to be in violation of school policies, handbooks, ethics etc.

Consequences:

Up to and including suspension or expulsion.

Students who are disciplined and lose the privilege of using their laptop for a period of time, are not permitted to bring their own laptop from home. Students are to use only school issued laptops at SHELBY-RISING CITY PUBLIC SCHOOLS.

Laptops that are confiscated for violations may be wiped clean which will result in loss of all the music, pictures, movies etc. that may be on the laptop.

Shelby-Rising City Public Schools Laptop Loan Agreement

Student/Borrower Graduation Yr: _____ Student Borrower Grade, SY 2013-2014: _____

User/Borrower/Item Information:		Condition
Student/Borrower Name:		
Shelby-Rising City Barcode #:		
Apple MacBook Air Serial #:		New/Good
Battery Serial #:		New/Good
Charger ID #:		New/Good

Parent Name(s): _____ Home Phone: _____

Address: _____

Physical
Mailing(if different)
Town
Zip

Understandings

The above listed items, as well as, a computer carrying case are being loaned to the named student/borrower and are in good working order unless otherwise indicated. It is the student/borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment. This MacBook is an important learning tool and is for educational purposes only. In order to take the MacBook home each day, the student/parent must be willing to accept responsibilities expressed herein.

The equipment is the property of Shelby-Rising City Public Schools of Shelby, NE, and is being loaned to the student/borrower for educational purposes for the Academic School Year. Students may not deface or destroy this property in any way. Customizing the exterior of the laptop by using stickers, skins, lettering, marker, etc. is also prohibited. Inappropriate material/files or unauthorized software on the machine may result in the student losing their right to use this computer. The computer, all files on its hard drive and network storage areas are the property of Shelby-Rising City Public Schools. Administrators may review communications/files to maintain system integrity and/or to insure that students are using the system responsibly. There is no presumption of privacy with regard to use of this computer. The equipment will be returned to the school on a date to be requested or sooner if the student is discharged from the school prior to the end of the school year.

A \$25.00 non-refundable fee is assessed to cover the cost of insurance. If a claim is filed due to accidental damage determined to be less than "total loss" to the computer the student and/or parent are responsible for the first \$100.00 (the rental fee will be applied to the first \$100). This includes damage to the charger and carrying case as well as damage to the computer. Students will be responsible for purchasing any accessory computer equipment and replacement cost will be up to the student (ex. iPod, external hard drive, flash drive, CDs, disks, etc.)

If the laptop is lost, stolen or damaged to the extent it is subsequently declared a total loss, the student/parent shall be responsible for the replacement or repair. The student/parent agrees to indemnify the District against any loss occurring during or resulting from student's possession or use of laptop, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to student's use of District Property. **Warranty will cover mechanical failure, however in the case of theft, loss, or total damage, the student/parent will be responsible for the \$500.00 insurance deductible.** All intentional damages are the responsibility of the student/parent. Student agrees that in the event the computer is out of his/her possession for a period of 48 hours or if the student believes the computer has been stolen, he/she will immediately notify the Superintendent/Principal who shall file a report with the County Sheriff.

The laptop may be used by the student/parent only for non-commercial purposes, in accordance with the District's policies and rules. Any included software may be used only in accordance with the applicable license and it is the student/parent's responsibility to be familiar with and to comply with the provisions of such license.

The student and parent acknowledge and agree that student use of the laptop is a privilege and that by this agreement, the student/parent acknowledges the student's responsibility to protect and safeguard the laptop and return the same in good condition and repair. Upon completion of these forms the student will be issued a MacBook computer through which he/she may engage himself/herself in his/her education this year. It is essential that these guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

Parents agree to supervise the student's use of the MacBook at home, to discuss the family's values and expectations regarding the use of the Internet, email, instant messaging or other web-based communications at home. Parents further agree to assist the student in remembering to charge the MacBook battery nightly and to make sure the student brings the MacBook to school every day. It is understood that if as student comes to school without his/her computer, the parent may be called to bring it to school. In accepting this MacBook the student and parent agree to report to the school any problems with the MacBook, and to warrant its return to the school when requested or upon the student's withdrawal from Shelby-Rising City High School.

Students or parents shall not attempt to repair the MacBook or clean it with anything other than a soft, dry cloth. Students/parents will not load or attempt to load, delete or attempt to delete any software from the MacBook.

When using the MacBook at home, at school, or anywhere else the student may take it, the student shall follow the policies of the Shelby-Rising City Public Schools – especially the Student Code of Conduct and to abide by all local, state, and federal laws or any other administrative rules which may be subsequently issued with regard to the care of the MacBook.

The student shall treat the MacBook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby and to place the MacBook in its protective sleeve when not in use and when it is being moved. The student shall not lend the MacBook to anyone, not even friends or siblings. Violation of this rule is an assumed risk on behalf of the student who assumes ultimate responsibility, regardless of accidental damage.

The student agrees to honor his/her family's values when using the MacBook. For safety's sake the student shall not give out personal information when using the MacBook.

The student agrees to bring the MacBook to school every day and understands that the Internet and web-based communications should be used only for appropriate, legitimate, and responsible purposes. The student shall keep secure all assigned accounts and passwords, and will not share these with any other student(s).

The District hereby acknowledges receipt of the sum of \$25.00 from student and parent/guardian whose signatures are affixed below affirming the understanding of and agreement to, on behalf of the parent and student, to the terms and conditions of the Shelby-Rising City Public Schools 2013-2014 Laptop Loan Agreement and of the Shelby-Rising City Public Schools ACCEPTABLE USE AND INTERNET SAFETY POLICY.

Parent's Signature _____

Print Name _____

Student's Signature _____ Date: _____

Signature of School Administrator/Designee: _____

Deposit

Check # _____

Cash _____

Waived _____

Admin Initial

Shelby-Rising City Public School (6-12)
 Student Laptop Acceptable Use Agreement
 2013-2014 School Year

The following items reiterate some of the most important points covered in the Laptop Computer Use Agreement, including the Standards for Proper Care, Computer Use and Conduct Guidelines and Computer Discipline Policy, which you can read in the student handbook.	Student Initial	Parent Initial
I understand that I am responsible for backing up my own files and that important files should always be stored in at least two (2) locations (such as on the laptop, external hard drive, CD, flash drive, or file server).		
I will not leave my laptop unattended unless it is locked in a secure place. My family is fully responsible for the cost of replacement should my laptop become lost or stolen due to "gross negligence" as determined by administration. Students not participating in Shelby-Rising City Public Schools Laptop Loan Agreement are not to remove computers from school property.		
I understand that my family is financially responsible for up to full cost if damage occurs to the laptop. <i>Please refer to the Laptop Loan Agreement for details.</i>		
I will not install or use file-sharing programs to download music, video or other media.		
I will not duplicate or distribute copyrighted materials other than a back-up copy of those items I legally own.		
I will keep the laptop lid fully closed whenever it is moved from one point to another.		
I will read and follow the Laptop Policy and any general maintenance alerts from school network staff.		
I will report any problems with my laptop to the LAN Manager, Mrs. Ingalls.		

I have read the Acceptable Use and Internet Safety Policy and agree to it's terms.

Student Name (printed clearly) _____

Student Signature _____ Date _____

Parent/Guardian Name (printed clearly) _____

Parent/Guardian Signature _____ Date _____

Students wishing to participate in the Shelby-Rising City Public Schools Laptop Loan Program must also sign the Shelby-Rising City Public Schools Laptop Loan Agreement.

**SAFETY AND SECURITY
MANAGEMENT PLAN**

**Shelby-Rising City Public Schools
PK-5/9-12 @ Shelby, Nebraska
6-8 @ Rising City, Nebraska**

2012-2013

Table of Contents

Introduction..... 1

School District Crisis Response and Safety and Security Plan 2

I. Emergency Response..... 2

II. Chain of Command for Crisis Situation..... 2

III. Crisis Response Team 2

A. Crisis Response Team Functions 2

IV. Crisis Communication 3

A. Declaring and Communicating an Emergency Situation..... 3

1. Declaring an Emergency 3

a. Civil Authorities 3

b. Administration..... 3

B. Communication During an Emergency 3

1. Alarms (Notification of Emergency) 3

2. Intercom 3

3. Radios and/or Cellular Telephones 3

4. Student Runners..... 3

C. Communication Plan 4

1. Critical Situations 4

2. Non-critical Situations 4

D. Crisis Communication Center..... 4

E. Communication with the Media 4

F. General Response Information to Any Declared Emergency 5

V. Crisis Management Procedures 5

A. General Procedures..... 5

1. Initial Response in an Emergency Situation..... 5

2. Room Evacuation 6

3. Off-School Evacuation 7

4. Lockdown 9

5. Emergency Exiting Instructions for Room or School Evacuation 9

B.	<i>Additional Response Information for Specific Types of Emergencies</i>	9
1.	Natural and Accidental Disasters	9
a.	Fire	9
b.	Chemical Spill/Toxic Fumes	10
	(1) Spill/Fumes <u>Outside</u> the School Building	10
	(2) Spill/Fumes <u>Inside</u> the School Building	10
c.	Power Outage/Blackout	10
d.	Tornado Safety	11
e.	Flooding	11
	(1) School Buildings	11
	(2) Highways and Roads	11
2.	Protection of Students and Staff from Acts of Others	12
a.	Assaults	12
b.	Bomb Threats	12
c.	Intruder or Hostage Situation - Generally	12
d.	Teacher's Emergency Procedure	13
d.	Intruders/Students with Weapons	15
e.	Hostage Situation Protocol	16
f.	Confidentiality of Intruder/Hostage Protocols	19
g.	Disturbances After Hours/School Activities	19
h.	Vicious Animal on School Grounds	19
i.	Safe Pupil Transportation Plan	19
VI.	Safety and Emergency Precautions and Preparedness	19
A.	<i>Drill Practice Schedules</i>	19
B.	<i>Safety and Security Training of Staff and Students</i>	19
1.	Staff Training and In-service	19
VII.	Building Security	20
A.	Access Control	20
B.	Communications	20
C.	Identification Systems	20
D.	Intrusion Detection Systems	20
E.	Inventory Control	20
F.	Key and Lock Control	20
G.	Perimeter and Outside Security	20
H.	Protective Lighting	21
I.	Signage	21
VIII.	Safety and Emergency Equipment and Supplies	21
A.	Communication Equipment	21
1.	Radios, Cellular Phones, and Beepers	21
2.	Alarm System	21
B.	Disaster Equipment and Emergency Supplies	21
C.	First Aid Supplies	21
D.	Emergency Response Packets	21
	References	22
	Appendix	23

Introduction

Natural disasters, such as winter storms, tornadoes, floods or other natural disasters, and man-made disasters which can result from chemical spills, noxious fumes, power outages, fires, explosions, etc. are potential hazards for which our school personnel and students, and the community-at-large must be prepared. The school district must also prepare for man-made crises that can come in the form of real or threatened violence, such as weapons on school grounds and bomb threats, and tragedies such as the sudden death of a teacher or student.

The objective of the Shelby-Rising City Schools Safety and Security Management Plan is to provide the maximum practicable protection for students and school personnel in the event of a crisis.

To meet this objective, we will instruct and prepare students and staff in the appropriate and safe procedures to follow in the event of a school crisis through staff in-service and student drills. The occurrence of a crisis will require a prompt response from all personnel as they perform their specific assignments from this Plan.

Since no two emergencies will be the same in nature, scope, or magnitude, it is necessary for the school's plans to be basic, flexible, and subject to modification as the need arises. Modification will be at the discretion of the Superintendent or civil authority. However, in any emergency, the following priorities shall apply:

1. Protection of life.
2. Prevention of injury.
3. Protection of property.
4. Preparation of the school for extended stay or evacuation.

School District Crisis Response and Safety and Security Plan:

- II. **Emergency Response:** It is everyone's responsibility to take action to avert or respond to circumstances that threaten the security and safety of the school and school personnel, students, visitors and patrons. If you become aware of a crisis situation, you should contact the school administration who will contact the appropriate emergency services.
 - A. See, Appendix "A", Section 1 tab for listing of "Emergency Phone Numbers".

- II. **Chain of Command for a Crisis Situation:** The Superintendent of Schools is primarily responsible for responding to a crisis situation and declaring an emergency. At the Superintendent's discretion, he/she may use the Crisis Response Team established by the Board of Education to assist in assessing the need to declare an immediate emergency. In the absence of the Superintendent, the High School Principal or an appointed designee will act on behalf of the Superintendent. In a situation where neither is available, the Superintendent's appointed designee shall declare the emergency. Unless an obvious and immediate emergency exists, the Crisis Response Team will be utilized in the decision-making process, if available.
 - A. See, Appendix "A", Section 2 tab for listing of addresses and home and work place telephone numbers for "Chain of Command for a Crisis Situation".

- II. **Crisis Response Team:** The Board of Education shall from time to time establish a Crisis Response Team made up of the designated members of the administration of the school district and local law enforcement and public safety representatives.
 - A. **Crisis Response Team Functions:** The Crisis Response Team will be activated when the physical or emotional safety and well-being of students or school personnel is threatened. The Crisis Response Team will assess the situation, plan and intervene in any crisis affecting students and staff. The team will provide a preplanned, organized approach to responding to a crisis to alleviate the crisis and mitigate damages and injury, and reduce the emotional and social impact of a crisis. The Crisis Response Team will address situations of:
 - 1. Violence in and around school;
 - 2. Medical emergencies;
 - 3. Natural or accidental disasters/emergencies;
 - 4. Death of a student or staff member;
 - 5. Suicide of a student (or attempted suicide on school grounds),
 - 6. Mutual aid to another district;
 - 7. Situations deemed necessary by the Superintendent or School Board.

 - B. **Crisis Team Members:** See, Appendix "A", Section 3 tab for a list of Crisis Team Members.

Crisis Communication:

A. *Declaring and Communicating an Emergency Situation :*

1. Declaring an Emergency:

- a. **Civil Authorities :** The police, fire officials, or other local, state or federal governmental agencies may declare an emergency that would involve the school. Notification of such conditions will activate the Crisis Response Team so that an adequate school response can be engaged.
- b. **Administration:** The administration is primarily responsible for declaring an on-school emergency. Such a declaration will activate the Crisis Response Team so that an adequate school response can be engaged.

B. *Communication During an Emergency :*

1. **Alarms (Notification of Emergency):** The school alarm system or the intercom system will be utilized to notify everyone of room evacuations and lockdowns. School evacuations will be initiated by verbal commands from Principals on the field after a room evacuation has occurred. All other commands will be delivered verbally by the administration. The "All Clear" alarm for all drills will be given verbally from the command post by radio.
 - a. See, Appendix "B" tab for "Key to Alarm Signals".
2. **Intercom:** The administration may, when practicable, communicate the existence of an emergency situation and, during any such emergency situation, may communicate to staff members via the intercom system. School personnel should use the intercom system to communicate the existence of an emergency situation, if practicable. Students should only use the intercom system when under the direction of a staff member. If not reporting an emergency situation, students and staff should avoid using the intercom system to avoid overwhelming the system and allow its use for school-wide communications.
3. **Radios and/or Cellular Telephones:** Designated school personnel have been assigned radios and/or cellular telephones for use in emergency situations. The administration shall provide to the staff a list of the persons in possession of the cellular phones.
4. **Student Runners:** School personnel should use student runners (except during lockdown situations) to communicate with the administration only if no other means of communication is available.

C. **Communication Plan :**

1. **Critical Situations:** All faculty and staff are responsible to sound the appropriate alarm or notification to the senior administrator upon discovering a critical situation. A critical situation includes events such as a fire, violent act, observation of a person on the school grounds with a gun/weapon, or hearing/observing gunshots on school grounds. If a fire is observed, an alarm pull device should be activated. In any critical situation (including fire), use the intercom system or available cellular phone to immediately notify the administration. Obviously, common sense will indicate that in some situations you should immediately proceed with either a Room Evacuation or Lockdown for your own classroom or the students around you. A critical situation will usually require calling 911. Any employee may call 911 in a critical situation.
2. **Non-critical Situations:** Non-critical observations and rumors should be reported immediately by intercom or phone to the administration without sounding an alarm. An example of this type of situation includes a student reporting that he saw a student put a knife in his pocket. The Superintendent, another administrator, or the superintendent's designee will determine whether to declare a crisis or not.

D. **Crisis Communication Center:** *The Crisis Communication Center will be located* at the office of the Superintendent, located at Shelby Public School, 650 North Walnut, Shelby, Nebraska 68662 or at such other site determined by the Crisis Response Team. This site, if away from the crisis itself, has multiple telephone, electrical outlets and computer networking. If the Superintendent's office is not accessible as a Crisis Communication Center, an alternate site with similar communication facilities should be established.

E. **Communication with the Media:** The school district shall provide as much information regarding the emergency situation to the news media as possible. All news media should be directed to the Superintendent's office or other Crisis Communication Center. The Superintendent or designee shall issue press releases, gather updates and arrange interviews, except where the crisis involves multiple law enforcement agencies, in which case the role of media spokesperson will be assumed by the Nebraska State Patrol. Photographers and other media personnel shall not be allowed at the scene if there is still danger in the area, but should be allowed access when the immediate danger is passed. After the emergency, if the situation warrants, the administration will make arrangements for the media to be escorted to the site of the emergency. The Superintendent, or his/her designee, shall release to the media, as soon as possible, school district decisions relating to the incident, whenever it is deemed necessary. **All staff members are expected to be helpful and courteous at all times to the news media, but must refer all questions to the Superintendent, or his/her designee.**

F. *General Response Information to Any Declared Emergency :*

1. It is important during an emergency that all school personnel conduct themselves in a professional manner and demonstrate through their actions that degree of expertise which promotes confidence.
2. What you do in the first ten minutes will make a major difference in reducing the panic of your students. Above all else, remain calm. Use the next fifty minutes to perform your assigned tasks and attempt a return to normalcy.
3. Faculty are to remain with their students at all times during an emergency until relieved by administration.
4. Do not release students until authorized to do so by the administration.
5. Faculty and staff are first responsible for the students under their care. As difficult as it is, personnel should not abandon their posts to go check on their own children who may also be students at the school. Remember that another adult has responsibility for your children and they are doing their job. If you hear that your child has a serious injury, ask your administrator to relieve you from your post.
6. Faculty and staff are much like civil emergency personnel during an emergency. Police and fire crews must remain on the job even though they may have a crisis within their homes. Faculty and staff are charged with the emergency care of children during a crisis and should remain on their assigned posts until relieved of all responsibilities. If you become aware of a serious crisis at your home, you may ask your administrator to relieve you from your duties.
7. It is the responsibility of all faculty and staff to report all rumors and observations regarding information that might lead to a school emergency. Such reports should be made immediately to their supervisor. Supervisors will see that the information is immediately reported to the Superintendent. Faculty and staff are not to make final assessments as to the lethality of the rumor or observation and its potential to evolve into a school emergency; they are to report. Faculty of early elementary age students are given the flexibility to discern whether or not the situation demands a report.
8. Teach students to understand that jokes and false reports regarding weapons, bomb threats or threats of injury to others are not acceptable under any circumstances and will be taken seriously.

II. *Crisis Management Procedures:*

A. *General Procedures :*

1. *Initial Response in an Emergency Situation*

- a. The first responses in a declared emergency are going to be one or more of the following tasks:
 - (1) Room Evacuation
 - (2) School Evacuation
 - (3) Lockdown

- b. **Room Evacuation:** A Room Evacuation may be the result of a fire, tornado, or any other event, which requires leaving a room. If a tornado occurs, the procedures outlined in the Emergency Response Packet will be followed.

Room Evacuation Procedures

Teachers	<ul style="list-style-type: none"> ▪ Upon hearing the alarm system, immediately stop instruction and direct student attention to emergency procedure. Refer to the Emergency Response Packet if necessary. ▪ Have students leave the room in an orderly manner. Take your Emergency Response Packet with you. ▪ If a student is to be left in the room (seriously injured or trapped), hang the red card from the Emergency Response Packet on the outside door handle. This marks the room as "not clear." ▪ The teacher should exit the room last to insure all students are out (except those which cannot be moved), taking the Emergency Response Packet and class roll/grade book. ▪ Report with the class to the assigned hallway or outside area and quickly take roll or do a head count to see if any additional students are missing. ▪ Hold up the red card if a student is missing or a student has been left in the room. Hold up the white card if all students are present with you on the field (no one is left in the room and no one is missing). ▪ If someone has been left in the room or is missing, use the form in your Emergency Response Packet and have a runner immediately take it to your Principal. Elementary School teachers should not send a runner, but should give the form to the office secretary who will come by to receive it. It is imperative that this step be performed as quickly as possible. ▪ Remain with your students and await further instructions.
Principals	<ul style="list-style-type: none"> ▪ Secure visual reports from teachers via the red and white cards to account for all classes. ▪ Produce a quick list of teachers who are displaying red cards. ▪ After all classes have reported in with either red or white cards, radio a report to the Command Center indicating that all classes have reported in and the number of teachers reporting with red cards. ▪ As soon as a runner (or Elementary School office secretary) delivers the form listing the names of missing students and students left in classrooms, immediately dispatch a runner with a copy to (1) the Fire, Search and Rescue Team, (2) Command Center and retain one copy. Radio Fire, Search and Rescue with the information when you discover that you have red cards. The paperwork will serve as a confirmation of the information. ▪ Maintain control over your students and faculty, striving to reduce panic and return things to normalcy.
Maintenance	<ul style="list-style-type: none"> ▪ Assigned staff will report to gas shut-off valve and await orders from the Command Center to shut off the gas. ▪ Assigned staff will report to the alarm control panel to silence the alarm and report the alarm pull location to the Command Center. ▪ Assigned staff will report to the main power entrance panel and await instructions.
Command Center	<ul style="list-style-type: none"> ▪ Assess the crisis as information is received. Call civil authorities as deemed necessary. Determine appropriate responses and activate necessary plans. ▪ Receive reports from Principals on the progress of the Room Evacuation. ▪ Confirm that the Medical Team is in place. ▪ Confirm that the Maintenance Staff is in place. ▪ Inform the Medical Team of injuries as necessary.
Medical Team	<ul style="list-style-type: none"> ▪ Receive reports from the Command Center of injuries. ▪ Attend to injuries.
All other staff	<ul style="list-style-type: none"> ▪ If you have a radio or cell phone, turn it on. ▪ Report to the Command Center and await further instructions.

- c. **Off-School Evacuation:** An Off-School Evacuation will occur if the school is deemed unsafe and uninhabitable by civil authority or by the administration. This will usually be the result of an earthquake, extensive school fire, range fire, aircraft disaster, chemical threat, or local police action.

Off-School Evacuation

An Off-School Evacuation will normally follow a Room Evacuation procedure. The directive for an Off-School Evacuation will be delivered verbally to faculty by each school's administrator. Unless directed otherwise, Off-School Evacuations will be: *Elementary – Farmers Cooperative Association Office, Middle School – Rising City Fire Hall, High School – Transportation Building*

Teachers	<ul style="list-style-type: none"> ▪ Upon hearing the alarm system, immediately stop instructions and direct student attention to emergency procedure. Refer to the Emergency Response Packet if necessary. ▪ Upon notification from the School Principal to evacuate the school, move your students toward the Evacuation Site. Take the Emergency Response Packet with you. ▪ Walk with your students on the route indicated by the Director of Transportation or administration. ▪ En route to the evacuation site, recheck the class roll. If another student is missing, have the Evacuation Site administrator contact the School Principal with the student's name. ▪ Upon arriving at the evacuation site, keep your class together at the assigned area for your school. Follow the instructions of the Evacuation Site Coordinator. ▪ Remain with your students and await further instructions.
Evacuation Site Coordinator	<ul style="list-style-type: none"> ▪ Upon arrival at the evacuation site, direct arriving classes to the areas of the building assigned for each class. If the civil authorities have the school evacuate to a location other than the <i>Designated Site</i>, you should immediately designate areas of the evacuation site. ▪ The first students arriving will be high school students whom may be utilized at the site.
Principals	<ul style="list-style-type: none"> ▪ Upon instructions from the Superintendent or his appointed designee, notify the appropriate teachers to move their classes toward the Evacuation Site for a school evacuation. Notify the remaining teachers that we are evacuating the school, but that they should remain in place until you notify them to move toward the Evacuation Site. ▪ Upon the last class of your school leaving the school, notify the Command Center that your classes have all been evacuated. You will then travel to the evacuation site. ▪ Maintain control over your students and faculty at the evacuation site, striving to reduce panic and return things to normalcy.
Maintenance Staff	<ul style="list-style-type: none"> ▪ Maintain previous posts from Room Evacuation procedures unless reassigned. ▪ Await further instructions from the Command Center. ▪ Upon arriving to the evacuation site, report to the Evacuation Site Coordinator for further assignments.
Bus Drivers	<ul style="list-style-type: none"> ▪ Be prepared to help transport students that may be handicapped or unable to walk to the Evacuation Site or if another site may have to be used and students need to be transported by bus to the new site.

Director of Transportation and Bus Trainer	<ul style="list-style-type: none"> ▪ Acquire a sufficient number of bus drivers. ▪ Contact the Command Center to determine if a bus is needed to evacuate any seriously injured students. Such students will be evacuated by ambulance, if possible. If a bus is needed, the bus will evacuate these individuals to a local hospital as directed by the School Nurse or administration. ▪ Send the Evacuation Site Coordinator and team on the first bus. The first bus to exit should have high school students aboard so that they may be used to assist the evacuation at the evacuation site. ▪ In general, evacuate the injured and faculty and classes first. Other staff will be evacuated last. ▪ Instruct the School Principals when to start sending classes to the bus loading zone. Instruct them on how many classes to send at what time. Students will be held at their Room Evacuation positions by the Principals until you are ready to move them toward the bus loading zone. Attempt to keep one group of students on the buses, one group at the loading zone ready to load the buses and the remaining students at their original Room Evacuation locations. ▪ Direct approaching teachers and classes to load buses by classes. ▪ Hold approaching students in place if a bus is not currently available. Radio/call Principals to hold classes at their original assigned Room Evacuation locations until buses are available. ▪ Maintain radio contact with buses to monitor progress and to have classes moved to the loading/unloading zone and ready to board buses upon the arrival of a bus.
Medical Team	<ul style="list-style-type: none"> ▪ Work with paramedics to determine how injured persons should be transported. ▪ If school buses are needed to transport the injured, determine whether to transport them to a local hospital or to the evacuation site.
Command Center	<ul style="list-style-type: none"> ▪ Work with civil authorities in deciding to declare an Off-School Evacuation. Determine via the Community Evaluation Team that the roads are accessible between the school and the evacuation site, and that the evacuation site is habitable. Coordinate with the Director of Transportation to determine bus readiness. Declare an Off-School Evacuation. ▪ Notify staff of an Off-School Evacuation. ▪ Monitor the evacuation from the Command Center. ▪ Personally evacuate the school after the evacuation is completed. ▪ See that a sign is posted at the front gate notifying parents of the location of the evacuation site. ▪ Develop a message for broadcast to parents.
All other staff	<ul style="list-style-type: none"> ▪ If you have a radio/cellular phone, turn it on. ▪ Report to the Command Center and await further instructions.

- d. **Lockdown:** A Lockdown procedure will occur if a threat occurs at school grounds or in the local neighborhood which requires students to be taken indoors where it is less likely that they will be injured. This will usually be the result of an attack by an armed person at school or gunshots fired at school (or in the near neighborhood). Appendix “C” has additional clarification.

Lockdown

Teachers and all other staff	<ul style="list-style-type: none"> ▪ If outside, move students around you (or your class, if you are with them) into the closest classroom or building. Leave behind those who are dead or very seriously injured/immobile; take care of the living in order to prevent further death. ▪ Once inside the room or if you were already in a room when the Lockdown was declared, lock all doors, shut and lock the windows, close window blinds and instruct students to get on the floor. Refer to Emergency Response Packet as necessary. ▪ Call 911 if you have vital information and cannot reach the office by intercom or phone. ▪ Do not respond to knocks or voices at the door unless directed by a school administrator or civil authority. ▪ Remain with students and await further instructions. Keep students silent to make the room appear vacant. Do not respond to a fire alarm (room evacuation alarm). Only evacuate when directed to do so by administration or civil authorities.
Command Center	<ul style="list-style-type: none"> ▪ Lock down the area you are in by locking all doors, shutting and locking windows, closing blinds, and getting on the floor. ▪ Assess the crisis as information is received. If the Lockdown is warranted and has not been initiated elsewhere, declare the Lockdown via the alarm system. Call 911 to report the situation. ▪ Call offices and other locations to acquire information. ▪ Call the faculty roll to determine the location of people. ▪ Confirm that the Medical Team is in place in case they are needed after the Lockdown. ▪ Inform the Medical Team of injuries as necessary after the Lockdown. ▪ If the Lockdown is not being directed by civil authorities, determine and deliver the instructions to all staff following the end of the Lockdown. Give notice as to why the Lockdown occurred and what they are to do next.
Medical Team	<ul style="list-style-type: none"> ▪ Lock down the Health Office by locking doors, shutting and locking windows, closing blinds and getting on the floor. ▪ Do not leave the Lockdown room until instructed to do so by the school administration or civil authorities. ▪ Receive reports from the Command Center of injuries. ▪ Attend to injuries after the Lockdown.

e. **Emergency Exiting Instructions for Room or School Evacuation:**

- (1) See Appendix "D" for floor plan and instructions for exiting the building.

B. ***Additional Response Information for Specific Types of Emergencies :***

1. **Natural and Accidental Disasters :**

a. **Fire :**

- (1) If you observe a fire, activate the nearest fire alarm pull station.
- (2) Send a runner to the Principal's office or call in the information if a phone or radio is available.
- (3) Have students close all doors and windows as they evacuate the room.
- (4) Administration and/or maintenance are responsible for locating the fire and directing the fire department to that location.
- (5) If a fire is small, personnel may use a fire extinguisher to stop the fire. Do not risk personal injury or the safety of students to fight a fire.

b. **Chemical Spill/Toxic Fumes :**

- (1) **Spill/Fumes Outside the School Building :** Warning of chemical accident or contamination is usually received from civil authorities when there is a threat to the safety of the school. These accidents may include overturned tankers, broken fuel lines, and those related to the industrial use of chemicals.
 - (a) When the reported accident occurs, the following procedure is required:
 - i) Keep students and staff inside.
 - ii) Close and secure windows and doors.
 - iii) Administration should notify custodian to disable air ventilation system, if necessary, and meet with any fire crew called to the school.
 - iv) Call 911 to ensure community emergency response personnel are aware of the spill or fumes.
 - v) If spill or fumes are observed or detected, school personnel should contact the school office immediately.
 - vi) The Administration should determine whether the students are more safe in a Lockdown or School Evacuation procedure.
 - vii) If possible, move crosswind, never directly with or against the wind, if it is necessary to evacuate the area.
 - viii) Make sure students and staff do not come into contact with spilled material.

2. **Spill/Fumes Inside the School Building :** If a toxic spill takes place inside the school building or facility and /or fumes occur in the school building or facility, the following procedures should be followed:

- (a) Call 911 if you know a hazardous material is involved.
- (b) Call the office to notify the Administration of the spill and fumes.
- (c) Administration should notify custodian to disable air ventilation system, if necessary, and meet with any fire crew called to the school.
- (d) Isolate the area and move students to another area to prevent injury or exposure.
- (e) If potential fire or explosive hazard exists, evacuate the building immediately.
 - i) Do not use exit routes near the hazardous area.
 - ii) Evacuate to safe area. This means a distance of at least 500 feet away upwind.
 - iii) Do not return to area until directed to do so by authorized personnel.

c. **Power Outage/Blackout :** In the event of a building-wide power outage or blackout, the following procedures should be followed:

- (1) Teachers with classes are to remain in the classroom with students and await further instructions. Students should not be released during normal passing time.
- (2) No student movement should take place until directed to do so by an administrator or other person in authority.
- (3) Office personnel should report the loss of power to:

- (a) *NPPD 24 hour emergency number 877-275-6773; Jeff Branting 402-527-5444; Joe Sunday 402-747-8207.*
- (b) *Ron Glatter 402-366-6574.*

- (4) All teachers who do not have class assignments should report to the office to determine if their assistance is needed in or about the building.
- (5) If the power failure occurs during the lunch period, all teachers who do not have students assigned to them at the time, should report to the cafeteria to assist with supervision.

d. **Tornado Safety :**

- (1) Evacuate room to the assigned areas, if possible. If not possible, move students away from doors and windows.
 - (a) See Appendix E for the designated shelter areas for tornados.
- (1) Initiate the duck, cover and hold procedure after evacuating the room.
- (2) Teachers do not have to wait for the Room Evacuation alarm to sound before starting the Room Evacuation procedure.
- (3) Teachers should follow the procedures outlined in the Emergency Procedures Packet for moving the students to their assigned areas in the building.
 - (a) If indoors...
 - i) Follow the plans for moving the students to safety.
 - (b) If outdoors...
 - i) Get away from buildings. Stay clear of walls, power poles, trees, loose wires, and metal fences.
 - ii) Lie flat on the ground and bury your face in the crook of one elbow while placing the other hand over the back of the neck.
 - (c) If on a school bus...
 - i) Where possible, the driver will pull out of traffic and park at the curb.
 - ii) Students will drop in the aisles or under the seats for protection.
 - iii) After checking for injury to students and damage to the bus, the driver will attempt communication with the Director of Transportation.
 - iv) If communication and travel are not possible, the driver will remain with the students and supervise them until such time as they are released by the Director of Transportation or school administration.

f. **Flooding :**

- (1) **School Buildings :** In the event of the flooding of a school building, the Off-School Evacuation procedures shall be followed, and an alternative site for conduct of school operation shall be established as soon as practicable by the administration.
- (2) **Highways and Roads :** In the event of flooding of highways and roads in the school district, the administration shall determine whether it is safe for school to be open and, if so, whether buses will run on regular or alter routes. The administration shall inform parents, students and staff through the protocol used for severe weather.

2. **Protection of Students and Staff from Acts of Others :**

- a. **Assaults** : The person observing an assault should follow the following procedures:
- (1) Report the incident to the main office in the most expeditious manner (intercom, messenger, phone, etc.).
 - (2) Defuse the situation and seek to protect others, but avoid risk of physical injury to anyone; such avoidance may include physical restraint of a person.
 - (3) Deal with immediate medical emergencies by offering first aid or summoning an aid unit and police as appropriate.
 - (4) Do not leave assailants or victims by themselves.
 - (5) Determine if it is appropriate to maintain custody of participants.
 - (6) Take the names of all parties, including bystanders or witnesses. Designate a staff member to take such action if it is necessary for you to leave the scene.
 - (7) Report all assaults occurring on district properties immediately to the Administration.
- b. **Bomb Threats** :
- (1) The person receiving the bomb threat call should engage the caller in a conversation to get as much information as possible:
 - (a) Ask what time the bomb is set to go off.
 - (b) Ask questions regarding the specific location, building, room, closet, locker, hallway, etc.
 - (c) Ask about the appearance of the bomb package.
 - (d) Listen for background noise, e.g., jukebox, radio, other people, traffic sounds, etc.
 - (e) Was the caller calm or hysterical?
 - (f) Was the caller's voice young or old?
 - (g) Notify your Principal or the Superintendent.
 - (2) The Superintendent will call the police and declare an emergency and initiate a Room Evacuation procedure of the appropriate classroom or school if deemed necessary to evacuate the building. After a visual search of each classroom by the teacher, a decision may be made to remain in the classroom.
 - (3) School personnel are to remain out of the threatened building. The police will conduct the bomb search.
 - (4) Any student or personnel who believes a box or other type of container to be suspicious should not touch the item and should immediately report it to the School Principal or Superintendent.
 - (5) The Superintendent will investigate and declare an emergency, if deemed necessary, and initiate a Room Evacuation procedure or have students remain in the classroom, if, after a visual search by the teacher, it is deemed to be safer for the students to remain in the classroom.
 - (6) The Superintendent will call the police.
 - (7) The area where the suspect device is located will be cleared by at least 200 feet.
 - (8) School personnel are to keep away from the suspect device and allow the police to deal with it.
- c. **Intruder or Hostage Situation - Generally** : In the event of an intruder or hostage situation in a school building or on school grounds, school personnel shall follow the following procedure:
- (1) **Principals:**

- (a) Conduct an immediate assessment confirming the type of incident, what has happened, what is happening, who is involved, etc.
- (b) Summon help from law enforcement if the situation represents a danger to students or staff.
 - i) Call 911.
 - ii) Have someone stay on line with 911 to explain the current situation and update status.
- (a) Sound school warning to school staff.
 - i) Announcement for staff to lockdown their classroom will be made via the intercom. Staff will follow the intruder protocol to lock down their classroom and not allow students to leave.
 - ii) Notify Superintendent's office.
 - iii) Institute Lockdown procedure.
 - Lock all classrooms.
 - Keep all students in the classroom, ignore all passing bells.
 - Move students to the safest place in the classroom.
 - Turn off light and close blinds or drapes.
 - Take accurate roll and account for any missing students; if possible, communicate to the office the names of missing students.
 - Employ immediate sheltering action for those exposed to danger.
 - Ensure that all others are sheltered in place or moved to a safer location if possible.
 - iv) Wait for law enforcement to arrive.
 - v) Stabilize elements of situation if safe to do so., e.g. gather school staff assigned to emergency duties; direct non-essential staff to safe area; use building level first aid to care for injured; provide staff with instructions and information as soon as possible; and protect crime scene and evidence.
 - vi) Work with law enforcement to resolve situation, e.g. stay at command post, provide information.
 - vii) Work with Crisis Response Team.
 - viii) Signal "All Clear" and follow up with staff, e.g. see that emergency medical care is provided, account for all students and staff on or off site; notify parents/guardians as necessary; support law enforcement follow-up activities; debrief staff; arrange for site security if necessary.
 - ix) Work with specialists, e.g. ambulance or hospital staff; law enforcement officials.
 - x) Initiate recovery and follow-up activities, e.g. brief staff and provide access to support; plan for resumption of schools; arrange to clean and repair school facilities; establish long term recovery plan.

(2) **Teacher's Emergency Procedure:** Upon hearing the intruder alert for teachers to lock down their classroom:

- (a) Initiate Lockdown procedure.
- (b) Shelter in place.

- (c) Use basic duck and cover techniques: lie flat, face down, on floor; cover head, get under tables/desks if possible.
- (d) In classrooms, stay away from windows, doors, and outer walls; watch for shattered glass. Close drapes/curtains/blinds ONLY if safe to do so.
 - i) Turn out lights.
 - ii) In open areas, use objects immediately available in the open (tree, bushes, walls, etc.) For shelter; lie down, stay motionless.
 - iii) Be ready to move students instantly; know possible escape routes, including windows.
 - iv) If current location is judged too dangerous, move to possible alternate locations in other rooms or areas in the building, when it is safe to do so.
 - v) If possible, report status to office.
- (a) If you and students are taken hostage:
 - i) Stay calm.
 - ii) Do not be a hero.
 - iii) Follow instructions of captor.
 - iv) Cooperate, be friendly if possible; do not argue with or antagonize captor or other hostages.
 - v) Inform captors of medical or other needs.
 - vi) Be prepared to wait; elapsed time is a good sign.
 - vii) Do not try to escape; do not try to resolve situation by force.
 - viii) Be observant and remember everything you see and hear.
 - ix) If a rescue takes place, lie on the floor and await instructions from rescuers.

(2) **School Disturbances Dealing with Intruders:** All school personnel and students should be instructed to report any intruder on the school campus to the office immediately. When incidents involving an intruder occur, it is imperative that staff and students be observant and attentive and then determine the appropriate course of action to secure the school premises and protect students and staff. Should a disturbance take place at school involving individuals who are not students, the following procedures should be followed:

- (a) Report the incident to the office;
- (b) Office personnel should call 911 to report the incident:
 - i) Explain the situation and the type of disturbance;
 - ii) Describe the location of the activity;
 - iii) A description of the participants and the number;
 - iv) A description of the type and number of weapons possibly in the possession of the participants.
- (c) While awaiting the arrival of law enforcement:
 - i) Remain calm, use good judgment;
 - ii) Tell all students involved in the disturbance to return to their classes. Attempt to keep students in their classrooms, but do not use force. Keep halls clear of students.
 - iii) Isolate individuals who are not students; however, do not put yourself or other staff members at risk.

- iv) Keep hands off students unless restraint is needed to provide safety for individuals who are members of the student body.
 - v) Once law enforcement officials arrive, follow their instructions.
 - vi) If members of the student body have taken part in this disturbance, determine the extent of their involvement. If students are active participants in the disturbance, follow the school discipline policy to determine consequences for behavior.
- (d) **Trespasser:** A trespasser is any person found on school premises who has not or will not register as a visitor. All visitors should register in the school office (listing their name and the time entered the building) and be given a visitor identification to wear or carry. The visitor identification will signify the specific area of the building for which the visitor can visit. Treat those without identification in the following manner:
- i) Greet visitor in a polite and non-threatening manner.
 - ii) Identify yourself as a school official.
 - iii) Inquire as to purpose of his/her presence. If the person has a legitimate reason for being at school, have them report to the office and register.
 - iv) If visitor gives no indication of voluntarily reporting to the office, notify law enforcement by calling 911.
 - v) Observe the person's size, weight, clothing, age and location to relay to the emergency operator.
 - vi) ***DO NOT GET IN AN ARGUMENT OR ATTEMPT TO CHALLENGE THE TRESPASSER.***

d. **Intruders/Students with Weapons :**

- (1) School policy prohibits anyone from carrying, exhibiting, or displaying any firearm, dagger, sword, knife or other cutting or stabbing instruments, club or any other weapon on the school property.
- (2) If staff become aware of the presence of a weapon, the following procedure should be followed:
 - (a) Report information to principal's office at once.
 - (b) In no case should staff endanger themselves or others to secure a weapon.
 - (c) The office should contact law enforcement upon information of the existence of a weapon on school grounds.
 - (d) Escort the person with the weapon to the school office if possible.
- (3) When a serious threat of immediate harm to students or staff is identified on school grounds, the Superintendent will initiate a Lockdown. A call will immediately be made to 911. After the Lockdown alarm is sounded, the Command Center will notify the administration of the situation via radio, phones or other available methods.
- (4) Staff Member or Student Hears Gunshots or Sees Someone with a Gun:

- (a) Immediately initiate a Lockdown Procedure, even if the Lockdown alarm has not been given.
 - (b) Notify the administration by using your phone (if your phone is not available, use a cell phone, telephone, e-mail or whatever communication is available inside the locked down room). Do not exit the room in order to send notification; do not send runners to the office.
 - (c) Do not exit the room to investigate the situation. Wait for further instructions from the administration or civil authorities.
- (5) Armed Individual Comes into the Classroom (See also Hostage Situation below):
- (a) If possible, notify the administration of the situation. Do not place yourself or students at risk to notify anyone of the situation.
 - (b) Do as the gunman demands.
 - (c) Do not make sudden moves that could frighten the subject (ask permission to move).
 - (d) Never argue.
 - (e) Take your time.
 - (f) Keep your students as calm as possible.
 - (g) Physical force should not be used unless someone's life is in imminent danger.
 - (h) Talk to the gunman.
 - (i) Learn as much as you can about the gunman.
 - (j) Keep the gunman's attention on you, not on your students.
 - (k) If more than one person is involved, concentrate on only the one person.
 - (l) Be observant.
 - (m) Do not stare at the gunman in observing him/her.
 - (n) Mentally record a detailed description of the individual and the weapon.
 - (o) Identify a distinctive feature and continue to concentrate on that one item.
 - (p) Remember what objects the intruder touches and preserve them for law enforcement.
 - (q) It is critically important to preserve the crime scene and never touch or move or disturb any possible evidence or objects at that site.
 - (r) If the gunman starts shooting, tell the students to get down and lie on the floor.
 - (s) Take cover on the floor and/or behind equipment.

e. **Hostage Situation Protocol :**

- (1) Hostage Crisis Prevention Plan: Hostage-taking is a criminal offense that must be reported. Once reported, the local police take over the investigation and resolution of the situation. It is important for school personnel to be aware of this fact for once the police arrive on the scene, the school staff must work under their authority. Hostage-taking situations in schools usually involve persons who are in conflict with the law, who feel themselves aggrieved, or who are mentally ill. As precautionary measures against a hostage crisis, the school district maintains a positive relationship with local law enforcement officials. The objectives of the crisis response plan are to resolve a hostage crisis while insuring:
- (a) The protection of life and prevention of injury.
 - (b) The safety and welfare of hostages.

- (c) The restoration of order and protection of property.
 - (d) The identification of participants and possible prosecution.
- (2) The line of command in the event of a hostage-taking situation is as follows:
- (a) Superintendent;
 - (b) Building Principal;
 - (c) Other Person designated by Superintendent

[It must be noted that orders given by a hostage under conditions of duress (e.g., if the hostage is the Principal) are not to be followed, regardless of who gives them and where they fall in the chain of command, except to save lives.]

- (3) Personnel Responsibilities in Hostage Situation: If an employee is taken hostage, he/she should:
- (a) Do everything a captor says to do.
 - (b) Be especially careful during the last four or five minutes. These minutes are the most critical ones as the captor is probably as desperate and jumpy as the victim.
 - (c) Speak only when spoken to and never make wisecracks.
 - (d) Try not to show emotions openly. Hostage-takers like to play on emotional weaknesses.
 - (e) Sit down, if possible, to avoid appearing aggressive.
 - (f) Act relaxed as this posture may relax the captor.
 - (g) Weigh carefully any chance to escape to be sure that escape is certain and will not endanger anyone else.
 - (h) Have faith in fellow workers and negotiators.
 - (i) Get rid of personal effects (e.g., photographs of husband or wife and keys), if possible.
 - (j) Do not make any suggestions to the hostage-taker(s). If the victim's suggestions go wrong, the hostage-taker may think that the victim tried to create problems.
 - (k) Do not turn away from the captor unless ordered to do so, and try to keep eye contact without staring. People are less likely to harm someone at whom they are looking.
 - (l) Be patient.
- (4) Personnel Responsibilities in Hostage Situation: The first employee to identify a hostage-taking situation should:
- (a) Secure the immediate area, if possible, by removing all nonparticipating persons.
 - (b) Secure the door, if appropriate, to isolate the incident.
 - (c) Notify by the quickest possible means the administrator who notifies the police.
 - (d) Observe in order to report fully on:
 - i) the number of hostages taken
 - ii) the type of disturbance
 - iii) the type and number of participants
 - iv) the type and number of weapons possibly in possession of participants
 - (e) Make specific notes of any threats or demands

- (f) Do not speak to the media unless authorized to do so.
- (5) Identification and Reaction to Hostage Situation: When police and administrative staff arrive, the following information should be available:
- (a) number of hostages taken
 - (b) threats and demands by hostage-taker
 - (c) type and number of weapons thought to be in the hostage-taker's possession
 - (d) precise area controlled by hostage-taker
 - (e) floor plan of the area (available in the Building Crisis Preparedness Kit); be prepared to identify possible escape routes and guard post locations
 - (f) identify and description of participants, with photographs if possible (both the suspects and the victims)
 - (g) location and number of telephones in the area
 - (h) any special considerations (room construction, hazardous materials, dangerous gases, etc.)
 - (i) Be prepared to identify rooms for use by school administrative staff and the police negotiators: a command room, a hostage debriefing room and a think room. These rooms should be close together and linked by telephone.
- (6) Hostage Negotiations: Two key factors to keep in mind when dealing with a hostage situation. First, the person is thinking irrationally and will respond with desperate actions. Second, try to calm the situation and provide enough time for a safe conclusion. Negotiations with hostage-takers are best handled by the police who have personnel trained for such negotiations. If the school staff must enter into negotiations with hostage-takers before the police arrive, the following should be borne in mind:
- (a) Negotiations must be conducted by junior rank personnel in order to assist in the use of delay tactics, such as "I'll ask," or "I'll seek clarification."
 - (b) All demands are to be met with an "I'll do my best," never with a "No".
 - (c) Under no circumstances should drugs be given to any parties involved in a hostage-taking situation.
 - (d) Every effort should be made to regain control of the situation by peaceful means (e.g., through discussion).
 - (e) Staff members on duty should not hesitate to contact those staff members who are familiar with and have some influence over the persons involved in the hostage situation, even though they may not be on duty.
 - (f) The administrator and the police must be the principals in any decision-making process with regard to the handling of the hostage-taking situation.
 - (g) Remain calm.
 - (h) Do not use your title, only your name.
 - (i) Determine what the hostage-taker wants.
 - (j) Do not accept demands for alcohol, drugs, weapons, or substitute hostages.
 - (k) Offer alternatives.
 - (l) Downplay the seriousness of the incident.
 - (m) Do not bluff.
 - (n) Ask open-ended questions.

- (o) Repeat any questions or demands the hostage-taker may have (so they can hear what was said and to make sure you are clear).
- (p) Avoid deadlines.
- (q) Talk to hostages, if possible. (Ask them yes/no questions).

f. **Confidentiality of Intruder/Hostage Protocols :** The foregoing protocol for an Intruder or Hostage situation should not be disclosed to students. Detailed crisis response plans involving a suspicious intruder or a hostage situation should be known only to school personnel and local law enforcement authorities. Therefore, this response plan should be available just to building staff members and not shared with students. Students should know that if such a situation occurs, they are to abide by the instructions of teachers and administrators who have been instructed in how to deal with these circumstances. Students should be directed how to summon help in the event their teacher becomes incapacitated and unable to seek assistance for himself/herself.

g. **Disturbances After Hours/School Activities:** Students attending after-hour school activities are under the same rules and school policies as those followed during the regular school day.

- (1) Minor incidents should be isolated and contained, if possible, by available supervisory personnel.
- (2) Call law enforcement authorities immediately if a series of minor incidents occur, if a minor incident sparks a larger disturbance, or a major crisis develops.

h. **Vicious Animal on School Grounds :** In the event there is determined to be a vicious animal (such as a dog) on school grounds, on property immediately adjacent to school grounds, or reported to be in the vicinity of the school campus, all students and personnel should be directed inside the school building. If the animal is observed, local animal control or law enforcement should be called, and informed of the location of the animal, a description of the animal and its conduct. Students and staff should remain in the building until the animal is removed.

i. **Safe Pupil Transportation Plan:** In the event there is a situation that should develop on a school bus either during the route or while on an activity, please refer to the district Safe Pupil Transportation Plan which is located on each bus.

C. Preventative Procedures/Programs for Student Protection :

VII. Safety and Emergency Precautions and Preparedness:

A. *Drill Practice Schedules :*

- 1. Room Evacuation drills will be practiced monthly. [Applicable to fire, biological threat, hazardous materials events].
- 2. Duck, Cover and Hold, and Room Evacuation drills will be practiced quarterly. [Applicable to severe weather (tornado) events].
- 3. Lockdown drills will be practiced each semester. One drill will be initiated while students are outdoors, and one while they are in class. [Applicable to armed intruder, armed student, bomb threats, fight events].

B. ***Safety and Security Training of Staff and Students :***

1. **Staff Training and In-service :**

- a. **Safety and Security Plan:** The Safety and Security Plan will be reviewed annually by the Administration with all school district staff. All staff shall have a copy of the Safety and Security Plan available.
- b. **Emergency Response Packet:** An Emergency Response Packet will be attached to the inside of the door to each classroom and office on the school. All staff shall review the Emergency Response Packet once each semester.
- c. **Staff Members in Crisis Response Team:**
 - (1) Review of Safety Procedures in Safety and Security Plan once per month;
 - (2) Training in use of safety equipment.

VII. **Building Security:** The physical security of the school buildings of the district shall be the responsibility of the Administration. In establishing and maintaining a secure environment for students without diminishing the learning environment, the Administration shall address the following issues:

A. ***Access Control :*** Access to school buildings during the school day, for school activities and during non-school hours shall be designed to account for and control all visitors to the school buildings. Basic visitor control shall include:

1. Limited access points into the building (the front door only during the school day).
2. Posted signs directing visitors to the school office, with directions and/or floor plans.
3. School staff should be trained to assertively challenge visitors and strangers observed in their building. Visitors should be greeted, questioned, identified and logged in at the office.
4. Provide identification badges and escorts for visitors.
5. Sign out visitors in a logbook when they leave the school building.
6. Train staff to challenge visitors and students to report strangers.

B. ***Communications :*** The school intercom and alarm systems shall be used for general communications of building security or emergency issues. Additionally, identified staff members will be issued radios and cellular phones to provide back-up communication systems for the building.

C. ***Identification Systems :*** Identification cards will not be issued.

D. ***Intrusion Detection Systems :*** The district will concentrate efforts on the purchase of an intrusion detection system or alarm which should be kept in operating order at all times.

E. ***Inventory Control :*** All personal property of the school district shall have permanently affixed or engraved an inventory identification number along with the school district's name. An inventory of all school district property should be conducted on a regular basis.

F. ***Key and Lock Control :*** Classroom doors and storage rooms should all have operative locks. Keys to school district buildings and rooms should be issued only to staff. Staff should clearly understand that no duplicates are to be made of school keys. Students are not to be issued or allowed access to keys. All classrooms should be locked when not occupied. Storage rooms should be kept locked at all times.

G. ***Perimeter and Outside Security :*** Inspections of the perimeter and outside of school buildings should be conducted during the school day and at night. Trees and shrubs should be kept trimmed

so as to keep lines of sight open to all portions of the school campus and prevent their use for access into and on top of the building.

- H. ***Protective Lighting*** : The school building exterior shall be lighted in a manner that shall provide school personnel with the ability to monitor all exterior areas at night, and provide a deterrent to prospective vandals and other trespassers. Such lighting should be maintained in operative condition at all times.
- I. ***Signage*** : Outside signs should include notices prohibiting trespassing, identifying drug-free and weapon-free zones, providing directions to visitors, and identifying specific entrances available to the public. Signs inside the school should include clear directions to the office and identification of different wings, program areas and facilities.

IX. **Safety and Emergency Equipment and Supplies:**

A. ***Communication Equipment*** :

- 1. **Radios, Cellular Phones, and Beepers** : Administrators and others assigned radios, cell phones and beepers shall keep them accessible at all times when they are at school. Those assigned cell phones and beepers shall retain the equipment on their person and active at all times (twenty-four (24) hours per day). Adequate radios will be made available for at least one (1) on-duty staff member to be radio-equipped on each playground or area where students are located during any portion of the day. Teachers who are assigned before or after school patrol duty will carry their assigned radios.
- 2. **Alarm System** : The maintenance department is responsible for keeping all emergency equipment functioning, including radios and the alarm system. A breakdown in either system is to be considered the top priority above all else.

B. ***Disaster Equipment and Emergency Supplies*** : A supply of hard hats will be maintained by the Maintenance Department for the Crisis Response Team and maintenance worker use in case of a disaster where their use is necessary. Maintenance shall also maintain in inventory in good operational order the equipment and supplies listed on Appendix "K".

C. ***First Aid Supplies*** : The school nurse or Superintendent's office shall order and maintain an up-to-date inventory of the first aid supplies and kits listed on Appendix "L". Notice of the location of such first aid kits shall be posted with the Emergency Response Packet in each classroom and office.

D. ***Emergency Response Packets*** : There shall be an Emergency Response Packet secured to the door of each classroom, on the inside of each door. Teachers are responsible for making sure that such Emergency Response Packet is in their classroom at all times.

References:

Practical School Security: Basic Guidelines for Safe and Secure Schools, Kenneth S. Trump, Copyright 1998, Corwin Press, Inc.

Safe Schools: A Security and Loss Prevention Plan, J. Barry Hylton, Copyright 1996, Butterworth-Heinemann.

Crisis Response Manual, Grand Island Public Schools, Grand Island, Nebraska

The Crisis Intervention Resource Manual, Office of Psychological Services, Bartow County School System, Cartersville, Georgia
www.bartow.k12.ga.us/psych/crisis/cimanual.html

U.S. Department of Education in cooperation with the AASA and other national groups
<http://www.air-dc.org/cecp/guide/files/3.htm>

APA and MTV April 19, 1999, <http://helping.apa.org/warningsigns/>

**Appendix A
Section 1
2013-2014**

Emergency Phone Directory

Person	Position	Phone
Emergency Services		911
Fire Department (direct line)	Emergency Non-Emergency	911 527-5414
Sheriff's Office (direct line)		747-2231
Nebraska State Patrol (direct line)	Non-Emergency - G.I. Non-Emergency - Lincoln	308-385-6000 402-471-4545
Police Department (direct line)	Non-Emergency	747-2231
Hospitals	Osceola Hospital	747-8851
Emergency Room	Columbus Community	564-7118
Electric Utility Company	NPPD	1-877-275-6773
Gas Utility Company	Peoples Natural Gas	1-800-303-0357
Nebraska Department of Health & Human Services	York York - Local Columbus Community David City David City - Local	1-800-627-3411 1-402-362-4471 1-402-564-1113 1-800-576-5212 1-402-367-3021
Chairperson, Shelby Public School District, Crisis Response Team	Coordinate Emergency Response	

**Appendix A
Section 2
2013-2014**

Chain of Command for a Crisis Situation Directory

Person	Address	Phone
Chip Kay, Superintendent of Schools	130 W Carol St Shelby	Home - 402 527 5147 Cell - 308 289 0905
Sandy Voss, Chairperson, Crisis Response Team	250 Evergreen Shelby	Home - 492-527-5749
Bill Curry, Middle School Principal	135 West Apple Shelby	Work - 402-527-5946 Home - 402-527-5275
Troy Holmberg, High School Prin.	260 2nd Ave Shelby	Cell - 308-883-1918
Denise Glock, Elementary Prin.	2911 F Rd. Rising City	Home - 402-542-2232 Cell - 402-367-7552

**Appendix A
Section 3
2013-2014**

Crisis Response Team

Person	Home Phone.	Cell Phone	E-mail
Chip Kay	402-527-5147	402-270-1685	ckay@esu7.org
Bill Curry	402-527-5275	402-440-0322	wcurry@esu7.org
Sherri Georges	402-764-7271	402-366-8232	sgeorges@esu7.org
Mary Gillespie	402-427-5376	402-366-2878	mgillesp@esu7.org
Denise Glock	402-542-2232	402-367-7552	dglock@esu7.org
Troy Holmberg		308-883-1918	tholmberg@esu7.org
Lauren Rabourn	402-527-5995	402-942-2985	lrabourn@esu7.org
Sandy Voss	402-527-5749	402-366-2358	svoss@esu7.org

Appendix "C" Lockdown Drills

- A) **Safety Threat** to the Shelby and/or Rising City Area
- All external building doors are locked.
 - Travel between buildings is halted.
 - Students will not be permitted to leave the building unless a parent comes inside to pick them up.
 - Deliveries to the district are halted.
 - All classrooms are locked, doors shut, exterior windows covered.
 - No outside recess, physical education, or other activities.
 - Lunch proceeds as normal.
 - If we are in this state at the end of the day we will use School Reach to provide information to parents regarding end of the day dismissal, pickup, extra-curricular activities and transportation.
 - Request may be made to have sheriff's deputies on campus.
 - Classes and passing inside the building continues as normal.
- B) **Immediate** threat inside building or on campus
- All Classrooms are Locked, all windows covered, students are moved out of direct line of sight. Turn off classroom lights.
 - Anyone in the hallway or open area (gym) is to go to the nearest classroom or to the designated safety zone.
 - Any group outside should go to the evacuation site off-campus.
 - Do not answer your door or classroom phones.
 - Have all students turn cell phones to silent/off.
 - Officers will come room to room with a key and slide badge under the door prior to entering when facility is secure.